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**Important Coaches Information**

1. Scheduling Practice fields:
2. Call Park and Rec – 444-4321
3. Can only schedule 2 weeks ahead
4. Pitching machines:
5. One at Morehouse and two at Manthey
6. Sheds:
7. Manthey – padlock keys
8. Morehouse – Park and Rec key, get from Park and Rec
9. Cancelling a game before start time:
10. Coach makes the decision
11. Call opposing coach
12. Call umpire in chief – Brian DeVos at 507-291-1314 and/or email at softballbriandevos@gmail.com
13. Call Park and Rec
14. Notify your players
15. Update the HFC website
16. Tri-County teams – update team page on Tri-County website
17. Rochester league – email Brady Turk at bturk@rochsports.com and update team page on SFC website
18. Cancelling a game after team is there:
19. Umpire makes this call – their decision is final
20. Rescheduling a game:
21. Check with Park and Rec for field availability
22. Call opposing coach
23. Call umpire in chief of any changes - Brian DeVos at 507-291-1214 and/or email at softballbriandevos@gmail.com
24. Notify your players
25. Update the HFC website
26. Tri-County teams – update team page on Tri-County website
27. Rochester league – email Brady Turk at bturk@rochsports.com and update team page on SFC website
28. League Information - Tri-County and Rochester websites:
29. Links to Tri-County and SFC website can be found on the HFC home page – each team has a team page on their corresponding league website.
30. Enter player rosters – this was done by HFC board
31. Enter game locations on HFC website and league website if needed – some field locations will already be entered – please confirm all have been entered and that HFC locations match your league website locations.
32. Enter game scores after games – This should be updated on HFC website as well as on league websites. Home teams are responsible for updating games on Tri-County and SFC website. As a coach, if you do not have access to your league team page on the Tri-County or SFC website, please contact Dave Domino for access.
33. Questions: go to “Coaches” corner on the HFC web site.
34. Other Questions, check with Dave Krause at reneandave@msn.com or (651)775-3964. Dave is your contact person for all coach questions.
35. Any movement of players from one team to another must be approved by the HFC board President prior to the game. See Policies and Procedures for more information.
36. Only board assigned coaches allowed on the field during games. In the event of a coach’s absence, any individual filling in for a coach must have an updated background check, ASE certification, and concussion training submitted to HFC board President.