



SOFTBALL BC

# Letter of Intent - FP

## For participation at the Western Canadian or Canadian Championship (Fastpitch)

To assist Softball BC in applying to Softball Canada or the Western Canadian Softball Association for allocations to the Canadian or Western Canadian Championships, it is imperative that all teams in categories leading to a Canadian or Western Canadian Championship, who are wishing to compete in these Championships, whether a Provincial Championship is held or not, complete this form and submit it to the Softball BC Office no later than the dates outlined below.

- **Minor/Youth (U14-U19 Male and Female): May 1<sup>st</sup>**
- **Men and Women: June 1<sup>st</sup>**

To be considered by Softball BC, if additional assigned or pro-rata positions are allocated by Softball Canada or the Western Canadian Softball Association, they will be awarded to the next highest ranking team at the current Provincial Championship provided this form has been completed and submitted by the aforementioned date.

Any association and/or team which have not indicated their intention to participate will not be given consideration in the current year. It should be noted and fully understood by all applicable associations and registered teams that the distribution and signing of this form will in no way obligate Softball Canada or the Western Canadian Softball Association to accept, any assigned or pro-rata position in the current year's Western Canadian or Canadian Championship.

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## Process and Timelines

### For Canadian Championships:

1. May 1 Letters of Intent are received at the Softball BC office by all teams interested/intending to attend a Canadian Championship in the current year.
2. Teams are given an opportunity to withdraw the Letter of Intent prior to June 1 without penalty.
3. June 7<sup>th</sup> – Softball BC submits the 'Confirmation of Participation' to Softball Canada. Softball Canada reviews the total number of teams submitted in each category and discusses with their hosts the maximum number of teams that can attend each Championship.
4. June 15 (approximately): Softball Canada notifies Softball BC of the total number of teams that can attend each Championship. Once confirmation is received the **\$750 entry fee cheque, for Canadian Championships, will now be deposited and is non-refundable.**
5. June 15 (or as soon after as possible): Softball BC notifies, by email, the teams that submitted a Letter of Intent how many teams per category will be eligible to attend. At the Softball BC Provincial Championship, based on the final standings from those teams that have submitted an LOI, BC1, BC2, BC3 etc will be determined.

**For Western Canadian Championships:** Softball BC is allocated 2 berths per category, plus 1 as Host. In the event that any pro-rata spots are available Softball BC will notify the teams that have submitted an LOI for a Western of the additional spots. At the Softball BC Provincial Championship, based on the final standings from those teams that have submitted an LOI, BC1, BC2, BC3 etc will be determined.

*Teams intending to attend a Western Canadian or Canadian Championship must submit Performance Bonds with a completed Letter of Intent Form. These bonds, including the \$250 Softball BC Admin Fee, are cashed when Softball BC is assessed a fine from the Western Canadian Softball Association (WCSA) or Softball Canada.*

**Performance Bonds and Payments required for a Canadian Championship**

- Cheque #1: \$750.00 – Softball Canada entry fee: This cheque is cashed when confirmation on the total number of teams permitted to attend is received by Softball BC from Softball Canada. Teams will be notified prior to Softball BC depositing this cheque. The entry fee is non-refundable once deposited.
- Cheque #2: \$1,000.00 – Softball Canada Withdrawal Penalty: assessed for any team withdrawing from a Championship at any time after June 7<sup>th</sup>.
- Cheque #3: \$1,000.00 – Softball Canada Late Withdrawal Penalty: assessed for any team withdrawing from a Championship after July 15<sup>th</sup>.
- Cheque #4: \$2,500.00 – Softball Canada Certified Coach Bond: assessed should a team attend a Canadian Championship without an appropriately certified coach on the Official Players List.

**Coach Requirements: U19 and older**

- Head Coach – Competition Introduction Certified
- Assistant Coach(s) – Competition Introduction Certified

**Coach Requirements: U14 & U16**

- Head Coach – Competition Introduction Certified
- Assistant Coach(s) – Competition Introduction Trained

Cheque #5: \$250.00 – Softball BC Administration Fee: this fee is due if any bond is assessed as outlined above. It is not deposited with the entry fee cheque.

*Note: All cheques are payable to Softball BC.*

**Summary**

- Prior to June 1: Teams may withdraw with no penalty.
- June 1 – July 15: **\$2,000.00** (\$750.00 entry fee, \$1,000.00 Withdrawal Penalty and the \$250.00 admin fee).
- After July 15<sup>th</sup>: **\$3,000.00** (fines assessed for the June 1-July 15<sup>th</sup> period PLUS the additional \$1,000.00 late withdrawal penalty).



**Performance Bonds and Payments required for a Western Canadian Championship**

- Cheque #1: \$1,000.00 - WCSA Performance Bond: deposited should a fine be assessed to Softball BC for a team’s withdrawal from a Western Canadian Championship.
- Cheque #2: \$250.00 – Certified Coach Bond: deposited should a fine be assessed to Softball BC by the WCSA for a team attending a Western Canadian Championship without an appropriately certified coach on the Official Players List.

**Coach Requirements:**

- Head Coach – Competition Introduction Certified
- Assistant Coach(s) – Competition Introduction Trained

Cheque #3: \$250.00 – Softball BC Administration Fee: deposited if any fine is assessed from the WCSA for any of the reasons outlined in this section.

*Note: There is no entry fee for the Western Canadian Championships. All cheques are payable to Softball BC.*



# Softball BC Letter of Intent

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**TO PARTICIPATE AT THE WESTERN CANADIAN OR CANADIAN CHAMPIONSHIP**

**Two signatures are required below: 1 signature from the Head Coach and 1 signature for your Association<sup>1</sup> (President or other signing officer of the Organization)**

*IT IS UNDERSTOOD by the undersigned, that they fully commit the team to represent British Columbia as an assigned or pro-rata allocation in the current year's Western Canadian or Canadian Championships on the understanding that should the team place high enough at the current year's qualifying tournament, if one is held, as well as attend the current year Provincial Championship if one is held, to be awarded such an allocation if granted by Softball Canada or the Western Canadian Softball Association.*

*IT IS FURTHER UNDERSTOOD by the undersigned, that if selected and given an assigned or a pro-rata allocation to the Western Canadian or Canadian Championship the team fails to attend as promised, any and all financial assessments or fines attributable to such nonattendance as assessed by Softball Canada or the Western Canadian Softball Association to Softball BC shall be borne by the association/league and/or team.*

*IT IS FURTHER UNDERSTOOD by the undersigned, that the submission of applicable fine assessment currently in place, must accompany this form.*

**PLEASE PRINT CLEARLY OR FILL IN ELECTRONICALLY (PRINT COMPLETED FORM AND THEN SIGN)**

**This Letter of Intent is for:**

**Western Canadian Championship \_\_\_\_ or Canadian Championship \_\_\_\_**

<b>Team Name:</b>		<b>District:</b>
<b>Category:</b> U14 ____ U16 ____ U19 ____	<b>Classification:</b> A ____ B ____	<b>Gender:</b> Male: ____ Female: ____
<b>Head Coach Name:</b>		<b>Head Coach Certification Level:</b>
<b>Head Coach Email Address:</b>		<b>Head Coach Phone Number:</b>
<b>Association Contact:</b>		<b>Association Contact Email Address:</b>
<b>Association Contact Phone Number:</b>		<b>Role within the Association (President, Treasurer etc)</b>

Head Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Association Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Association is ultimately responsible for non-payment of any fines assessed to the team. Therefore, it is important that the club is aware and supports the team with the submission of a Letter of Intent.