



## Travel Coach Checklist

Below is a checklist of things to do to get started in anticipation of the season:

1. Prior to **April 1st 2022**, register your team on the applicable League Site: *Typically, OSA recommends that 10/12U/14U register as “B” teams and 8U as “2” teams. OSA will make a recommendation to the level your team should register as if different than B.*

8U/10U/12U/14U- the 2022 Big West League Team Registration Form can be found at: <https://www.mnsoftball.com/bigwest>

All levels: the team league fees will be handled by OSA, so no need for you to do anything in that regard. Please send the OSA Travel Program Director an email once you have registered your team ([brandonjoslund@yahoo.com](mailto:brandonjoslund@yahoo.com)).

2. Create your softball roster; There is the 2nd year of the new site. Many players should already be in the system but you will need to add them to your team. You will need a roster to play softball in the league and in tournaments. Information that can assist in the softball roster creation process can be found at <https://www.mnsoftball.com/rosterhelp>

3. 10U/12U/14U” Attend the Big West League coaches meeting on **April 11th, 2022** at the Medina Entertainment Center . There you will sign in on behalf of your team and set your schedule of weeknight games for the 2022 season (instructions will be provided at the meeting). 8U: Your schedule will be created by the 8U Metro Area League.

All levels: Once you receive your schedule from the league you will contact the OSA Field Coordinator (Amy Kubista [amykubista24@gmail.com](mailto:amykubista24@gmail.com)) to get your assigned Orono practice field and inform them of the nights you will need an umpire (if applicable).

4. Determine the weekend tournaments you would like to play during the season. For 8U, OSA funds 2 tournaments in addition to State. For 10U, OSA funds 2 tournaments in addition to State Qualifier and State if your team qualifies. For 12U, OSA funds 3 tournaments in addition to state. Please contact the OSA Treasurer (Toby Tyler; [toby.tyler@wexhealthin.com](mailto:toby.tyler@wexhealthin.com) ) to get payments needed to register your teams. The websites to find tournaments are as follows:

<https://www.mnsoftball.com/tourneys>

5. Attend the OSA coaches meeting on **TBD**. You will get coaching tips, receive your equipment and coach’s binder for the season.



6. Complete the necessary certification required to coach the team which is listed in the Coaches Certification section below. There are separate requirements for Head Coach and Assistant Coaches.

**OSA, Big West, and 8U Metro Area League requires HEAD COACHES to complete the ACE, Safe Sport, Background Check, and Heads Up (concussion training).**

**Assistant Coaches and Team Managers are required to complete the Background Check, Safe Sport, and Concussion Heads Up training. One Coach needs to be ACE Certified at all times. Please make arrangements if you know you will miss.**

Visit <https://www.mnssoftball.com/programs> for a link to all of the training

7. Host a Parent/Player meeting to Review the Player/Parent code of conduct with your team, the Coach's ejection policy, and review the Conflict/Resolution policy, both of which can be found on the following page of the OSA website: <https://www.oronofastpitch.org/page/show/83767-travel-coaches-corner>

**PLEASE CONTACT BRANDON OSLUND, OSA TRAVEL DIRECTOR AT [BRANDONJOSLUND@YAHOO.COM](mailto:BRANDONJOSLUND@YAHOO.COM) OR 612-889-4480 WITH ANY QUESTIONS!**