

Host Requirements

1. Ensure fields are lined and bases are properly measured
2. Have a plan to scrape/reline fields as required (minimum every 3 games)
3. Ensure washroom facilities are available onsite
4. Ensure adequate parking onsite
5. Ensure that a rep from the host committee is on site for all games including cross-over and final
6. Presentation of awards at championship game

Host Responsibilities

1. Assign a Tournament Director & Tournament Committee
2. Official 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. Retrieve balls (when they are all gone the Host is responsible for purchasing more).
8. Pick up awards, balls, tournament package at SPEI office
9. Work with Tournament Director & SBPEI to ensure a successful tournament
10. Where possible, provide a canteen
11. Provide POG if required

Tournament Director's Responsibilities

1. Reporting stats/game results to Executive Director (softballpei@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 & Division Coordinator (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 /Division Coordinator
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 & SPEI to ensure a successful tournament

Softball PEI Requirements

1. Schedules
2. Updating scores on website
3. Provide medals/banners/game balls
4. When possible, have a rep on hand for cross-over and championship games