



## 2026 Fury Manager's Handbook

Welcome to Foothills Fury Softball! Thank you for making the decision to volunteer on your Fury Foothills team. As the team manager, you are responsible for: communicating with parents and players, administration of events and documents, delegating team responsibilities, etc. Below is additional information that will assist in a seamless year of managing your team! We now have a go-to guide on our website: Manager's Corner (login access will be sent out soon). Please bookmark this to keep up to date on the go.

### 1. Team Meeting

- a. Parent meetings are a great way for the coaching staff to outline team goals and discuss expectations for the team and season, as well as, for the managers to communicate all of the off-field roles and responsibilities required by the team to ensure a successful season. Please refer to the Fury website for a Team Meeting Template. Feel free to change this template to best suit your team, it is just a suggestion.
- b. Items to Discuss at the Meeting are:
  - Coaching Staff Introductions
  - Team Objectives
  - TeamSnap/Key Dates
  - 24 Hour Rule
  - Rosters
  - Forms/Criminal Record Check/Respect In Sport
  - Tournaments-booking sooner then later they fill up fast!
  - Bank Accounts
  - Volunteer Roles
  - Jerseys
  - Additional Resources
  - Apparel

### 2. TeamSnapOne

- a. Foothills Fury provides the TeamSnap One account. The team will be inputted with the Head Coach set up to have administrative rights. Please have them set you up with administrative rights as well. Should you have issues please email [registration@foothillssoftball.ca](mailto:registration@foothillssoftball.ca)
- b. Please have families update their contact information.
- c. You are to input games, practices and team events into TeamSnap once the schedule is received.
- d. TeamSnapOne is an integral part of running a successful team - updating availability 24 hours prior to all games, receiving all team communication and schedule changes. We would really like to stay on top of any game schedule changes due to weather or other factors. Please double check game schedules the morning of to make sure diamond locations haven't changed. CMSA will update their website if games are canceled due to



weather and Fury will update if On Deck is closed. You can check the town for information on diamond closures at [okotoks.ca](http://okotoks.ca). This is the best way to keep your team informed and up to date. It is also a good idea to get the opposing team's manager and/or coach contact info.

- e. Add in Key Dates as listed on our website immediately upon team access to TeamSnapOne. No team should be unaware of these dates. All info can be found on [calgaryminorsoftball.com](http://calgaryminorsoftball.com) as well

### 3. 24 Hour Rule

- a. If anyone on the team has any questions or concerns regarding coaching, playing time or anything else team related, please remind them to wait for 24 hours. If after 24 hours of waiting they would still like to discuss the issue, have them contact you, team manager and voice their concerns. Please refrain from having parents go directly to the coaches.

### 4. Rosters

- a. The Manager Coordinator/Registrar will be in contact with you to retrieve any information that is missing or expired for the CMSA Roster. This could include contact information, proof of player age, Respect in Sport Number, etc.
- b. Please note, the full roster must be completed PRIOR to the first league game or players cannot play.

### 5. Forms required to be completed are:

- a. PLAYERS: Athlete Medical Form and Code of Conduct Form for Players
- b. PARENTS: Code of Conduct Form for Parents / Guardians
- c. COACHES: Code of Conduct Form for Coaches
- d. Social Media Policy
- e. All athletes need a current Respect In Sport number
- f. All coaches and team managers are required to submit a current Criminal Record Check to CMSA

### 6. Tournaments

- a. The Fury Classic Tournament is being held the June 5-7, 2026 weekend. All teams are to attend.
- b. Away tournaments tend to fill up quickly, try to book as soon as possible <https://www.softballalberta.ca/tournaments/listings/>
- c. A Tournaments – are club ball and do not pertain to community ball (Fury)  
B Tournaments – typically for T1 community ball teams  
C & D Tournaments – typically for T2-T3 community ball teams
- d. All teams are required for sponsorship, raffle basket and volunteer hours to be filled. More information will be sent to teams.



## 7. Bank Accounts

- a. All teams must have a bank account. No personal bank accounts allowed
- b. Many banks have not-for-profit youth sports accounts that have minimal fees. Scotiabank is very easy to deal with and has an efficient sign-up protocol.
- c. The sign-up document is to be requested through [manager@foothillssoftball.ca](mailto:manager@foothillssoftball.ca)
  - please include who will be on the account and Head Coach/Team/Division
  - Once you have completed and signed the form, please book an appointment.

## 8. Volunteer Roles

- a. This year Fury has implemented a Volunteer Bond of \$200/per player that was collected at the time of registration. Each player's family is required to fill a volunteer position on the team or the bond will not be returned at the end of the season. There are so many ways you can volunteer on a team.
  - **Treasurer** - will set up a bank account (see info above) and team budget, collect team funds, pay for tournament and other team expenses. Tier 1 teams only - collect additional \$50/player (as indicated on Tier 1 Acknowledgment form)
  - **Tournament Coordinator** - this will be for our home tournament, as well as, any away tournaments your team attends. You will be the team rep and relay tournament information to your team, book hotel room blocks, book team lunches/suppers or whatever else is needed.
  - **Fundraising Coordinator** - will organize fundraising for the team (bottle drive, raffle, selling items, etc). Funds will be used for additional practices at the field house, tournaments, team bonding, additional practice resources, etc.
  - **Score Keeper/Game Changer** - will consistently keep score at games and submit the scores to CMSA within 30 minutes of the game ending. Game Changer is an app that allows the games to be followed in real time or live streamed if someone is willing to record and stream the game. Game data is entered into the app as the game is played. Teams will have to sign up and pay for the Game Changer App.
  - **Field Prep** - someone to set up diamonds (if necessary) for home games so the coaches are free to start warming up with the girls.
  - **Umpires** - Umpires are provided for CMSA Tier 1 teams. Tier 2 or 3 will need to designate a parent ump or you can hire one at your own cost per game. We will be hosting an umpire clinic if you have any players and or family members who would like to take this course. Check the website for details.
  - **Apparel Coordinator** - will work with an approved vendor to arrange samples, sizing and ordering of all team apparel.
  - **Social Coordinator** - someone to plan a few social events for the athletes throughout the season outside of ball!



## 9. Jerseys

- a. Jerseys will be distributed to teams via the Fury Jersey Coordinator. Most sizes have been submitted through the registration process, but the coordinator may reach out if they are missing sizes.
- b. Jerseys are expected to be kept up throughout the season with stain removal and regular washing. As part of our uniform players are expected to be clean and presentable.
- c. All Jerseys are to be returned at the end of the season.
- d. A security deposit of \$60.00/per jersey was required from each player at the time of registration. If the jersey is returned in good conditions you will receive \$40 of the \$60 deposit back.
- e. All athletes are to wear black ball pants, black belt and black socks which are available at at most sports stores. They also all need a glove, bat, helmet with a cage, a Jill (female protective gear), and a fielders mask.
- f. **IF YOU ARE WANTING A 2<sup>ND</sup> JERSEY FOR THE TEAM, IT CAN ONLY BE PURCHASED IF IT IS SPONSORED, THERE IS NO USING CASH CALL MONEY FOR THIS!!!**

## 10. Additional Training Resources

- a. The Manager's Corner on our website will be your go to guide for the season. It will have important info and links. Please refer to this section, if you do not see the information, you are looking for, please reach out to [manager@foothillssoftball.ca](mailto:manager@foothillssoftball.ca)

## 11. Apparel



**Fury's Approved Team apparel is Freshbrand**

Non-Approved Vendors are not to be used for Apparel- All apparel requests must be submitted and approved by the Executive. Please email [president@foothillssoftball.ca](mailto:president@foothillssoftball.ca) for use of the logo.

Join Fury on Social Media! Any association updates and news can be found on the Fury Facebook and Instagram page as well as the website. We post regularly on these platforms regarding weather updates and other important information.

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