



BASEBALL MANITOBA

Hosting Provincial Championships: Guidelines and Responsibilities

For 2010 Baseball Manitoba will conduct 15 annual championships.
They are:

- Baseball Manitoba Mosquito “A” Championship (Zone 2 – Rural only)
- Baseball Manitoba Mosquito “AA” Championship
- Baseball Manitoba Pee Wee “A” Championship (Zone 2–Rural only)
- Baseball Manitoba Pee Wee “AA” Championship
- Baseball Manitoba Pee Wee “AAA” Qualifying Tournament
- Baseball Manitoba Pee Wee “AAA” Championship
- Baseball Manitoba Bantam “A” Championship (Zone 2 – Rural only)
- Baseball Manitoba Bantam “AA” Championship
- Baseball Manitoba Bantam “AAA” Qualifying Tournament
- Baseball Manitoba Bantam “AAA” Championship
- Baseball Manitoba Midget “AA” Championship
- Baseball Manitoba Midget “AAA” Qualifying Tournament
- Baseball Manitoba Midget “AAA” Championship
- Baseball Manitoba Senior “AA” Championship
- Baseball Manitoba Senior “AA” All-Stars Championship

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 is allowed to 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

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, the Baseball Manitoba, as it relates to hosting of provincial championships.

Host Organization Responsibilities

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 centre 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

2.0 Publicity

- 2.1 It is 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.
- 2.2 Media outlets should be contacted following each and every game. An updated Media List will be provided to each host prior to the championship.
- 2.3 On the Monday following your tournament, Baseball Manitoba sends a Media Release to all media. This release includes all tournament results. Host sites **must** email in (info.baseball@sport.mb.ca) all results on Monday morning. Include scores of all games in your report.
- 2.4 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 can 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.
- 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. 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.

HOSTING GUIDELINES

4.0 Umpires

4.1 Host sites are responsible for negotiating fees for all Provincial Championships. Host sites for “AAA” and “AA” Finals should negotiate fees with Derrick Dubell, Vice President of Umpire Development (Ph.: 222-6352).

4.2 Minimum numbers of umpires is as outlined below:

Provincial “AAA” and Qualifying Tournaments

Pee Wee	- two man system
Bantam	- two man system; three for Semi-Final & Final
Midget	- two man system; three for Semi-Final & Final
Junior	- three man system
Senior “AA” All-Stars	- two man system; three for Semi-Final & Final
Senior “AAA”	- three man system

Provincial “AA” and “A” (if applicable)

Mosquito	- two man system
Pee Wee	- two man system
Bantam	- two man system
Midget	- two man system
Senior “AA”	- two man system

4.3 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.

4.4 For all “A”, “AA” and “AAA” provincials, all umpire costs are the responsibility of the host committee, unless the official is assigned or approved by the MBA 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.

4.5 Fees payable to umpires are due immediately following the championship game and given to the Supervising umpire.

4.6 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. Certification is to be for the current year with attendance at the umpire’s clinic. Non-certified officials are not to be used.

4.7 Host sites must provide separate change facilities for umpires.

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 with all coaches, and should be hosted by the Host Chairperson and Umpire-In-Chief .

Category & Possible Pre-Tournament Meeting times

- A. "AAA" minor championships - Following the 1st draw and prior to the 2nd draw
- B. "AA" Minor Championships - Following the 1st draw and prior to the 2nd draw
- C. "A" (Zone 2) Minor Championships - 10:30 a.m., following the 1st draw and prior to the 2nd draw
- D. Senior "AA" & "AA" All-star championships - Following the 1st draw and prior to the 2nd draw

a) Persons in Attendance

- Host Chairperson
- Tournament Umpire-In-Chief
- One Rep. from each team
- Protest Committee Chairperson
- 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 - Behaviour of Players, Coaches
- 11) Ceremonies (if any)
- 12) Question Period
- 13) Medical Services, First Aid

HOSTING GUIDELINES

7.0 Amenities/Fundraising

7.1 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 players, coaches or officials. Some possible prices to consider are:

Day Pass	\$ 5.00
Tournament Pass	\$10.00
Single Game	\$ 3.00

Sites may also consider reduced rates for younger children and Senior Citizens.

7.2 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

7.3 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.

7.4 T-Shirts: From time to time Baseball Manitoba have a sponsor of a provincial championship, and make t-shirts for the event. 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 set cost, with a predetermined amount remaining with the host committee, and the remainder returning to Baseball Manitoba to offset the cost of making the shirts. In this case the host will not be allowed to make or sell other shirts.

7.5 Washrooms: Host sites must provide suitable washroom facilities for the public and participants

8.0 Host Chairperson

8.1 The Host Chairperson will act as liaison with Baseball Manitoba and receive all correspondence, draws and medallions. The Host Chairperson will also act as Tournament Contact for all teams.

8.2 The Host Chairperson shall have no direct affiliation with any team participating in the Championship.

8.3 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.

8.4 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.

8.5 Reports: The Host Chairperson must also complete the tournament report before any hosting fee is paid. This report serves a valuable purpose for

HOSTING GUIDELINES

- 8.6 Baseball Manitoba and can lead to changes that will improve our Provincial Tournaments. Reports must be submitted by September 30 in order to receive the Baseball Manitoba Hosting Grant.
- 8.6 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

The host will agree to the following:

- 9.1 To provide Baseball Manitoba with a minimum of 5 complimentary Championship passes
- 9.2 To Name the event the "**Baseball Manitoba _____ Championship**" and identify Baseball Manitoba in all media releases and to integrate the Baseball Manitoba logo into event logo and correspondence.
- 9.3 To 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.
- 9.4 To 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.
- 9.5 To return all Baseball Manitoba materials upon the completion of this agreement.
- 9.6 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 Scorekeepers / Announcers

- 10.1 The host will provide official scorekeepers for each game. 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

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

HOSTING GUIDELINES

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
- 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 The 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 the Baseball Manitoba, however, all final decisions rest with the Baseball Manitoba.
- 1.3 For all tournaments the home and visiting teams will be pre-determined at random by the 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

- 2.1 A hosting grant will be paid to each hosting region or site as follows:

Regions (Rural) "A" and "AA"

A grant of \$150.00 per age category where a tournament is hosted within the region will be granted to assist with tournament costs. If no tournament is hosted in a particular age category, then no grant will be issued.

Regions (City) "A" and "AA"

A grant of \$100.00 plus \$20.00 per game will be granted to assist with tournament costs. If no tournament is hosted in a particular age category, then no grant will be issued.

Final Tournaments

In all championship tournaments (Minor "AAA", "AA" "A" Championships and Senior "AA" and Senior "AA" All-star Championships), a base grant of \$100.00 plus \$20.00 per game played will be paid to the tournament host.

3.0 Conveners

- 3.1 The Baseball Manitoba will be represented at each provincial championship by a representative who will act as 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 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 some baseballs for the championship in the following manner
 - 10 teams or less – 2 dozen
 - More than 10 teams – 3 dozen
- 5.2 The Official Baseball of the Baseball Manitoba is the Diamond Brand. The Diamond Baseball **must** be used at all Baseball Manitoba Provincial/Regional Championships or that region/host committee will forfeit their hosting fee. This will be monitored by Baseball Manitoba Conveners. Suggested Diamond balls are:
 - D-3 for Mosquito and Pee Wee
 - D-2 for Pee Wee and Bantam
 - D1 for Bantam, Midget, Junior 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

HOSTING GUIDELINES

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 The Baseball Manitoba Umpire-In-Chief and Host Chairperson will determine the Tournament Umpire-In Chief. Derrick Dubell, Baseball Manitoba Vice President of Umpire Development will liaise with the Host Chairperson in this regard.
- 9.2 Umpires-In-Chief for all Provincial “AAA” Finals, will be appointed by the Baseball Manitoba Umpire-In-Chief, and shall act as an ex-officio (non-voting) member of the Host Committee in that capacity.

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 the 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” – The 2010 “AAA” Provincial Championships will be conducted with 10 teams. The format being used will have the top 6 “AAA” teams from the 2009 season automatically receive byes to the provincial championships. The host team, if not in the top 6, will also receive a bye. A host team that is in the top 6 is automatically exempted. The remaining teams will play in a qualifying tournament with either 3 or 4 teams advancing, depending on the number remaining.

These leagues will receive byes to the 2010 Provincial Championships		
Pee Wee	Bantam	Midget
Bonivital	Bonivital	Brandon
Brandon – HOST	Brandon	North Winnipeg
Midwest	North Winnipeg	Pembina Hills
North Winnipeg	Pembina Hills	St. James
St. James	South Central - HOST	South Central
Winnipeg South	Winnipeg South	Winnipeg South
		Bonivital - HOST
These Leagues must qualify for 2010 provincials		
Carillon	Carillon	Carillon
Interlake	Interlake	Interlake
Oildome	Oildome	Oildome
South Central – Qualifier Host	Midwest	Midwest
Parkland	St. James	Parkland
Red River	Red River	Red River
Pembina Hills	Parkland – Qualifier Host	Qualifier Host TBD
Top 4 advance to provincials	Top 4 advance to Provincials	Top 3 advance to provincials

The Qualifying Tournaments to determine the other representatives to the provincials will be held the weekend prior to the provincial championships. These tournaments will be a full round-robin.

- If seven teams are taking part, that will mean 6 games per team (2 on Friday, 2 on Saturday and 2 on Sunday). Following the round-robin, the top 4 teams will go on to the provincials.
- If six teams are involved, the Round-Robin will be 5 games per team (1 on Friday, 2 on Saturday and 2 on Sunday). Following the round-robin, the top 3 teams will go on to the provincials.

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

HOSTING GUIDELINES

“AA” - - All eligible leagues are allowed to send one “AA” team per age category (the Winnipeg region will send 5 teams from their play-offs). All eligible teams must be determined by the deadline of June 1. There could be up as many as 16 teams entered into a Provincial “AA” Championship.

“A” - - There will be a maximum of 12 teams entered into a Provincial “A” Championship. Only Zone 2 Leagues may enter.

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

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.

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:

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 Mosquito, 7 for Pee Wee, Bantam and Midget), 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.

HOSTING GUIDELINES

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.

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.
- 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 Bantam-aged pitcher who is age advanced to play Midget will be limited to the 90 pitch limit – the Bantam limit, instead of the 100 pitches – the Midget limit)

Provincial Championship Event Checklist

January - February

- _____ Arrange organizing committee
- _____ Sub committees developed
- _____ Site inspection by Baseball Manitoba
- _____ Hosting Agreement signed
- _____ Develop marketing plan
- _____ Accommodation sites arranged
- _____ Committee roles and responsibilities established
- _____ Volunteer recruitment plan
- _____ Develop and monitor volunteer workplans
- _____ Develop sales/sponsor package
- _____ Develop ticket sales plan
- _____ Contact list for all committee members
- _____ Draft budget
- _____ Book all required facilities

March - April

- _____ Remind sponsors re: program ads
- _____ Planning for opening ceremonies
- _____ Program ads from sponsors
- _____ Medical Services locations confirmed
- _____ Ground transportation planned (if needed)
- _____ Medical team assembled
- _____ Risk Management issues examined
- _____ Access control and security plan drafted
- _____ Develop results and statistics plan
- _____ Volunteer recruitment strategy developed
- _____ Risk Management Plan designed and confirmed
- _____ Special events planned
- _____ Invitation letters / opening ceremony info to sponsors and dignitaries

May - June

- _____ Tickets printed
- _____ Signage layout at all facilities
- _____ Media room phone lines and equipment arranged
- _____ Emergency medical transportation planned
- _____ Umpires dressing room arranged
- _____ Minor officials (scorers, statisticians, etc.) recruited
- _____ Medical staff arranged
- _____ Team information packages developed
- _____ Communications list drafted and finalized
- _____ Team storage and cargo arranged
- _____ Program design and layout drafted
- _____ Photographer booked for event
- _____ Facility signage installation booked
- _____ Awards committee recruited
- _____ Game supplies ordered
- _____ Event staff organized

HOSTING GUIDELINES

- _____ Minor officials trained
- _____ Volunteer schedules drafted
- _____ Volunteers recruited to assist with ceremonies

July - August

- _____ Teams contacted
- _____ Volunteer schedule confirmed
- _____ Advertising signage ready
- _____ Programs prepared
- _____ Programs printed
- _____ Emergency procedures confirmed
- _____ Medical area set up
- _____ Special guests for opening ceremonies confirmed
- _____ Finalize dignitaries
- _____ Finalize Protest Committee
- _____ Umpires Confirmed
- _____ Sponsor thank you letters
- _____ Set and prepare for Pre-Tournament Meeting

Note: This list does not include every task required for a particular 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

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

	Mosquito "A"	Mosquito "AA"	Pee Wee "A"	Pee Wee "AA"	Pee Wee "AAA"	Bantam "A"	Bantam "AA"	Bantam "AAA"	Midget "AA"	Midget "AAA"
AGE RANGE* (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
NUMBER OF TEAMS Max Min	16 8	12 8	16 8	12 8	10	12 8	16 8	10	16 8	10
NUMBER OF DAYS For event	3	3-4	3	3-4	3-4	3	3-4	3-4	3-4	3-4
TEAM SIZE (approx.) Players Coaches Manager	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
PITCH DIST.	44 ft.	44 ft.	48 ft.	48 ft.	48 ft.	54 ft.	54 ft.	54 ft.	60 ft., 6 in.	60 ft. 6 in.
BASE DIST.	60 ft.	60 ft.	70 ft.	70 ft.	70 ft.	80 ft.	80 ft.	80 ft.	90 ft.	90 ft.
SUGSTD FENCE DIST Lines Centre	200 225	200 225	225 260	225 260	225 260	270 300	270 300	270 300	300 350	300 350
GAME LENGTH (innings)	6	6	7	7	7	7	7	7	7	7
NUMBER OF UMPS Per Game	2	2	2	2	2	2	2	2 for R/R 3 for Play offs	2	2 for R/R 3 for Playoffs

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

- “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. 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.