

CLCF Recreational Softball League

Coaches Onboarding Manual

Welcome

Thank you for volunteering to coach in our recreational softball league. The goal of our program is to provide a safe, fun, and positive environment where players can learn softball fundamentals, build confidence, and develop teamwork.

As a coach, your role is to:

- Teach basic softball skills
- Encourage effort and sportsmanship
- Provide equal playing opportunities
- Make the experience fun for EVERY player

Coaching Philosophy

1. **Player Development First** – Focus on learning, not winning.
2. **Equal Participation** – Every player deserves playing time and opportunities.
3. **Positive Coaching** – Encourage effort and improvement.
4. **Safety** – Always prioritize player safety.
5. **Respect** – Players, umpires, parents, and other teams should always be treated with respect.

ALL COACHES MUST COMPLETE/PASS BCI! LINKS WILL BE SENT OUT FOR BACKGROUND CHECKS.

League Rules

League rules for each division will be located on our website clcfsoftball.com. Please familiarize yourself with your division's rules! Questions regarding rules can be asked of anyone on the contact list at the end of this Manual.

Questions regarding **game/practice scheduling** may be directed to **Mike Caranci** (contact information below)

Practice Plans

Practice Planning Tips

- Keep players moving and engaged
- Avoid long lines
- Demonstrate drills clearly
- Break skills into simple steps
- Use positive reinforcement
- End practices with something fun

Sample Practice Plans

6U Tee Ball Practice Plan

45–60 Minutes

- Warm-Up** (10 min): Light jog around bases, arm circles, jumping jacks.
- Throwing Basics** (10 min): Partners 10–15 feet apart practicing underhand and basic throws.
- Tee Hitting Stations** (15 min): Players hit off a tee and run to first base. Emphasize stance and watching the ball.
- Fielding Grounders** (10 min): Coach rolls ground balls. Players field and throw to first.
- Base Running** (5 min): Practice running through first base and stopping safely.
- Fun Game** (5–10 min): Relay race or 'clean up the field' game with balls.

8U Practice Plan

60–90 Minutes

- Warm-Up** (10 min): Jog, high knees, arm circles, partner catch.
- Throwing Progression** (10 min): Work on grip, step, and throw mechanics.
- Hitting Stations** (20 min): Tee work, soft toss, and coach pitch hitting.
- Infield Practice** (10 min): Ground balls focusing on getting in front of the ball.
- Outfield Basics** (5 min): Catching fly balls and returning the ball to the infield.
- Scrimmage or Situational Play** (5–10 min): Practice force outs and running bases.

10U Practice Plan

75-90 Minutes

- Dynamic Warm-Up** (10 min): Jog, stretches, throwing progression.
- Throwing & Catching** (10 min): Focus on accuracy and proper mechanics.
- Hitting Stations** (20 min): Tee, soft toss, and live coach pitching.
- Infield/Outfield Drills** (15 min): Ground balls, fly balls, cut-off throws.
- Base Running** (10 min): Leads, tagging up, running through first.
- Situational Scrimmage** (10 min): Practice game scenarios.

12U Practice Plan

90 Minutes

- Dynamic Warm-Up** (10 min): Jogging, dynamic stretches, throwing progression.
- Defensive Fundamentals** (20 min): Infield ground balls, double plays, outfield fly balls.
- Hitting Stations** (25 min): Tee work, soft toss, live pitching.
- Situational Defense** (15 min): Cut-offs, relays, bunt defense.
- Base Running** (10 min): Leads, stealing technique, sliding.
- Scrimmage** (10 min): Controlled scrimmage focusing on game situations.

Opening/Closing Brayton and Aqueduct Procedures

Keys

The keys for bathrooms, dugouts, and the shed are located in a lock box.

At **Brayton**, the lockbox is located on the door to the left of the concession stand window facing Perry. If there are no keys in the lockbox, always knock on the concession stand door to see if the workers have them.

At **Aqueduct**, the lockbox is located on the center field fence of Field 1.

Lockbox codes are available upon request.

IMPORTANT: PLEASE PUT KEYS AWAY IMMEDIATELY AFTER USE, BEFORE THE START OF YOUR PRACTICE/GAME.

Bases

At **Brayton**, the bases are located in the shed next to the tractor. They should be taken out **prior to** your practice/game and put away **after** your practice/game.

At **Aqueduct**, the bases are located in the large yellow box next to the 3rd base dugout of Field 1. A key is required to open the box and the bases and pitching mound should be taken out **prior to** your practice/game and put away **after** your practice/game.

Coach Responsibilities

The **FIRST** coach/team to arrive at the field/complex is responsible for unlocking the bathrooms. Make sure the bathrooms are stocked (backup toiletries are located in the shed).

The **LAST** coach/team to leave the field/complex at the end of the day is responsible for locking up the fields, dugouts, bathrooms, and shed. Make sure bathrooms are clean and trash is removed. Make sure bases and all field equipment are locked securely in the shed.

Game Day Procedure

Home Team is responsible for **Pre-Game Setup**

- Raking/dragging fields with tractor
- Setting up the bases
- Lining the field
- Installing the temporary mount

Visiting Team is responsible for **Post-Game Breakdown**

- Put bases back in shed
- Remove the temporary mount (MUST be done everyday due to High School use)
- Rake pitchers mound and basepaths

Visiting Team is also responsible for **Submitting the Game Score**

Scores can be submitted here: [Report a Score](#)

Contact List

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