**SECTION A - ASSOCIATION INFORMATION (Required)**

**Association Contact Information**

Association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_\_\_\_\_\_\_\_

Contact Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tournament Director Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION B - EVENT DATES (Required)**

Championship Category and Classification (e.g., U15C Girls): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirm that you can host this event on the dates published in the calendar on the Softball BC website. If you are unable to host on those dates, please state why and confirm your alternate dates.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C - FACILITIES (Required)**

*Name of the proposed primary facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Complete address for the primary facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Number of available diamond regulations size diamonds for this age group at the primary facility? \_\_\_\_\_

Do you have a secondary facility?  Yes  No

*Name of the proposed* secondary *facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Complete address for the* secondary *facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Number of available diamond regulations size diamonds for this age group at the secondary facility? \_\_\_\_\_

Based on the # of available regulations, can you host more than 16 teams  Yes  No (if not, what is the maximum number of teams you could host? \_\_\_\_\_\_)

*Please provide details on the following amenities at your primary facility*

Number of regulation diamonds with lights: \_\_\_\_\_\_

Number of regulation diamonds with scoreboards: \_\_\_\_\_\_

Number of regulation diamonds fields with covered dugouts \_\_\_\_\_

Number of regulation diamonds fields with PA Systems \_\_\_\_\_

Number and type of washrooms (including accessible washrooms) \_\_\_\_\_

Do you have Umpire Changerooms?  Yes  No

If yes, how many, are they gender specific or gender neutral: \_\_\_\_\_\_\_\_\_

What are or will be your concession/onsite food options

Do you plan to have a Beverage Garden (Adult Provincials only). If yes, please provide some details on location, etc.

Parking (approximate capacity: \_\_\_\_\_\_)

*Required: As part of your bid package, please provide an overhead view of your primary facility.*

**Secondary Facility (if applicable)**

*Please provide details on the following amenities at your secondary facility if you have one*

Number of regulation diamonds with lights: \_\_\_\_\_\_

Number of regulation diamonds with scoreboards: \_\_\_\_\_\_

Number of regulation diamonds fields with covered dugouts \_\_\_\_\_

Number of regulation diamonds fields with PA Systems \_\_\_\_\_

Number and type of washrooms (including accessible washrooms) \_\_\_\_\_

Do you have Umpire Changerooms?  Yes  No

If yes, how many, are they gender specific or gender neutral: \_\_\_\_\_\_\_\_\_

What are or will be your concession/on-site food options

Do you plan to have a Beverage Garden (Adult Provincials only). If yes, please provide some details on location, etc.

Parking (approximate capacity: \_\_\_\_\_\_)

*Required: As part of your bid package, please provide an overhead view of your primary facility.*

**Please provide any additional information on why this location would be a great choice for a Regional or Provincial Championship.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION D - SAFETY PLANNING (Required)**

*Please check all that apply.*

Medical & Emergency Action Plan attached

Heat & Weather Safety Plan attached

Where will you source the first aid attendants or medical personnel for your event

**SECTION E - ACCOMMODATION**

*Please check all that apply.*

Host hotel(s) confirmed

Hotel name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distance from facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room block agreement attached

**SECTION F - OFFICIALS**

District Umpire-in-Chief name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please check all that apply.*

***Required:*** Attach an email from the DUIC confirming that sufficient qualified umpires are available

Confirm that you understand the host requirements to provide meal tickets or snacks for umpires

**SECTION G - BUDGET (Required)**

*Include a draft budget of revenue/expenditures and projected profits (please attach to the end of the document).*

Draft/sample budget attached

**SECTION H - VOLUNTEERS**

Estimated number of volunteers available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please check all that apply.*

Key volunteer roles you will have in place:

Concession Staff

Grounds Crew

Skills Competition (optional for U17A and U19A)

Scorekeepers Availability\*:

Available for Round Robin

Available for Playoffs

Available for both

*\*Minor Provincials are a 4-game round robin format and double knockout playoff for U15A, U17A and U19A. Format for U13A, all B and C teams play a 4-game round robin, double knock out for top 8 teams and single knock out for bottom 8 teams.*

*\*Regional Championships are a 3-game round robin and single knock out playoffs. Teams seeded into groups of 8 for playoffs based on round robin results.*

**SECTION I - SPECIAL EVENTS, ENHANCEMENTS & GENERAL REQUIREMENTS**

*Please check all to which you can commit to.*

Hold opening and closing ceremonies, which include Territorial Acknowledgment

Provide most valuable player awards for round robin games

Ensure that Softball BC logo is on all souvenir items and that Softball BC approves the design

Host the coaches meeting either virtually one week before or in person on the Thursday night before the event *(recommended virtually the week prior)*

Provide a secure meeting/workspace for Softball BC Representative

**Outline your plans regarding skills competitions, social activities, opening and closing ceremonies, or other event enhancements?**

*Please note, you must include a Territorial Acknowledgement in your Opening Ceremony.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION J - DISTRICT MINOR OR MEN’S & WOMEN’S COORDINATOR APPROVAL**

District Coordinator name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Required:*** Attach an email from the District Minor or Men’s & Women’s Coordinator that confirms you have the capacity to host this event.

**SECTION K - PREVIOUS HOSTING EXPERIENCE**

Please outline your previous hosting experience.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION L - SIGNATURE**

Association President (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Association President (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deadline:** The deadline for submission is **November 1st**. Please email your bid package to [executive.director@softball.bc.ca](mailto:executive.director@softball.bc.ca).

**Successful bids will be required to submit a $200.00 e-transfer to Softball BC following the awarding of the championship(s).**

### **Softball BC Provides\*:**

* Medals for the top three teams in the Gold Pool
* Championship banner for the first-place team
* Medals for teams in the Silver Pool (if applicable)
* Game balls (quantity pending sponsor availability)
* Game fees for umpires, based on rates outlined in the *Softball BC Handbook*
* Travel, accommodation (if required), and per diem for the Softball BC Representative
* Travel, accommodation (if required), and per diem for the Umpire-in-Chief
* Travel and accommodation (if required) for umpires. Note - There is an expectation that hosts will work with the District UIC to recruit local umpires to reduce the need for travel and accommodation
* Hosting grant of $200 per team

**SAMPLE BUDGET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Provincial/Regional Championship Budget** | | | |  |
| **Association** |  |  |  |  |
| **Classification** |  |  |  |  |
| **Total Teams** |  |  |  |  |
|  |  |  |  |  |
| **Revenue** |  |  |  |  |
|  | Grants |  | $0.00 |  |
|  |  | Softball BC | $0.00 |  |
|  |  | Hosting BC (viaSport) | $0.00 |  |
|  |  | Other Grants | $0.00 |  |
|  | Sponsorship | (incl hotel comm) | $0.00 |  |
|  | Ticket Sales |  | $0.00 |  |
|  | Merchandise Sales |  | $0.00 |  |
|  | Concession Sales |  | $0.00 |  |
|  | Other |  | $0.00 |  |
|  | Other |  | $0.00 |  |
| **Total Revenue** |  |  |  | $0.00 |
|  |  |  |  |  |
| **Expenses** |  |  |  |  |
|  | Rentals |  | $0.00 |  |
|  |  | Facility | $0.00 |  |
|  |  | Tents | $0.00 |  |
|  |  | Other | $0.00 |  |
|  | Volunteers/Staff |  | $0.00 |  |
|  |  | Field Crew | $0.00 |  |
|  |  | Photographer | $0.00 |  |
|  |  | Meals | $0.00 |  |
|  |  | Other | $0.00 |  |
|  | Promotion/Advertising |  | $0.00 |  |
|  | Administrative |  | $0.00 |  |
|  |  | Organizing Committee | $0.00 |  |
|  |  | Programs | $0.00 |  |
|  |  | Printing | $0.00 |  |
|  |  | Scorebooks | $0.00 |  |
|  |  | Other Supplies | $0.00 |  |
|  |  | Other | $0.00 |  |
|  | Umpires |  | $0.00 |  |
|  |  | Umpire Fees | $0.00 |  |
|  |  | Umpire Travel, Accommodation, Meals | $0.00 |  |
|  | Merchandise |  | $0.00 |  |
|  | Special/Social Events |  | $0.00 |  |
|  | Medical Services |  | $0.00 |  |
|  | Other |  | $0.00 |  |
|  | Other |  | $0.00 |  |
| **Total Expenses** | Total Expenses |  |  | $0.00 |
|  |  |  |  |  |
| **Net Income/(Loss)** |  |  |  | $0.00 |