



PCFA HOUSE COACH GUIDE

Building Confidence, Skills, and a Love for the Game

1. YOUR ROLE AS A HOUSE COACH

As a House Coach, you are the **leader of your team and the captain of the ship**.

You set the tone for:

- Team culture
- Player experience
- Parent engagement
- Overall success of the season

Your primary responsibility is to create a **safe, positive, and fun environment** where players:

- Learn fundamental skills
- Build confidence
- Feel included and valued
- Develop a love for the game

At the House level, **development always comes before winning**.

2. BUILDING YOUR TEAM (ON AND OFF THE FIELD)

Softball is a Community Sport

A successful team is not built by the coach alone.

Every family is expected to contribute in some way.

As Head Coach, you are responsible for **recruiting and organizing parent support early in the season.**

Key Volunteer Roles to Fill

- Assistant Coach(es)
- Team Manager
- Team Treasurer (if applicable)
- Scorekeeper
- Bench Parent
- Field Prep (raking & lining fields, setup)
- Tournament/event support (if applicable)

👉 Set expectations early:

“This is a volunteer-driven program—everyone helps.”

3. WHAT SUCCESS LOOKS LIKE

A successful season is not defined by wins.

Success looks like:

- Players improving over time
- Players having fun and wanting to return
- A positive, inclusive team environment
- Equal opportunity for all players
- Strong teamwork and sportsmanship

If players are engaged, improving, and smiling—you are succeeding.

4. YOUR TOP PRIORITIES

1. Create a Positive Environment

- Encourage effort over results
- Recognize improvement
- Keep communication supportive

2. Focus on Fundamentals

- Throwing, catching, hitting, base running
- Keep drills simple and repetitive

3. Maximize Participation

- Keep players active (no long lines)
- Use stations and small groups

4. Ensure Equal Opportunity

- Equal playing time
 - Rotate positions (especially at younger ages)
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5. PRACTICE PLANNING

A great practice is **structured, active, and simple**. Planning your practices ahead of time keeps things organized, reduces downtime, and helps players get more reps and improve faster.

Example Practice Structure (60–75 mins)

1. Warm-Up (10–15 min)

Movement + throwing

2. Skill Stations (30–40 min)

- Hitting
- Fielding
- Throwing
- Base running

👉 Small groups = more reps

3. Game / Competition (10–15 min)

- Keep it fun and engaging

4. Wrap-Up (5 min)

- Reinforce effort and improvement

Practice Resources

Softball Canada provides excellent ready-to-use plans:

<https://softball.ca/programs/coaching/resources>

6. GAME DAY APPROACH

Before the Game

- Arrive early and organized (usually 45 - 60 minutes early, depending on preference)
- Communicate expectations clearly

During the Game

- Stay positive and supportive
- Teach, don't criticize
- Keep players engaged

Playing Time

- Equal playing time for all players
 - Rotate positions where appropriate
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7. COMMUNICATION WITH PARENTS

Set Expectations Early

- Equal playing time philosophy
- Development over winning
- Volunteer expectations

Ongoing Communication

- Use TeamSnap for all updates
- Keep messages simple and clear

Handling Concerns

- Use the **24-hour rule**

- No discussions during games/practices
 - Escalate through Parent Liaison if needed
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8. SAFETY, SCREENING & CERTIFICATION

Criminal Record Checks (Mandatory)

All of the following must complete a CRC:

- Coaches & Assistant Coaches
- Team Managers
- Team Treasurers

This is required under Softball BC screening policies .

Coaching Certification Requirements

All coaches must:

- Have an **NCCP number**
- Create an account at:
<https://thelocker.coach.ca/>
- Complete required courses through Softball BC

Full requirements by category:

<https://www.softball.bc.ca/content/coaching-requirements-by-category>

Rule of Two (Mandatory)

- Never be alone with a player
 - Always ensure two adults are present
 - Applies to in-person and digital communication
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General Safety Expectations

- Never leave players unsupervised
- Monitor for injuries or distress

- Follow heat and air quality guidelines
 - Model respectful behavior at all times
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9. YOUR SUPPORT TEAM & KEY CONTACTS

You are supported by PCFA—use these resources.

Key Contacts

- **Director of Coaching**
Evan Kellett
 coaching@pcfa.club
- **Parent Liaison**
Evan Kellett
 parentliaison@pcfa.club
- **Facility Coordinator (Field Bookings)**
Tanya Adams
 facilitybooking@pcfa.club
- **Equipment Coordinator**
Greg Clewlow (Pitching machines, sliding mats, etc.)
 greg.clewlow@gmail.com
- **Director of Facilities**
Jody Addah
 facilities@pcfa.club

Link to PCFA Policies and Procedures:

<https://pcfa.club/policies-%26-procedures>

10. COMMON MISTAKES TO AVOID

- Overcomplicating drills
- Too much talking, not enough reps
- Prioritizing winning over development
- Unequal playing time
- Poor communication with parents
- Trying to do everything yourself

11. FINAL REMINDERS

- You are setting the tone for the entire team
- This is a **development-first environment**
- Softball is a **community effort—engage your parents**
- Keep it **fun, positive, and inclusive**

If your players improve, feel confident, and love coming to the field—you've done an outstanding job.