



GUIDELINES FOR your bid to host a Softball BC Championship

Please read carefully through the applicable articles in the Softball BC handbook for the Championship or event that you are bidding for, in particular, Article 13, Provincial Championships, Article 8.8 U13 Regional Championship and Article 8.9, U11C Celebration of Softball. These articles will supply additional information regarding each Championship.

The Softball BC Office will be happy to answer any questions you may have while planning your bid for a Championship.

If you do not have a copy of the current Softball BC Handbook, please contact our office at 604-371-0302 or admin@softball.bc.ca. or visit our [website](#) for more information.

Your bid for a Provincial Championship or for the U11 Celebration of Softball, or U13 Regional Championship should reflect what your plans include for this event. The facility where the event will be hosted is critical to the success of your championship, along with the organization and strength of your volunteer base.



Host Considerations

Opening Ceremonies

It is recommended to invite representatives to attend the opening ceremonies, including local, provincial and federal government, as well as representatives of First Nations or Indigenous groups. This is a great opportunity to showcase our sport and your facility.

Borrow as many tents as possible. They make the park look alive and busy. Many businesses will loan them for free to you. They can serve to protect your tournament officials and offer sunblock throughout the park to the many teams and kids.

Host Hotel

Hosting a Championship can be profitable for the association if a few things are done. As soon as you know you are hosting a Provincial, negotiate with your local hotels to block off rooms for the three nights of a typical event. Most hotels pay a commission per night per room. Booking off 30 to 60 rooms for out-of-town teams can generate \$ for your association.

Grants

Many Townships, Cities and Municipalities offer grants for hosting as well. Hosting a Championship can bring a lot of money into a community and the local governments do encourage it.

Vendors

Consider inviting vendors from your community to set up tents on the Friday and/or Saturday for a small fee. Works well for local restaurants to drive some business to their establishments for dinner, etc. Local sporting goods stores could also benefit from selling items as well.

Raffles and 50/50 Draws

50/50's and raffles are always successful. Getting enough volunteers is challenging but possibly offer proceeds from the 50/50 to teams not competing at that Championship. Three draws per day works well. Check with BC Gaming for rules/permits required for these.



Sponsorship

Consider selling sponsorships for field rights. Selling the naming rights to your diamonds, i.e. Diamond #1 becomes the Dairy Queen, #2 Denny's Restaurant, etc. Giving good value to sponsors is difficult and this does give them great exposure as their name is used in scheduling and all references during the event.

Clothing

Selling clothing is great for fundraising. Work with your local apparel company and create order forms that can be sent to the teams once they qualify for Provincials. Collect the money ahead of time and have the order available for pickup at the Coaches Meeting Thursday night (if an in-person meeting is scheduled or to pick up prior to their first game). All souvenir items, including apparel, must include the Softball BC logo. See the [Softball BC brand standards policy](#) for use of the Softball BC name and logo. Profits from the sale of these items will be retained by the Host.

Don't have a local apparel company? Work with Softball BC's online store provider MVP Athletic Supplies to create an online platform for selling spirit wear. They will create a personalized online store for your event, ship the items directly to you and offer a discount program as well so that your association can earn some funds at the same time.

Scoring/Officials

It is hard to have enough volunteers to manage all the scorekeeping as well. If you are having difficulty recruiting enough qualified volunteers, Softball BC recommends designating each team to keep score in the round robin. Have a pop-up tent behind each home plate backstop with a table and 2 chairs. We also recommend running a rope or plastic around the tent legs to keep people from standing behind home plate and distracting the scorekeepers. Note: You are required to provide official scorekeepers for all games in the playoff round.

HEAD SCOREKEEPER: Responsible, along with the Softball BC Board Representative, for all score sheets after games are completed and as approved by the Board Representative, for keeping tournament score board up-to-date and accurate.

GAME SCOREKEEPER: Should be sufficiently knowledgeable about the game to record all game information on score sheets. Including:

- Runs for and against
- Bases touched (where applicable)
- All substitutions and re-entries (if applicable)
- Ball and strike count



Umpires

The Host is responsible for recruiting and securing a list of potential umpires for their championship. If there are not enough local umpires to manage the event, the host may be financially responsible for some travel and accommodation costs for the umpires who are brought in for the event. It is the Championship UIC who has the final decision on the officiating crew, but they must work closely with the host to achieve a balance of local and qualified umpires.

Please arrange to have change rooms or an area that can be designated as change rooms for the officials. Please speak to your Championship UIC well in advance to coordinate their needs as well.

Schedules

All schedules are to be prepared in accordance with the guidelines set out in the links below. No team is to have more than 2 round robin games on Friday. Teams are not to be eliminated before Sunday. This means that in a double knockout, the playoff round can start on Saturday but in a single knockout, those games must start on Sunday.

[Softball BC Handbook ANNEX A.pdf](#)

[Softball BC Handbook ANNEX B KNOCKOUT CHAMPIONSHIP DRAW.pdf](#)

[Softball BC Single Knockout Draw](#)

Special Events

For the majority of the participants at your event, the special events and social activities will be the most memorable part of the event. Creating activities that are inclusive and fun for those attending is challenging and yet one of the most satisfying parts of the championship. Striking a committee to come up with ideas and execute the plan will be critical to the success of this portion of the tournament. If you are hosting younger age categories, consider having an older team assist with the activity. Don't be afraid to try a team building exercise for older teams as well, you might be surprised at how enthusiastic teams can be to take part in an activity.

Cancellation

Should the event be cancelled because of weather conditions, political unrest, act of God, insurrection, labour unrest, or for any other reason, the host shall have no recourse against Softball BC for expenses, costs or damages incurred by the host(s) in consequence of any undertakings, obligations or other matters related to the agreement to host.



Host/Tournament Director Responsibilities

1. Ensure fields are available and booked when the application to host is submitted.
2. Make contact and communicate with the Softball BC Board Rep in planning for the event once the Rep is known.
3. Once approval is given, establish an organizing committee to plan for items such as:
 - Opening Ceremonies
 - Host Hotel – block rooms for travelling teams
 - Fundraising – 50/50 draws, raffles, grants from cities or municipalities, clothing sales (logos must be approved by Softball BC)
 - Sponsorship from local businesses
 - Field/Ground crews
 - Special events such as skills (ensure that most players can participate in the activity), social event/meal for participants, etc. if required
 - Scorekeeping (provide tent, table and two chairs behind each backstop)
 - Umpire change room, meal tickets or snacks
 - Scoreboards

 - Scorekeepers and scoresheets
 - Closing Ceremonies includes medal presentations
 - This list is not exhaustive – please see the host agreement for further details
4. Respond to questions from teams
5. Schedule the pre-tournament coaches meeting and draw (virtual, and if necessary, in person) in agreement with the Board Rep.
6. Once the number of teams is confirmed, provide a draft schedule to the Board Rep for approval.
7. Communicate with teams attending (once they are known) to provide details of the event including timing of activities, orders for souvenirs, host hotel information, etc. Discuss with the Board Rep what information they want to be sent out and who should send it.
8. Exact schedules with teams allocated cannot be provided until the coaches meeting and draw has taken place.

Softball BC Board Representative Responsibilities

- Contact the Tournament Director (TD) (Organizing Committee Chair) if contact has not been made by the TD no less than 60 days prior to the event.
- Participate in the planning of the event and ensure that the tournament schedule is in accordance with Softball BC requirements (i.e., Annex A)
- Ensure that the Championship is conducted according to the Softball BC Constitution and Operating Rules Handbook and Softball Canada rules.



- Conduct the pre-tournament coaches meeting and the Championship Draw. Except for the suggested starting times, the draw in Annex 'A' of the Handbook is to be followed exclusively to ensure the draw line-up is maintained and that teams do not play more than 2 games on the opening day of the Championship. Only under severe exigent circumstances may teams be allocated more than 2 games on the opening day. No team should be eliminated by the schedule on Saturday.
- Secure a copy of the Softball BC approved registration form as well as the event roster of each team participating and any pick-up approval forms.
- **Verify the eligibility of all participants including pickups through proof of age documents, team rosters and pick up approval forms.**
- Return proof of age documents to the team coach or manager once they have been verified.
- Verify that there is a coach with the appropriate NCCP training/certification on each team, and that they are present and on the field at all games.
- Return all Softball BC approved registration forms to the team at the end of the tournament (if requested).
- Be present at a majority of the tournament.
- Be part of the Protest Committee or assign a replacement if absent

- **Shall have the power to act and be in complete charge of all Championship games.**
- Attend, and participate in, the opening and closing ceremonies whenever possible.
- Submit Championship reports via jot form for round robin and playoff standings as they are available.
- Submit the Championship evaluation at the end of the tournament.

Umpire-in-Chief Responsibilities

- Schedule umpires for all games.
- Attend the pre-tournament coaches meeting.
- Review how umpires will be calling rules and interpretation of same.
- Review what can be protested and what cannot, i.e., judgement calls.
- At the meeting ask for any questions on rule interpretations.
- Emphasize the calling of the pitching rule.
- Ensure all teams have ground rules for the event and discuss/review any questions to avoid hassles and questions at the plate before each game.
- The UIC will meet with the umpire crew after the Coaches meeting to discuss:
 - Ground rules on diamonds being used.
 - Pitching rule for uniform interpretation.



- Proper dress and positioning.
- Emphasize consistency on the diamond.
- Inspect fields.
- During the Tournament the UIC will:
 - Be available for full length of tournament or have a suitable replacement.
 - Supervise all aspects of umpiring.
 - Serve on Protest Committee or appoint a capable replacement.
 - Speak to umpires after the game to review performance and problem areas.
 - Make a report at the conclusion of the event to Softball BC.

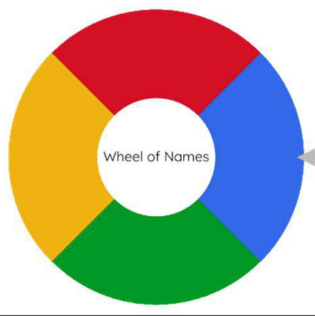
Pre-Tournament Coaches Meeting

The Pre-Tournament Coaches meeting will be held virtually up to one week prior to the start of the tournament. If required, an in-person meeting may be scheduled on the Thursday evening prior to the championship.

For the virtual meeting, the Board Rep will conduct the draw for teams using a double draw system (numbered cards from 1 to 16 or however many teams are attending will work well). The first choice of card is to determine who will choose first in the second round to determine the team's placement in the round robin schedule. The UIC will conduct the coin toss for home and away whether it is in-person or electronically held.

The links below will assist the host and Board Rep to hold the meeting virtually. This is a good wheel to spin to assign teams.

<https://wheelofnames.com/>



Wheel of Names

Enter names, spin wheel to pick a random winner. Customize look and feel, save and share wheels.

This is a good coin flip for home and away for each round robin game.

<https://flipsimu.com/>



Agenda for Pre-Tournament Coaches Meeting

Please include a copy of the agenda to each team via email. Be sure to communicate the date, time, and location of the pre-tournament coaches meeting (virtual, and if necessary, in-person) well in advance so coaches are prepared and are aware of the meeting. The virtual meeting is mandatory for coaches as the draw and coin toss are conducted at this meeting.

The meeting will be chaired by the Softball BC Board Representative

1. Word of welcome to each team, thanking them for their cooperation throughout the Championship, in advance.
2. Introduce Championship officials (Tournament Director, UIC, Protest Committee, Head Scorekeeper, etc.).
3. Request presentation of Player Roster to be used in Championship as well as the teams' copy of the Softball BC approved registration form for the team, all pickup approval forms and proof of NCCP training/certification as required (mandatory).
4. Review specific rules and regulations pertaining to the Championship. Ensure that a coach with the correct coaching certification is registered with each team and in attendance (where applicable).
5. Review 'Incomplete Championship Procedure' from the Softball BC Handbook.
6. Introduction of Tournament Director for a word of welcome. The TD will review park rules and tournament schedule including team activities or meal, if provided. The TD will then introduce the UIC.
7. UIC will explain ground rules and answer any questions.
8. Concept 'Best team Wins on the Field'
9. Proceed with the Championship Draw.
10. Conduct the coin toss for home and away for all round robin games.
11. Good luck to all teams.
12. Close the meeting



CONCLUSION

Hosting a championship is a large undertaking and requires strong leadership, many willing hands to take on volunteer tasks and a clear plan of action.

Forming committees to manage the various stages of a championship is critical, as is the timelines for each committee to work under.

The Softball BC document, “Hosting Guidelines Timeline” will be useful in helping identify the role of each committee and suggested timelines for the different tasks and responsibilities.

Successful championship hosts strive to create a unique atmosphere for the participants and spectators, so when they are at the park, it feels as if something special is happening.

Clear and full communication with the various stakeholders creates transparency and a sense of purpose for everyone to make the event successful.

Wishing you the very best on winning the right to host a championship and every success in executing your plan.