



TH League - How to Run a Tournament

Prep Prior to Tournament

- Determine how many teams you have – verify that all in the league are attending the tournament by communicating with the managers of each team in the league (contact info can be found on the Tiger Hills website)
- Determine how many diamonds you are running the tournament on
- Book the diamonds
- Determine tournament draw using seed placements found on the TH website
- Communicate tournament draw to Umpire in Chief to secure umpires for the tournament
 - Do not wait until the last minute to do this. Umpires can be secured weeks in advance.

Volunteers

- PRIMARY VOLUNTEER: Community Tournament Rep – is on the Tiger Hills tournament subcommittee.
- Acquire tournament parent volunteers to help organize the tournament.
- Determine the tasks that you need volunteers for
 - Grounds crew
 - Canteen shifts
 - Handing out medals
 - Commentating at medal games
 - Shifts at the info table/booth where the tournament draw is updated, directions to diamonds are provided, tournament rules are available, medals can be collected

Each community hosting a league tournament must have a representative that is part of the TH tournament subcommittee. They are to meet virtually a minimum of twice in May, prior to the start of league tournaments. The purpose of this subcommittee is to improve the consistency of Tiger Hills league tournament expectations. It is also a place where any questions can be answered, and experiences can be passed on to other members also hosting a tournament.

Tournament Draw

The tournament draw template will be established by Tiger Hills. Contact the Tiger Hills president to receive the draw for the applicable number of teams.

Tournament Rules

The tournament rules are the same as the league rules used throughout the season. The following tournament rules are clarified below as the league rules do not cover these scenarios.

- SEED PLACEMENT - Seed placement is determined by points at the end of league play (no later than the Wednesday prior to the tournament). Two teams within the same pool, that played each other, with the exact same record will use the head-to-head game during league play to determine the top seed. The Tiger Hills website keeps track of each team's record and seed placement can be found under 'Standings'.
- TIE GAMES - Tournament games cannot end in a tie. If the event of a tie after the applicable time limit and less than the full innings have been played, play on as usual until the final inning has been played. If the game is still tied after full innings, extra innings will follow international rules which dictate that the last player out in the previous inning will start on 2nd base for each extra inning.
- HOME TEAM – The home team is the team with the higher seed placement from league play with the exception of the finals. In the final medal and consolation games, the home team will be determined by a coin toss.

Umpires

For the medal games in the tournament, having two umpires is *strongly* recommended. For all other tournament games, having one umpire is acceptable; however, having two umpires is recommended.

****Due to the shortage of umpires, it is advisable to lock in umpires for the dates of the tournament as early as possible.** If you should require assistance securing umps, you may contact the central UIC/DUIC from Softball Manitoba. Website: <https://www.softball.mb.ca/content/contacts>

Medals

Medals will be ordered by the Tiger Hills president. It is important to get roster numbers prior to the tournament to ensure enough medals are on hand. Any leftover medals can be discarded since they are dated.

Protest Committee

Each community hosting a league tournament should establish a protest committee prior to the beginning of the tournament. A committee of 2-3 members who are local but at arm's length of all players and coaches is required. Should any issues with results or conduct of players and/or coaches arise, the protest committee will assess the situation and come up with a final ruling or raise the issue with the Tiger Hills board, or Softball Manitoba, if necessary.

Food Options

It is a good idea to decide and communicate what food options are available during the tournament, whether it be on-site canteen, food trucks, or a list of restaurants in the area.

Communication

Choose a primary communication lead for the tournament. This person will send out communication to all the team managers. Items to communicate would be things like:

- Requesting confirmation that all teams are attending.
- Reminder of the \$XXX tournament fee that was determined by Tiger Hills and where to send it (the hosting club receives the fee which then helps pay for diamonds and umps).
- Food Options
- Diamond Map
- Accommodation Options
- Washroom Options
- Main Contact for Tournament
- Where the draw will be posted
- Where to report the final scores
- Tiger Hills Rules and any additional tournament specific rules.
- Final seeding spots and the tournament draw – this can only be established after the last league game is played.

Extras

Host communities are welcome to offer extra things like 50/50 draws or bat raffles. Be sure to take out the applicable permits. You are also welcome to put together small goodie packages for the team. This is usually something like sunflower seeds and Gatorade. This is optional!