



**Policy Title:** BC Summer Games Policy *for Softball Policy*

**Number:** BCSGSOFT-V1

**Functional Area:** BC Summer Games

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**Description:** The BC Summer Games policy will provide the structure in which the BC Summer Games will be governed by Softball BC Office Staff and the Softball Provincial Advisor.

**Effective:** May 1, 2019

**Approved by:** *Softball BC Board of Directors*

**Responsible Softball BC Staff:** Lesley Rowe ([info@softball.bc.ca](mailto:info@softball.bc.ca))

**Responsible Provincial Advisor:** TBD ([provincialadvisor@softball.bc.ca](mailto:provincialadvisor@softball.bc.ca))

**Policy Contact:** Softball BC Executive Director

Rick Benson

[rbenson@softball.bc.ca](mailto:rbenson@softball.bc.ca) or 604-371-0302 ext. 6

201 – 8889 Walnut Grove Drive, Langley, BC V1M 2N7

**Supersedes:** All reference to the BC Summer Games in previous editions of the Softball BC Handbook. The BC Summer Games were removed from the handbook at the 2018 Softball BC Annual General Meeting.

**Last Reviewed/Updated:** March 1, 2019

**Applies to:** All Zone Representatives, Zone Coaching Staff, Zone Adult Supervisors, Zone Participants, including players, Minor and Major Officials, and all areas of Softball at the BC Summer Games.

**Reason for Policy:** To establish rules, guidelines and structure for all areas of Softball representation before, during and after the BC Summer Games. This policy does not supersede any policy written and followed by the BC Games Society.

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## Introduction

The Softball BC – BC Summer Games Policy applies to all softball attendees at a BC Summer Games event. Unless otherwise noted in this policy, the Executive Director of Softball BC is the responsible executive for the policy.

Each participant level at the BC Summer Games for Softball is included in this policy. A few areas apply to all members attending the Games, where others only apply to certain categories of attendees.

The categories for this policy are:

- i. Major Officials: Provincial Advisor, Assistant Provincial Advisor, Sport Chair, Provincial Sport Organization (PSO) Representative.
- ii. Minor Officials: Umpires, Zone Representatives
- iii. Zone Coaching Staff: Head Coach, Assistant Coach, Mentor/Apprentice Coach, Adult Supervisor
- iv. Zone Athletes and Substitutes

This policy should be used a reference and as a general guide in all areas concerning the BC Summer Games. This policy does not override any policy set forward by the BC Games Society. It is important to note that the BC Games Society sets the rules and guidelines for all aspects of the Games and Softball BC must adhere and enforce those rules.

This policy will be reviewed at the completion of each BC Summer Games and updated where necessary. Softball BC reserves the right to change, modify, or supersede any of this policy and its procedures with or without notice at any time. The most current version of the policy will always be available on the Softball BC website at [www.softball.bc.ca](http://www.softball.bc.ca).

## Policy Overview

- I. This policy is intended for all participants of softball activities at the BC Summer Games. Existing policies of the BC Games Society should also be reviewed:
  - [Injured Participant Policy](#)
  - [Medical Policy for the Removal of Athletes from Competition](#)
  - [Team Travel](#)
  - [Discipline](#)
  - [Replacement Teams \(for Team Sports\)](#)
  - [Coach Certification](#)
  - [Travel Policy for Participants with a Disability](#)
  - [Graphic Standards for Participants](#)
  - [Recognition and Logo Use Policy](#)
  - [Photo Credits](#)
- II. In addition, the following areas will be covered by both the BC Games Society Policies and Softball BC Policies:
  - [Harassment Policy \(BC Games\)](#)
  - [Harassment Policy Flowchart \(BC Games\)](#)
  - [Appeals Policy and Process \(BC Games\)](#)
  - [Criminal Record Check Policy \(BC Games\)](#)
  - [Social Media Guidelines \(BC Games\)](#)
  - [BCASA Privacy Policy \(Softball BC\)](#)
  - [Concussion Education Worksheet \(Softball BC\)](#)
  - [Conflict of Interest Policy \(Softball BC\)](#)
  - [Inclusion Policy \(Softball BC\)](#)
  - [Softball BC Code of Conduct and Ethics including Social Media Policy \(Softball BC\)](#)
  - [Volunteer and Staff Screening Policy \(Softball BC\)](#)
- III. It is the expectation of Softball BC that the Provincial Advisor, Assistant Provincial Advisor, Sport Chair, Zone Representatives, Zone Head Coaches and the event Umpire-in-Chief have knowledge of all the above mentioned policies.

## BC Summer Games General Rules

BC Games General Rules provide details of the general eligibility requirements as well as competition parameters and rules for inclusion in the BC Games. Only BC Games Society staff can approve exceptions or exemptions to the BC Games rules.

## BC Games Participation Rules

- [Condition of Entry](#)
- [Eligibility of Competitors](#)
- [Entry Deadlines](#)
- [Substitution](#)
- [Replacement Teams and Wildcard System](#)
- [Registration Fee](#)
- [Payment of Registration Fees](#)
- [Transportation to/from the Games](#)
- [Team Travel](#)
- [Accommodation](#)
- [Leaving Games Accommodation](#)
- [Head Coaches and Assistant Coaches](#)
- [Adult Supervisors](#)
- [Officials](#)
- [Protests](#)
- [Medals](#)
- [Uniforms and Equipment](#)
- [Zone Colours](#)
- [Code of Conduct for Participants](#)
- [Medical Treatment](#)

## Definitions

COMPETITION	The BC Summer Games are held every second year on even years and is open to one male and one female team from each of the eight Provincial Zones.
ZONE HOST TEAM	<p>Where it is confirmed by the Provincial Advisor of Softball BC that a particular Zone cannot present a team for completion at the BC Summer Games, the hosting Zone will have an opportunity of filling only one such vacancy in each gender with a team selected by a coach appointed by the Zone Representative and the Provincial Advisor. Preference shall be extended to players living in or near the hosting community but eligibility may include players from anywhere within the Zone.</p> <p>NOTE: The composition of such a team shall not conflict with, or take priority over, player's selection of the legitimately formed Zone team.</p>
ZONE REPRESENTATIVE	A BC Summer Games representative shall be appointed by the Provincial Advisor for each of the eight competing Zones. See Application Package for full job description for the Zone Rep.
ZONE HEAD COACH	<p>In the year preceding the BC Summer Games, a BC Summer Games Zone Head Coach shall be selected by the Zone Representatives, in consultation with the Provincial Advisor and Softball BC Office. For certification requirements please see the Coach Certification section of this policy.</p> <p>Timeline: Applications open on April 1<sup>st</sup> of the year preceding the Games, and collected until April 30<sup>th</sup>. The Head Coach position is announced by June 30<sup>th</sup> for each Zone, where possible.</p> <p>The Zone Head Coach is responsible for selecting their coaching staff; however, applications must be screened by Softball BC prior to appointment to ensure the proper requirements are satisfied (Certification, if required, Criminal Record Check and Responsible Coaching Movement expectations.).</p> <p>Please refer to the Zone Head Coach Application Package for full details on the job description for this position.</p>
PLAYER PARTICPANTS	In the year of the BC Summer Games, the Zone Head coach shall select athletes from eligible

	Softball BC registered teams who have been appropriately scouted and/or given the opportunity to try out for the Zone team. For more information on Zone Tryouts please visit the Zone Tryouts/Evaluations portion of this policy.
MINIMUM AGE	<p>Players who turn 13 years of age in the year of the BC Summer Games (U14).</p> <p>EXCEPTION: Boy's Mentor Program.</p>
MAXIMUM AGE	Players who turn 16 years of age in the year of the BC Summer Games (2 <sup>nd</sup> year U16)
ELIGIBILITY RESTRICTIONS	<p>Respecting the age restriction, players currently registered with Softball BC in any category, as selected by the Zone Head Coach, are eligible to compete in the BC Summer Games.</p> <p>Athletes and coaches must reside within the geographical boundaries of the Zone, and cross-zone participation will not be permitted. However, when necessary to field a team and all other options have been exhausted within a Zone, Softball BC will consider applying to the BC Games Society for exemptions where Athletes or Coaches need to be brought from another Zone to participate in the Games. This will only be done at the discretion of the Provincial Advisor and in extreme cases only.</p>
BC SUMMER GAMES PARTICIPATION LIMIT	Athletes are only allowed to participate in one BC Summer Games Softball event in a lifetime. Athletes may attend multiple Games, but only one as a softball athlete. <i>EXCEPTION: Second time boys participating in the Boy's Mentor Program.</i>
ZONE TEAM COMPOSITION	Only one (1) girls' team and one (1) boys' team from each of the eight (8) Zones in the Province. There must be a minimum of 9 players to a maximum of 16 players, and a maximum of three (3) Coaches and one (1) manager on each team. Two (2) of the coaches/managers must be the same gender of the team to fill the role of chaperone. No other persons such as bat boys/girls will be permitted to use Summer Games transportation or accommodation and may not receive meals or awards.
BC SUMMER GAMES ENTRY DEADLINE	B.C. Games Registration Forms must be received by the B.C. Games Office no later than the date posted from year to year in the Summer Games rules.

## Playing Rules

Except where otherwise stated, the Special Operating Rules of Softball BC shall apply to the BC Summer Games. The BC Summer Games shall be played according to the U16A category rules with the exception that:

- i. The time limit of 1 ½ hours shall apply to all games including the final
- ii. The 12" ball shall be used
- iii. All ties are to be broken in extra innings. The Tie Breaking Rule shall be applied in all games including the final championship game. The Tie Breaking Rule shall start at the top of the 8<sup>th</sup> inning or when time has expired.
- iv. The playoff rules at the BC Summer Games shall incorporate a qualifying round robin based on a rotational draw drafted from year to year by the Provincial Advisor. The elimination round shall have the first place finalist team competing against the fourth place team and second against third. The winners of the first round shall advance to the gold medal final game and the other two teams shall compete for the bronze medal. Finalists for the elimination round shall be determined in the following order:
  - a) Firstly, win/loss record
  - b) When only two teams are tied and have played each other, winner of the game between the tied teams.
  - c) When more than 2 teams are tied and have played each other, and one such team has defeated all the others who in that case are tied, that team shall advance. If need be, this process shall continue until it is no longer workable.
  - d) If two or more teams are tied but have not played each other equally, or where a team has not defeated all other teams who in that case are tied, then;
  - e) Total runs scored for or against (+7 -7)
  - f) Next, total bases touched for and against (+30-30)
  - g) Next, total runs scored based on all innings except where the game ended and the score reverted back to the last complete inning (use reverted tally)
  - h) Next, the least number of runs scored based on all innings except where the game ended and the score reverted back to the last complete inning (use reverted tally)
  - i. Next, by flip of a coin (there shall be no tie breaking game)

## Participant Fee

Each athlete will be charged a fee, to be determined by Softball BC, which shall be billed and collected from participants by the Zone Head Coach or the Zone Representative and submitted to Softball B.C. by June 1st. Softball BC will issue an invoice to the Zone Representative once the Zone team selection is complete.

## Team Attendees Conduct

The head coach, or in their absence, another coach shall be responsible for the conduct of the team's attendees. If after a warning from an umpire, Provincial Advisor, or Tournament UIC, concerning the behaviour of the team's attendees, they may choose to eject the coach from the game and the game will be forfeited. Note the coach is responsible for the conduct of the attendees before and post-game.

## **Accommodation and Transportation to/from the Games**

Chartered bus and/or air travel will be arranged for Games participants who have chosen BC Games transportation, from predetermined zone pick-up points. Alcohol consumption and smoking are NOT permitted on BC Games transportation. Bus drivers have the authority to remove any passengers from BC Games transportation who do not comply with these regulations.

The time and location of departures will be sent to all participants within 10 days of the registration deadline. No cash equivalents will be issued for those who choose to make their own way to the Games.

Athletes with a disability should contact their Provincial Advisor for information about their travel options prior to the registration deadline.

### *Team Travel*

To ensure the safety and supervision of BC Games athletes during travel to and from the BC Games, zone teams must travel together on Games transportation (buses/flights) departing from, and returning to, central pick-up locations. This ensures that every athlete is supervised by an accredited adult (head coach, assistant coach, or adult supervisor) from the time they board a bus/flight until the time they arrive at the destination (the Games or the drop-off location after the Games).

The Zone Representative chooses the central pick-up/drop-off location(s) for the zone team based on where the majority of participants live. A minimum of one of the accredited adults with the zone team must leave from and return to the selected location(s) with their athletes. The maximum number of pick-up/drop-off locations is based on the number of adults (head coach, assistant coach, or adult supervisor) associated with the zone team. This ensures that the zone team travels on the same bus(s) or flight(s) and that the athletes have adult supervision throughout the journey. This also ensures that the team arrives at their destination at the same time.

Participants must provide their own transportation to/from the selected pick-up/drop-off locations. The pick-up/drop-off location(s) may not be the closest one to the participants' homes; however, this ensures the safety and supervision of athletes.

Example: The Thompson-Okanagan (Zone 2) team has athletes and coaches from Kamloops, Penticton, Kelowna, Merritt, and Vernon. There are two adults (head coach and assistant coach) associated with the team; therefore, two central pick-up/drop-off locations are chosen, Kamloops and Kelowna. One of the adults will travel from/to each location. The Zone Rep assigns athletes to travel from/to one of the two chosen locations with one of their coaches, even though there may be Games transportation (with other zone teams or sports) departing from/returning to locations closer to their home.

During the registration process, Zone Representatives will select their zone's team travel pick-up/drop-off location(s) (city) by the registration deadline set by BC Games.

### *Accommodation*

- (a) All participants (athletes, coaches, officials, adult supervisors) less than 19 years of age are required to stay in BC Games accommodation. All athletes under 19 years must be properly supervised in accommodation by one or more of the adults associated with the zone team; therefore, at least one adult of the same gender as the athletes must stay in Games accommodation. See roles of head coaches and assistant coaches and adult supervisors.



- (b) Participants (athletes, coaches, officials, adult supervisors) 19 years and over have the option of staying in BC Games accommodation or securing alternate accommodation at their own expense unless they are the adult for the zone team required to supervise athletes in accommodation or is otherwise stated in the technical package for their sport. Participants who elect to provide their own accommodation will be responsible for:
- the cost of alternate accommodation;
  - supplying their own breakfasts and dinners; and
  - Providing their own transportation while at the BC Games.

The accommodation choice of every participant must be indicated when they are registered via the BC Games Online Participant Registration process by the registration deadline. Those choosing BC Games accommodation are expected to stay for the duration of the Games and will be removed from competition if they depart from Games accommodation before the conclusion of the Games. Refer to section (f) below for rules regarding leaving Games accommodation.

- (c) Athletes with a disability and their support personnel have the option of staying in BC Games accommodation or securing other accommodation at their own expense as outlined in paragraph (b) above. Athletes with a disability and their support personnel, who choose alternate accommodation at their own expense, will still have access to breakfasts and dinners in the BC Games cafeteria(s) at no cost. Athletes with a disability should contact their Provincial Advisor for information about their accommodation options.
- (d) Head coaches, assistant coaches, and adult supervisors who accompany teams or individual athletes under 19 years of age are required to stay with them in BC Games accommodation and act in a supervisory capacity. Head coaches, assistant coaches, and adult supervisors of teams or individual athletes where all athletes are 19 years of age and over are given an accommodation option as outlined in paragraph (b) above.
- (e) Officials who are 19 years and over have the option of staying in BC Games accommodation or securing alternate accommodation at their own expense. If officials choose to stay in alternate accommodation they will be provided with BC Games meals and transportation at the Games. Officials who are under 19 must stay in BC Games accommodation and must have an adult stay with them in a supervisory capacity as outlined above.

### *Leaving Games Accommodation*

Any Participant who stays in Games accommodation must remain in accommodation for the duration of the Games. Anyone who removes themselves from Games accommodation prior to the completion of the Games will be disqualified from competition and may be subject to additional disciplinary action, this includes coaches. Should participants be finished competition prior to the final day of the Games, they may remove themselves from Games accommodation with the approval of the Provincial Advisor. Any participant removing themselves from Games accommodation is also removing themselves from Games transportation for the travel to their designated drop-off location. This means that they will need to make their own transportation arrangements for their trip home, at their own expense. Participants are permitted to permanently leave Games accommodation if, and only if, they (or a parent/guardian or the team coach, if under the age of 19) AND the Provincial Advisor signs and submits the required form.

## Head Coaches, Assistant Coaches, and Adult Supervisors

At the time of selection, the **Head Coach** shall have **Competition Introduction Certified with MED** evaluation status. If the Head Coach candidate(s) do not meet these criteria a detailed plan to gain the proper certification must be included in the application.

As part of the Responsible Coaching Movement, it is recommended the Head Coach shall complete the following training, as set out by Softball BC. This training includes: Commit to Kids e-module and/or Respect in Sport for Leaders online training module. Certificate or confirmation of completion can be submitted to the Softball BC office prior to June 1 in the year of the Games.

All **Assistant Coaches** must have, at a minimum completed, **NCCP 'Making Ethical Decisions'** on-line evaluation prior to participating in the Games, as well as Respect in Sport for Leaders e-module by the start of the Games. Certificate of confirmation must be submitted to the Softball BC office prior to June 1 in the year of the Games. Failure to comply with this requirement will result in removal from the Summer Games Coaching Staff.

In addition to coaching duties, head coaches and assistant coaches are expected to travel with their athletes on BC Games transportation, stay with them in BC Games accommodation, and supervise them throughout the Games. Head coaches and assistant coaches are expected to act in a supervisory capacity travelling to/from and at the Games with their athletes and to ensure that their athletes adhere to the BC Games General Rules, the technical package for their sport, the BC Games Code of Conduct, and all rules and codes of conduct established by their provincial sport organization. When an assistant coach does not have any NCCP training, they are registered as an adult supervisor.

### Adult Supervisors

Sports are not allocated adult supervisors. This role code is used instead of assistant coach when the individual filling the role of assistant coach does not have ANY NCCP training. Adult supervisors act in a supervisory capacity with the zone team and ARE NOT over and above the allocated number of head coaches and assistant coaches allocated per sport and zone. In special circumstances additional adult supervisors may be permitted with a zone team but only with the approval of the BC Games Event Manager responsible for sport. Adult supervisors are expected to support the BC Games rules and to supervise athletes on their zone team as noted above.

Adult supervisors must be a minimum of 19 years of age and must reside in BC Games accommodation with their zone. They are also expected to travel to and from the BC Games with their zone team, if applicable.

### Officials

- Transportation to/from the Games, accommodation, and meals will be provided for a predetermined number of officials for each sport as outlined in the technical package. Officials must be named and registered by the Provincial Advisor by the registration deadline. In accordance with the BC Games Society policy, no officials will be paid a fee for their officiating services by the BC Games Society or the Host Society.
- In general, *major officials* (referees, umpires, etc.) are registered as officials through the Provincial Advisor and *minor officials* (scorekeepers, timers, etc.) are registered as volunteers in the Host Community.
- Others sport representatives (such as a Zone Representative or the Provincial Sport Organization Board Member who has been actively involved in the administration and organization of their sport's involvement in the BC Games) may be registered on the list of officials, by the Provincial

Advisor, as long as the maximum number of officials allocated for the sport is not exceeded. The Provincial Advisor must ensure that the officials (referees, umpires, etc.) needed for sport competition have been appointed before naming any other individuals.

- Individuals registered as officials who are under 19 are required to stay in Games accommodation and are required to have an adult stay with them in a supervisory capacity.
- Minimum Certification Requirement for Umpires to attend a BC Summer Games: Certified Level 2, ideally with experience at a U16A Provincial Championship.
- Umpires attending the BC Summer Games are not compensated and participate in the Games as a Volunteer. Softball BC is responsible for registering each umpire by the Registration Deadline set out by the BC Games.
- Officials will receive, from Softball BC, a commemorative photo of the Blue Crew (Zone 0) and, when possible, an item of clothing, to be determined by Softball BC, as a souvenir of the Games.

## Medals

Gold, Silver, and Bronze medals specially cast for each BC Summer and BC Winter Games are awarded at the Games. Medals are awarded to each athlete having competed and placed in a designated medal event. As per BC Games policy, **Head Coaches, Assistant Coaches, and Adult supervisors are not awarded medals.**

Medals are presented in all sports and all events based on the following rule (minus-one rule):

- When there are four or more competitors or teams, Bronze, Silver, and Gold medals will be awarded.
- When there are three competitors or teams, only Silver and Gold medals will be awarded.
- When there are two competitors or teams, only a Gold medal will be awarded.
- When there is only one competitor or team, no medals are awarded.

Medals at the BC Summer and BC Winter Games are presented in the following order:  
Bronze Medal Third Place

- Silver Medal Second Place
- Gold Medal First Place

Only BC Games medals are permitted to be awarded at the BC Games unless pre-approved by the BC Games Event Manager responsible for sport and outlined in the technical package for each sport.

## Uniforms and Equipment

### Uniforms

Softball BC will provide each athlete with:

- A numbered t-shirt jersey in the appropriate Zone colour.
- One pair of black socks. *If additional socks are required it is the athlete or teams responsibility to provide these additional socks.*
- 1 hat with Zone name

All players on the zone team shall wear uniforms and caps identical in colour, trim and style.

Athletes are required to supply their own pants/shorts. Pants or shorts may be black, grey or white where complimentary to the Zone Colour.

There are restrictions on sponsor logos that can be included on uniforms, clothing, pinnies, bags, etc. worn at the BC Games. There are also policies on when and how the BC Games logo and zone information may be used on these items. Refer to the Logo Use and Recognition policy and the Graphic Standards for Participants manual for details. Pre-approval is required on items – contact Softball BC for additional information and design approval.

### *Zone Colours*

Colours have been established for each zone for purposes of identification.

- Zone 1 – Kootenays: Yellow
- Zone 2 – Thompson-Okanagan: Red
- Zone 3 – Fraser Valley: Light Blue
- Zone 4 – Fraser River: Orange
- Zone 5 – Vancouver-Coastal: Dark Green
- Zone 6 – Vancouver Island-Central Coast: Light Green
- Zone 7 – North West: Purple
- Zone 8 – Cariboo-North East: Dark Blue

### *Equipment*

All equipment used during the BC Games must meet the specifications of Softball BC. Individuals and/or teams must supply their own practice balls and/or equipment.

In all play, helmets are mandatory for batters, base-runners, and catchers.

### *Medical Equipment*

Each individual or team is to supply their own basic training supplies such as tape, elastic wraps, etc. There will be fully qualified first-aid personnel at each sport location to treat any injuries sustained during competition.

### **Technical Package**

Available twelve (12) months prior to the Summer Games

### **External Sports Credits**

All athletes who attend the BC Summer Games will receive external credits for Athlete 10 (4 credits). Letters will automatically be sent to participants following the Games by December 31<sup>st</sup> of the year of the Games. These credits can be used towards graduation. For more details on the External Sports Credits program please visit the Softball BC Website