

BC MINOR BASEBALL PROVINCIAL HOST HANDBOOK



This handbook was put together to help Associations hosting Zone Play-offs or Provincial Championship Tournaments. The information within this handbook guides you through the steps required from the initial communications, through the closing ceremonies, and to wrap up with the Tournament report. Ideas and suggestions from numerous "veterans" have been used to put this together. *Please note that the digital format of this guide provides easy links in the body of the guide simply click on the [Blue Underlined Text](#) to access the items referenced.*

Zones and Championships

The two types of Provincial Tournaments are Zone Play-offs and Provincial Championships. The bulk of this handbook will deal with the Provincial Championships, with a section on Zone Play-offs near the back.

This handbook is in addition to the current [BCMBA rule book](#), so please refer to the rule book. Take a look at Rules 32, 33, and 34. Make sure you know this section of the book and how it applies to your tournament.

Tournament Proposal

[Applications to host a Provincial Tournament](#) must be submitted to BCMBA before the current season's Annual General Meeting. The application must clearly describe the facilities available to hold the tournament in detail, and list the Tournament Director's name, address and contact number.

Preparation

Upon acceptance of your Association's bid to host the Provincial Tournament, you should establish a firm contact with the specific BCMBA Director responsible for your division's Provincial Tournament to exchange contact phone & fax numbers, email addresses, and mailing addresses. Notify the local press of your successful bid to host the Tournament. As Provincial Championship hosts, your Association's team will be given a berth in the Tournament, and most likely your Tournament Committee will consist primarily of parents of team members. You will need to call a meeting of prospective committee members to organize the responsibilities of everyone involved. It is critical that you do this as soon as possible. You will also need to read Rule 33 of the [BC Minor Baseball Rule Book](#) and know it well.

BCMBA Officials

For consistency, use the same BCMBA Director all the time for any questions about hosting duties. Switching between Regional and Divisional directors will likely get you different answers to the same questions! Your BCMBA Director should be able to keep you updated on the various Zone Tournaments being held leading up to the Provincials, and how many teams will be advancing to the Provincials (varies between 8 and 12 teams depending on league members and age groups). One or more directors will be attending the Provincial.

Tournament Draw

The BCMBA Director chooses the bracket (8, 10 or 12 etc) and populates according to summer league play from the different zones. The times are somewhat negotiable with priority to the host from time to time to assist the host with their volunteers. A copy of the Tournament draw with dates, locations, and times should also be forwarded to the person coordinating with umpires (either the local Umpire-In-Chief or a

representative of B.C. Baseball Umpires Association)

Tournament Packages

As each team qualifies through their Zone Tournament, have a tournament package ready with information about the Provincials. These packages should be prepared in advance and forwarded through BCMBA to the zone hosts or a director for distribution. The package should contain the Tournament Director's phone/fax number, accommodation information, maps, and general tournament timelines (first game, last game times). All teams will be anxious to hear when their specific draw will be, so if you need any information from them (roster information for programs, coach contact numbers, etc.) it is useful to withhold what *they* want until you get what *you* want first, i.e. "We'll be glad to send you your tournament draw as soon as we get your roster".

Team Lodging Needs

The Host Association should do their best in assisting teams travelling to the event in securing cost effective accommodations. BC Minor Baseball will work with the Hosts to manage the logistics of lodgings to ensure that all visiting teams have the opportunity to access quality cost-effective lodgings

Volunteers

Your volunteer team is critical to the experience of your members as well as those teams coming to play in your community. We highly recommend early recruitment and regular communications with your volunteer group. During the event give your key volunteers name tags so your visitors will know who to ask questions of. Special Tournament T-shirts and/or hats will also make your volunteers more visible, and the volunteers will appreciate the gesture. In addition to your tournament director it is recommended that you set up a team leader in the following areas:

- Communications (BCMBA, Members, Visitor Teams, Press)
- Fields (Bookings, Prep and Care)
- Officials (Umpires and Scorekeepers)
- Ceremonies (Opening and Medals)
- Fundraising
- Concessions
- Medical

Coaches Meeting

Before the tournament begins, it is mandatory that a Coaches Meeting is held per Rule 33.01(E). This meeting can help prevent numerous issues and challenges during the event. A guideline of this event can be found in Appendix B of the [BC Minor Baseball Rule Book](#). Official team rosters accompanied by birth certificates are to be handed in at this time. Your BCMBA Director, Umpire-In-Chief, and Tournament Director will brief the coaches on a variety of issues including special field rules/considerations, rule interpretations, protest filing, re-entry rules, score sheet handling, sportsmanship, and expectations. Home/Away team coin tosses if necessary should be done at this time. There will invariably be some teams unable to attend the meeting, but try to arrange the meeting so that as many teams as possible will be there. Any team packages

of coupons, discounts, etc. should be distributed at this meeting.

Optional Reception Night

You may be able to arrange a reception night after the Opening Ceremonies and skills contests to thank volunteers, umpires, BCMBA officials, visiting coaches and sponsors. This would be an *Adults only* event. This costs for this event may be covered by a sponsor. Food and beverages can be provided by sponsors or the host team's parents.

Scorekeepers

It is mandatory to have an Official Scorekeeper. The Official Scorekeeper will arrange scorekeepers for each game. She/he will issue each scorekeeper a clipboard, pen, pitching record, and score sheet. The scorekeeper must ensure that the score sheets are signed by the coaches and pitchers and turned into the Official Scorekeeper's office promptly after the conclusion of the game. The Official Scorekeeper will be responsible for having the game scores and pitching records available at each park location so that coaches, BCMBA Officials, and game officials can reference at any time.

Umpires

Quality umpiring is a crucial part of hosting any tournament, but you will have very little control over this component, other than paying costs. Please refer to rule 33.01 (B) of the [BC Minor Baseball Rule Book](#). *“Assign qualified and competent umpires (except for 13U AAA, 15U AAA, 18U AA/AAA which are assigned by the BCBUA. 3-man system recommended for semi-finals and finals.”* The B.C. Baseball Umpires Association has a contract with BCMBA on pay rates, travel, meals, and accommodations. An Umpire-In-Chief will be provided for your tournament by B.C. Baseball Umpires Association. The Umpire-In-Chief will not umpire games himself, but will schedule umpires for the games, oversee their activities, and can also act as the head of the Protest Committee(The BCMBA Tournament Director for your event will usually act as the head of the Protest Committee). An area representative of the B.C. Baseball Umpires Association will locate umpires to work the Provincial Tournament (Umpire level requirement are covered in the Umpire Contract). Qualified local umpires will be used as much as possible. It is an honor for umpires to be asked to officiate at a Provincial Tournament.

Depending on the age group and division being played, two, three or four umpires will be used per game (as per Umpire Contract).

Umpires will need an area of refuge to change and rest away from the games. A travel trailer in a shaded area works well, and filling the fridge or cooler with water, pop fruit, and other refreshments is much appreciated by the umpires. A local sponsor may be willing to provide these items.

Protest Committee

The Protest Committee consists of the BCMBA Tournament Director, in accordance with rule 28.04 of the [BC Minor Baseball Rule Book](#). *“The B.C.M.B.A. Director assigned to the Championship will rule on all protests. The Director may choose to add other individuals to the Protest Committee, specifically the umpire in chief or other B.C.M.B.A. Directors who may be present; however, the final decision always rests with the Director*

assigned to the Championship.” It will be up to these individuals to *clarify any rule interpretations* that are called into question during a game, the Committee does not rule on umpire judgement calls. Once a protest is filed, the game will not proceed until the protest is ruled upon by the Committee, so it is important that the individuals are readily available. The designated people should be listed on the score sheet and pointed out to the umpire before the game begins.

Baseballs

Baseballs for the tournament are supplied by BCMBA, at no cost to your association. Arrange for delivery of the baseballs through your BCMBA tournament representative. The same type of ball must be used throughout the tournament, so if foul balls are hard to retrieve, you may want to have an incentive in place to retrieve these "lost" baseballs. It is the long standing tradition that teams are responsible for retrieving baseballs that go out of play on their side of the field. It is highly recommended that adults retrieve any baseballs in parking lots or requiring an individual to cross roadways.

Field Crew

Have the fields in prime condition, and make sure supplies and equipment are on hand have enough volunteers scheduled for each game to prepare the fields for the next game. You will need to have material and equipment on hand in case a downpour drowns your fields and you need to dry them out. This is a particularly challenging role to fill for volunteers, incentives like free lunch at the concessions can go a long way.

Emergency Action Plan

An Emergency Action Plan should be in place. This plan includes emergency numbers, nearest phones, maps to walk-in clinics and the nearest hospital, access for an ambulance. St. John Ambulance may also be arranged to be at your tournament. They are busy, so book them early. First Aid ticket holders, nurses and doctors in attendance should be identified early. Have a first aid kit and plenty of ice available at all times. Make sure to discuss First Aid area at coaches meeting as well as have it clearly marked at the venue. Site maps at each field are also a great resource.

Publicity & Fans

Create baseball fever in your town! Let your local community know at every opportunity that you will be hosting a high profile event. Provide local newspapers with sports coverage of your all-star team leading up to the Tournament, mention the dates of your Tournament in every article, talk to the local radio and T.V. stations. Once the Tournament draw is finalized, give all media a copy of it to ensure coverage of the games. They will appreciate periodic score updates from the field as well. Invite them to come and have your communications chair accompany them around the event. This provides a residual relationship that can help promote your future efforts and events.

Ask local businesses and schools to put welcome signs on their letter boards. This will make the out of town teams feel welcome, and make the locals aware that the Tournament is happening.

The publicity will help ensure that local fans are aware of the event, and hopefully they will come out and

watch some great baseball. This in turn gives you a greater market for selling raffle tickets and generating extra revenue.

Photographer

Having a photographer available will help provide long-lasting memories of a great event for all involved. You should reach out to local colleges and universities, even high schools that have media classes to see if you can have a student on site for a reduced rate.

Provincial, City or Regional District, Chamber of Commerce Involvement

Contact your local MLA, City or Regional District governing body, and Chamber of Commerce to ensure they are aware of your event. They may help out with preparing your facilities, help fund some of your costs, provide mementos to hand out to the teams, and have a representative available for the opening ceremonies. Ensure that the Parks Department has manpower available for the extra upkeep of your facilities.

Water

Bottled water companies, grocers, or restaurants are a great source of donated water and dispensers for each dugout. Remember that you will have to arrange for extension cords for these if they require power. The middle of the summer can be very hot, and these athletes need plenty of water available.

Shelters and rest areas

Open air tents should be looked at to protect the official scorekeepers, announcers, and souvenir sales from the heat or rain. These may be donated from local merchants (sporting goods stores, radio stations, restaurants) for advertising.

Programs

Programs provide memories to take home, they are also a key area to promote sponsors (revenue generating ads) and volunteers. This is a very important part of your tournament. Notify teams well in advance that if they provide you with a team photo, it will be incorporated into the program. You may coordinate with your BCMBA Division Rep to ensure that all teams that participate in Summer Leagues and/or All-Star programs to forward their team picture and roster. That way, when you are notified of the qualifying teams, you have all the information for the program.

Tournament Attractions/Profit Centers

While hosting the tournament can mean a lot of work for your association, it can also be a revenue producing occasion. Some revenue generating ideas include:

- Tournament Swag (you may want to consider pre-orders)
- Concession Sales

- 50/50 draws
- Prize raffles

(Google is a great resource for fundraising ideas)

Remember that raffles fall under the jurisdiction of the B.C. Gaming Commission, so a "B" license should be obtained. Try to arrange for a local business to provide you with a Visa/Master Card machine for credit card sales.

Not all items need to be money-makers. Local merchants will be happy to provide coupons for their products/attractions (two for one coupons. Discounts, etc.) to be circulated to all players at the tournament, and random door prizes for players can also be a pleasant surprise. Local sponsors may want to hang signs or banners on the outfield fence for advertising exposure; they do deserve some return for their financial support.

Sponsors

You will be relying heavily on community support to tournament sponsorship, door and skills contest prizes, coupons, etc. It will be much easier to solicit the financial/donation support if you can show the merchant what their sponsorship will do for *them*. Create "marketing packages" for them to participate in such as:

- Coupons will be circulated to all players along with a map showing their location(s)
- Large financial sponsors could hang a banner on the outfield fences advertising their business
- Challenge a group of small business merchants (such as mall tenants) to sponsor a \$100 loonie bat by each donating a few loonies to cover the bat
- They can sponsor a game by covering the costs of each game
- Acknowledge your sponsors in your program

After your tournament is over, send each participating business and volunteer a thank you certificate. Talk to your local middle and senior schools to see if they have programs that students can participate as volunteers and receive *volunteer hour's credits* at their school.

Concession

A concession is a vital part of any tournament atmosphere. By the time your Provincial Tournament is held, many of the parents and players may have had their fill of ballpark burgers and hot dogs, so you may want to consider some new menu items, such as beef on a bun, or corn on the cob. Pancake breakfasts or a group BBQ may also add to the special occasion. Remember, a good concession will raise a lot of revenue for your Association.

Trophies & Extras

BCMBA provides awards for 1st and 2nd place only (currently medallions). Your association may want to consider providing awards for 3rd and 4th place teams as well, making the semi-finals an achievement worthy of recognition. Other awards such as Player of the Game, Golden Glove, etc. are also at the option and expense of your organization. You may be able to find sponsors to provide these for you. You may want

to provide some kind of memento to all players and coaches attending the tournament (a club or town pin?). The players will certainly appreciate not leaving the tournament empty-handed. Your BCMBA director will bring the medallions.

Ceremonies

A public address system and music add tremendously to the atmosphere at the park, if not for the whole week-end, then definitely on the final day. The finals are the times to pull out all the stops; introduce the players and coaches one by one, introduce the umpires, have a local aspiring singer perform O Canada as the players are lined up on the base lines, have the Canadian and City flags flying, introduce your hard-working Tournament Committee and volunteers, recognize BCMBA and other officials. Announce the score between innings, and keep the music playing at any pauses.

After the final out, your BCMBA and Tournament directors will likely have some words to say before presenting the medals. A wonderful show of sportsmanship is having the players and coaches circle the base paths shaking the hands of everyone else present, especially the umpires.

Depending on the division and level of play, the winner and possibly 2nd place of your Provincial Tournament may now qualify to advance to the Canadian or Western Canadian Championships. Your BCMBA director will notify the team of any instructions for the next tournament.

Other Considerations

Financial Report

This is an important report for your Association. This will help in planning the costs of the Tournament, will show your profits, and you will see if there are areas that need to be changed for next time.

Tournament Report

At the end of it all, you will be provided a link to a post Provincial Tournament survey that will ask about results and standings, highlights, areas of concern, and ideas or proposals on how to make it better for next year.

Wrap Up

We want to provide positive experiences for all involved in these tournaments. Some Associations have designated their facilities as "Zero Tolerance Ballparks". When coaches, players and families understand what this is all about, you will find that when everyone goes home at the end, they will remember the good times they experienced.

Interior Zones Procedures

Purpose

This segment outlines the rules and playoff formats for the BC (Minor) Baseball Interior Zones, which determine the teams that will advance to the Provincial Championships

The major components of this event you will need to have in place are:

- Tournament Director
- Umpire-In-Chief (from your Association. Does not include B.C. Baseball Umpires Association)
- Protest Committee (Refer to 28.04 of the [BC Minor Baseball Rule Book](#))
- Official Scorekeeper
- Coaches Meeting (Refer to Appendix B of the [BC Minor Baseball Rule Book](#))

Rules for all Zones

- The Interior Director or Division Director will designate Associations to be Zone hosts based on expressions of interest. Hosts will be distributed across as many associations possible each year. Hosts should be designated no later than June 15.
- All games must have a winner
- Coin toss for home/away for last games when an odd number of games are played
- See Rule 20.03 of the [BC Minor Baseball Rule Book](#)
- All Provincials Rules are in effect
- Provincial tie-breaking rules are in effect
- Host park supplies and pays for umpires and baseballs
- Host park, at their discretion, may provide gold and silver medals, and/or MVP awards
- Host park should have a Tournament Director and Protest Committee (no protests in Mosquito)
- Zone fees are payable to host park (Rule 2.04 of the [BC Minor Baseball Rule Book](#)) unless it is league play or a 2-team best of 3 format

If league play

- Host park for each home game will supply umpires and baseballs

If 2-teams: Best of 3 Series

- Games 1 and 2 are played at host park.
- Game 3 (if necessary) is played at the team's other park.
- The host is Home for Game 1, Visitor for Game 2. Coin flip decides Home/Visitor for Game 3

If 3-teams: Double Round Robin

- 6 game round robin over Saturday and Sunday (4 games each)

- No cross-over from the round robin – rankings will determine placement
- Format
 - Saturday
 - A v. B
 - B v. C
 - C v. A
 - Sunday
 - C v. B
 - A v. C
 - B v. A

If 4-teams: Single Round Robin

- 6 game round robin over Saturday and Sunday (3 games each)
- No cross-over from the round robin – rankings will determine placement
- Format
 - Saturday
 - A v. B
 - C v. D
 - D v. A
 - Sunday
 - B v. C
 - C v. A
 - D v. B

If 5 teams: Single Round Robin

- 10 game round robin over 3 days (4 games each)
- No cross-over from the round robin – rankings will determine placement
- Format
 - Friday
 - A v. B
 - C v. D
 - D v. E
 - Saturday
 - A v. C
 - B v. E
 - D v. A
 - E v. C
 - Sunday
 - E v. A
 - B v. D
 - C v. B