



## BASEBALL MANITOBA

# ***Hosting Provincial Championships: Guidelines and Responsibilities***

Baseball Manitoba will conduct the following Provincial Championships.

- 11U “A” Championship (Zone 1 and 2)
- 11U “AA” Championship
- 13U “A” Championship (Zone 1 and 2)
- 13U “AA” Championship
- 13U “AAA” Qualifying Tournament
- 13U “AAA” Tier 1 and 2 Championships
- 15U “A” Championship (Zone 1 and 2)
- 15U “AA” Championship
- 15U “AAA” Qualifying Tournament
- 15U “AAA” Tier 1 and 2 Championships
- 18U “AA” Championship
- 18U “AAA” Qualifying Tournament
- 18U “AAA” Tier 1 and 2 Championships
- 21U “AAA” Championship
- Senior “A” Championship
- Senior “AA” Championship
- Senior “AAA” Championship
- Senior “AA” All-Stars Championship
- Twi-Lite Championship (35+/45+)

### **Introduction**

This section is designed to provide an insight into the conducting of a Manitoba Baseball Association Provincial Championship and general knowledge of the responsibilities and duties of the Host Committee in the planning and running of the tournament. While this manual is to be considered a guideline, there are some necessary components to hosting that must be followed. That said, each provincial championship is unique in that each community can stamp local flavor into the tournament. Throughout the year, the Host Chairperson will receive notices from the Baseball Manitoba office staff regarding information and processes to help make this event a success.

# **HOSTING GUIDELINES**

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***This document will outline the guidelines and responsibilities of both the host site and for the Provincial Sport Governing Body for baseball in the Province of Manitoba, Baseball Manitoba, as it relates to hosting of provincial championships.***

## **Host Organization Responsibilities**

1. Assumes financial responsibility for the event
2. Must ensure there will be no other major event being staged in the facility immediately prior (day of or day before) to the dates of the Provincial Championship tournament.
3. Is encouraged to extend the excitement of hosting this provincial event as broadly as possible throughout the host community and surrounding areas. Host community should try to make the event as festival like as possible.
4. The event must be priced in such a way to ensure the individual games are family affordable. This will allow spectators of all ages the opportunity to experience an event of this magnitude. At the same time, the ticket pricing must be structured to enable the Host Organizing Committee to achieve revenue projections.
5. Will be made up of representatives from the local Minor Baseball Association, host team and local community. Appendix A has some timelines for hosting, while Appendix B has some suggested positions for the Host Organizing Committee.

**NOTE 1:** All teams participating in Baseball Manitoba Championships are responsible for their own accommodations and meals.

**NOTE 2:** Any scheduled host site that fails to provide written notice before May 1st that it will not host a scheduled championship, shall be fined \$500.

## **1.0 Grounds**

- 1.1 Host sites are responsible for insuring that there are sufficient diamonds available to complete the tournament. Also, back-up facilities **must** be arranged in case of interruption due to rain or other unforeseen circumstances. Full chalk markings **must** be maintained for each game. The host center agrees to assume all responsibilities in providing adequate (standard) playing facility relevant to the category being hosted.
- 1.2 A site inspection may be required, should the Baseball Manitoba Convener feel that one is necessary.
- 1.3 Beer gardens shall be permitted at the Senior Championships **ONLY**. Team members shall not consume liquor while in uniform at the championship site.
- 1.4 Tarped or covered dugouts will be provided for all teams
- 1.5 Adequate first-aid facilities for both participants and spectators will be provided

- 1.6 The use of portable mounds is permitted at 11U, 13U and 15U Provincial Championships. The mounds must be at the expense of the host site and must be commercially purchased and approved by Baseball Manitoba. Homemade mounds will not be approved.

## **2.0 Publicity/Media Services**

The Host Organizing Committee will be responsible for servicing all local media during the event.

- 2.1 Host Organizing Committee will be responsible for establishing a media contact person within their committee structure and ensure the media personnel are assisted and serviced throughout the event (tournament).
- 2.2 The Host Organizing Committee will ensure that all scores are posted on the Baseball Manitoba website as soon as possible after each game ([www.baseballmanitoba.ca](http://www.baseballmanitoba.ca)). This is a crucial component of the Provincials as it enables fans to access results throughout the tournament. More information including web access, and instructions will be provided by Baseball Manitoba in advance of the tournament.
- 2.3 It is extremely important that you try to gain as much media coverage as possible for your tournament. Media outlets will assist you quite readily if your information is timely and regular. You must provide all scores as soon as they are final. Do not wait until the end of the day. Consult with media people ahead of time to see what their needs are. Please make use of local media as well. Email is the quickest and most efficient method.
- 2.4 Media outlets should be contacted following each and every game. An updated Media List will be provided to each host prior to the championship.
- 2.5 The week following your tournament, Baseball Manitoba sends a Media Release to all media. This release includes all tournament results. Host sites **must** email in ([baseball.info@sportmanitoba.ca](mailto:baseball.info@sportmanitoba.ca)) all results on Monday morning. Include scores of all games in your report.
- 2.6 The host shall publish a championship program, which must include the Baseball Manitoba logo and the Sport Manitoba logo somewhere on the front cover and shall contain a message from the Baseball Manitoba President, provided by the Baseball Manitoba office. Baseball Manitoba will provide both logos to the host upon request.

## **3.0 Protest/Rules and procedures**

- 3.1 A Committee of at least five people, which must include the Baseball Manitoba Convener, three of whom must be available at any given time, must be in place to rule on an immediate protest situation. This committee will work with and under the direction of the Baseball Manitoba Convener. At least one member of this committee shall be in attendance at each game played.

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- 3.2 Protests must be made and dealt with on the spot, and before the game may proceed any further. No protest will be considered if not made immediately. All decisions by the Committee are final.
- 3.3 Coaches of competing teams or any of the umpires officiating in the tournament cannot serve as members of the protest committee. The use of participating coaches may result in conflict of interest to the games being played, while the use game officials on the committee can unnecessarily delay the games.

### **PROTEST PROCEDURES**

Protests must be made and dealt with on the spot, prior to the next pitch being thrown and before the game can proceed any further. No protest will be considered if not made immediately. **For any protest at a provincial championship, a \$100 cash bond must be posted at the time of the protest. This bond will be returned if the protest is successful.** All decisions by the Protest Committees are final. Protests will not be considered for judgment calls, only for perceived mistakes in the application of the rules. The following process will be used:

1. When a protestable incident occurs, the protesting Head Coach must, before the next play, inform the game Crew Chief that he is lodging a protest.
2. If the Crew Chief agrees that the Head Coach had a legitimate case, he shall suspend play and inform the manager of the opposing team and the Protest Committee. Note: No protest may be made on a judgment call.
3. The protest committee, the Head Coach making the protest, and the game Crew Chief shall retire to a private area way from the teams, spectators and other persons.
4. The protest committee shall hear and question in the following order:
  - the game Crew Chief
  - the protesting Head Coach, and
  - the opposing Head Coach (if necessary)

The Protest Committee shall have the power to exclude any of those persons while talking to any of the others.

5. The Head Coach's and Game Crew Chief shall then leave while the Protest Committee discusses the protest.
6. Before ruling on the protest, the Protest Committee may confer with any person whom they believe may be helpful in assisting them reach a decision.
7. The Protest Committee shall rule on the protest and inform the Crew Chief and he in turn will advise the Team Head Coaches and resume play.
8. The game Crew Chief shall put the decision into effect and order resumption of play from the point of suspension.
9. No further argument or comment on the protest shall be entertained.
10. The decision of the Protest Committee shall be final. There shall be no appeal to any other body.
11. If the protest bond is retained, the money will go to Baseball Manitoba.

## 4.0 Umpires

- 4.01 Umpire fees for Provincial Championships will be as follows:  
All Minor "AAA", Senior "AA", Senior "A" and Senior "AA" All-Stars
- \$ 90 for a 2-man crew
  - \$120 for a 3-man crew
- Minor "AA" and "A" Provincial sites should negotiate the umpire fees with their local Umpire in Chief.
- 4.02 Baseball Manitoba VP of Umpires and Host Chairperson will determine the Tournament Umpire-In Chief. The Baseball Manitoba VP of Umpires will liaise with the Host Chairperson in this regard.
- 4.03 Umpires-In-Chief, for all Provincial AAA Championships, will be appointed by the Baseball Manitoba VP of Umpires, and shall act as non-voting member of the Host Committee in that capacity.
- 4.04 Minimum numbers of umpires is as outlined below:
- |  |  |
|--|--|
| <u>Provincial "AAA"</u>                            |  |
| 13U  | - two man system                               |
| 15U  | - two man system; three for Semi-Final & Final |
| 18U  | - two man system; three for Semi-Final & Final |
| 21U  | - three man system                             |
| Senior "AA" All-Stars                              | - two man system; three for Semi-Final & Final |
| Senior "AAA"                                       | - three man system                             |
| <br><u>Provincial "AA" and "A" (if applicable)</u> |  |
| 11U  | - two man system                               |
| 13U  | - two man system                               |
| 15U  | - two man system                               |
| 18U  | - two man system                               |
| 21U  | - two man system                               |
| Senior "A"   | - two man system                               |
| Senior "AA"  | - two man system                               |
- 4.05 Any changes must be requested, in writing, by the host committee and presented to the Vice President of Umpire Development for Manitoba at least one month prior to the championship tournament that is being hosted.
- 4.06 For all provincials, all umpire costs are the responsibility of the host committee, unless the official is assigned or approved by the Baseball Manitoba Vice-President of Umpires. Therefore, the host committee is responsible for all umpiring costs including games fees, transportation and accommodation with the exception of umpires designated to be in attendance by the Baseball Manitoba Vice-President of officials, for Level IV certification assessments.
- 4.07 Fees payable to umpires are due immediately following the championship game and given to the Supervising umpire.

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- 4.08 All umpires working Provincial Championships must be minimum Level II, except for those doing the plate in all “AA” & “A” Finals and all umpires in “AAA” Finals, which must be minimum Level III. Level II umpires may officiate the plate if deemed qualified by the Umpire Supervisor.
- 4.09 Certification is to be for the current year. Non-certified officials are not to be used.
- 4.10 The umpires must be at least of the age category 1 year older in which they are officiating.
- 4.11 Host sites must provide separate change facilities for umpires.
- 4.12 Approved tournament draw must be given to your applicable UIC for assignment.
- 4.13 The Host Organizing Committee Chair, and Umpire in Chief are to agree upon the schedule assignment. If there is any disagreement on a particular official, games should be reassigned immediately. This is to be done at least 1-2 weeks before the tournament.
- 4.14 Officials for Provincial tournaments in all categories shall be appointed by the Umpire in Chief. The UIC and Host Organizing Committee should ensure that hometown umpires are not used in games involving hometown teams, especially in Championship games, unless necessary.
- 4.15 At the completion of each game the umpires will sign the Official Game Reports as completed by the Official Scorer. Once signed by the umpires and coaches, the Official Game Reports should be turned in to the Baseball Manitoba Representative.
- 4.16 All Ejections, other than for Abuse of an Official, shall be reported to the Host Chair and Baseball Manitoba convener after the game. The on-line ejection report must be completed and submitted to the Baseball Manitoba office.

### **5.0 Ground Rules for Field of Play**

- 5.1 The Ground Rules for Field of Play should be clearly defined and outlined to all coaches and managers prior to the tournament and reviewed briefly at home plate prior to each game by the umpiring crew.

### **6.0 Pre-Tournament Meeting**

- 6.1 A pre-tournament meeting shall be held by conference call with all coaches and will be hosted by the Championship Convener. The conference call will be 2 days prior to the championship. Details of the call and the agenda will be emailed to all participants.

## a) Persons in Attendance

- a. Host Chairperson
- b. Tournament Umpire-In-Chief
- c. One Representative from each team (**THIS IS MANDATORY**)
- d. Protest Committee Chairman
- e. Baseball Manitoba Convener

## b) Meeting Agenda:

- 1) Tournament Rules - warm ups, play until completion, length of games, ground rules and other rules
- 2) Verification of Rosters
- 3) Tournament Draw
- 4) Run Limitations - ten run mercy rule is in effect
- 5) Pitching Limitations (from CFAB Rulebook)
- 6) Dugout Designations
- 7) Tie-Breaking Procedures (if applicable)
- 8) Protest Procedure
- 9) Rain - Draw Changes
- 10) Code of Conduct - Behavior of Players, Coaches
- 11) Ceremonies (if any)
- 12) Question Period
- 13) Medical Services, First Aid

## 7.0 Amenities/Fundraising

7.01 Admission Fees: Host organizations should charge an admission fee to all spectators as a method of generating revenue for your event. The admission must not be charged to competing teams (players & coaches) or officials (umpires & umpire supervisors). Consideration should be given to reduced pricing for children under 12 or for Seniors. Some price options to consider are:

Day Pass (or Seniors Tournament Pass)	\$ 5.00 to \$10.00
Tournament Pass	\$10.00 to \$20.00
Single Game	\$ 3.00 to \$5.00

**The host center shall not charge a tournament entry fee to visiting teams participating in Provincial Tournaments.**

7.02 Fundraising: The use of a 50/50 draw or similar ideas (silent auction, etc.) is encouraged as a vehicle for generating further revenue for the host committee

7.03 Concessions: The host has the rights to concessions including the rights to publish, distribute and sell programs, and the right to sell food, drinks and souvenir articles that may be profitable during the championship.

7.04 T-Shirts: From time to time Baseball Manitoba may have a sponsor of a provincial championship and make t-shirts for the event with the sponsor's logo. The host will be required to sell these shirts on behalf of Baseball Manitoba and the sponsor. An agreement will be reached for the host to profit from the sale of these shirts. Should Baseball Manitoba have a sponsor and provide t-shirts to the host, the shirts will be sold for a price, with a percentage of that price remaining with the host committee, and the remainder returning to Baseball Manitoba to offset the cost of making the shirts. In this situation the host will not

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be allowed to make or sell other shirts that are in conflict with the provincially sponsored shirts.

7.05 Special Functions: It is the Host Committee's option if they wish to provide any special functions in connection with the tournament. Examples would be a banquet, pancake breakfast, special awards (MVP), etc.

## **8.0 Host Chairperson**

- 8.01 The Host Chairperson will act as liaison with the Baseball Manitoba and receive all correspondence, draws and medallions. The Host Chairperson will also act as Tournament Contact for all teams.
- 8.02 The Host Chairperson shall have no direct affiliation with any team participating in the Championship.
- 8.03 The Host Chairperson will also be responsible for notifying all teams of the slate and time of their first game and the possible times of their second game. Each team must be given clear instructions on diamond locations and be informed of the time and location of the pre-tournament meeting.
- 8.05 Presentations: The Host Chairperson, along with the Baseball Manitoba Convener and Baseball Manitoba Sponsor (if available), plus others designated by the Host Chairperson, should participate in the presentation of medals at the conclusion of the tournament.
- 8.06 Reports: The Host Chairperson must also complete the tournament report. This report serves a valuable purpose for Baseball Manitoba and can lead to changes that will improve our Provincial Tournaments. Reports must be submitted by September 30.
- 8.07 Along with the tournament report, one picture of the winning team should be emailed to the Baseball Manitoba office. A list with the names in the picture should also be included.

## **9.0 Promotion of Baseball Manitoba**

- 9.01 In order for the event to achieve its financial objectives, the Host Organizing Committee should endeavor **to promote the event and generate substantial support from a variety of sources**. Promotion of the tournament is the responsibility of the host site. The following is a list of some activities, which will improve the promotion and quality of the event:
- Website & Social Media exposure
  - Local Radio/TV Coverage/Advertisements in local paper(s)
  - Banners (Baseball Manitoba will supply two event banners to be returned)
  - Local Sponsorship (programs, signage, game sponsors, silent auction prizes, etc.)



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- 9.02 Provide Baseball Manitoba with a minimum of 5 complimentary Championship passes (if requested)
- 9.03 Name the event the "**Baseball Manitoba Provincial Championship**" and identify Baseball Manitoba in all media releases and to integrate the Baseball Manitoba logo into event logo and correspondence.
- 9.04 Ensure that Baseball Manitoba's logo is prominently placed on all championship materials, and to offer Baseball Manitoba a minimum of two pages in the official program at no cost.
- 9.05 Display Baseball Manitoba and corporate sponsor's banners around the playing area in prominent, high traffic, high visibility areas. These banners are to be returned to Baseball Manitoba upon the completion of the championship.
- 9.06 Return all Baseball Manitoba materials upon the completion of this agreement.
- 9.07 The host shall publish a championship program, which must include the Baseball Manitoba logo and Sport Manitoba logo somewhere on the front cover and shall contain a message from the Baseball Manitoba President, provided by the Baseball Manitoba office.

### **10.0 Volunteer Personnel**

- 10.1 The host will provide official scorekeepers for each game, except in cases where it has pre-determined that the attending teams will be providing scorekeepers. These scorekeepers are required to monitor the score, number of defensive outs, and the number of pitches (if applicable). They should also have coaches sign the score sheet after each game to verify the innings pitched and the score. Once signed, no adjustments may be made.
- 10.2 The host should endeavor to provide announcers for all games
- 10.3 Bat boys/girls are not permitted at Championships.

### **11.0 Schedules/Draws**

- 11.1 The host shall post the draw schedule in prominent viewing areas and update the draw scores after every game

### **12.0 Pitching charts (if applicable)**

- 12.1 The host must post a **Number of Pitches** chart in prominent viewing areas and list the number of pitches immediately after the game to avoid potential issues.
- 12.2 The host must provide individuals who track the Pitch Count for the games on Flip Charts

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- 12.3 The host should also have coaches sign the score sheet after each game to verify the number of pitches or innings pitched. Once signed, no adjustments may be made.

## **Baseball Manitoba will provide the following for Provincial Championships:**

### **1.0 Draws**

- 1.1 Baseball Manitoba will be responsible for the formulation of all draws for Provincial Tournaments. This will include draw times and format.
- 1.2 Times may be changed by the host site, in consultation with Baseball Manitoba, however, all final decisions rest with Baseball Manitoba.
- 1.3 For all tournaments the home and visiting teams will be pre-determined at random by Baseball Manitoba for round-robin games. This means all teams will have a minimum of one game and/or one game as visitor.
- 1.4 A coin flip will determine the home team for the final championship game.

### **2.0 Hosting Grants**

Hosting grants have been eliminated.

### **3.0 Conveners**

- 3.1 Members of the Baseball Manitoba Management Committee will serve as the provincial representatives at each provincial championship. Their role will be Championship Convener.
- 3.2 Each Convener will contact a representative of the Host Committee to discuss plans and preparations for the event; provide rule interpretations or act as the liaison with Baseball Manitoba to confirm any rule interpretations; present awards and medals; and make a summary report following the event.
- 3.3 All Convener expenses are borne by Baseball Manitoba.
- 3.4 The Baseball Manitoba Convener must be in the dignitaries contingent on field during both ceremonies and will bring greetings from Baseball Manitoba and they shall make the presentations at the closing ceremonies assisted by the Host Chairperson.

### **4.0 Advertising**

- 4.1 Baseball Manitoba will provide the host with 15 posters advertising the event. In addition, a site banner will be provided.
- 4.2 Baseball Manitoba will provide the host sites with an updated Media Contact list 1 month prior to the championships.

## **5.0 Baseballs**

- 5.1 Baseball Manitoba will provide baseballs for the championship in the following manner:
- 10 teams or less – 3 dozen minimum
  - More than 10 teams – 4 dozen minimum
- 5.2 The Official Baseballs of Baseball Manitoba the Rawlings Brand. Rawlings balls **must** be used at all Baseball Manitoba Provincial/Regional Championships or that region/host committee will forfeit future hosting opportunities. This will be monitored by Baseball Manitoba Conveners. Suggested Rawlings balls are:
- 65CC or 80CC for 11U and 13U
  - 80CC for 13U and 15U
  - ROML for 15U AAA, 18U, 21U and Senior

## **6.0 Materials**

- 6.1 Baseball Manitoba will provide the host with enough such materials to efficiently conduct the event:
- line-up cards
  - scorebooks
  - rulebooks
  - Baseball Manitoba Handbooks
  - pre-tournament rules
  - pitching record sheets (if applicable)
  - age category sheets

## **7.0 Team Contacts**

- 7.1 Baseball Manitoba will provide each site with a listing of team contacts and copies of the roster of competing teams as soon as the information is known.

## **8.0 Awards**

- 8.1 Baseball Manitoba will supply medals for the teams finishing first and second at all Provincial Championships. A maximum of 20 medals will be provided for each team. In addition, a Championship banner to be presented to the championship team.

## **9.0 Umpire in Chief**

- 9.1 Baseball Manitoba will provide the Umpire in Chief for all AAA Championships.

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### **10.0 Baseball Manitoba Sponsorship**

10.1 Baseball Manitoba will be attempting to secure sponsors for each age category (regionals or finals). If successful, the Host Committee must agree to comply with the terms agreed to by Baseball Manitoba. This would involve things like a placement of a banner or distribution of product to the participants. Any such agreement will be specifically outlined to any Host Committee prior to the tournament.



## **PROVINCIAL TOURNAMENT DRAWS**

All Provincial Tournament Draws will be formulated in the Baseball Manitoba office. These draws will be forwarded to the host site 1 month prior to the tournament. This will allow the host sites to see the format to be used, and then actual starting times can be worked out with the office.

**AAA** – 13U, 15U and 18U AAA Championships will each have Tier 1 and Tier 2 events. If there are 12 or 13 AAA teams entered, 8 will qualify for the Tier 1 event and the remainder will enter the Tier 2 Event. If there are 11 or less AAA teams, The Tier 1 event will have 6 teams and the rest of the teams will enter the Tier 2 event. 8 Team pools and seedings will be determined by Baseball Manitoba, based on the seedings from the 2 Qualifying events. Generally, the pools/seedings will be done as follows: Pool 1 – Z2Q1, Z2Q4, Z1Q2 and Z1Q3. Pool 2 – Z2Q2, Z2Q3, Z1Q1, Z1Q4

To determine the representatives to the AAA provincials, all 13U, 15U and 18U AAA teams would be entered in a qualifier.

- The Zone 1 AAA playoffs (WABA) will be one Qualifier. The other qualifier will involve all the Zone 2 teams.
- See the AAA Qualifier Page (Pink Section – Appendix XIII of the Handbook) for full details

If 6 or 7 teams are entered into the Zone 2 Qualifier, the Qualifying Tournaments will be a full round-robin:

- If six teams are involved, the Round-Robin will be 5 games per team (1 on Friday, 2 on Saturday and 2 on Sunday). Rankings will be based on the Round Robin standings.
- If seven teams are taking part, that will mean 6 games per team (2 on Friday, 2 on Saturday and 2 on Sunday). Rankings will be based on the Round Robin standings.
- If 8 teams are taking part, there will be two pools of 4 teams. The playoff format will be determined by Baseball Manitoba.

**All eligible teams must be determined by the deadline of June 15.**

**AA** - All eligible leagues can send one AA team per age category (the Winnipeg region will send 5 teams from WMBA play-offs). There could be as many as 16 teams entered in a Provincial AA Championship.

**A** - There will be a maximum of 12 teams entered into a Provincial “A” Championship.

The format for the provincials will be determined based on the number of teams attending

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Note 1: There shall be no deviation from the schedules; however, host sites have some flexibility in determining times of games if lights are available at the site.

Note 2: If a three (3) way tie for 1st place occurs, then the tie-breaking formula will determine 1st place in the pool. The other two teams will have a play-off game to determine second place. This game will be scheduled by the convener and host committee.

### **3 Pool championships:**

For those championships that have teams grouped in 3 pools, the following process will be used to determine teams that qualify for the championship round.

1. Following pool play, the Pool Champions will be ranked 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>. A pool champion cannot be ranked lower than 3<sup>rd</sup>. Rankings will be determined by
  - Won-Loss Record
  - Formula (Runs against divided by defensive outs)
2. The 2<sup>nd</sup> place teams in each pool will be ranked 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>. Rankings will be determined by
  - Won-Loss Record
  - Formula (Runs against divided by defensive outs)
3. The 1<sup>st</sup> and 2<sup>nd</sup> place teams will receive byes.
4. The Quarter finals will have the 3<sup>rd</sup> place team will play the 6<sup>th</sup> place team, and the 4<sup>th</sup> place team will play the 5<sup>th</sup> place team.
5. Following the Quarter finals, the teams will maintain their rankings for the seeding of the semi-finals. The 1<sup>st</sup> place team will play the lowest ranked advancing team, and the 2<sup>nd</sup> place team will play the highest ranked advancing team.
6. The winners of the Semi-Finals will meet for the championship.

**All eligible teams must be determined by the deadline of May 15.**

**TOURNAMENT RULES**

***Tie-Breaking Rule (Round-Robin Events Only)***

Two Teams Tied - Round-robin winner in game between tied teams shall advance.

Three Teams Tied for first- When three teams are tied for first place in a round-robin draw the team with the best win-loss record in the game(s) played between or among the tied teams will place higher in the standings. Following this, if the three teams are still tied for first place, one team will be awarded first place based on the three teams tied formula (as shown below). The remaining two teams will play a tie-breaking game. The winner of the game will advance along with the first place team to the play-offs. This tie-breaking game will only be played when the tied teams have zero or one loss. If all tied teams have two losses, the formula will for tied teams will determine the teams that advance.

Three Teams Tied for second- When three teams tie for second, the team with the best win-loss record in the games between or among the tied teams will place higher in the standings. Following this, if the three teams are still tied for second place, the three teams formula will be used to determine standings. There will not be any play-off games.

***Three teams tied formula (use these in the order they are listed)***

- 1) Runs Against  
Defensive Outs (= Lowest Ratio Advances) (Games between tied teams only)

*Example for 13U*

Team A - 11      Team B - 1      21 defensive outs charge to Team A for a Mercy Rule win. 15 defensive outs charged to Team B

Team C - 9 Team A - 8      in 21 defensive outs

Team B - 15      Team C - 13      in 21 defensive outs

	<u>Team A</u>	<u>Team B</u>	<u>Team C</u>
Runs against	10	24	23
Number of defensive outs	42	36	42
Ratio	.238	.667	.548

*In this example, Team A is declared first*

For tie-breaking procedures if a game is forfeited, the final score will be recorded as 1 run per scheduled inning (6 for 11U, 7 for 13U, 15U and 18U), or the actual score for the team awarded the win, whichever **run differential** is greater. This is the score that will be used if necessary in the formula.

- 2) Runs For  
Offensive Outs (= Highest Ratio Advances) (Games between tied teams only)
- 3) Runs Against  
Defensive Outs (= Lowest Ratio Advances) (All games included)
- 4) Runs For  
Offensive Outs (= Highest Ratio Advances) (All games included)
- 5) Three-way coin flip.

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NOTE: When a multiple tie occurs and is only partially resolved, the remaining ties will be resolved by continuing on with the remaining tie breaking priorities until all 5 priorities have been exhausted. In continuing, the statistics of all the originally tied teams are still used until all priorities have been applied. Then and only then will the remaining tied teams return to priority number 1 and proceed through the order again.

In the event of a 6 team pool modified event, where all teams do not play each other, and a 3-way tie occurs, the tie-breaking rules will be followed as above (best record amongst tied teams), even if the number of games played by all teams is not equal. For example, a 1-0 record will trump a 1-1, or 0-1 record.

### **TEAMS WITH 2-2 RECORD**

Teams with 2-2 records after pool play would not play in tie-breaking games. Formula would determine who advances.

### **FINAL GAMES**

For provincial championship final games, there will be a coin toss for home team only if the teams are from different pools. If both teams are from the same pool, the team with the higher pool standing will be home team.



## Playing Rules

- 1) C.F.A.B. playing rules apply for all tournaments.
- 2) Pitching rules - as per C.F.A.B. Rulebook
- 3) Length of Games:  
Mosquito - 6 innings  
All others - 7 innings  
Frank Richardson (Sr.) - 9 innings
- 4) Mercy Rule:
  - For leads of 10 runs or more, the game will be called after:
  - Mosquito - 4 innings (3 1/2 if home team leads)
  - All others - 5 innings (4 1/2 if home team leads)
  - For run calculations, in a mercy rule game, the winning team will receive for 7 defensive innings (21 outs) while the losing team will only receive credit for the actual innings played and actual outs achieved. 11U will receive credit for 6 defensive innings (18 outs)
- 5) Designated hitter is for the pitcher only (if allowed by age category).
- 6) No courtesy runner for the catcher.
- 7) **GAMES WILL NOT END IN TIES.** All games are played until a winner is decided. Any tied games, if stopped due to weather or lack of sunlight will be considered suspended, and when play is resumed, will start at the point at which they were stopped. All regular pitching rules will still be in effect and are not circumvented due to the interruption.
- 8) Pitching rules for age advance players: The pitching restrictions for age advanced pitchers will be followed depending on the date of birth of the pitcher, not the age category the pitcher is playing. Thus, an age advanced pitcher will be bound by the eligible number of pitches for their chronological age, not for the category they are playing. (Example: a 15-year old 15U pitcher who is age advanced to play 18U will be limited to the 90-pitch limit – the 15U limit, instead of the 100 pitches – the 18U limit)
- 9) Pitch Count: For any games moved to a new weekend due to weather issues, all pitch counts will remain in force as if the original weekend was still being played. Pitchers are not to be granted fresh pitching starts even though there may be days rest involved.
- 10) Baseball Manitoba has adopted the Baseball Canada extra-inning procedure (**for Round Robin Games only**) as follows:
  - If the game is tied at the completion of regulation (7 innings, or 6 for 11U), the following procedures will be implemented during extra innings:
  - Each team will begin the extra inning (and any subsequent necessary extra innings) with a player on first and second, no outs.
  - The batting order of the extra inning or any subsequent innings will be determined by how the previous inning ended.

## **HOSTING GUIDELINES**

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- The traditional system of the visiting team hitting in the top of the inning and the home team hitting in the bottom of the inning will remain in effect until a winner is determined.

Example:

If the last regulation inning ends with the #6 hitter having the last plate appearance, then the extra inning begins the #7 hitter at bat, and the #5 hitter at second base and the #6 hitter at first base.

For the Tie-breaking formula and extra inning rule, only the runs scored/allowed in the regulation innings be counted in the run ratio. Do not use the extra inning stats in the tie-breaking formula.

Finally, all playoff games that end in ties (including semi-final and final games) will use traditional baseball rules to finish the game. The Baseball Canada Extra Inning Rules will NOT apply.

**Sport**  
**MANITOBA**  
**COACHING**

## ***Provincial Championship Event Checklist***

### **January - February**

- \_\_\_\_\_ Arrange organizing committee
- \_\_\_\_\_ Develop sponsorship and marketing plan
- \_\_\_\_\_ Accommodation sites arranged
- \_\_\_\_\_ Committee roles and responsibilities established
- \_\_\_\_\_ Develop Volunteer recruitment plan
- \_\_\_\_\_ Develop ticket sales and gate fee plan
- \_\_\_\_\_ Create a contact list for all committee members
- \_\_\_\_\_ Draft budget created
- \_\_\_\_\_ Book all required facilities

### **March - April**

- \_\_\_\_\_ Site inspection by Baseball Manitoba
- \_\_\_\_\_ Remind sponsors re: program ads
- \_\_\_\_\_ Plan for opening ceremonies (optional)
- \_\_\_\_\_ Medical Services locations confirmed
- \_\_\_\_\_ Risk Management plan designed and confirmed
- \_\_\_\_\_ Access control and security plan drafted
- \_\_\_\_\_ Develop results and statistics plan
- \_\_\_\_\_ Volunteer recruitment strategy developed
- \_\_\_\_\_ Special events planned (optional)
- \_\_\_\_\_ Invitations and opening ceremony info created and sent to sponsors and dignitaries

### **May - June**

- \_\_\_\_\_ Collect program ads from sponsors
- \_\_\_\_\_ Tickets printed and ready
- \_\_\_\_\_ Signage layout planned and ordered for all facilities
- \_\_\_\_\_ Media room/score tent phone/internet and equipment arranged
- \_\_\_\_\_ Umpires dressing room arranged
- \_\_\_\_\_ Minor officials (scorers, statisticians, etc.) recruited
- \_\_\_\_\_ Medical staff arranged
- \_\_\_\_\_ Team information packages developed
- \_\_\_\_\_ Communications list drafted and finalized
- \_\_\_\_\_ Program design and layout drafted
- \_\_\_\_\_ Photographer booked for event
- \_\_\_\_\_ Awards committee recruited
- \_\_\_\_\_ Game supplies ordered (in conjunction with Baseball MB)
- \_\_\_\_\_ Event staff organized
- \_\_\_\_\_ Minor officials trained and prepared
- \_\_\_\_\_ Volunteer schedules drafted
- \_\_\_\_\_ Receive email from Baseball MB (President Letter, logos, etc)

# **HOSTING GUIDELINES**

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## **July - August**

- \_\_\_\_\_ Receive and confirm materials from Baseball MB
- \_\_\_\_\_ Received and confirm schedule from Baseball MB
- \_\_\_\_\_ Teams contacted (contact person, roster, admission, etc.)
- \_\_\_\_\_ Facility signage installed
- \_\_\_\_\_ Volunteer schedule confirmed
- \_\_\_\_\_ Advertising signage ready
- \_\_\_\_\_ Programs prepared and printed
- \_\_\_\_\_ Emergency procedures confirmed
- \_\_\_\_\_ Medical area set up
- \_\_\_\_\_ Special guests for opening ceremonies confirmed
- \_\_\_\_\_ Finalize dignitaries
- \_\_\_\_\_ Set and prepare for Pre-Tournament Meeting (w/Tournament Convener)
- \_\_\_\_\_ Finalize Protest Committee
- \_\_\_\_\_ Umpires Confirmed
- \_\_\_\_\_ Sponsor thank you letters prepared and sent (after event)
- \_\_\_\_\_ Complete and return Post Event Form to Baseball MB
- \_\_\_\_\_ Gather and return all materials to Baseball MB

**Note: This list does not include every task required for an event and may include some tasks that do not apply. It is meant as an aid only.**

## **The Host Committee**

### **Organization**

As in planning for any event of the size and scope of a Provincial Championship, the first step is the formulation of a key group of volunteers. This group of volunteers will perform the “lion’s share” of all tasks which must be accomplished in order for an event like this to be a success. Within this group there is always a key person, the one person to whom Baseball Manitoba can refer all matters not specifically covered under the duties and responsibilities of the many others involved. This is the Host Chairperson. This person oversees the local non-profit group organizing the hosting of the Provincial Championship and should be familiar with tournament operations. Directly under the Host Chairperson we have Division Directors, each of whom is responsible to the Local Chairperson for a major division of organization. The Local Chairperson, the Division Directors and the officers of the host group make up the Host Tournament Committee.

### **Tournament Chairperson**

This individual supervises and is responsible for all phases of local tournament operation; serves as a general chairperson over all Division Directors; presides at all meetings of the Tournament Committee; attends meetings of divisions and/or committees within divisions to advise, direct and make assignments where she/he deems necessary. This individual is responsible for making sure that the Tournament Committee meets their responsibilities. This person should not serve as a Division Director so that she/he may be more flexible to oversee the entire operation.

## **Provincial Championships – Structure**

### **Board of Directors**

- a. Host Chairperson
- b. Treasurer
- c. Secretary
- d. Finance
- e. Promotions Director
- f. Operations Director
- g. Field of Play Director
- h. Community/Community Club representative
- i. League Baseball representative

#### **Promotions - Chairperson**

#### **Responsible for the following:**

- Publicity
- Fundraising
- Accommodations
- Souvenir Program
- 50/50 Ticket sales
- Silent Raffle/Souvenirs
- Opening Ceremonies
- Pageantry/Dignitaries
- Events

## **HOSTING GUIDELINES**

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### **Operations** - Chairperson *Responsible for the following:*

- Volunteers & scheduling
- First Aid
- Parking/Transportation
- Concessions
- Gate
- Banquet/Breakfast
- Scores to media
- Communication centre
- Web page

### **Field of Play** - Chairperson *Responsible for the following:*

- Umpires
- Field Maintenance
- Facility Maintenance (stands, garbage)
- Announcers
- Scorekeepers
- Announcing/Scorekeeping tents
- Ball chasers

Each chairperson can have as many people as they need to complete their tasks. These may take the form of sub-committees.

**Note: This list is meant as a guide in determining a structure for your provincial championships organizing committee. Expand or reduce as needed.**

## HOSTING INFORMATION

	11U " A "	11U " AA "	13U " A "	13U " AA "	13U " AAA "	15U " A "	15U " AA "	15U " AAA "	18U " AA "	18U " AAA "
<b>AGE RANGE*</b> (In calendar year)	10 to 11	10 to 11	12 to 13	12 to 13	12 to 13	14 to 15	14 to 15	14 to 15	16 to 18	16 to 18
<b>NUMBER OF TEAMS</b> <i>Max</i> <i>Min</i>	12 8	16 8	12 8	16 8	10	12 8	16 8	10	16 8	10 13
<b>NUMBER OF DAYS</b> <i>For event</i>	3	3	3	3	3	3	3	3	3	3
<b>TEAM SIZE</b> (approx.) <i>Players</i> <i>Coaches</i> <i>Manager</i>	13 3 1	13 3 1	13 3 1	13 3 1	13 3 1	14 3 1	14 3 1	14 3 1	18 3 1	18 3 1
<b>PITCH DIST.</b>	44 ft.	44 ft.	48 ft.	48 ft.	48 ft.	54 ft.	54 ft.	54 ft.	60 ft., 6 in.	60 ft., 6 in.
<b>BASE DIST.</b>	70 ft.	70 ft.	70 ft.	70 ft.	70 ft.	80 ft.	80 ft.	80 ft.	90 ft.	90 ft.
<b>SUGST'D FENCE DIST</b> <i>Lines</i> <i>Centre</i>	200 225	200 225	225 260	225 260	225 260	270 300	270 300	270 300	300 350	300 350
<b>GAME LENGTH</b> (innings)	6	6	7	7	7	7	7	7	7	7
<b>NUMBER OF UMPS</b> <i>Per Game</i>	2	2	2	2	2	2	2	2 for R/R 3 for Play offs	2	2 for R/R 3 for Play offs

Note: Portable mounds are allowed at Minor Provincial Championships. These must be pre-approved by Baseball Manitoba.

# **HELPFUL HINTS FOR TOURNAMENT HOSTS**

The following is a list of items that may help your tournament run more smoothly. Use those that work best for your particular situation. Most of these are not mandatory, but recommended to provide you, the athletes and the fans with the best possible experience.

## **Dress up your fields**

- Provide signage for participants and fans (see below)
- Paint logo(s) on the field to provide profile and exposure to the community

## **Field safety considerations (liability)**

- Any exposed points on fencing and backstop repaired
- Any holes in backstop repaired
- Holes/low spots in fields patched/filled
- Ensure all bases are in good shape and safe. Permanent anchor bases work best. If using regular bases, use at least two spikes to ensure minimum movement. (Note: double check the proper dimensions for the bases. All bases are measured from the back point of home plate. The measurement to first and third goes to the back of the bag, while the measurement to second goes to the middle of the base. The pitching rubber is measured from the back of home plate to the front of the rubber.

## **Tarp the dugouts**

If you do not have enclosed dugouts, put tarps over the top of the fenced dugout, held down by bungee cords. This provides protection for the players from sun, rain, wind and also can provide some privacy for the team. Temporary wood supports may also hold the tarp. In addition, tents or sheltered areas should be set up for the fans.

## **Water**

Provide minimally at least one jug per bench, depending upon weather. Use individual cups rather than one cup. Water is very important during hot weather.

## **Grounds maintenance**

- Set up a field maintenance committee to oversee the preparation of the fields.
- Paint home plates and pitch plates white to for visibility, ensure they are attached solidly in the ground.
- Have extra sets of bases available at each field.
- Scarify and drag the infield to soften it. Fields that are too hard result in "rockets" and possible injury.
- Have tampers and material to fill low spots on mound and at plate.
- Have some rakes/brooms for smoothing field.
- Have on hand some *Diamond Dry* (a commercial product) or cat litter, some sand and spare infield material to help with wet field conditions.. **Note:** sand only displaces the water, it doesn't dry it up. *Diamond Dry* and cat litter absorb moisture.
- If the weather gets dry, irrigation of the field is important. Few diamonds have underground irrigation, but all can have access to water trucks, water cannons, hoses or the like.
- Have some large sponges, buckets and/or a pump to help remove sitting water.
- Make sure the fields are chalked, especially the foul lines. Foul poles are a nice touch if possible.

## **Signage**

The following signs are some suggestions to help warn/inform players and fans:

- "Please be alert at all times. Keep your eyes on the playing field. Flying balls, bats or other objects of the game will leave the playing field"
- "No batting practice (or soft toss) against the fence"
- "No pepper or playing catch between the dugouts"



# **HELPFUL HINTS FOR TOURNAMENT HOSTS**

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- "Not responsible for personal injury, lost or damaged property"

Provide a list of prohibited items:

- (alcohol, pets, profanity, glass bottles etc., whatever applies) e.g. "No alcohol, or pets permitted on premises."

Set up signs on the highway and signs in town telling people about the event, its location and times.

## **Scoreboard and/or announcer**

Providing a scoreboard keeps the fans informed. Baseball Manitoba has portable scoreboards and pitch count clocks, which can be shipped to your event. An announcer can add a little flair to the proceedings and help promote any fund raising activities or other events.

## **Garbage cans in or near dugouts**

Keeps the dugouts and playing field clean. Be sure they are emptied routinely to avoid spillage and insects.

## **Visible field numbers if more than one field being used (also direction signs to fields)**

Mark each field with a number or name to help clearly identify them to the fans

## **First Aid**

- Set up a first aid committee or arrange to have medical personnel in attendance
- Develop and institute an accident reporting system
- Post emergency phone numbers, procedures and hospital locations in permanent places
- Set up a first aid stand for the fans

## **Equipment**

If the teams are going to have a hitting area for pre-game batting practice, some equipment should be supplied to the fields ensure safety for the players:

- Catch nets
- screen to protect the pitcher

Set specific practice times for each team if practices are being allowed.

## **Protest Committee**

**DO NOT** have any of the coaches of competing teams or any of the umpires officiating in the tournament as members of the protest committee. Participating coaches can result in conflict of interest while use game officials can unnecessarily delay the games.

## **Schedules/Draws**

- Post the draw schedule in prominent viewing areas
- Update the draw scores after every game

## **Pitching charts (if applicable)**

- Post the **Pitch Count** chart in prominent viewing areas
- List the innings pitched immediately after the game to avoid future problems
- Have coaches sign the score sheet after each game to verify the innings pitched. Once signed, no adjustments can be made.

## **Scorekeepers**

- Assign scorekeepers to each game. Scorekeeping ability is not as important as keeping track of outs, inning, score and innings pitched and player eligibility.
- Assign Pitch Count trackers to monitor the number of pitches thrown.
- Have coaches sign the score sheet after each game to verify the innings pitched and the score. Once signed, no adjustments can be made.

SEE HOW FAR YOU  
CAN GO AFTER  
YOUR FIRST

PITCH



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