



Provincial/Regional Championship Organizing Committee Roles

Organizing Committee Chair (Tournament Director)

- Responsible for overseeing all aspects of the Provincial Championship and to assist where needed.

Fundraising Committee

- Responsible for all financial aspects of the championship
- This includes grants, sponsorships, donations, clothing orders, silent auctions, 50/50 draws etc.
- Program development also responsibility of this committee. Contact Softball BC for President's Message.

Tournament Operations Committee

- This committee includes a Tournament UIC, Deputy UIC (only if 2 parks are required), Head Scorekeeper, and Announcer. These individuals will select their crews to work as umpires, scorekeepers and announcers throughout the weekend.
- This committee also should include First Aid, Meeting Room Organization (coaches meeting) and concession staff if required.

Protocol Committee

- This committee is responsible for the Opening and Closing Ceremonies.
 - Responsible to invite local dignitaries to attend the ceremonies
- Ensures all medals and prizing is**
- correct and ready for Sunday afternoon.

Special Events Committee

- The Special Events Committee will be responsible for the social event(s) to be held during the Championship.
- Ideas on social events include breakfast, lunch, dinner, BBQ, home run derby, bocce tournament, skills competition, etc.

Field/Grounds Crew Committee

- The grounds crew committee chair will schedule volunteers for field crew shifts throughout the weekend.

Social Media Committee

- It is recommended that a Social Media Committee develop and maintain a tournament website (wix.com, weebly.com offer free easy to use sites). This is a great place to post information specific to the championship.
- Social media sites like Facebook, Twitter, Instagram, Snapchat are great options for keeping teams informed.
- Scores are to be reported to Softball BC after round robin and the championship round.



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**Organizing
Committee
Chair
(Tournament
Director)**

Chair:

**Fundraising
Committee**

Chair:

Members:

**Tournament
Operations
Committee**

Chair:

Members:

**Protocol
Committee**

Chair:

Members:

**Special Events
Committee**

Chair:

Members:

**Field/Grounds
Crew
Committee**

Chair:

**Social Media
Committee**

Chair:

Members:



PROVINCIAL/REGIONAL CHAMPIONSHIP TIMELINE

Prior to Bid

- Secure Park Site - hold fields etc.
- Notify District Coordinator and UIC of intent to submit bid
- Obtain necessary signatures on bid form

Prior to October Softball BC AGM

- Bids for Provincial Championships are due at the Softball BC AGM each October.
- Submit your bid along with the applicable bid fee before the completion of the AGM.

Once Championships is Awarded

- Notify Parks & Rec and obtain permits etc. for fields.
- Softball BC will send the Host Agreement, please review, sign and return by deadline.
- Discuss championship with District Coordinator and District UIC so they are aware of plans etc.

Minimum 6 months prior

- Form committees to handle various areas of championship preparation
- List of recommended committees attached.
- Block hotel rooms for out of town teams.

Minimum 3 months prior

- Tournament Chair to contact each team with pre-championship information.
- Include information on coaches meeting once time, date and location are known. Remind coaches to bring necessary paperwork to meeting (proof of age, roster, pick up forms etc)

Approximately 1 Month to 1 Week Prior

- Prepare and copy materials for tournament package.
- Softball BC will be in contact weekly with an updated list of teams attending. This will include contact information for coaches.

Evening Prior to Championship

- Coaches Meeting with Tournament Chair, Softball BC Board Rep, UIC, and Coaches. Draw to be done at this meeting for all Minor Provincials.
- **During Championship**
 - submit round robin scores/results to Softball BC

After Championship

- Submit all necessary paperwork to Softball BC. This includes Tournament Director Evaluation, Results etc.
- Return any banners and other materials supplied by Softball BC including left over medals and prizing.