

SOFTBALL BC

PROVINCIAL BID PACKAGE

INCLUDES HOSTING GUIDELINES



This package will outline the requirements of hosting a Provincial Championship

Upon receipt of this Softball BC Provincial Championship Hosting Guideline Kit, please read through carefully the Provincial Championship Article of the Softball BC Handbook of the Constitution and Operating Rules. This Article will supply all information regarding Provincial Championships. If you do not have a copy of the current Softball BC Handbook, please contact our office at 604-371-0302 or info@softball.bc.ca.

The Softball BC Office and Board Representative will be happy to answer any queries or supply clarifications on any questions you may have while planning the Provincial Championship.

Once the Board of Directors have selected the Board Reps you will be notified you your Board Rep is and contact information will be provided. This information is also available on the Softball BC website, under Championships. When you have confirmation of the Softball BC Board Rep please complete the information below.

Softball BC Board Representative Name: _____

Phone: _____ Mobile: _____

Email: _____

Should you need to reach the Softball BC Office please contact us at:

Softball BC
Unit 201-8889 Walnut Grove Drive
Langley, BC V1M 2N7
Phone: 604-371-0302
Email: info@softball.bc.ca

Other Important Contacts:

Message from Softball BC

Please include the Softball BC President's Message in your tournament program, if you are producing one for the event. If you are not producing a program please include the message in the tournament package you are providing to the coaching staff of each team. An electronic colour copy of the message is available by contacting the Softball BC office at info@softball.bc.ca.

Host Checklist

Opening Ceremonies

Recommended for the 2019 season-Include the local first nations band in the opening ceremonies in a way that works for them and is time sensitive to running the tournament on schedule. Acknowledge that the Provincial is taking place on their unceded territory. This will be mandatory moving forward in 2020.

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 Provincial can be profitable for the associations if a number of things are done. As soon as you know you are hosting a Provincial, negotiate with your favourite local Hotel to block off rooms for the 3 nights of a typical event. Most hotels pay a commission of \$10 per night per room. Booking off 30 rooms for approx. 5-6 out of town teams can generate \$900 for your association.

Grants

Many Townships, Cities and Municipalities offer grants for hosting as well. Hosting a Provincial brings 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 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 other teams not competing at that Provincial. Three draws per day works well.

Sponsorship

Consider selling sponsorships for field rights. Selling the naming rights to your 4 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

This is great potential 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 them available for pickup at the Coaches Meeting Thursday night. It is important to create a

good looking logo that will appeal to your age group players...not necessarily the organizing group. Hoodies are the number #1 seller but T shirts do well also.

Don't have a local apparel company? Work with Softball BC's online store provider OTB Team Sales to create an online platform for selling spirit wear. OTB 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. Softball BC does ask that you designate 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 score keepers. You must have official scorekeepers for the playoff rounds.

Please arrange to have a change room or an area that can be designated a change room for the officials with privacy for the genders. Please speak to your UIC well in advance to coordinate their needs as well.

Committees

For a successful Provincial Championship the following committees are recommended for the respective areas of tournament administration:

- ☐ Organizing Committee Chair (Tournament Director)
- ☐ Fundraising Committee
- ☐ Tournament Operations
- ☐ Protocol Committee
- ☐ Special Events Committee
- ☐ Field/Grounds Crew Committee
- ☐ Social Media Committee

More information on these committees is provided in the Appendix at the end of this document.

Responsibilities

Please refer to your Host Agreement for full details and information about Responsibilities. Samples of both Minor and Senior Host Agreements can be found in the Appendix.

Cancellation

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

Provincial Championship Timeline

The Provincial Championship Timeline is outlined in the Appendix at the end of this document. It includes a timeline starting prior to the bid and provides information until after the Championship. Should you have any questions please contact either the Softball BC Board Rep for your event or the Softball BC office.

Softball BC Board Representative Responsibilities

1. Will make contact with the Tournament Director (Organizing Committee Chair) if contact has not been made by the TD.
2. Will ensure that the Championship is conducted according to the Softball BC Constitution and Operating Rules Handbook and Softball Canada Rules.
3. Will be in charge of conducting the Championship Draw. With the exception of the suggested starting times, the draw in Annex 'A' of the Handbook to be followed exclusively to ensure the draw line-up is maintained and that teams do not play more than 2 games the opening day of the Championship. Only under severe exigent circumstances may teams be allocated more than 2 games on the opening day.
4. Will be available to assist the host committee in regard to administering the Championship.
5. Will chair the pre-tournament coaches meeting.
6. Will verify the eligibility of all participants.
7. Will be present at a majority of the tournament.
8. Will be part of the Protest Committee or will assign a replacement in his/her absence.
9. Shall have the power to act and be in complete charge of all Provincial Championship games.
10. Will be in attendance at, and participate in, the opening and closing ceremonies whenever possible.
11. When attending a Championship, will secure a copy of the roster of each team participating.
12. Will return all Softball BC Player Rosters to the team once finished with them.

Umpire-in-Chief Responsibilities

1. Attends the pre-tournament coaches meeting.
2. Reviews Protest Committee and who is on the committee:
 - a. UIC
 - b. Tournament Director
 - c. Softball BC Board Rep or their approved delegate
3. Reviews how umpires will be calling rules and interpretation of same.
4. At the meeting asks for any questions on any rule interpretations. Emphasize the calling of the pitching rule.
5. Ensures all teams have ground rules for the event and discuss/review any questions to avoid hassles and questions at the plate before each game.
6. The UIC will meet with the umpire crew after the Coaches Meeting to discuss:
 - a. Ground rules on diamonds being used.
 - b. Pitching rule for uniform interpretation.
 - c. Proper dress and positioning.
 - d. Emphasize consistency on the diamond.
 - e. Inspect fields.
7. During the Tournament the UIC will:
 - a. Be available for full length of tournament or have a suitable replacement.
 - b. Supervise all aspects of umpiring.
 - c. Serve on Protest Committee or appoint a capable replacement.
 - d. Speak to umpires after game to review performance and problem areas.
 - e. Make a report at the conclusion of the event to Softball BC.

Agenda for Pre-Tournament Coaches Meeting

Please include a copy of the agenda in each team's tournament package. Please be sure to communicate date, time and location of the pre-tournament coaches meeting well in advance so coaches are prepared and are aware of the meeting. This is a mandatory meeting for coaches as the Provincial Draw is conducted at this meeting.

Meeting chaired by: Softball BC Board Representative

1. Word of welcome to each team, thanking them for their cooperation throughout the Championship, in advance.
2. Introduction of Championship officials (Tournament Director, UIC, Protest Committee, Head Scorekeeper, etc).
3. Presentation of player roster to be used in Championship as well as the teams' copy of the Softball BC roster form for the team and all pickups (mandatory).
4. Review specific rules and regulations pertinent 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 explains ground rules and answers any questions.
8. Concept 'Best team Wins on the Field'.
9. Proceed with the Championship Draw, if applicable.
10. Good luck to all teams.
11. Close the meeting.

Scorekeeping

HEAD SCOREKEEPER: Responsible, along with the Board Representative, for all score sheets after games are completed and only on direction of 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
- All substitutions and re-entries
- Ball and strike count
- Base hits

Reports

All Tournament Director and Softball BC Board Representative Reports are available in the Appendix and electronic versions are available from Softball BC. Participant Surveys will be emailed directly to the coaches by the Softball BC Office on the Monday following the event. There is no need to include a copy of the survey in the team's participant package.

Important Contacts

Softball BC Office

604-371-0302

The Softball BC Office is open at 7 am on Fridays of Championship Weekends.

Entry Fees

info@softball.bc.ca

Roster Verification

info@softball.bc.ca or rbenson@softball.bc.ca

Coaching Certification Questions

programcoordinator@softball.bc.ca

Umpire Certification

admin@softball.bc.ca

Merv Sandrel, Minor Director

604-576-7865

minordirector@softball.bc.ca

Dan Coates, Senior Director

604-617-0321

seniordirector@softball.bc.ca

David Brewer, Provincial UIC

250-512-2021

provincialuic@gmail.com

Mike Renney, Director of Coaching

604-306-3454

directorofcoaching@softball.bc.ca

Notes:



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.



Provincial/Regional Championship Organizing Committee Roles

**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 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.



MINOR PROVINCIAL CHAMPIONSHIP HOST AGREEMENT

THIS AGREEMENT made this _____ day of _____ 20____

BETWEEN (name organization): _____

(Hereafter referred to as 'The Host')

AND: British Columbia Amateur Softball Association (BCASA)

(Hereafter referred to as 'Softball BC')

In consideration of the mutual terms, conditions, and provisions contained herein to each other, the parties hereto agree as follows:

Softball BC designates the above named as Host of the Softball BC Championship in the noted category and classification:

(Hereafter referred to as 'The Championship')

The dates of the said Championship shall be from: _____

RESPONSIBILITIES OF THE HOST

1. The host agrees to follow the Softball BC Hosting Guidelines and submit all Annexes by the specified deadlines. The Host agrees and understands that failure to do so may result in withholding the hosting bond, and when applicable, any Provincial Hosting Grant offered by Softball BC.
2. The Host agrees and acknowledges that the Tournament Director will not be affiliated, in any way, with participating teams.
3. The Host agrees to provide the appropriate number of diamonds in order to complete the Championships on the final day of the designated weekend:
 - a. All 'C' Provincial Championships require 4 diamonds.
 - b. All 'B' Girls Provincial Championships require 4 Diamonds.
 - c. Boys Provincial Championships may require 4 diamonds.
 - d. All 'A' Girls Provincial Championships require 2-3 diamonds.
4. The Host shall present an Opening and Closing Ceremony and follow Softball BC protocol as detailed in the Hosting Guidelines for both Championships.
5. The Host agrees to pay the cost of the following:



MINOR PROVINCIAL CHAMPIONSHIP HOST AGREEMENT

- a. An Opening and Closing Ceremony; special Championships and/or ceremonies; scorebooks, ground transportation for the Softball BC Board Representative, when requested; press conferences, posters, banners, scoreboard; Official Game Balls (when not supplied by Softball BC sponsor) and any individual prizes such as MVP awards (when applicable).
 - b. The cost of umpires to at least the minimum of funding from the participant entry fees allocated to the Host from Softball BC for that purpose.
6. The Host agrees that any sponsoring group will become a signatory on this agreement and shall indemnify and hold harmless Softball BC from and against any expenses, debts or liabilities arising out of the Championship.
7. The Host will provide an adequate room for the Managers, Coaches and Umpires Meeting to be held prior to the Championship, as outlined in the Hosting Guidelines.
8. The Host shall be responsible for an adequate Officials room and umpire facilities as approved by Softball BC.
9. The Host agrees to provide qualified First Aid Attendants or medical personnel during the entire Championship.
10. The Host will provide personnel for the following:
 - a. Official Scorekeeper – preferable to not be affiliated with any participating teams
 - b. Announce, if applicable
 - c. Grounds Keeping
11. The Host shall be responsible for supplying the appropriate softballs for all games (when not provided by Softball BC's sponsor). The softballs must be approved by Softball BC.
12. The Host agrees to provide exclusive opportunities to Softball BC Corporate Sponsors (Rawlings) including the sale of products which may be used at the Championship. The Host will assist in putting up corporate sponsor and Softball BC Banners at the Championship site as designated by Softball BC, and be responsible for returning them upon conclusion of the Championship to Softball BC. When and where appropriate, the Host agrees to recognize Softball BC's Corporate Sponsor(s) through regular public address announcements at the Championship.
13. The Host may operate a concession stand(s) and retain the proceeds of such operation for itself absolutely.
14. If the Host agrees to publish a program and to promote the sale of the same, all receipts from advertising and sale thereof shall be property of the Host absolutely. The Host agrees to give Softball BC one page for the President's Message without charge. The Host agrees that no



MINOR PROVINCIAL CHAMPIONSHIP HOST AGREEMENT

advertising will be accepted from any corporation in competition with a Minor Provincial Championship sponsor.

15. The Host shall not sell local radio or television rights for any of the Championship games or retain the proceeds without approval of Softball BC. Negotiations for National or Provincial TV coverage shall be referred to Softball BC.
16. The Host shall not release any press releases on policy of the tournament without the prior approval of Softball BC.
17. All souvenir items or apparel must have the official Softball BC logo and/or the wording 'Softball BC' predominately displayed on the item or apparel. The use of the Softball BC on Championship merchandise must be approved by Softball BC prior to production. Profits from the sale of these items will be retained by the Host. The Host is to ensure they have the correct logo from Softball BC and that is provided to their supplier.
18. Where not supplied by Softball BC, the Host may provide individual awards as approved by Softball BC Special Operating Rules.
19. Using a Softball BC provided template and microsite, the Host agrees to upload online, the following information to Softball BC's website: teams participating, standings after round robin, game results from Championship round and final standings. All information is to be uploaded within 24 hours of the event being completed.

RESPONSIBILITIES OF SOFTBALL BC

1. Softball BC shall designate the teams to participate in the Championship.
2. Softball BC through the Softball BC Board Rep shall create and approve the Championship Schedule of Games.
3. Softball BC, through the Championship UIC, shall make final selection of the Umpires and provide them for the Championship.
4. Softball BC, through the Softball BC Board Rep, shall appoint the Protest Committee as well as all other award selection committees.
5. Softball BC, through the Softball BC Board Rep and the Host Chairperson, shall conduct the Managers, Coaches and Umpires Meeting prior to the Championship.
6. Softball BC will supply:
 - a. The Championship Banner (where applicable)
 - b. Gold medals to the winning team (20 per team)
 - c. Silver medals to the runner-up team (20 per team)
 - d. Bronze medals to the third place team (20 per team)
 - e. A minimum of two dozen softballs (if received from corporate sponsor)
 - f. Participation Certificates, if requested from the Host



MINOR PROVINCIAL CHAMPIONSHIP HOST AGREEMENT

FINANCIAL RESPONSIBILITIES OF SOFTBALL B.C.

1. **PERFORMANCE BOND:** The \$200.00 Performance Bond, submitted at time of bid, will be returned to the Host only upon successful and timely completion of all hosting requirements as laid out in the Softball B.C. Tournament Kit. All deadlines must be adhered to
2. **HOSTING GRANT:** Softball BC agrees to provide a grant of \$200.00 per participating team when the terms and conditions of annex 'A' are met. If the grant is not paid out in whole or in part, the remaining amount will be returned to the participating teams of this Provincial.
3. Softball B.C. shall allocate \$50.00 per game to cover all games played at a Provincial Championship, minimum 2 umpires for all games. (Refer to: Umpires (Provincial Championships) of the Special Operating Rules. Entry fees: \$500.00 entry fee per team must be submitted to the Softball B.C. office

CANCELLATION

Should the Championship 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 this agreement.

It is agreed by both parties that the entering into this agreement is done with the knowledge that the ultimate goal is the most successful event possible.



MINOR PROVINCIAL CHAMPIONSHIP HOST AGREEMENT

IN WITNESS WHEREOF the Host and Softball BC has caused these presents to be executed and their respective seals to be affixed, on the day and year written first above. On behalf of the Host Organization:

1. _____
TOURNAMENT DIRECTOR (PRINT) SIGNATURE

MAILING ADDRESS: _____

CITY: _____ POSTAL CODE: _____

EMAIL ADDRESS: _____

TELEPHONE: _____ (HOME) _____ (MOBILE)

2. _____
MINOR COORDINATOR (PRINT) SIGNATURE

3. _____
DISTRICT UMPIRE-IN-CHIEF (PRINT) SIGNATURE

RICK BENSON, EXECUTIVE DIRECTOR, SOFTBALL BC _____

CHAMPIONSHIP AWARDED: _____ DATE: _____

PARK NAME/LOCATION: _____



MINOR PROVINCIAL CHAMPIONSHIP HOST AGREEMENT

ANNEX 'A'

Required Features:

- ☐ Opening Ceremony
- ☐ Closing Ceremony (Medal Presentation)
- ☐ Social or Skill Event
- ☐ Participant Meal Event

Each of the four required features carries 25% weighting towards receiving the full Provincial Hosting Grant available. Failure to include one of these events will result in a 25% reduction in the payout of the grant, failure to include two will result in a 50% reduction, three will result in a 75% reduction, and failure to provide all four will result in no grant funds being paid out.

The collective stated goal of hosting a Provincial Championship is to produce a memorable experience for the players who take part.

The appointed Softball BC Board Representative will confirm, in their final written report, which of the above features were provided. The Host may appeal the decision of the Board Rep, in writing, to the Minor Director within thirty (30) days of the conclusion of the Championship.

Acknowledge by Tournament Director: _____ Date: _____

Please return this page along with the signed Host Agreement.

**NOTE: THIS CONTRACT MUST BE COMPLETED, SIGNED AND RECEIVED BY SOFTBALL BC ON OR BEFORE
FEBRUARY 1ST OF THE YEAR OF THE CHAMPIONSHIP**



SENIOR FASTPITCH PROVINCIAL CHAMPIONSHIP

HOST AGREEMENT

THIS AGREEMENT made this _____ day of _____ 20____

BETWEEN (name organization): _____

(Hereafter referred to as "The Host(s)")

AND THE: British Columbia Amateur Softball Association (B.C.A.S.A.)

(Hereafter referred to as "Softball BC")

In consideration of the mutual terms, conditions, and provisions contained herein, the parties agree as follows:

Softball BC designates the above as host(s) of the Softball BC Championship in the noted category and classification:

(Hereafter referred to as "The Event")

The dates of the Championship shall be from _____

RESPONSIBILITIES OF THE HOST

1. The host agrees to obtain additional liability insurance coverage if a beer garden is included at the event. (Contact Sport BC Insurance at 604-737-3018).
2. The host agrees that the sponsoring group will become a signator to this agreement and shall indemnify and hold harmless Softball BC from and against any expenses, debts, claims or liabilities arising out of the event.
3. The host agrees to pay the cost of the following:
 - a. Admission tickets, opening and closing ceremonies, scorebooks, press conferences, posters, banners, scoreboard and prizes (when applicable).
4. The host may operate concession stands and retain the proceeds.
5. The host agrees to follow the guidelines of the Softball BC [Hosting Guidelines](#) and submit all documentation and material by the specified deadlines.
6. The host shall not sell local radio or television rights for any of the Championship games without approval of Softball BC. All proceeds for sales of radio or television advertising will be distributed between the host and Softball BC on the basis of a predetermined agreement. Softball BC shall handle negotiations for National or Provincial T.V. coverage.

7. If the host publishes a program, all receipts from advertising and sales of the program shall be the property of the host. The host agrees to give Softball BC one page of program advertising without charge.
8. The host shall be responsible for supplying the appropriate softballs for all games (unless otherwise stipulated by Softball BC). The softballs must be those approved by Softball BC. The host will either have on hand or make arrangements with a local supplier, a supply of the necessary softballs, as designated by Softball BC. The Host announcer, three times per day minimum, to the manufacturer/distributor who supplied the official softballs, shall give suitable recognition as official supplier of the softballs.
9. The host shall be responsible for an adequate press box and umpire facilities (approved by Softball BC).
10. The host shall not release any press releases on the tournament without the prior approval of Softball BC.
11. The host shall follow Softball BC protocol in both the opening and closing ceremonies, and shall seek and receive approval of procedure being used, prior to the Championship. The following are guidelines and protocol to follow:
 - Local dignitaries should be contacted well in advance of the Provincial Championship to allow for their scheduling (local dignitaries include your MLA, MP, Mayor),
 - You may want to have a piper lead in the teams
 - You may want to have signage for the teams indicating what district and/or city they are from
 - Have the Rawlings banner carried in or visible to the field where the Opening Ceremonies are taking place.
 - Allow the dignitaries invited to speak, followed by the Softball BC Representative and the Tournament Director.
12. The host will provide an adequate room for the pre-championship meeting of the Managers, Coaches, and Umpires, as outlined in the Provincial Championship [Hosting Guidelines](#).
13. The host will provide personnel for the following:
 - Scorekeeper
 - Announcer (if applicable)
 - Statistician
 - Grounds
14. The host agrees to provide exclusive opportunities to Softball BC Corporate Sponsors, (Rawlings) including the products to be used at the Championship. The host will assist in putting up corporate sponsor and Softball BC banners at the Championship site, as designated by Softball BC, and be responsible for returning them to Softball BC.
15. The host will provide an official "DOUBLE BASE" for each diamond used for all Provincial Championships.

16. The Tournament Director will, whenever possible, not be affiliated, in any way, with participating teams.
17. The host agrees to provide ground transportation at the event for the Board Member in charge of the event, if necessary.
18. The host will upload to a Softball BC supplied template and via Softball BC microsite, all tournament information in a timely manner. Information to be posted will include schedule, standings after round robin and after final championship games, scores of championship round. The information is to be uploaded within 24 hours of each event being completed.

FINANCIAL RESPONSIBILITIES OF THE HOST

1. The \$200.00 Performance Bond, submitted at time of bid, will be returned to the Host only upon successful and timely completion of all hosting requirements as laid out in the Softball B.C. Hosting Guidelines. All deadlines must be adhered to.
2. There shall be no complimentary tickets, other than those issued to and by Softball BC officials designates. All teams competing in a Provincial Championship will be entitled to no more than five (5) passes for all games, over and above the official player roster submitted.
3. The Host agrees that if funds by way of donations, gifts or other means, other than received at the gate, are offered to the Host, they shall discuss with Softball BC the manner in which these shall be apportioned.

RESPONSIBILITIES OF SOFTBALL BC

1. Entry Fees – See Provincial Championships Article of the Softball BC Handbook.
 - a) Softball BC will allocate \$200.00 per team to the host association to cover the cost of officials. Refer to Umpires – Provincial Championships for per game fee breakdown for umpires at a Senior Provincial Championship.
 - b) Softball BC shall provide to the host, \$50.00 per registered team to support the cost of hosting a championship. Senior “A” Women only, an additional \$50.00 per team registered is allocated for prize money for the teams.
2. Softball BC shall designate the teams to participate in the event.
3. Softball BC shall make the final selection of Umpires and provide them for the event.
4. The Protest Committee will be comprised of the Softball BC Representative, the Championship UIC and the Tournament Director. The final approval of award selections will be by the Softball BC Representative.
5. The Softball BC Representative shall conduct the Pre-Championship Coaches meeting prior to the Championship commencing.
6. Softball BC will handle all negotiations for sponsorship of the event. Softball BC shall have final approval of all sponsorship for the event. See Host Financial Responsibilities #3.

7. Softball BC will supply:
- a. 1st, 2nd and 3rd place medals.
 - b. Minimum two dozen softballs (if received from supplier)

CANCELLATION

Should the event be cancelled due to any eventuality, 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 this agreement.

IN WITNESS of this Agreement, the Host and Softball BC has signed this agreement, on the dates written below.

On behalf of the Host(s) organization:

TOURNAMENT DIRECTOR (PRINT)

SIGNATURE

DATE

ADDRESS: _____

POSTAL CODE: _____

PHONE: _____

CELL PHONE: _____ EMAIL: _____

COORDINATOR (SENIOR FASTPITCH/SLO-PITCH)

SIGNATURE

DATE

DISTRICT UMPIRE-IN-CHIEF

SIGNATURE

DATE

Rick Benson, Executive Director, SOFTBALL BC

PARK NAME/LOCATION: _____

Note: This contract must be completed and received by Softball BC on or before February 1st of the year of the Championship.



SOFTBALL BC PROVINCIAL BID FORM



ASSOCIATION CONTACT INFORMATION		CONTACT MAILING ADDRESS	
Association: _____ District: _____ Contact Name: _____ Email: _____ Phone: _____			
1 ST CHOICE (CATEGORY AND CLASSIFICATION)		ALTERNATE CHOICE(S)	
_____ FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> MIXED ORTHO <input type="checkbox"/>			
		ALTERNATE ASSOCIATION CONTACT WITH PHONE # AND EMAIL	
NOTES:			
EVENT SITE			
Number of Diamonds			
Number of Diamonds with Lights			
Surface			
Concession	Y	N	
Washrooms	Y	N	
Change Rooms	Y	N	
OTHER EVENTS YOU HAVE HOSTED IN THE PAST			
EXTRA EVENTS PLANNED FOR THIS CHAMPIONSHIP			
Opening and Closing Ceremonies	Y	N	
Social Activity	Y	N	
Skills Competition	Y	N	
Other (please explain)			
COMMENTS OR ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE			

A CHEQUE FOR \$200.00 IS REQUIRED FOR EACH PROVINCIAL YOU ARE BIDDING ON.

DEADLINE FOR SUBMISSION IS THE SATURDAY OF THE ANNUAL GENERAL MEETING IN OCTOBER (5:00 PM).

THIS FORM MUST BE SIGNED BY YOUR DISTRICT COORDINATOR AND DISTRICT UMPIRE-IN-CHIEF TO BE CONSIDERED AS COMPLETE.

DISTRICT COORDINATOR SIGNATURE AND DATE

DISTRICT UMPIRE-IN-CHIEF SIGNATURE AND DATE