



PROVINCIAL TIERING WEEKEND (PTW) INFORMATION

APPLICATION AND APPROVAL PROCESS:

The following describes Softball Alberta's approval process for all PTW's.

1. Preparation and submission of the 'Bid' package enclosed.
2. 2026 applications will be accepted by the Softball Alberta office prior to **February 28, 2026**. After this initial deadline, if there are any categories not awarded, subsequent applications will be reviewed and awarded on a "first come first serve" basis. Bids must still meet the minimum requirements.
3. Submissions must include:
 - a. Bid application.
 - b. Description of the facilities & booking confirmation
 - c. Pre-determined scheduled dates listed below must be adhered to
 - d. List of available accommodations
 - e. Confirmation of weatherproof Softball Alberta supervisors' area
 - i. Trailer or room on site that is protected from the elements, including tables & chairs.
 - f. Host to provide 1 – 2 assistants to help PTW supervisor with admin duties (ex. fill out scoresheets, update scoreboards, etc.). Coaches or Managers that are participating that weekend are not eligible.

PROVINCIAL TIERING WEEKEND MINIMUM HOSTING GUIDELINES

A. PLAYING FACILITIES

1. Priority will be given to communities, teams, groups, or organizations that can supply the number of diamonds that meet or exceed the minimum criteria for said category. It is the hosts' responsibility to ensure that they have enough diamonds to accommodate the required number of games scheduled for the weekend.
2. Diamonds must be a shale base.
3. "Doubles Bases" are mandatory for all PTW's.
4. For all age categories that lead to post-provincial play, fences are to be installed that follow the Softball Canada distance guidelines on at least 4 diamonds. Softball Alberta is not responsible for any losses or damage to any of the facilities and or fences during the PTW.

B. OFFICIALS:

1. The following costs will be the responsibility of Softball Alberta:
 - a. All umpire game fees.
 - b. UIC fees
 - c. Travel fees
 - d. Accommodation
2. The following costs for umpires / UIC's will be the responsibility of the Host:
 - a. Umpire's meals
 - b. Umpire change facilities (male & female)

C. CONCESSIONS / WASHROOMS

1. A concession stand should be available to participants and spectators.
2. Washroom facilities are necessary at all PTWs.
 - a. Portable units are acceptable and must be maintained & serviced frequently.

D. DISTRICT ORGANIZER / HOST CHAIRPERSON

1. It is the responsibility of the District Organizer to:
 - a. Review and provide letter of support for bid in your District (Zone)
 - b. Be in attendance or delegate an Association Member in Charge for said PTW's.

PLEASE NOTE: Host Chairperson, District Organizer or the Supervisor will work together with the Softball Alberta office prior to the draws being completed, of the date, location, and time of the Pre-Tournament Coaches Meeting.

E. THINGS YOU SHOULD BE AWARE OF:

1. A PTW MEETING will be arranged by Softball Alberta prior to the first weekend, host associations must send a representative.
2. Softball Alberta will provide a minimum of three (3) dozen complimentary softballs to the Host Committee to help offset some of the costs of hosting the PTW.
 - a. It is the responsibility of the HOST to ensure that there are enough game balls available for the number of games scheduled in a weekend. It is the responsibility of the Host to supply the OFFICIAL softball for each category of that PTW.
3. The draws for the PTW will be made at the Softball Alberta office and will be posted on our website.
4. Softball Alberta will provide enough scoresheets and lineup cards to be used in the PTW weekend.
5. In the absence of the Softball Alberta Supervisor, the UIC becomes the next line of authority.
6. Softball Alberta Supervisor & UIC have the authority to change the procedures of the PTW in cases of inclement weather, etc., to attempt to get the PTW complete (*i.e., Changing games from seven to five innings, etc.*). Common sense must be used in doing so and it is hoped that the teams involved, and the Tournament Host may be part of this decision.
7. In the case of a protest, abuse of an Official, action detrimental to the sport of softball which may take place at the PTW, it is the Supervisor, UIC and/or Tournament Hosts' responsibility to prepare an INCIDENT REPORT that is to be submitted to the Executive Director of the Association describing incidents which took place.
8. PTW's will start on Friday and will be completed by Sunday evening. For long weekends, games could start on the Saturday & conclude on the holiday Monday.
9. All players, coaches and managers listed on the Official roster MUST NOT be charged at the gate. If the Host site does not have a gate / gate control, they can set a max. charge of \$200 per team in attendance.

QUICK REFERENCE:

RESPONSIBILITIES FOR HOSTING

1. Supply adequate number of diamonds, (minimum of 4).
2. Supply OFFICIAL softballs over and above the complimentary balls supplied to the host.
3. Home team to score keep.
4. Provide diamond maintenance for each game.
5. The use of a "double base" at first base for each game.
6. Provide outfield fencing.
7. Washrooms must be available and maintained. Concessions should be available.
8. Provide a location for the umpires for changing purposes (male & female).
9. As a minimum requirement, a check with the Softball Alberta Supervisor 2 weeks prior to PTW to go over details of the weekend and plan follow up contact. Softball Alberta would like consistent communication between hosts and Supervisors.
10. Provide hosting information / accommodation info to be posted on the Softball Alberta website.
11. Provide a weatherproof area for the PTW Supervisor.
12. Host Chair or member(s) must be present for the duration of the event.

Softball Alberta RESPONSIBILITIES

1. Supply an official Softball Alberta Supervisor(s), who will preside over the PTW and legislate against any protests, disputes, weather problems and chair the pre-tournament coaches meeting.
2. Communicate with the host prior to the event.
3. Registration of all the teams and collection of entry fees.
4. Preparation and distribution of all PTW draws.
5. Supply Supervisor / Host with required number of line up cards, scorebooks, team rosters and Coach signature sheets.

The Host can recover expenses through having a gate - (players, coaches, managers cannot be charged as per the Softball AB Handbook), concession sales, beer sales and any other means of raising revenue. All revenues are strictly generated by the host and remain 100% with the host.

For further information, please call Softball Alberta – 780.461.7735

[2025- Jan]