



## Baseball Nova Scotia Provincial Championship Hosting Guide

Thank you for taking on the hosting responsibilities of a Baseball Nova Scotia Provincial Championship. Annually, there are close to thirty tournaments that take place across the province to crown Provincial Champions from 11U to Senior. It would not be possible to run successful events without volunteers like you.

The purpose of this document is to provide you an idea of what to expect and some key responsibilities of the host (prior to and during the tournament).

### **Pre-Tournament Requirements**

#### **BNS Logistics**

- Confirm tournament chair and provide BNS with contact information
- BNS will require a mailing address or pick up arrangements for tournament packages, which include:
  - Gold and Silver Medals
  - Championship Banner
  - Hosting Stipend (can be done via cheque or e-transfer)
  - Lineup Cards
  - Pitch Count Sheets
  - 1 Box of baseballs (12 baseballs)
- The BNS logo and BNS Provincial Championship logo can be used for apparel, banners, or other promotional means for the event. Please get approval from BNS prior to using either logo
- Game MVP's or tournament all star awards are not part of the hosting package. If the host committee decides to offer these, they will need to identify a mechanism for awarding them.
- BNS will work directly with your Tournament Chair and Organizing Chair volunteers
- BNS will host a pre-tournament conference call for coaches, umpires and hosts to review any new rules and information

### Scheduling

- The schedule for your tournament will be prepared by BNS
- Schedules are done using a pre-existing formula outlined in the BNS Handbook
- Hosts can consult with BNS about the addition of an opening ceremony or other proposed adjustments
- Please note the order of games cannot be changed
- In the case of a rain delay, BNS will determine a new schedule format

### Fields

- Host must book, secure and cover the cost of any required fields.
- If in the HRM, please contact HRM at 311 to book your field time. Ask for the contact information for the HRM Field Supervisor responsible for your field for any specific field maintenance you may require. (including keys for gates, washrooms, lights, field dragging and mowing)
- Ensure you have enough fields to manage the number of teams participating in your tournament. Sometimes two fields are required

### Umpires

- Host must coordinate umpires with the local umpire assignor
- Verify if umpires will need to travel to attend your tournament. This will impact your budget
- Complimentary meals at the onsite canteen are typically provided to umpires
- A place to rest out of the sun is typically provided to umpires
- Hosts are responsible for covering the costs of umpires. Please have (exact cash) envelopes for each umpire (base and plate) with the division level appropriate pay inside prior to each game

### Baseballs

- Host must ensure there are enough baseballs for the tournament (average three new balls per game, but previously used game balls can still be used if in good condition)
- Ensure the baseballs you purchase are correct for your division/age level
- It is always a good practice to have an extra dozen baseballs on hand. They can typically be returned in their original packaging if unused
- It is helpful to have volunteer baseball chasers to return foul balls to the field

## Budget

- Tournament organizers are responsible for maintaining and organizing the budget (it is recommended that one person is delegated to manage this).
- Follow the Cost Share Requirements section in the Bluenose Handbook (section 5.3.5) to prepare a tournament budget. A template will be provided.
- Game MVP's, tournament apparel, audio equipment, canteen inventory, or other 'extras' that do not fall under the Cost Share Requirements in 5.3.5.3 cannot be included in the cost share budget
- Your budget must be approved by BNS prior to sharing with participating teams and collection of funds
- Communicate the cost share budget with participating teams and provide details on how to provide payment (with a deadline prior to the tournament).
- Hosts are welcome to seek sponsorship funding to cover the costs of the extras outlined above

## First Aid

- Contact St. John's Ambulance to see if your tournament qualifies for them to provide you with paramedic volunteers
- Otherwise, hosts must have a First Aid kit and ice on hand for any injuries

## Facilities

- Typically hosts will provide an onsite canteen and BBQ
- Hosts must provide suitable washroom facilities. Please contact your port-a-pottie company to arrange cleaning mid-way through your tournament
- Hosts may be required to secure hotel accommodations for traveling teams
- Hosts must provide a case of water (24 bottles) on the bench per team per game
- It is recommended that hosts provide scores and game/schedule updates via Game Changer or another social media app

## **Tournament Requirements**

### Volunteers

- **Tournament Chair:** Securing a Tournament Chair is essential to the success of your tournament. The Tournament Chair is responsible for:
  - Liaising directly with BNS
  - Managing any schedule changes/rain delays
  - Management of protests
  - Posting and keeping the tournament scoreboard up to date with all data
  - Managing any tie breakers

- Communicating with coaches and officials regarding any changes, schedule updates etc.
  - Overseeing Official Pitch Counters and Official Score Keepers
- Organizing Chair: In addition to the Tournament Chair hosts should secure an Organizing Chair who will be responsible for all logistics. The Organizing Chair is the main point of contact responsible for:
  - Overseeing all volunteers (canteen, field maintenance,
  - Liaising with HRM (booking fields, field maintenance, garbage removal, bathroom maintenance)
  - Payment of umpires
  - Providing three new baseballs prior to each game
  - Supplying line up cards and pitch count sheets
  - Ensuring field lining (lime or flour) is supplied
  - Supporting the game announcer
  - Updating social media with scores and information
  - Field décor
- Hosts must arrange for an Official Scorekeeper and Official Pitch Counter for each game

#### Pitch Counting and Score Keeping

- The Official Pitch Counter has an important job and must:
  - Provide pitch counts as a pitcher is coming close to a threshold throughout the game. Please read the BNS Handbook for pitch thresholds for your division
- Pitch counter is responsible for having both coaches sign the Pitch Count sheet upon completion of each game. Please keep these signed sheets
- Scores must be posted in a central and visible location upon the completion of each game (with exact innings played. Example: if a game ends after 5 1/3 innings due to the mercy rule, this must be record as it could factor into a tie breaking scenario).
- Although not required, pitch counts may be emailed to coaches at the end of each day. (Google Sheets or other means can be used for easy access to relevant information)

#### Score Reporting

- The Tournament Chair is responsible for providing BNS with game scores at the end of each day. These scores will be posted to the website.

#### Protests or Questions during the tournament

- It is recommended to have a printed version of the BNS Handbook on site.

- BNS will provide hosts with two phone numbers prior to the tournament.
- RULE PROTESTS - If anyone would like to protest, the game is to immediately be paused and the Rule Protest Line called by the Umpire. The Umpire will discuss the situation with the Rule Protest Line.
  - All protests regarding playing rules shall be referred to the Baseball Nova Scotia Rule Protest Committee. Once the protest has been referred to the Rule Protest Committee, the decision made will be final and not subject to appeal
- OPERATIONAL PROTESTS - If anyone would like to protest, the game is to immediately be paused and the Operational Protest Line called by the Tournament Chair. The Tournament Chair will discuss the situation with the Operational Protest line.
  - All protests regarding player/coach eligibility and tournament rules/operations (example: tie breaking, weather delays, etc.) shall be referred to the Baseball Nova Scotia tournament Operational Protest Committee. Once the protest has been referred to the Rule Protest Committee, the decision made will be final and not subject to appeal