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

**Association Contact Information**

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

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

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

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

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

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

**U19 Women’s & U20 Men’s Western Canadian Championship**

Can you host this event August 6–9, 2026?  Yes  No

*Each Province and Territory may send up to two teams. The Host Province may enter up to three teams.*

*Please note: While this bid covers both the U19 Women’s and U20 Men’s categories, the U20 Men’s Western Canadian Championship has been cancelled in recent years.*

**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 a 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 \_\_\_\_\_\_\_\_\_\_\_\_

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 a 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 \_\_\_\_\_\_\_\_\_\_\_\_

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 Western Canadian 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

**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 Western Canadian Softball Association logo is on all souvenir items and that Softball BC approves the design

Ability to host coaches meeting in person the night before the event

Provide a secure meeting/workspace for WCSA 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 COORDINATOR APPROVAL**

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

***Required:*** Confirmation attached that the District has the capacity to host

**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 ($100.00 per minor category) to Softball BC following the awarding of the championship.**

### 

**Host Provides:**

* Game fees for two umpires per game for all round-robin and tie-breaker game(s) and three umpires per game for all championship round games, based on rates outlined in the *Western Canadian Softball Association Handbook*
* Umpire-in-Chief and Deputy Umpire-in-Chief Fee, based on the rates outlines in the *Western Canadian Softball Association Handbook*
* Travel and accommodation for additional Softball BC umpires (if needed)
* Ground transportation for the working umpires, UIC, DUIC and WCSA Supervisor (if needed)
* Social Event (optional) and a nominal fee may be charged
* All other costs related to hosting the Western Canadian Championship
* Upon a successful bid, the $100.00 per minor category (Male and Female) will be e-transferred to Softball BC. This fee will be transferred to the WCSA in lieu of a percentage of the gate as outlined in the *Western Canadian Softball Association Handbook*

### **Softball BC Provides:**

* Travel and accommodation (if required) for the Western Canadian Softball Association Representative
* Travel and accommodation (if required) for the Umpire-in-Chief
* Travel and accommodation (if required) for the Deputy Umpire-in-Chief
* Travel and accommodation (if required) for two BC umpires (maximum one per championship category)
* The payment of rooms for tournament officials from other Provinces/Territories will be handled by the Softball BC Office. Softball BC will be responsible for payment of all hotel rooms, and invoice each Province/Territory, as well as the host, appropriately.
* Article 16.3 Loss – Softball BC will, upon receipt of a financial statement from the host, supply up to $2,500.00 should the host report a loss. The grant will be prorated based on the amount of loss, as determined by the Softball BC Executive Director.

**Western Canadian Softball Association Provides:**

* Medals for the top three teams
* Game balls (quantity pending sponsor availability)

**SAMPLE BUDGET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Western Canadian 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 |