**Host Responsibilities**

1. Assign a Tournament Director
2. Scorekeeping
3. Post game results and team stats for all to see through your association’s social media channels and local media.
4. Make sure facilities are in good condition (washrooms/ball field etc.)
5. To ensure the park is clean and clear of all garbage
6. To ensure coaches and players are wearing proper clothing & footwear
7. Assist with the presentations of awards
8. Retrieve balls (when they are all gone the Host is responsible for purchasing more).
9. Pick up awards, balls, tournament package at SPEI office
10. Work with Tournament Director & SBPEI to ensure a successful tournament
11. Where possible, provide a canteen

**Tournament Director’s Responsibilities**

1. Reporting stats/game results to Jeff Ellsworth ([jeffellsworth19@gmail.com](mailto:jeffellsworth19@gmail.com) ) for website & newspaper. You should do this at least once a day to ensure the website is updated.
2. Ensure proper uniforms are worn
3. Complete and return a tournament report
4. Form a protest committee (Umpire, Tournament Director & Minor Director (or one member of SBPEI)
5. Complete incident/accident reports if necessary
6. Ensure games run smoothly and on time
7. Weather delays and re-scheduling in consultation with Minor Director
8. Present awards at the end of the Tournament on behalf of SBPEI, with assistance from the Host Committee
9. Work with the Host Committee & SNL to ensure a successful tournament