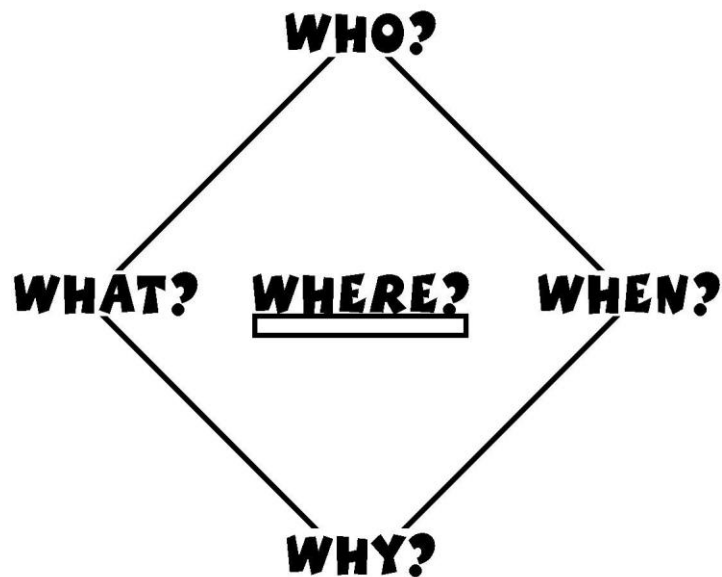




# WHAT EVERY TEAM SHOULD KNOW

BEFORE GOING TO A  
CANADIAN CHAMPIONSHIP



**AFFILIATED PROVINCIAL/TERRITORIAL SOFTBALL ASSOCIATIONS**

***PROVINCIAL/TERRITORIAL OFFICES***

---

**Softball Yukon**

4061 – 4<sup>th</sup> Avenue  
Whitehorse, YK, Y1A 1H1  
(T) 867-667-4487  
(F) 867-667-4237  
softball@sportyukon.com  
www.softball Yukon.com

**Softball Saskatchewan**

2205 Victoria Avenue  
Regina, SK, S4P 0S4  
(T) 306-780-9235  
(F) 306-780-9483  
guy@softball.sk.ca  
www.softball.sk.ca

**Softball Nova Scotia**

5516 Spring Garden Road, 4th  
Floor  
Halifax, NS, B3J 1G6  
(T) 902-425-5454, Ext.313  
(F) 902-425-5606  
softballns@sportnovascotia.ca  
[www.softballns.net](http://www.softballns.net)

**Softball Northwest Territories**

4908 – 49<sup>th</sup> Street, Box 11089  
Yellowknife, NT  
X1A 3X7  
(B) 867-773-2429  
(F) 867-445-5014  
mwtsoftball@gmail.com  
www.nwtsoftball.com

**Softball Manitoba**

321-145 Pacific Avenue  
Winnipeg, MB, R3B 2Z6  
(T) 204-925-5674  
(F) 204-925-5703  
donklym@mymts.net  
www.softball.mb.ca

**Softball Newfoundland &  
Labrador**

1296A Kenmount Road  
Paradise, NL, A1L 1N3  
(T) 709-576-3418  
(F) 709-576-7081  
executivedirector@softballnl.ca  
[www.softballnl.ca](http://www.softballnl.ca)

**Softball Nunavut**

(B) 867-793-3307  
(F) 888-765-5506  
dpenney@gov.nu.ca

**Softball Ontario**

301 – 85 Scarsdale Road  
Toronto, ON, M3B 2R2  
(T) 416-426-7150  
(F) 416-426-7150  
info@softballontario.ca  
www.softballontario.ca

**Softball Prince Edward  
Island**

40 Enman Crescent Suite 203  
Charlottetown, PE, C1E 1E6  
(T) 902-620-3549  
(F) 902-368-4548  
softballpei@gmail.com  
www.softballpei.com

**Softball British Columbia**

#201 -8889  
Walnut Grove Drive  
Langley, BC, V1M 2N7  
(T) 604-371-0302  
(F) 604-371-0344  
info@softball.bc.ca  
www.softball.bc.ca

**Softball Québec**

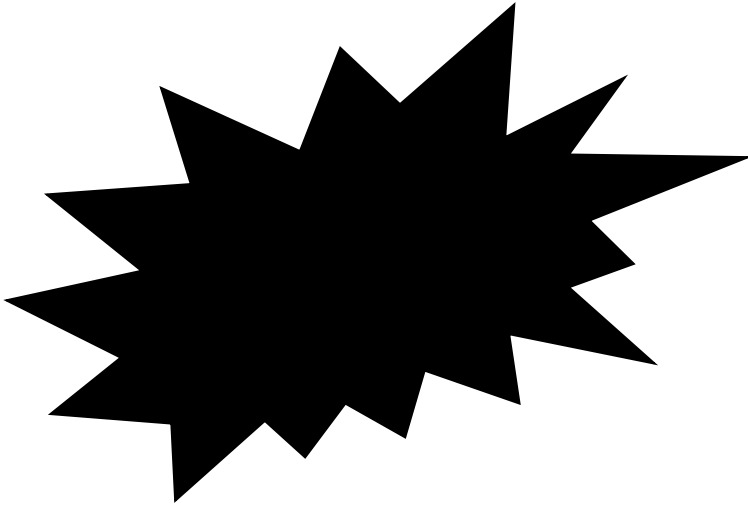
4545 Ave Pierre de Coubertin,  
Montreal, QC, H1V 0B2  
(B) 514-252-3061, Ext.3517  
(F) 514-252-3134  
cgagnon@loisirquebec.gc.ca  
www.softballquebec.com

**Softball Alberta**

9860-33 Avenue NW  
Edmonton, AB T6N 1C6  
(T) 780-461-7735  
(F) 780-461-7757  
info@softballalberta.ca  
www.softballalberta.ca

**Softball New Brunswick**

1668 Route 655  
Rusagonis, NB, E3B 8H8  
(H) 506-454-8994  
softball@softballnb.ca  
www.softballnb.ca



## You are on your way to a Softball Canada Canadian Championship!

You should be proud of your accomplishment . . . the many hours of practice, the participation in numerous tournaments and the personal sacrifice has finally paid off.

Softball Canada, your Provincial/Territorial Softball Association, and your Canadian Championship Host Committee are all working hard to make this a memorable experience for you.

This booklet provides teams attending the championship with an overview of what can be expected when they attend a Canadian Championship. Please take the time to read it carefully. Each year there may be changes approved by the membership and implemented the following year. These changes will be listed at [www.softball.ca](http://www.softball.ca) with the current Special Operating Rules (SOR). We hope that this booklet will provide you with the answers to most of your questions. Note – the SORs will take precedent over any written rule in the WETSK.

If you have any further questions, please direct them to your Provincial/Territorial Association or Softball Canada.

*Good luck... and enjoy!*

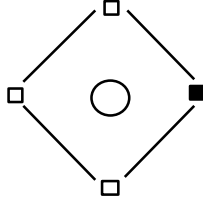
### CANADIAN CHAMPIONSHIP COMMITTEE SOFTBALL CANADA

#### Softball Canada

c/o Mike Branchaud  
Manager- Men's National Teams / Canadian Championships  
223 Colonnade Road, Suite 212  
Ottawa, Ontario, K2E 7K3  
(B) (613) 523-3386, ext. – 3103  
(C) (613) 558-1117  
(F) (613) 523-5761  
[mbranchaud@softball.ca](mailto:mbranchaud@softball.ca)

# TOUCHED ALL THE BASES?

## FIRST BASE: TASKS TO DO UPON QUALIFYING



## RESPONSIBILITIES

### Teams:

- Teams are completely responsible for ALL expenses incurred while participating at a Canadian Championship. Please ensure that all accommodation expenses have been paid prior to your final departure.

### Provincial/Territorial Associations (P/T):

- Confirm participation in the Canadian Championship by June 7<sup>th</sup> (May 1<sup>st</sup> for SP) of the year of the event. A province/territory registering a team after the deadline shall be charged late fee of \$500.
- Each Provincial/Territorial Association will be charged a registration fee for each team entered into a Canadian Championship. The registration fee will be \$750. **This check is collected by your Provincial/Territorial office.**

**Note:** A P/T withdrawing a Slo-Pitch team between May 1<sup>st</sup> – July 15 deadline will forfeit their registration fee and will be fined \$1000. After the July 15<sup>th</sup> deadline, the fine will be \$2000. This penalty will be equally divided between Softball Canada and the Host.

A P/T withdrawing a Fast-pitch team **between** June 7<sup>th</sup> – July 15<sup>th</sup> deadline will forfeit their registration fee and will be fined \$1,000. After the July 15<sup>th</sup> deadline, the fine will be \$2000. This penalty will be equally divided between Softball Canada and the Host.

- Determine team representation from the P/T. Initially each P/T in good standing shall be entitled to one representative team at each Canadian Championship. However, other representative teams may include:
  - A host city
  - Defending champions from the previous year's championship
- Review the eligibility of players on the P/T representative team(s) roster.
- Review the eligibility of managers and coaches on the P/T representative team(s) roster.
- *The Head Coach is Competition - Introduction Certified in the National Coaching Certification Program and is in attendance at all games and on the team's bench. All Assistant Coaches are Competition - Introduction Trained.*
- *If the Head Coach is not fully Certified and in attendance at all games and on the team's bench, then all coaching staff will not be allowed on the field or in the coaches box at a Canadian Championship. If the Head Coach is Certified and in attendance at all games and on the team's bench, then the coaching staff (coach, assistant coaches, and manager) may go on the field. If an Assistant Coach is not Trained they will not be allowed on the field or in the coaches box.*

*a) A province/territory sending a team to a Canadian Championship without the Head Coach Competition - Introduction Certified will be fined \$2,500 (Two Thousand, Five Hundred Dollars).*

- Approve, in writing, any player, coach or manager addition to the P/T representative team roster.
- Sign and email copies of the Softball Canada Canadian Championship Official Players List (OPL) and the respective forms to the Softball Canada national office, the Supervisor, and the respective Host Committee Chairperson at least two weeks prior to the tournament. In the Men's Fast Pitch category, the rosters will be made public two (2) weeks prior to the Championship. Teams arriving without forms will not be allowed to participate.
- Ensure that the P/T representative team(s) is aware of the Special Operating Rules (SOR) as they apply to Canadian Championships and in particular to the rules that dictate:
  - a) Mandatory attendance at the Coaches/Managers Meeting
  - b) Uniform requirements
  - c) Helmets (FP Only)
  - d) Attendance at opening banquets, opening ceremonies, etc.
  - e) Official Players List (OPL)
- Ensure that the P/T representative team is aware of the importance of contacting the Host Committee immediately upon qualifying for the Canadian Championship. This will assist the Host and team(s) in making travel and accommodation arrangements.
- Confirm Host Hotel booking requirements ASAP or at least three (3) weeks prior to the Championship.
- A province/territory withdrawing from a Canadian Championship before completing their schedule will be fined \$1,000.

### **TEAM INFORMATION PACKAGE**

Your Provincial/Territorial Association should have received a Team Information Package from the Host Committee or it is available on the Championship website. This package will include details about your specific Championship as well as various forms to be completed with a list of deadlines for submission. The following information should be provided:

- a) Host Committee contact person including address, phone numbers, fax number and email
- b) Request for team contact info and deadline for submission
- c) Request for team requirements for a bat boy/girl
- d) Location and availability of practice fields
- e) Information on the Host Hotel including prices, services and process to book
- f) Request for submission of team information and picture for event program
- g) Banquet information and order form
- h) Description of playing facilities
- i) Ticket information
- j) Schedule of events including coaches/managers meeting, ceremonies and other special events
- k) Tournament Schedule (if available)
- l) Map of area
- m) A team checklist for information required by Host Committee, (i.e. s, roster, photographs, team biography, etc.) along with deadlines for submission
- n) Any other information as deemed necessary by the Host Committee

## COMMUNICATION

Provincial/Territorial Association: The coach or manager of each team should contact the Provincial/Territorial Softball Association to inquire about the following:

- 1) Whether the Host Committee has sent any information
- 2) If the P/T Association has made any travel arrangements on behalf of the team
- 3) If there are any funding opportunities provided by the P/T Association

Teams: The coach or manager of each team must contact the Host Chairperson immediately upon qualifying. The host has deadlines for things such as booking rooms, etc. that are very time sensitive. We have developed an “Unofficial” Players List Form to assist hosts with obtaining team information to use in the setting up of their souvenir programs and website (see *Appendix 5*). Please complete the form and submit it to the Host Chairperson immediately.

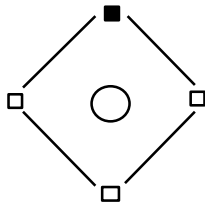
## TRAVEL ARRANGEMENTS

Arrival Date & Time: One team representative MUST be in attendance for the Coaches/Managers Meeting usually held on the day prior to the first day of competition for ALL Canadian Championships. Please verify the time with the host. Teams should also make every effort to arrive on time for the banquet that is usually held between 3:00-8:00p.m on the day before competition begins.

Departure Date & Time: While some teams may want to leave a Canadian Championship on their last day of competition, it is strongly recommended that the earliest departure be scheduled for the morning after completion of the Championship in case of inclement weather and the rescheduling of games.

## SECOND BASE: TASKS TO DO BEFORE THE CHAMPIONSHIP

### OFFICIAL PLAYERS LIST & REGISTRATION FORMS



Teams: Complete the Softball Canada Official Players List (OPL) from your P/T and return it to your P/T Softball Association for approval. The P/T Softball Association will then forward a completed copy of the OPL to the appropriate parties (Softball Canada, the Supervisor and the host).

These forms must be received by Softball Canada **a minimum of (2) weeks prior** to the start of the Championship.

If a player or a coach who is added during the two (2) weeks prior to the start of the Championship, the team must have a letter or email signed by the Provincial/Territorial Softball Association representative authorizing the additional player(s) or coach(es). Each team must carry a copy of the OPL to the Coach/Managers Meeting or will be ineligible to participate.

## **PROMOTIONS**

Most Host Committees will request a team photograph, roster and background information. This material is used in the event program. You may also choose to provide your local media contact with information as a way to keep your hometown informed.

## **BAT BOYS/GIRLS (FP ONLY)**

Bat boys/girls may be supplied for each participating team. Inform the Host Chairperson, thirty (30) days in advance of the tournament if your team is bringing its own bat boy/girl. Helmets must be worn by bat boys/girls and it is recommended that they be 10-12 years of age. Softball Canada is pleased to supply a gift to one bat boy/girl per team.

## **TRADER PINS**

Be prepared to exchange a provincial/territorial, city, town, etc. souvenir pin with each player of every new opposing team. Bring a generous supply of extra pins, as you will find spectators and umpires also eager to trade.

## **MEDICAL INFORMATION**

Teams: It is the responsibility of the coaches to identify and to notify the Championship Supervisor and Host Committee of any players on their team(s) suffering from a disorder or injury who might require special treatment or medical attention.

Host: In most cases, the Host Committee will arrange for medical professionals such as physiotherapists, dentists or doctors as needed. The Host will also set up a medical area at each Championship to evaluate each medical situation.

**NOTE:** Please read carefully – the Concussion protocol located on Softball Canada's website, <https://softball.ca/policies>.

## **SOCIAL FUNCTIONS & EVENTS**

1. We strongly encourage Host Committees to organize a variety of social functions for all participants at Canadian Championships. Participating teams should make every effort to attend these functions. They are an excellent opportunity to socialize with others off the field.
2. The host is required to organize a banquet for the teams at U14, U16 and U19 Championships. The Host Committee will provide tickets for up to a maximum of 21 people (maximum of 17 players and 4 coaches) for the banquet. The exact number will be determined by the individuals listed on the OPL. The Host Committee is allowed to charge up to a maximum of \$25 for each banquet ticket. The banquet is for the teams, but the host may choose to sell tickets to team supporters if

there is room. If a team will not be participating in the banquet, please inform the host at least **one week** prior to the banquet.

3. ALL teams must participate in the Opening Ceremonies. Opening Ceremonies are **not** required for Slo-Pitch. Details pertinent to the Opening Ceremonies will be discussed at the Coaches/Managers Meeting. The exact time of the ceremony varies, but usually takes place on the first day of competition between 3:00 p.m. and 7:00 p.m.
4. Awards presentations for the All-Star Team and various Individual Awards take place between the first two (2) games of the Championship Round when ideal.
5. The top three (3) teams (gold, silver and bronze medal winners) will participate in the Closing Ceremonies that take place immediately after the final game.

### **OFFICIAL SCHEDULE**

The schedule for ALL Canadian Championships should be available no later than three (3) weeks prior to the start date. A copy of all draws may be obtained from your respective Provincial/Territorial Softball Association. The official draw will also be posted on the Championship website.

**NOTE:** There may be revisions to the schedule made at any time.

### **SPECIAL OPERATING RULES**

It is imperative that all coaches/managers review the Special Operating Rules prior to attending a Canadian Championship. Rules are outlined in the current Softball Canada Rulebook and shall apply for all Canadian Championships. The SOR can be viewed at [www.softball.ca](http://www.softball.ca). It can be found under Resources.

### **ENFORCEMENT OF AN ILLEGAL PITCH**

The 'Enforcement of the Pitching Rule' (steps 1 through 4) is a guideline that should be followed by the officials for all pitching infractions.

1. If the umpire has any doubt that a pitcher's mechanic is illegal, then it shall be deemed legal.
  - Umpires will explain what is being called. Coaches must instruct the pitcher how to pitch legally.
2. The umpire who initiated the call will deliver a warning directly to the pitcher. If more than one umpire initiates the illegal pitch call it may be delivered by multiple.
  - The umpire(s) will not deliver the message through a player or coach.
  - If the coach wishes to obtain an explanation, the coach will be invited by the enforcing umpire to listen to the explanation with the pitcher.
  - The umpire will explain what was illegal and what is expected in a simple and concise manner.
  - Umpires have been instructed to answer any questions in a courteous manner. However, they will not prolong the conversation or explanation if it appears the coach and or pitcher becomes irritated with the explanation, or it appears the extra time is attracting undo attention to the situation or the umpire.



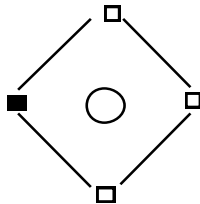
- Umpires will hustle to their position once they feel the message has been properly delivered and understood.
  - The defensive team will not be charged with a conference unless the coach delays leaving the mound after the umpire have returned to their starting position.
3. If a pitcher commits the same violation after being warned during the game, an illegal pitch shall be called.

**NOTE:** No pitcher shall be warned a second time for the same violation.

4. A pitcher shall be warned for each new violation prior to the illegal pitch being called.

**NOTE:** Although umpire partners must share in the responsibility of not only enforcing the pitching rule mechanic when a pitcher throws an illegal pitch, only the one initiating the call will explain the ruling to a pitcher and/or team representative.

### **THIRD BASE: AT THE CHAMPIONSHIP**



### **UNIFORMS AND EQUIPMENT**

Please note that all Canadian Championship teams must have more than one set of uniform jerseys, each in a different colour (light and dark). Helmets are to be worn at all Fast Pitch Canadian Championships. If a team has only one set of uniforms, please inform the Host and Softball Canada Supervisor as soon as possible.

### **COIN TOSS FOR HOME TEAM ADVANTAGE**

‘Home’ and ‘away’ in the Qualifying Round will be determined at the Coaches/Managers meeting prior to the start of the Canadian Championship by the coin toss.

In the ***next round of play***, home teams will be determined by the ***previous*** round standings, the higher placing team will have a choice of inning.

a) If two ***or more*** divisions ***were in the previous round***, the highest placed team from ***the*** division ***pairings*** will have choice of inning ***in the first game***.

b) ***In subsequent games, the higher ranked team of all divisions (of the previous round) combined will have choice of inning.***

c) If teams ***of all divisions combined (of the previous round)*** are ranked equal, a coin toss will determine the higher placing team.

**Exception:** In the Championship Game, the undefeated team in the Championship Round will have the choice of inning (i.e. home or away).

## **PRACTICE SCHEDULE**

All Host Committees will make practice times available for those teams wishing to take advantage of this service. All team requirements must be communicated to the host.

## **ALL-STAR AWARDS**

The All-Star Team will be announced prior to the start of the Championship Round. Athletes receiving an award are asked to be in attendance for the presentations between the first two games of the Championship Round.

## **TEAM CONDUCT**

The success and quality of a Canadian Championship depends greatly on the participation, behaviour and integrity of all teams involved. Be prepared to conduct yourselves with dignity at all times. Remember, you represent your province/territory as well as yourself! Misconduct, on or off the playing field, will not be tolerated. Teams will be disqualified from the Canadian Championships for improper behaviour. The Supervisor of the Canadian Championships, if necessary, will make this decision. Please review *Appendix 2 – Softball Canada’s Discipline Policy*.

## **VIDEO RECORDING**

Video recording from the dugouts is prohibited.

## **COMMUNICATION**

An arrangement must be made with the Host Committee for a local cell phone or land line for communication purposes in case of re-scheduling of games or inclement weather.

## **SOFTBALL CANADA POLICIES**

Softball Canada’s Policies on:

- Abuse
- Anti-Doping
- Appeals
- Blood
- Canadian Championship Umpire Permanent Resident
- Concussions
- Conflict of Interest
- Copy Right
- Discipline & Complaints
- Gender Equity
- Impairment and Accommodation
- Inclement Weather
- Inclusion
- Inclusion and Access for Aboriginal Peoples
- Inclusion and Access for Persons with a Disability
- Intellectual Property
- Official Languages
- Privacy

- Product/Equipment Approval Protocol
- Screening
- Social Media

can be viewed in greater detail at <https://softball.ca/policies>.

## **DISCIPLINE PROCEDURES**

The Canadian Championship Discipline Committee will be comprised of the Supervisor, the UIC and a third person appointed by the Supervisor from the host community. The Discipline Committee will make rulings on any incidents that occur during Canadian Championships. Incident Report Forms must be completed by all parties. These forms will be available in the Umpires' change rooms during the tournament or can be obtained from the Supervisor.

All incidents must be reported even if no further action is required. Provincial/Territorial Associations wish to be informed of all incidents involving their teams at Canadian Championships. Incident reporting may be for both on and off field incidents. See Softball Canada's Discipline Policy located on Softball Canada's website, <https://softball.ca/policies>, for more information .

In all matters of Canadian Championship Discipline, the Supervisor shall have final authority.

The reporting process will be:

- An Incident Report Form will be completed by all parties involved (i.e. the umpire and coach and/or player will each give a written account of the events).
- Based on the report, the Discipline Committee will decide if a minor or major infraction occurred.
- If the incident was a minor infraction, the Discipline Committee will determine a disciplinary sanction.
- If the incident was a major infraction, the Discipline Committee will convene a hearing and determine a disciplinary sanction.

## **MEDIA COVERAGE**

Your local media may be interested in relaying your game results to your fans. Assign a team representative to phone in your team results and interesting stories. Make contacts with your local media prior to the Canadian Championships, collect their contact information (see Media Contact Information Form in *Appendix I*) and forward it to the Host Committee.

The Host Committee will add your local media to their media list and forward game results for your team. It is recommended that you contact your local media a few times throughout the week to ensure that they are receiving the results.

## **THEFT**

Theft will not be tolerated at any of the Championships. Theft of banners, signs, water jugs, etc., will be directed immediately to the local police.

## **NATIONAL TEAM SCOUTS**

National Team Scouts may be present at some Canadian Championships identifying and evaluating possible candidates for the Softball Canada National Teams Program.

## **DRUG TESTING**

The Canadian Centre for Ethics in Sport (CCES) is a national, non-profit organization committed to a fair and ethical sport system through the promotion of doping-free sport, equity, fair play, safety and non-violence. The CCES works closely with National Sport Organizations (such as Softball Canada), athletes, coaches and others to promote and strengthen the positive values and rewarding experiences of sport.

An important mandate of the CCES is the prevention of doping in sport. The CCES fulfils this mandate through a comprehensive approach involving research, education, advocacy, detection and deterrence. As part of this mandate, the CCES manages all aspects of doping control in Canada, including the appeal, arbitration and reinstatement systems that are in place to protect athletes' rights.

From time-to-time the CCES will conduct in-competition doping control at a sporting event. The common perception is that this only occurs at major international events such as the Olympic Games, Pan American Games or a World Championship. However, all athletes in Canada are subject to drug testing at any time including during participation at events like the Canadian Softball Championship.

For competitions at which event doping control is planned, the Host Committee should be contacted in advance by the National Sport Organization (Softball Canada) and/or the CCES. This will allow ample time to set-up the necessary facilities and recruit volunteers.

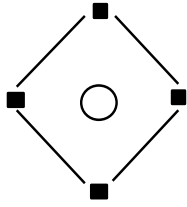
In the event of no-advanced notice in-competition, the Doping Control Officer (DCO) will simply show up at your event and execute doping control under the CCES guidelines. It is requested that you provide assistance to the DCO, if required.

For more information regarding doping control procedures please consult the CCES the Canadian Centre for Ethics in Sport (1-800-672-7775 or 613-521-3340).

## **DOPING**

Softball Canada has adopted the Canadian Policy on Doping in Sport and as a result all softball events are subject to doping control testing. Therefore, all participants in Canadian Championships are subject to drug testing. It is important to note that due to the cost of these tests, testing may not be carried out at all events and quite possibly at any events. But you should prepare your athletes as there is always a possibility. If you would like further information on the doping policy contact the Canadian Centre for Ethics in Sport (1-800-672-7775) or at [www.cces.ca](http://www.cces.ca)

**HOME RUN: AT THE END OF THE CHAMPIONSHIP**



**CANADIAN CHAMPIONSHIP EVALUATION FORM**

You will be sent a link to an electronic survey/evaluation form to be completed after the Championships. This information is very helpful to further improve the Canadian Championships. Please complete this evaluation by September 15.

# APPENDICES

**Tool to Identify a Suspected Concussion**

Athlete's name: \_\_\_\_\_ Age: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Name of person monitoring athlete at scene: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_

Description of incident:  Blow to the head  Hit to the body

What happened?

The following signs/symptoms were observed/reported (Please circle as appropriate):

<b>Possible Symptoms Reported</b>	<b>Possible Signs Observed</b>
<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• Headache</li> <li>• Pressure in head</li> <li>• Neck pain</li> <li>• Feeling off/ not right</li> <li>• Ringing in ears</li> <li>• Seeing double or blurry/loss of vision</li> <li>• Seeing stars, flashing lights</li> <li>• Pain at physical site of injury</li> <li>• Nausea/stomach ache/pain</li> <li>• Balance problems or dizziness</li> <li>• Fatigue or feeling tired</li> <li>• Sensitivity to light or noise</li> </ul> <p><b>Cognitive</b></p> <ul style="list-style-type: none"> <li>• Difficulty concentrating or remembering</li> <li>• Slowed down, fatigue or low energy</li> <li>• Dazed or in a fog</li> </ul> <p><b>Emotional/Behavioral</b></p> <ul style="list-style-type: none"> <li>• Irritable, sad, more emotional than usual</li> <li>• Nervous, anxious, depressed</li> </ul>	<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• Vomiting</li> <li>• Slurred speech</li> <li>• Slowed reaction time</li> <li>• Poor coordination or balance</li> <li>• Blank stare/glassy eyes/dazed or vacant look</li> <li>• Decreased playing ability</li> <li>• Loss of consciousness or lack of responsiveness</li> <li>• Lying motionless on the ground or slow to get up</li> <li>• Amnesia</li> <li>• Seizure or convulsion</li> <li>• Grabbing or clutching of head</li> </ul> <p><b>Cognitive</b></p> <ul style="list-style-type: none"> <li>• Difficulty concentrating</li> <li>• Easily distracted</li> <li>• General confusion</li> <li>• Does not know time, date, place, type of activity in which he/she was participating</li> <li>• Cannot remember things that happened before and after the injury</li> <li>• Slowed reaction time (answering questions or following directions)</li> </ul> <p><b>Emotional/Behavioral</b></p> <p>Strange or inappropriate emotions</p>
<p><b>*Note – Continued monitoring of the athlete is important as signs and symptoms of a concussion may appear hours or days later. If any signs worsen, call 911.</b></p>	

**Concussion Report**

**Concussion Report**

\_\_\_\_\_ (athlete name) sustained a suspected concussion on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). As a result, this athlete must be seen by a medical doctor or nurse practitioner. Prior to returning to active softball practices/games, the parent/guardian must inform the team coach of the results of the medical examination by completing the following:

**Results of Medical Examination**

- This athlete has been examined and **no concussion** has been diagnosed, and therefore may resume full participation in learning and physical activity with no restrictions.
  
- This athlete has been examined and **a concussion has been diagnosed**, and therefore must begin a medically-supervised, individualized and gradual Return to Play Plan using the Return to Play Guidelines.
  
- I have been informed of the team's/association's concern regarding my child having a suspected concussion and decline to have him/her assessed by a medical professional. I understand my child will still need to follow Return to Play guidelines as directed by the coach, staff, trainer, etc.

**Parent/Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Physician signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

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**Informed Consent**

**INFORMED CONSENT / PERMISSION FORM FOR TEAMS**

*[Name of Team]*

*[Description of activity]*

*[Date (s)]*

**THIS FORM MUST BE READ AND SIGNED BY EVERY ATHLETE WHO WISHES TO PARTICIPATE AND BY A PARENT GUARDIAN OF A PARTICIPATING ATHLETE IF THE ATHLETE IS UNDER THE AGE OF MAJORITY.**

**ELEMENTS OF RISK:**

Softball activities involve certain elements of risk. Injuries may occur while participating in these activities. The following includes, but is not limited to, examples of the types of injury which may result during an activity: fracture, laceration, sprain, strain, contusion, concussion, etc.

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the athlete, or the team, the organization, its employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your athlete may be injured.

The chance of injury occurring can be reduced by carefully following instructions at all times while engaged in the activity. If you choose to participate, you must understand that you bear the responsibility for any injury that might occur.

Please indicate if your athlete has been diagnosed as having any medical conditions and provide pertinent details to ensure a safe and positive environment.

If your athlete is presently diagnosed with a concussion by a medical doctor/nurse practitioner, that was sustained outside of team physical activity, the Concussion Report must be completed before the athlete returns to practice/games, or other competitions. Request the form from your Provincial/Territorial administrator or from [www.softball.ca](http://www.softball.ca).

**ACKNOWLEDGEMENT**

**I/WE HAVE READ THE ABOVE AND UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED**

**ABOVE, I/WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.**

Signature of Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ *(if athlete under 18 years of age)*

**PERMISSION**

**I GIVE PERMISSION TO PARTICIPATE IN THE ACTIVITY DESCRIBED ABOVE.**

Signature of Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ *(if athlete under 18 years of age)*





# Softball Canada Injury Report Form

Please complete the following at the time of injury, and return the form to Softball Canada directly following the event

## SECTION A: PERSONAL INFORMATION

First Name: _____		Last Name: _____	
Team Name: _____			Date of Injury: _____ Time of Injury: _____
Age: _____	Sex: M__ F__	Email: _____	Phone Number: _____
Address: _____		City: _____	Province: _____ Postal Code: _____
Event: _____		Location of Event: _____	

## Witness Information

First Name: _____	Last Name: _____	Role (i.e. Fan, coach, etc.): _____
Email: _____		Phone Number: _____

## SECTION B: INJURY DETAILS

### Body Part(s) Injured (Please Select all that apply)

**FRONT**

- Face
- R. Shoulder
- L. Shoulder
- Chest
- Abdomen
- Groin
- R. Hand
- L. Hand
- R. Knee
- L. Knee
- R. Ankle
- L. Ankle

**BACK**

- Head
- Neck/Spine
- L. Elbow
- R. Elbow
- Lower Back
- Buttocks
- L. Hamstring
- R. Hamstring
- L. Calf
- R. Calf
- L. Foot
- R. Foot

**Nature of Injury:** Dislocation \_\_\_ Skin Injury \_\_\_  
 Sprain/Strain \_\_\_ Swelling \_\_\_ Fracture \_\_\_ Head Injury \_\_\_  
 Bruising \_\_\_ Other (please specify below) \_\_\_

**Note** that any injury involving loss of consciousness or a possible concussion requires immediate medical consultation

**Care:** Trainer \_\_\_ Hospital Care \_\_\_ EMS \_\_\_ Doctor \_\_\_

**Initial Treatment:** RICE (Rest, Immobilize, Cold, Elevate) \_\_\_  
 SCAT 2 \_\_\_ Wrapping/Taping \_\_\_ Stretch/Exercises \_\_\_ CPR \_\_\_  
 Sling/Splint \_\_\_ Manual Therapy \_\_\_ Dressing \_\_\_ None \_\_\_

**Please indicate here what caused the injury, and whether it could have been avoided:**

Name of Individual completing the form: \_\_\_\_\_ Signature: \_\_\_\_\_

## Appendix 1

# Media Contact Information (if applicable)



Please contact your local radio, newspaper and television stations to collect their contact information for the Media Office at the Canadian Championship that your team is participating in. Kindly complete the form below with their contact information and submit the completed forms to the Host Committee as soon as possible.

<b>Organization</b>	
<b>Name</b> - <i>Editor/Sports Editor</i>	
<b>Title</b>	
<b>Media Type</b>	<input type="radio"/> Radio <input type="radio"/> Print <input type="radio"/> Television <input type="radio"/> Other specify
<b>Contact Details</b>	
<b>Email address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Town/City</b>	
<b>Team (s) or Athlete (s) you are interested in following</b>	

## APPENDIX 2 – MEDIA OPT OUT FORM

Participants at Softball Canada, Canadian Championships, because of the nature of the high profile event, will have their images photographed and/or video images recorded (collectively the “images”). An individual’s participation in the Canadian Championships is construed as implied consent for the following:

- Softball Canada, on a worldwide basis, to disclose, take, use, and copyright in their own name the images and sell such images in any format, style, form, or media in perpetuity.
- The Participant and/or their parent/guardian will not receive compensation or other payment of any kind, including but not limited to, any royalties or fees for the use of the images by Softball Canada.
- The Participant and/or their parent/guardian releases, discharges, and agrees to hold harmless Softball Canada for any and all claims, demands, actions, damages, losses, or costs that might arise out of the collection, use, or disclosure of the images or from the taking, publication, sale, distortion of the images, plates, negatives, masters, or any other likeness or representation of the participant that may occur or be produced in the taking of said images or in any subsequent processing thereof, including without limitation any claims for libel, passing off, misappropriation of personality, or invasion of privacy.

If the Participant wishes to expressly opt out of this implied consent and does not want the participant’s images to be published in Softball Canada promotional materials, please complete the form below and submit it to Softball Canada.

**Name** \_\_\_\_\_

Athlete       Coach/Manager       Umpire       Host volunteer       Other

**Address:**

**Phone number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

- I do not want my photo published in Softball Canada promotional materials.  
 I do not want my image in a video/audio clip published in Softball Canada promotional materials.

**Signature** \_\_\_\_\_

# Appendix 3

## Unofficial Players List

Championship/Championnat	Date & Location/Date et Lieu	Representing (P/T)/Représentant (P/T)
Name of Team & City From/Nom de L'Equipe et de la ville	Team Colours/Coul. de l'Équipe	P/T Ranking/Rang P/T

Legend/Légende MM-Master Men/Maitres Messieurs M-Men's/Hommes W-Women's/Femmes FP-Fast Pitch/Balle Rapide SP-Slo-Pitch/Balle Lente	Full name of players (print BLOCK letters) Nom complet des joueuses/joueurs (en caractères d'imprimerie)	Uniform # Uniforme no.		Position	Bats (L/R) Frappe (D/G)	Throws (L/R) Lance (D/G)
		Home Maison	Away Route			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Min. FP 11						
Min. MM, Co-ed & M/W SP 12						
13						
14						
15						
16						
Max. FP & M/W SP 17						
18						
19						
Max. Co-ed & MM SP 20						

### COACHES/MANAGERS

### ENTRAÎNEURS(ES)/GÉRANTS(ES)

Name/Nom	Address/Adresse	H PH./Tél. Maison	Email/Courriel