

## **Provincial Host Guidelines & Responsibilities**

All concerns regarding site selection, planning and coordinating the Provincial Championship tournaments in each of the SBA divisions shall be the responsibility of the Playoff Committee and the Saskatchewan Baseball Association.

### **Tournament Hosts**

If a baseball centre wishes to host a Provincial Championship they must contact the SBA Regina Office and forward a Bid to Host form to 1870 Lorne Street, Regina, S4P 2L7 or phone 780-9237 or 780-9222.

Each zone is responsible for hosting a Zone Qualifier Playoff for each division and category if necessary. Baseball Centres wishing to host a Zone Playoff are asked to contact the Zone Governor.

### **Playing Facilities**

Host centres shall provide adequate playing fields including but not restricted to:

- 2 playing fields with minimum standards per Baseball Canada dimensions
- adequate sanitary facilities
- all playing fields shall have pitching mounds to Baseball Canada Standards
- adequate warm-up facility

### **Accommodations**

- Host Committee **MUST** ensure an adequate number of hotel/motel rooms are **blocked off**
- Host to supply list of hotels and campgrounds to the Regina SBA Office ASAP
- All meal and accommodation expenses and arrangements are the responsibility of the individuals teams participating in the Championship
- Host Committee shall make hotel/motel arrangements for the SBA Representative. SBA Representative is, however, responsible for his/her expenses
- If necessary, host shall make hotel/motel arrangements for Umpires. Host to cover expenses for accommodation for umpires if necessary.

### **Diamond Baseballs**

**It is mandatory that all host sites use Diamond Baseballs exclusively!!!** Your hosting committee must confirm with the SBA Representative that Diamond Balls are the only kind that is used during all of the tournament play. Receipts from this calendar year must be provided to the SBA Office along with your MAP Spending Plan. If for some reason you do not use Diamond Baseballs exclusively, you will forfeit your right to receiving any MAP Grant funding.

### **Old Dutch Products**

The Host Committee is urged use Old Dutch Products (Chips & Sunflower Seeds) exclusively. Receipts are to be submitted to SBA Office along with MAP form. You can contact Ross Beal of Old Dutch at 1-800-667-8090.

**Publicity**

The Host Committee shall be responsible for publicizing and promoting the event and any associated costs. Results of the tournament and a final report are to be forwarded to the Regina SBA Office immediately following the tournament.

**Host Fee**

The baseball centre organizing the tournament must submit a Host Fee in the sum of \$100 with the SBA prior to the Championship. The host is required to submit a MAP Grant application to ensure that your hosting committee receives funding for hosting your tournament. The host committee shall pay all umpire fees before or immediately following the game or tournament.

**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 MVP awards, etc. All participating teams must attend any/all special events.

**Revenue/Expenses**

The Host Committee shall set up a budget and may produce and regulate the sale of tickets for the event. The host may reserve the rights and retain the proceeds obtained from gate receipts, concessions, programs, souvenirs, lotteries, etc.

**Admissions**

All competing teams (players and coaches) are to be admitted free into the grounds. The host must ensure that there is no extra charge to the team, especially in the case where additional events are being held in conjunction with the Provincial Championship. Host may regulate general admission to grounds and any other special events and retain all funds generated.

**Tournament Conditions**

All rules and regulations shall be in accordance with SBA Policy, the SBA Handbook and the Baseball Canada Rulebook. Any variations from these rulebooks are discouraged. However, in limited circumstances, changes may be allowed only with the express permission of the appropriate Commissioner, the SBA Playoff Representative and the unanimous consent of all participating teams. The Host Committee shall follow specific SBA guidelines in regards to tournament play. This includes tournament draws, run limitations, tie-breaking procedures, etc. Tournament regulations outlining the ground rules, team rosters and other related tournament information shall be distributed to all team managers at the start of the tournament. The Host Committee shall work in conjunction with their Zone Umpire Director to ensure sufficient umpires are available to work the tournament.

**Umpire Assignment & Fee Structure**

Host Committee is responsible for contacting the Zone Umpire Director to request qualified Umpires be assigned to the playoff. The suggested fee structure for Umpires at Provincial Playoffs will be established on a yearly basis and will be as per the SBA

Handbook. Any variations from the published fees will be with the permission of the Playoff Committee. Host is responsible for umpire mileage and per diem at rates determined in conjunction with the Umpire Supervisor at the event.

### **Championship Plaques & Awards**

- The Championship plaque is for display and presentation only at the Provincial Championship site. It is the responsibility of the Host Committee to immediately give the Championship plaque directly to the SBA Representative and he/she will ensure it is sent back to the Regina SBA Office within a week of the Provincial Final.
- Sask Baseball will provide individual plaques designated for the “Champions” as well as the “Finalists”
- Any other awards are the option of and financial responsibility of the host
- Host Committee is responsible for providing the SBA with a good quality photograph of the winning team along with player names in order of appearance

### **Hosting Grants**

Membership Assistance Program (MAP) Grants are available to baseball centres hosting a Provincial or Zone Playoff. ***Deadline to apply for MAP Grants is July 1<sup>st</sup> of each baseball season.*** Contact the Regina SBA Office at 780-9237 for more information and applications.

### **Team Responsibilities**

- Each team is responsible for their own travel, accommodations, meals and any other expenses incurred
- Teams are expected to attend all special events and functions scheduled by the host centre
- Teams are guests of the host centre and shall at all times present themselves in a courteous manner

### **Host Committee Guidelines**

#### **1) Tournament Chairperson**

- Shall oversee all operations regarding the playoff
- Shall not be a member of the coaching staff of a participating team
- Shall be a liaison with the SBA Office, the assigned SBA Representative, and the assigned Umpire Representative

#### **2) Protest Committee**

The Host Committee shall designate a Protest Committee consisting of a minimum of three knowledgeable baseball persons. They shall not be associated with any participating team. At least one member of this Protest Committee shall be in attendance at each game played. This committee will work with and under the direction of the SBA Representative.

#### **3) Results Committee Chairperson**

-Responsible for posting all results and records in a place where all participants may review them

- Results to be posted immediately following each game
- Results may include, but are not restricted to, game scores, innings played by each team, pitchers record per game, and running playoff total
- At the conclusion of all round robin play, a member of the results committee shall call a meeting to determine pool standings. The meeting will be under the direction of the SBA Representative and attending shall be the results committee representative, SBA Representative, Official Scorekeeper and a representative from each team.

**4) Scorekeeping**

- The host shall provide qualified scorekeepers for each game

**5) Grounds Committee**

- One member of the grounds committee shall be in attendance for each game

**6) Other Committees**

- Committees overseeing other duties such as concession, admissions, special events, etc. are recommended where needed

**SBA RESPONSIBILITIES**

1. The SBA will sanction the tournament as a Provincial Championship
2. The SBA shall provide awards for the winner and the runner-up teams
3. The SBA Zone Governor will coordinate any playoffs leading up to the Provincial Final to determine the teams that will compete in the final tournament.
4. The SBA will appoint a provincial coordinator to assist with the championship tournament and ensure that an SBA Representative is in attendance at the Championship.
5. The SBA will advise all host centres about available hosting grants.
6. The SBA Provincial Division Supervisor will approve the championship draw.
7. The SBA will designate an Umpire Supervisor to assist with umpiring needs of the Championships.
8. The SBA office will distribute a copy of the draw to all participating teams.

**Pre-Tournament Meeting**

(For Zone & Provincial Playoffs)

**1) Required Attendees**

- Host Tournament Chairperson
- SBA Representative
- Tournament Umpire Crew Chief
- Two representatives from each team participating
- Official Scorekeeper
- Special Events Chairperson

## **2) Meeting Agenda** (To be chaired by the SBA Representative)

- All Tournament rules
- Roster Eligibility
- Order of Draw
- Run Limitations
- Pitching Limitations
- Tie-Breaking Procedures
- Code of Conduct
- Protest Procedures
- Special Ceremonies

## **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 to 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.

### **Water**

Try to provide at least one jug per bench, depending upon weather. Use individual cups rather than one cup.

### **Grounds maintenance**

- Set up a field maintenance committee to oversee the preparation of the fields.

- Paint home plates and pitch plates white 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 lake.
- 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 fields”
- “No batting practice (or soft toss) against the fence”
- “No pepper or playing catch between the dugouts”
- “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 is 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 an 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 to 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 of 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 **Innings/Outs Pitched** chart in prominent viewing areas
- List the innings/outs pitched immediately after the game to avoid future problems
- Have coaches sign the score sheet after each game to verify the innings/outs 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, innings, score and innings pitched and player eligibility.
- Have coaches sign the score sheet after each game to verify the innings pitched and the score. Once signed, no adjustments can be made.