



BASEBALL MANITOBA

Hosting Provincial Championships: Guidelines and Responsibilities

Baseball Manitoba conducts 12 annual championships. They are:

- Baseball Manitoba Mosquito "A" Championship (Zone 2 – Rural only)
- Baseball Manitoba Mosquito "AA" Championship
- Baseball Manitoba Pee Wee "A" Championship (Zone 2 – Rural only)
- Baseball Manitoba Pee Wee "AA" Championship
- Baseball Manitoba Pee Wee "AAA" Championship
- Baseball Manitoba Bantam "A" Championship (Zone 2 – Rural only)
- Baseball Manitoba Bantam "AA" Championship
- Baseball Manitoba Bantam "AAA" Championship
- Baseball Manitoba Midget "AA" Championship
- Baseball Manitoba Midget "AAA" Championship
- Baseball Manitoba Senior "AA" Championship
- Baseball Manitoba Senior "AA" All-Stars Championship

Key points to consider for each championships.

	<i>Mosquito "A"</i>	<i>Mosquito "AA"</i>	<i>Pee Wee "A"</i>	<i>Pee Wee "AA"</i>	<i>Pee Wee "AAA"</i>	<i>Bantam "A"</i>	<i>Bantam "AA"</i>	<i>Bantam "AAA"</i>	<i>Midget "AA"</i>	<i>Midget "AAA"</i>	<i>Senior "AA"</i>	<i>Senior "AA" All-stars</i>
<i>Age Range* (In calendar year)</i>	10-11	10-11	12-13	12-13	12-13	14-15	14-15	14-15	16-18	16-18	Open	Open
<i>Number of Teams Maximum Minimum</i>	16 8	10	16 8	10	15 5	10	16 8	15 5	16 8	15 5	8 5	8 5
<i>Number of Days For event</i>	3	3	3	3-4	3-4	3	3-4	3-4	3-4	3-4	3	3
<i>Team Size (approx.)</i>	13 players 3 coaches 1 manager	13 players 3 coaches 1 manager	13 players 3 coaches 1 manager	13 players 3 coaches 1 manager	13 players 3 coaches 1 manager	13 players 3 coaches 1 manager	13 players 3 coaches 1 manager	13 players 3 coaches 1 manager	13 players 3 coaches 1 manager	13 players 3 coaches 1 manager	13 players 3 coaches 1 manager	13 players 3 coaches 1 manager
<i>Pitching Distance</i>	44 ft.	44 ft.	48 ft.	48 ft.	48 ft.	54 ft.	54 ft.	54 ft.	60 ft., 6 in.	60 ft. , 6 in.	60 ft., 6 in.	60 ft., 6 in.
<i>Base Distance</i>	60 ft.	60 ft.	70 ft.	70 ft.	70 ft.	80 ft.	80 ft.	80 ft.	90 ft.	90 ft.	90 ft.	90 ft.
<i>Recommended Fence Lines Distance Centre</i>	200 225	200 225	225 260	225 260	225 260	270 300	270 300	270 300	300 350	300 350	300 350	300 350
<i>Game Length (innings)</i>	6	6	7	7	7	7	7	7	7	7	7	7
<i>Number of umpires Per Game</i>	2	2	2	2	2	2	2	2 for R/R 3 for Semi's and Finals	2	2 for R/R 3 for Semi's and Finals	2 for R/R 3 for Semi's and Finals	2 for R/R 3 for Semi's and Finals

Introduction

This manual is designed to provide an insight into the conducting of a Manitoba Baseball Association Provincial Championship and general knowledge of the responsibilities and duties of the Host Committee in the planning and running of the tournament. While this manual is to be considered a guideline, there are some necessary components to hosting that must be followed. That said, each provincial championship is unique in that each community is allowed to stamp local flavor into the tournament. Throughout the year, the Host Chairperson will receive notices from the M.B.A. office staff regarding information and processes to help make this event a success.

This document will outline the guidelines and responsibilities of both the host site and for the Provincial Sport Governing Body for baseball in the Province of Manitoba, the Baseball Manitoba, as it relates to hosting of provincial championships.

Host Organization Responsibilities

NOTE 1: All teams participating in Baseball Manitoba Championships are responsible for their own accommodations and meals.

NOTE 2: Any scheduled host site that fails to provide written notice before May 1st that it will not host a scheduled championship, shall be fined \$500.

NOTE 3: The host must include a \$500.00 bond upon signature of the host agreement. This bond will be repaid within 45 days following the conclusion of the Championship based on the following conditions being met:

1.0 Grounds

- 1.1 Host sites are responsible for insuring that there are sufficient diamonds available to complete the tournament. Also, back-up facilities **must** be arranged in case of interruption due to rain or other unforeseen circumstances. Full chalk markings **must** be maintained for each game. The host centre agrees to assume all responsibilities in providing adequate (standard) playing facility relevant to the category being hosted.
- 1.2 A site inspection may be required, should the M.B.A. Convener feel that one is necessary.
- 1.3 Beer gardens shall be permitted at the Senior Championships ONLY. Team members shall not consume liquor while in uniform at the championship site.
- 1.4 Tarpred or covered dugouts will be provided for all teams
- 1.5 Adequate first-aid facilities for both participants and spectators will be provided

2.0 Publicity

- 2.1 It is extremely important that you try to gain as much media coverage as possible for your tournament. Media outlets will assist you quite readily if your information is timely and regular. You must provide all scores as soon as they are final. Do not wait until the end of the day. Consult with media people ahead of time to see what their needs are. Please make use of local media as well. Email is the quickest and most efficient method.
- 2.3 Media outlets should be contacted following each and every game. An updated Media List will be provided to each host prior to the championship.
- 2.4 On the Monday following your tournament, the M.B.A. sends a Media Release to all media. This release includes all tournament results. Host sites **must** email in (info.baseball@sport.mb.ca) all results on Monday morning. Include scores of all games in your report.
- 2.5 The host shall publish a championship program, which must include the Baseball Manitoba logo and the Sport Manitoba logo somewhere on the front cover and shall contain a message from the Baseball Manitoba President, provided by the Baseball Manitoba office. Baseball Manitoba will provide both logos to the host upon request.

3.0 Protest/Rules

- 3.1 A Committee of at least five people, which can include the M.B.A. Convener, three of whom must be available at any given time, must be in place to rule on an immediate protest situation.
- 3.2 Protests must be made and dealt with on the spot, and before the game can proceed any further. No protest will be considered if not made immediately. All decisions by the Committee are final.
- 3.3 Coaches of competing teams or any of the umpires officiating in the tournament cannot serve as members of the protest committee. The use of participating coaches may result in conflict of interest to the games being played while the use game officials can unnecessarily delay the games.

4.0 Umpires

4.1 Host sites are responsible for negotiating fees for all Regional Championships and "AAA" Preliminaries. Host sites for "AAA" and "AA" Finals should negotiate fees with Larry Nicholls, Vice President of Umpire Development (Ph.: 523-7240).

4.2 Minimum numbers of umpires is as outlined below:

Provincial "AAA"

PeeWee	- two man system
Bantam	- two man system; three for Semi-Final & Final
Midget	- two man system; three for Semi-Final & Final
Junior	- three man system
Senior "AA" All-Stars	- two man system; three for Semi-Final & Final
Senior "AAA"	- three man system

Provincial "AA" and "A" (if applicable)

Mosquito	- two man system
Pee Wee	- two man system
Bantam	- two man system
Midget	- two man system
Senior "AA"	- two man system

- 4.3 Any changes must be requested, in writing, by the host committee and presented to the Vice President of Umpire Development for Manitoba at least ONE month prior to the championship tournament that is being hosted.
- 4.4 For all "A", "AA" and "AAA" provincials, all umpire costs are the responsibility of the host committee, unless the official is assigned or approved by the MBA Vice-President of Umpires. Therefore, the host committee is responsible for all umpiring costs including games fees, transportation and accommodation with the exception of umpires designated to be in attendance by the Baseball Manitoba Vice-President of officials, for Level IV certification assessments.
- 4.5 Fees payable to umpires are due immediately following the championship game and given to the Supervising umpire.
- 4.6 All umpires working Provincial Championships must be minimum Level II, except for those doing the plate in all "AA" & "A" Finals and all umpires in "AAA" Finals, which must be minimum Level III. Certification is to be for the current year with attendance at the umpire's clinic. Non-certified officials are not to be used.
- 4.7 Host sites must provide separate change facilities for umpires.

5.0 Ground Rules for Field of Play

5.1 The Ground Rules for Field of Play should be clearly defined and outlined to all coaches and managers prior to the tournament, and reviewed briefly at home plate prior to each game by the umpiring crew.

6.0 Pre-Tournament Meeting

6.1 A pre-tournament meeting shall be held with all coaches, and should be hosted by the Host Chairperson and Umpire-In-Chief .

Category

"AAA" minor championships
"AA" Minor Championships
"A" (Zone 2) Minor Championships
Senior "AA" & "AA" All-star championships

Meeting time

Following the 1st draw and prior to the 2nd draw
Following the 1st draw and prior to the 2nd draw
10:30 a.m., following the 1st draw and prior to the 2nd draw
Following the 1st draw and prior to the 2nd draw

a) Persons in Attendance

- Host Chairperson
- Tournament Umpire-In-Chief
- One Rep. from each team
- Protest Committee Chairman
- M.B.A. Convener

b) Meeting Agenda:

- 1) Tournament Rules - warm ups, play until completion, length of games, ground rules and other rules
- 2) Verification of Rosters
- 3) Tournament Draw
- 4) Run Limitations - ten run mercy rule is in effect
- 5) Pitching Limitations (from CFAB Rulebook)
- 6) Dugout Designations
- 7) Tie-Breaking Procedures (if applicable)
- 8) Protest Procedure
- 9) Rain - Draw Changes
- 10) Code of Conduct - Behavior of Players, Coaches
- 11) Ceremonies (if any)
- 12) Question Period
- 13) Medical Services, First Aid

7.0 Amenities/Fundraising

7.1 **Admission Fees:** Host organizations should charge an admission fee to all spectators as a method of generating revenue for your event. The admission must not be charged to players, coaches or officials. Some possible prices to consider are:

Day Pass	\$ 5.00
Tournament Pass	\$10.00
Single Game	\$ 3.00

7.2 **Fundraising:** The use of a 50/50 draw or similar ideas (silent auction, etc.) is encouraged as a vehicle for generating further revenue for the host committee

7.3 **Concessions:** The host has the rights to concessions including the rights to publish, distribute and sell programs, and the right to sell food, drinks and souvenir articles that may be profitable during the championship.

7.4 **T-Shirts:** From time to time Baseball Manitoba have a sponsor of a provincial championship, and make t-shirts for the event. The host will be required to sell these shirts on behalf of Baseball Manitoba and the sponsor. An agreement will be reached for the host to profit from the sale of these shirts. Should Baseball Manitoba have a sponsor and provide t-shirts to the host, the shirts will be sold for \$15, with \$5 remaining with the host committee, and \$10 returning to Baseball Manitoba to offset the cost of making the shirts. In this case the host will not be allowed to make or sell other shirts.

7.5 **Washrooms:** Host sites must provide suitable washroom facilities for the public and participants

8.0 Host Chairperson

- 8.1 The Host Chairperson will act as liaison with the M.B.A. and receive all correspondence, draws and medallions. The Host Chairperson will also act as Tournament Contact for all teams.
- 8.2 The Host Chairperson shall have no direct affiliation with any team participating in the Championship.
- 8.3 The Host Chairperson will also be responsible for notifying all teams of the slate and time of their first game and the possible times of their second game. Each team must be given clear instructions on diamond locations, and be informed of the time and location of the pre tournament meeting.
- 8.4 Presentations: The Host Chairperson, along with the M.B.A. Convener and M.B.A. Sponsor (if available), plus others designated by the Host Chairperson, should participate in the presentation of medals at the conclusion of the tournament.
- 8.5 Reports: The Host Chairperson must also complete the tournament report before any hosting fee is paid. This report serves a valuable purpose for the M.B.A. and can lead to changes that will improve our Provincial Tournaments. Reports must be submitted by September 30 in order to receive the M.B.A. Hosting Grant.
- 8.6 Along with the tournament report, one picture of the winning team should be emailed to the M.B.A. office. A list with the names in the picture should also be included.

9.0 Promotion of Baseball Manitoba

The host will agree to the following:

- 9.1 To provide Baseball Manitoba with a minimum of 5 complimentary Championship passes
- 9.2 To Name the event the "**Baseball Manitoba _____ Championship**" and identify Baseball Manitoba in all media releases and to integrate the Baseball Manitoba logo into event logo and correspondence.
- 9.3 To ensure that Baseball Manitoba's logo is prominently placed on all championship materials, and to offer Baseball Manitoba a minimum of two pages in the official program at no cost.
- 9.4 To display Baseball Manitoba and corporate sponsor's banners around the playing area in prominent, high traffic, high visibility areas. These banners are to be returned to Baseball Manitoba upon the completion of the championship.
- 9.5 To return all Baseball Manitoba materials upon the completion of this agreement.
- 9.6 The host shall publish a championship program, which must include the Baseball Manitoba logo and Sport Manitoba logo somewhere on the front cover and shall contain a message from the Baseball Manitoba President, provided by the Baseball Manitoba office.

10.0 Scorekeepers / Announcers

- 10.1 The host will provide official scorekeepers for each game. These scorekeepers are required to monitor the score, number of defensive outs, and the number of innings pitched or number of pitches (if applicable). They should also have coaches sign the score sheet after each game to verify the innings pitched and the score. Once signed, no adjustments can be made.
- 10.2 The host should endeavor to provide announcers for all games

11.0 Schedules/Draws

- 11.1 The host shall post the draw schedule in prominent viewing areas and update the draw scores after every game

12.0 Pitching charts (if applicable)

- 12.1 The host must post an **Innings Pitched** chart in prominent viewing areas and List the innings pitched immediately after the game to avoid potential issues.
- 12.2 The host should also have coaches sign the score sheet after each game to verify the innings pitched. Once signed, no adjustments can be made.

Baseball Manitoba will provide the following:

1.0 Draws

- 1.1 The Baseball Manitoba will be responsible for the formulation of all draws for Provincial Tournaments. This will include draw times and format.
- 1.2 Times may be changed by the host site, in consultation with the Baseball Manitoba, however, all final decisions rest with the Baseball Manitoba.
- 1.3 For all tournaments the home and visiting teams will be pre-determined at random by the Baseball Manitoba for round-robin games. This means all teams will have a minimum of one game and/or one game as visitor.
- 1.4 A coin flip will determine the home team for the final championship game.

2.0 Hosting Sites

- 2.1 A hosting grant will be paid to each hosting region or site as follows:

Regions (Rural) "A" and "AA"

A grant of \$150.00 per age category where a tournament is hosted within the region will be granted to assist with tournament costs. If no tournament is hosted in a particular age category, then no grant will be issued.

Regions (City) "A" and "AA"

A grant of \$100.00 plus \$20.00 per game will be granted to assist with tournament costs. If no tournament is hosted in a particular age category, then no grant will be issued.

Final Tournaments

In all championship tournaments (Minor "AAA", "AA" "A" Championships and Senior "AA" and Senior "AA" All-star Championships), a base grant of \$100.00 plus \$20.00 per game played will be paid to the tournament host.

3.0 Conveners

- 3.1 The Baseball Manitoba will be represented at each provincial championship by a representative who will act as Convener.
- 3.2 Each Convener will contact a representative of the Host Committee to discuss plans and preparations for the event; provide rule interpretations or act as liaison with the M.B.A. to confirm any rule interpretations; present awards and medals; and make a summary report following the event.
- 3.3 All Convener expenses are borne by the M.B.A.
- 3.4 The Baseball Manitoba Convener must be in the dignitaries contingent on field during both ceremonies and will bring greetings from Baseball Manitoba and they shall make the presentations at the closing ceremonies assisted by the Host Chairperson.

4.0 Advertising

- 4.1 Baseball Manitoba will provide the host with 15 posters advertising the event. In addition, a site banner will be provided.
- 4.2 Baseball Manitoba will provide the host sites with an updated Media Contact list 1 month prior to the championships.

5.0 Baseballs

- 5.1 Baseball Manitoba will provide some baseballs for the championship in the following manner
 - 10 teams or less – 2 dozen
 - More than 10 teams – 3 dozen
- 5.2 The Official Baseball of the Baseball Manitoba is the Diamond Brand. The Diamond Baseball **must** be used at all M.B.A. Provincial/Regional Championships or that region/host committee will forfeit their hosting fee. This will be monitored by M.B.A. Conveners. Suggested Diamond balls are:
 - D-3 for Mosquito
 - D-2 for Pee Wee and Bantam
 - D1 PRO: for Bantam, Midget, Junior and Senior

6.0 Materials

- 6.1 Baseball Manitoba will provide the host with enough such materials to efficiently conduct the event:
 - line-up cards
 - scorebooks
 - rulebooks
 - Baseball Manitoba Handbooks
 - pre-tournament rules
 - pitching record sheets (if applicable)
 - age category sheets

7.0 Team Contacts

- 7.1 Baseball Manitoba will provide each site with a listing of team contacts and copies of the roster of competing teams as soon as the information is known.

8.0 Awards

- 8.1 Baseball Manitoba will supply medals for the teams finishing first and second. A maximum of 20 medals will be provided for each team. In addition, a Championship banner to be presented to the championship team.

9.0 Umpire in Chief

- 9.1 The M.B.A. Umpire-In-Chief and Host Chairperson will determine the Tournament Umpire-In Chief. Larry Nicholls, M.B.A. Vice President of Umpire Development will liaise with the Host Chairperson in this regard.
- 9.2 Umpires-In-Chief for all Provincial "AAA" Finals, will be appointed by the M.B.A. Umpire-In-Chief, and shall act as an ex-officio (non-voting) member of the Host Committee in that capacity.

10.0 Baseball Manitoba Sponsorship

- 10.1 The M.B.A. will be attempting to secure sponsors for each age category (regionals or finals). If successful, the Host Committee must agree to comply with the terms agreed to by the M.B.A. This would involve things like a placement of a banner or distribution of product to the participants. Any such agreement will be specifically outlined to any Host Committee prior to the tournament.

Provincial Championship Event Checklist

January - February

- ___ Arrange organizing committee
- ___ Sub committees developed
- ___ Site inspection by Baseball Manitoba
- ___ Hosting Agreement signed
- ___ Develop marketing plan
- ___ Accommodation sites arranged
- ___ Committee roles and responsibilities established
- ___ Volunteer recruitment plan
- ___ Develop and monitor volunteer workplans
- ___ Develop sales/sponsor package
- ___ Develop ticket sales plan
- ___ Contact list for all committee members
- ___ Draft budget
- ___ Book all required facilities

March - April

- ___ Remind sponsors re: program ads
- ___ Planning for opening ceremonies
- ___ Program ads from sponsors
- ___ Medical Services locations confirmed
- ___ Ground transportation planned (if needed)
- ___ Medical team assembled
- ___ Risk Management issues examined
- ___ Access control and security plan drafted
- ___ Develop results and statistics plan
- ___ Volunteer recruitment strategy developed
- ___ Risk Management Plan designed and confirmed
- ___ Special events planned
- ___ Invitation letters / opening ceremony info to sponsors and dignitaries

May - June

- ___ Tickets printed
- ___ Signage layout at all facilities
- ___ Media room phone lines and equipment arranged
- ___ Emergency medical transportation planned
- ___ Umpires dressing room arranged
- ___ Minor officials (scorers, statisticians, etc.) recruited
- ___ Medical staff arranged
- ___ Team information packages developed
- ___ Communications list drafted and finalized
- ___ Team storage and cargo arranged
- ___ Program design and layout drafted
- ___ Photographer booked for event
- ___ Facility signage installation booked
- ___ Awards committee recruited
- ___ Game supplies ordered
- ___ Event staff organized
- ___ Minor officials trained
- ___ Volunteer schedules drafted
- ___ Volunteers recruited to assist with ceremonies

July - August

- ___ Teams contacted
- ___ Volunteer schedule confirmed
- ___ Advertising signage ready
- ___ Programs prepared
- ___ Programs printed
- ___ Emergency procedures confirmed
- ___ Medical area set up
- ___ Special guests for opening ceremonies confirmed
- ___ Finalize dignitaries
- ___ Finalize Protest Committee
- ___ Umpires Confirmed
- ___ Sponsor thank you letters
- ___ Set and prepare for Pre-Tournament Meeting

Note: This list does not include every task required for a particular event and may include some tasks that do not apply. It is meant as an aid only.

Host Committee

Organization

As in planning for any event of the size and scope of a Provincial Championship, the first step is the formulation of a key group of volunteers. This group of volunteers will perform the "lion's share" of all tasks which must be accomplished in order for an event like this to be a success. Within this group there is always a key person, the one person to whom Baseball Manitoba can refer all matters not specifically covered under the duties and responsibilities of the many others involved. This is the Host Chairperson. This person oversees the local non-profit group organizing the hosting of the Provincial Championship and should be familiar with tournament operations. Directly under the Host Chairperson we have Division Directors, each of whom is responsible to the Local Chairperson for a major division of organization. The Local Chairperson, the Division Directors and the officers of the host group make up the Host Tournament Committee.

Tournament Chairperson

This individual supervises and is responsible for all phases of local tournament operation; serves as a general chairperson over all Division Directors; presides at all meetings of the Tournament Committee; attends meetings of divisions and/or committees within divisions to advise, direct and make assignments where she/he deems necessary. This individual is responsible for making sure that the Tournament Committee meets their responsibilities. This person should not serve as a Division Director so that she/he may be more flexible to oversee the entire operation.

Provincial Championships - Structure

Board of Directors

- | | |
|------------------------|--|
| a. Host Chairperson | f. Operations Director |
| b. Treasurer | g. Field of Play Director |
| c. Secretary | h. Community/Community Club representative |
| d. Finance | i. League Baseball representative |
| e. Promotions Director | |

Promotions

- Chairperson

Responsible for the following:

- Publicity
- Fundraising
- Accommodations
- Souvenir Program
- 50/50 Ticket sales
- Silent Raffle/Souvenirs
- Opening Ceremonies
- Pageantry/Dignitaries
- Events

Operations

- Chairperson

Responsible for the following:

- Volunteers & scheduling
- First Aid
- Parking/Transportation
- Concessions
- Gate
- Banquet/Breakfast
- Scores to media
- Communication centre
- Web page

Field of Play

- Chairperson

Responsible for the following:

- Umpires
- Field Maintenance
- Facility Maintenance (stands, garbage)
- Announcers
- Scorekeepers
- Announcing/Scorekeeping tents
- Ball chasers

Each chairperson can have as many people as they need to complete their tasks. These may take the form of sub-committees.

Note: This list is meant as a guide in determining a structure for your provincial championships organizing committee. Feel free to expand or reduce as needed.