



PCFA REP COACH GUIDE

*Developing Competitive Players, Strong Teams,
and Positive Culture*

1. YOUR ROLE AS A REP COACH

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

You set the tone for:

- Team culture
- Player development
- Competitive performance
- Parent expectations
- Overall success of the season

Your role is to create a **competitive, structured, and positive environment** where players:

- Develop advanced softball skills
- Learn game strategy and decision-making
- Compete at a high level
- Build resilience, accountability, and teamwork

At the Rep level, there is a **balance between development and performance**—both matter.

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

Softball is a Community Sport

Even at the Rep level, success requires **full team and family involvement**.

As Head Coach, you are responsible for:

- Setting expectations early

- Recruiting parent support
- Building a committed team environment

Key Volunteer Roles to Fill

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

👉 Set expectations early:

“This is a competitive team, but still a volunteer-driven program—everyone contributes.”

3. WHAT SUCCESS LOOKS LIKE

Success at the Rep level includes both **development and performance**.

Success looks like:

- Players improving technically and tactically
- Competing hard in games and tournaments
- Strong team culture and accountability
- Players understanding roles and expectations
- Positive, respectful behavior on and off the field

Winning matters—but not at the expense of:

- Player development
 - Team culture
 - Long-term growth
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4. YOUR TOP PRIORITIES

1. Build a Strong Team Culture

- Set clear expectations early
- Promote accountability and effort

- Create a competitive but supportive environment

2. Develop Advanced Skills

- Position-specific development
- Game-speed reps and decision-making
- Situational awareness

3. Prepare for Competition

- Structured practices
- Game strategy and planning
- Tournament readiness

4. Communicate Clearly

- Define roles (players and parents)
 - Be consistent and transparent
 - Address issues early
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5. PRACTICE PLANNING

A great Rep practice is **structured, efficient, and game-focused**.

Planning your practices ahead of time keeps things organized, reduces downtime, and helps players get more reps and improve faster.

Example Practice Structure (75–90 mins)

1. Warm-Up (10–15 min)

Movement + throwing progression

2. Skill Development (30–40 min)

- Hitting (mechanics + live reps)
- Fielding (position-specific)
- Throwing (game situations)

3. Situational Work (15–20 min)

- Game scenarios
- Base running decisions
- Defensive communication

4. Competition (10–15 min)

- Small-sided games
- Pressure situations

5. Wrap-Up (5 min)

- Reinforce key learnings

👉 Prioritize **game-speed reps and decision-making**

Practice Resources

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

6. GAME DAY APPROACH

Before the Game

- Arrive early (typically 60-75 minutes)
- Prepare lineup and plan
- Set expectations with players

During the Game

- Coach with intent and composure
- Teach in key moments—not every moment
- Stay positive but hold players accountable

Playing Time

- Not equal at Rep level
- Must still be **fair, appropriate, and communicated clearly**
- Consider:
 - Effort
 - Attitude
 - Attendance
 - Game situation

Positions

- More specialization at Rep level

- Still allow development where appropriate
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7. COMMUNICATION WITH PARENTS

Set Expectations Early

- Playing time will not be equal
- Competitive focus
- Commitment expectations (attendance, effort)
- Team fees and fundraising

Ongoing Communication

- Use TeamSnap for updates
- Be clear and consistent

Handling Concerns

- Use the 24-hour rule
- No discussions during games/practices
- Escalate through Parent Liaison if needed

👉 Be proactive—most issues come from unclear expectations

8. SAFETY, SCREENING & CERTIFICATION

Criminal Record Checks (Mandatory)

Required for:

- Coaches & Assistant Coaches
 - Team Managers
 - Team Treasurers
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Coaching Certification Requirements

All coaches must:

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

Full requirements:

<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 and fatigue
 - Follow heat and air quality guidelines
 - Model respectful, professional behavior
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9. YOUR SUPPORT TEAM & KEY CONTACTS

You are supported by PCFA—use these resources.

Key Contacts

Key Contacts

- **Director of Coaching**
Evan Kellett
[✉ coaching@pcfa.club](mailto:coaching@pcfa.club)
- **Parent Liaison**
Evan Kellett
[✉ parentliaison@pcfa.club](mailto:parentliaison@pcfa.club)
- **Facility Coordinator (Field Bookings)**
Tanya Adams
[✉ facilitybooking@pcfa.club](mailto:facilitybooking@pcfa.club)

10. COMMON MISTAKES TO AVOID

- Over-coaching during games
 - Focusing only on winning
 - Poor communication of roles/expectations
 - Inconsistent accountability
 - Not planning practices
 - Trying to do everything yourself
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11. FINAL REMINDERS

- You are leading a **competitive team AND developing athletes**
- Culture and accountability drive performance
- Communication prevents most issues
- Engage your parents—they are part of your team

If your players improve, compete hard, and are part of a strong team culture—you've done an outstanding job.