

LATHAM LASSIES

Travel Softball Manager/Head Coach Guide

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Latham Lassies Travel Softball Managers/Head Coach Guide

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General Information

All Latham Lassies Travel Softball Teams are registered and sanctioned under USA Softball (formerly known as ASA).

Our local association is USA Softball of New York which is an affiliation of USA Softball. USA Softball of New York covers all of New York State with the exception of the New York City area. We are specifically governed by **USA Softball of NY, District 7.**

District 7 is the largest district within USA Softball of NY. A district map can be found here <https://www.usasoftballofnyc.com/district-map>.

This means that our Latham Lassies Travel Program is governed by the USA Softball National Rules (highest level) and USA Softball of New York may impose more detailed rules for programs/tournaments within New York State. Additionally, our local district (District 7) may impose rules beyond those that are required by USA Softball and/or USA Softball of NY.

Youth Softball falls under the “Junior Olympics” designation of USA Softball. The applicable governing members of the USA Softball of NY and USA Softball of NY (District 7) as of January, 2025 are:

USA Softball of NY Commissioner: Michael Warner

USA Softball of NY Junior Olympic Commissioner: Nathan Nagle

USA Softball of NY, Youth District 7 Commissioner: Terra Holdridge, Jim Welcome, Steve Boland

The USA Softball of NY Governing Board List is available here:

<https://nesb.registerplay.com/pages/cms/about-usa-softball-of-new-york>

Sports Engine Application & Team Communication

One of the essential functions of the head coach is to manage team communications with players and their families. The Latham Lassies use the Sports Engine Application to help coaches efficiently and effectively communicate with their teams.

Your Sports Engine Username and Password are the username and password that you used to register your child for participation in the Latham Lassies Program. You can sign in directly from the Latham Lassies website at: [Latham Lassies Softball League](#)

When your travel team is finalized, the players on your roster will be uploaded to your team in Sports Engine. As the head coach of a travel team, you will receive an email letting you know that the team has been created. At that point you can use the Sports Engine Application to send emails to the parents of your players and send quick messages via the “chat” function in Sports Engine.

The Sports Engine Application also has a mobile application. All coaches and parents are strongly advised to download and utilize the Sports Engine Mobile Application.

The head coach should enter the game and practice schedule into the Sports Engine Application using the “Schedule” functionality. Games and practices can be added to the application from the website version of the application or the mobile version. Once the schedule is added to the application, all team members can use the schedule to RSVP for practices and games providing an organized method for coaches to track who will be able to attend each practice and game.

GameChanger Application

Many travel teams choose to use the GameChanger Team Manager Application to score games. Travel teams are encouraged to use the application as it allows games to be scored “live” and allows parents who are unable to attend games to follow along on the application. The GameChanger Application also keeps statistics for players which coaches/managers can make visible to all team members or make visible only to coaches/managers.

The application can be downloaded on most smart phones and is available here: [GameChanger \(gc.com\)](http://gc.com)

Register Play Website

USA Softball of New York uses the RegisterPlay website to register teams, administer tournaments and track/manage compliance with USA Softball requirements. All Latham Lassies Travel Teams are registered on the RegisterPlay website each year. The Latham Lassies VP will register your team on the RegisterPlay website each year and assign the head coach as the manager. All players must be registered individually on the website and added to the roster.

The website can be found here: <https://nesb.registerplay.com/pages/cms/home>

Manager/Coach Background Check & Training Requirements

USA Softball requires coaches to complete training and background checks. Prior to participation in any tournaments, coaches must complete certain training and background checks. Proof of completion must be included in the travel team binder during tournaments and will be required to be submitted to the tournament director when registering for tournaments. If the tournament is being run through the Register Play website, all coaches will also be required to be listed as a coach on your team’s roster and background check documentation must be uploaded to the website by each coach.

All coaches must complete the background check process. This includes the head coach/manager and all assistant coaches that will be on the field/in the dugout with the team at any time during a tournament.

In addition, one coach per team (typically the head coach), must be ACE Certified and complete the Safe Sport Training. The background check is a relatively quick process to complete (around 15 minutes). The Safe Sport and ACE Certification process can take several hours (2-4 hours) to complete. You are able to begin the process and save your progress and return later to complete the process.

Details on completing the background check, Safe Sport and ACE Certification are provided below.

Background Check:

USA Softball of NY requires all coaches (head coach and assistant coaches) to complete the background check process in order to accompany the team in the dugout and/or on the fields during games. Assistant coaches should follow the guidelines listed at the below link to complete the background check process. The cost of the background check is \$14 per coach and will be reimbursed by the Latham Lassies. [Head coaches/managers should follow the ACE Certification process to complete and pay for both the ACE Certification and Background Check in one step.](#)

Proof that all coaches have completed the background check process should be kept in the team binder and available during all USA Sanctioned Tournaments.

Login (returning users) or create an account (new users) on the USA Softball Registration Website: <https://www.registerusasoftball.com/Account/Login.aspx>

A step-by-step guide for completing the background check is available on the USA Softball website at:

https://cdn1.sportngin.com/attachments/document/fc58-2593023/How_To_Take_A_Background_Check_8.27.21.pdf

Coaches should submit the receipt for the background check to the Latham Lassies Treasurer for reimbursement.

Safe Sport: SafeSport training is provided free to all members of USA Softball. Coaches must take certain SafeSport trainings each year in order to complete the ACE Education Certification process. This training can be completed through the USA Softball Registration Website where you also complete the ACE certification and must be completed prior to taking the ACE Certification Test.

Login (returning users) or create an account (new users) on the USA Softball Registration Website: <https://www.registerusasoftball.com/Account/Login.aspx>

A step-by-step guide for completing the Safe Sport Training is available on the USA Softball website at:

https://cdn1.sportngin.com/attachments/document/bee6-2593027/SafeSport_Guide_9.3.21_Draft_3.pdf

ACE Certification:

USA Softball of NY requires at least one coach to be ACE Education Certified in order to participate in USA Sanctioned Tournaments and/or league play. Typically the head

coach/manager is responsible for being ACE Education Certified. The cost of the ACE Certification is \$35 and will be reimbursed by the Latham Lassies Treasurer for one coach per travel team. Managers/Coaches who will be going through the ACE certification process **should select the ACE with Background Check Option on the Register USA Softball Website.**

Login (returning users) or create an account (new users) on the USA Softball Registration Website: <https://www.registerusasoftball.com/Account/Login.aspx>

A step-by-step guide for completing the ACE Certification Process is available on the USA Softball website at:

[Microsoft PowerPoint - How-To-Take-An-ACE-Education-Test.pptx \(registerusasoftball.com\)](#)

Managers/Head Coaches should submit the receipt for the ACE Certification to the Latham Lassies Treasurer for reimbursement.

Proof that one manager/head coach has completed the ACE Certification process should be kept in the team binder and available during all USA Sanctioned Tournaments.

Travel Team Budget & Fundraising

Travel Team Budget:

The Latham Lassies Treasurer will share travel team budget information with travel managers in the fall of each year. The Latham Lassies typically provide funding for the following (amounts subject to change annually based on registration and funding available):

- Tournaments: For 10u and older teams the LL typically fund 2-3 tournaments per year depending on the year and registration numbers. Tournament costs typically range from \$450 per tournament to \$650 per tournament. For 8u teams, tournament registration fees generally run from \$300-\$450 and the Latham Lassies provide around \$600 per year towards tournament registration fees. Amounts are subject to change and provide to team managers/coaches in the Fall of each year.
- Fall Budget: Some funding may be provided for umpires for fall scrimmages.
- Training: The Latham Lassies provide a \$500 per year budget for team/group training. This can be used for group hitting/fielding/pitching lessons, cross-fit training or other relevant training at the manager's discretion.
- Winter Facilities: The Latham Lassies provides funding and makes arrangements for winter training facilities.
- HUDMO Umpires: The Latham Lassies provides funding for umpires for up to 10 summer HUDMO games/scrimmages.

Travel Team Fundraising:

Travel teams are expected to organize fundraising activities to raise funds to cover additional expenses that are not covered by the Latham Lassies. Funds raised through fundraising activities are maintained

and tracked by each individual team. Managers/coaches should either manage this themselves or appoint a team parent as the fundraising coordinator. The fundraising coordinator should maintain and provide the manager/coaches an accounting for the fundraising funds. Some items that are typically paid for through fundraising funds include:

- Uniforms – teams may choose to purchase additional uniforms beyond what is provided by the Latham Lassies (2 uniform jerseys provided by the Latham Lassies).
- Additional tournament registration fees
- Team Apparel/gear
- Group/Team lessons/training
- Umpire fees for extra games
- End of season team celebration/pizza party

Travel teams may choose any fundraising option they prefer. Some fundraisers that travel teams often use include: Sports Squares (i.e. Super Bowl Squares, NCAA Basketball Squares, etc.) and raffles (themed raffle where players donate items to be won in the raffle).

If you select a fundraising option that requires you to provide a tax ID or you receive funds via a check made out to the Latham Lassies, you should contact the Latham Lassies Treasurer for assistance.

Uniforms

Travel teams participate as members of the Latham Lassies Organization. Beginning in the 2025-26 season all new Latham Lassies Travel Teams will play under the Latham Lady Bison team name. Teams that were created prior to the 2025-26 season may choose to keep their former team name or play under the Latham Lady Bison team name. Teams are provided 2 uniform jerseys per player (one home, one away) at the start of the Fall season. The cost of these jerseys is included in the registration fees. If teams choose to order additional uniforms, they are responsible for selecting, ordering and paying for these uniforms. Travel team manager and/or a designated team parent is responsible for working directly with the uniform vendor. Teams may choose any uniform style they prefer and may choose to purchase team jerseys/pants and socks or only order jerseys and allow players to purchase pants/socks separately.

Teams may choose to order uniforms from any vendor that meets their needs. Some options that have been used by teams in the past include:

- Awards By Walsh's ([Awards by Walsh's](#))
- Precision ([Precision Lacrosse | Boys, Girls & Kids Lacrosse Equipment Albany NY \(precisionlax.com\)](#))

Travel Team Registration, Rosters & Pick Up Players

Travel Team USA Softball Registration:

All travel teams must be registered through USA Softball in order to participate in USA Sanctioned Tournaments. The cost for team registration is \$35 per team (2024 cost) and the Latham Lassies Board handles all team registration and payments. Team classification is required at the time of team registration and, guidelines to help determine appropriate team classification are issued each year by the USA Softball of NY Commissioner. The LL Travel VP will share the guidelines with travel managers and help determine the appropriate team classification.

The Youth Team Registration should be done by the Travel VP on the USA Softball of NY website at: <https://nesb.registerplay.com/pages/cms/home>

Regardless of team classification, it is always permissible for teams to play in league play and/or tournament play at a higher level. The level of play within both league play and tournament play is determined by each team manager/coach and should be selected based on the team's overall ability and ability of players at key positions (i.e. pitchers/catchers). Teams are not allowed to participate in tournaments at a lower classification level than the classification level that the team is registered as (i.e. a "B" classified team cannot play in a "C" level tournament.)

Travel Team Roster Submission:

In order to participate in USA Sanctioned Tournaments or the Hudson Mohawk District 7 Travel Softball League, your team must have an approved USA Softball Roster. All rosters must be completed in RegisterPlay. Once travel teams are finalized, the LL Travel VP will create your team in RegisterPlay and send an invite to all players. Players must accept their invite and upload documentation to their RegisterPlay account. Head coaches/managers will be able to see if players have accepted their invite and completed all of the necessary steps in RegisterPlay. Head coaches/managers must ensure all players have completed this prior to their first tournament. Any player who has not accepted an invite and uploaded their documentation will not be allowed to participate in USA Sanctioned Tournaments.

If you are participating in any out of state tournaments, you must check with the tournament director to find out what additional steps may be necessary. State's that do not use RegisterPlay for tournament administration may require you to have a printed/signed roster and may require you to have a binder containing coach background check approvals and player birth certificates. The Head Coach/Manager must work directly with the tournament director to provide the necessary documentation. It is recommended that this be completed at least 2 months prior to the tournament.

The USA Softball Roster Form can be accessed on the USA Softball of NY website at: [FOR ALL YOUR USA SOFTBALL FORMS \(usasoftballofny.com\)](https://usasoftballofny.com) and is also accessible from the Latham Lassies website.

If you need to add a player **who is not already rostered on another USA Softball Registered Team** after you submitted your initial roster, you must obtain board approval prior to adding them to your team and the LL VP of Travel will send the invite link to the new player once the player is approved by the LL Board.

Managers/coaches must follow a separate "add/drop" process to add players as "guest" players or remove players from their roster after beginning league/tournament games. There are specific "guest"

player rules that must be adhered to when adding guest players or for one of your players to play on another team as a “guest” player. The USA “Add/Drop” Player Process and rules are described in detail in another section of this guide. It is very important that all “guest” players fully understand the rules in order to avoid disadvantaging themselves and disqualifying them from continuing to play on their regular/rostered team.

USA Softball Pick Up Player (Add/Drop Player) Process/Guidelines:

Before adding a “guest” player you must know what classification level your team is registered as. You will need to know this information to determine if the player you wish to add to your team as a guest player qualifies to be added to your roster and to ensure that playing on your team in a tournament will not have any unintended/negative consequences on the player’s ability to continue to play with the team she was originally rostered on.

USA Softball teams are permitted to add up to three players per tournament but the players and teams must adhere to certain restrictions. When adding “pick-up players”, you must select eligible rostered members from USA registered teams in our own USA local association (NY District 7). Pick up players must be rostered on a USA registered team during the current season and the team they are rostered on must be registered in the “Fastpitch” Division and classified in the same class as your team. You may only add pick-up players who are rostered on teams that are classified at the same classification level that your team is registered as.

You may pick-up an age eligible player who is rostered on a team in an older age division as long as the team they are rostered on is classified as the same classification level (i.e. “A”, “B”, or “C”) that your team is registered as. Players and coaches should be aware that once a player participates on a higher classified team (i.e. B or A classification), they can no longer participate on a team that is classified as “C” even if the higher classified team was a lower age team. For example, a player who is 12U age eligible who is rostered on a 14U Class “C” team can be added through the “Pick Up Player” process to a 12U Class “C” team and play with the 12 U Class “C” team in a tournament. That player can also continue to be rostered on and play for their 14U “C” team. However, if the player joined a 12U Class “B” team through the “Pick up Player” process, the player could not continue to be rostered and/or re-join their 14U “C” team. Playing on a Class “B” team even at a younger age division would make the player ineligible to play on a team that is classified lower than Class “B” in any age division.

How to Pick-up Players for Tournaments/ “Guest Players”:

A Pick-Up Player Form must be completed in order to pick up a player. This form can be found on the USA Softball Website at: [USA PlayerPickupForm-writeable.pdf \(sportngin.com\)](https://sportngin.com/usa-player-pickup-form-writeable.pdf) . The Pick-Up Player Form must be completed and signed by the player’s parent/guardian, the team manager and our Local Association Commissioner or Designee’s Commissioner (District 7 Commissioner) and verification of the Pick-Up Player’s birth date (copy of birth certificate) must be attached to the form. Coaches should submit this form and the birth certificate to the LL VP of Travel. The LL VP of Travel will submit the form and birth certificate via E-mail to the District 7 Commissioner for signature. Once signed by the appropriate USA Softball Representatives, the approved/signed Pick-Up Player Form will be returned to the coach. The coach must keep a hard copy of the approved Pick-Up Player Form and birth certificate

with their team roster in their Travel Team Binder and save the electronic copy to be shared with Tournament Directors when entering tournaments.

Additional Pick-Up Player Limits:

USA Softball allows a maximum of 3 Pick-Up Players per tournament; however, USA Softball of NY District 7 may impose more restrictions. If additional pick up player restrictions are implemented, the LL Travel VP will communicate restrictions directly to head coaches/managers

If players are picked up prior to the local association championship, they must be governed by their local association rules (District 7 Rules). If players are picked up after their local association championship, the pick-up players must be governed by Article 503 of the ASA Code which can be found in the USA Softball Procedural Code Document at: https://www.usasoftball.com/wp-content/uploads/sites/120/2023/06/2023_USASProceduralCode.pdf

Registering for Tournaments

Managers/coaches are responsible for registering for all tournaments that they are interested in participating in. The website that should be used to register for tournaments in NY/NJ and NYC is: <https://nesb.registerplay.com/pages/cms/usa-softball-of-new-york>

If interested in registering for tournaments outside of NY/NJ and NYC, managers can use this website: [Scheduling \(usasoftballne.com\)](https://www.usasoftballne.com)

Tournaments are capped at a certain number of teams (number of teams vary by tournament). Generally there are fewer “C” level tournaments and the “C” level tournaments tend to fill up fast. Tournaments will begin being posted to the website around November/December of each year. It is important to register for tournaments early in order to secure a spot in the tournament.

Prior to participating in tournaments, the tournament director will reach out to request that coaches submit documents that aren’t available in RegisterPlay. Coaches must submit the documents that are applicable for the tournament. Required documentation may include certificate of insurance, ACE Certification and coach proof of background checks. The tournament will review the submitted materials and approve the team’s participation in the tournament.

Managers/coaches can submit payment directly to the tournament director or request payment to be submitted from the Latham Lassies Treasurer as long as the tournament is one of the tournaments that is covered by the team’s budget (see information in [travel team budget section](#) of this document). If the manager/coach makes the payment directly and the tournament is covered by the travel team budget provided by the Latham Lassies, the manager/coach should contact the Latham Lassies Treasurer for reimbursement.

Hudson Mohawk District 7 Travel Softball League

In addition to participating in several tournaments throughout the summer, the Latham Lassies Travel Teams also have the option to participate in the Hudson Mohawk District 7 Travel Softball League (HUDMO). HUDMO games generally begin after the recreational softball season ends (early/mid June) and runs through July. Games are generally scheduled on weeknights so they do not conflict with tournaments. Teams that participate in HUDMO are placed in divisions based on age and ability. Managers/Coaches are responsible for determining what the appropriate division of play is for their team based on their skill level and ability. The Latham Lassies policy is to place teams in a division that will allow the players to continue to develop their softball skills in a challenging/competitive environment and managers are encouraged to keep that in mind when determining the appropriate division for their team to be placed in. The LL Vice President of Travel will attend HUDMO meetings and provide registration information to coaches as information becomes available. HUDMO rules and information can be found on the HUDMO website at:

[Usa Softball - Hudson Mohawk District 7 Travel Softball League \(hmdtl.com\)](http://hmdtl.com)

Travel Team Binder

Managers/head coaches may wish to maintain a hard copy of the team binder. Most of the team binder information is now handled online on the RegisterPlay website so a hard copy binder is optional. The following documents are typically included in the team binder:

- Signed Team Roster
- Signed Drop/Add Form for all players added/removed from team roster
- Birth certificates for all players on team roster and/or added through drop/add process
- Certificate of Insurance (this will be provided by the Latham Lassies Treasurer at the beginning of every fall season and is valid for the full year).
- ACE Certification for Manager/Head Coach
- Proof of Background Check for each coach (head coach and assistant coaches)

Travel Team Winter Practices

Winter practices for our travel teams typically begin the first weekend in January and continue through April. A winter workout schedule is prepared by the Latham Lassies Board and shared with all travel coaches. The schedule is typically shared with coaches in the beginning of December. All travel teams are assigned a weekly practice slot at an indoor facility or North Colonie School. The cost of renting the facility for winter workouts is covered by the Latham Lassies and factored into travel player registration fees.

Supplies

The Latham Lassies provide some team supplies to all travel teams; however, the players must purchase their own individual softball gear. The Latham Lassies will provide coaches with the following supplies/gear:

- Scorebook
- One set of catcher's equipment (shin guards, chest protector, catcher's helmet)
- 12 Regulation Softballs

Players are responsible for purchasing the following:

- Batting Helmet (with face protector)
- Fielding facemask
- Bat
- Fielding glove
- Catchers Equipment (while the league provides one set of catchers equipment per team, it is recommended that players at the 2nd year 10U and up levels purchase their own properly fitting catchers gear).

Head Coach/Team Manager Checklist

Team Manager Access to Sports Engine Application	
Set up team in GameChanger App	
Add practice/game schedule to Sports Engine Application	
Confirm Roster Invites are Accepted in RegisterPlay	
Confirm Birth Certificates are uploaded by parents in RegisterPlay	
Complete/submit any documentation needed for out of NY State Tournaments	
Complete ACE Certification and Safesport	
Complete Background Check (required for head coach and all assistant coaches)	
Confirm all assistant coaches have been added to roster in RegisterPlay and uploaded their background check information in RegisterPlay	
Put all required documents in travel team binder (optional if maintained in RegisterPlay): <ul style="list-style-type: none"> • Approved roster & birth certificates • Player pick-up forms and birth certificates <ul style="list-style-type: none"> • Certificate of Insurance • Background check proof for all coaches <ul style="list-style-type: none"> • ACE Certification Card/Proof 	
Order Team Uniforms	
Register for Tournaments	
Decide on Team Fundraising Coordinator	
Ensure Fundraising will meet team financial needs	
Obtain equipment for practices	

Helpful Links

Latham Lassies Website: [Latham Lassies Softball League](#)

HUDMO Travel Softball League: [Usa Softball - Hudson Mohawk District 7 Travel Softball League \(hmdtl.com\)](#)

USA Softball of NY: [USA Softball of New York \(usasoftballofny.com\)](#)

USA Softball: [Homepage - USA Softball](#)

USA Softball Procedural Code 2023: https://www.usasoftball.com/wp-content/uploads/sites/120/2023/06/2023_USASProceduralCode.pdf

Team Roster Form: [FOR ALL YOUR USA SOFTBALL FORMS \(usasoftballofny.com\)](#)

Pick Up Player Form: [USA PlayerPickupForm-writeable.pdf \(sportngin.com\)](#)

USA Softball Background Check: [RegisterUSASoftball.com - Account-Login](#)

Safesport Training: <https://registerusasoftball.com/Account/About.aspx?info=SafeSport>

ACE Certification: <https://www.registerusasoftball.com/Account/Login.aspx>

USA Tournament Link (for tournaments in NY, NJ & NYC): <https://nesb.registerplay.com/pages/cms/usa-softball-of-new-york>

USA Tournament Link (for tournaments outside of NY, NJ & NYC): [Scheduling \(usasoftballne.com\)](#)

Latham Lassies Travel Team Bylaws: https://cdn1.sportngin.com/attachments/document/530d-2733010/Travel_Bylaws.pdf

USA Softball Rulebook: <https://www.usasoftball.com/official-rulebook/>