



PROVINCIAL CHAMPIONSHIP BIDDING INFORMATION

- I. Bidding, obtaining and staging a Softball Alberta Provincial Championship can be a very rewarding experience for any team, league or organization. Provincial Championships are Softball Alberta's premier events, giving cities and communities a chance to showcase their facilities, players and hospitality.

Hosting a Provincial Championship can provide the Host Community and/or Organization with a lifetime of memories as well as other significant rewards such as:

1. Promoting a greater awareness of your community and the unique talents and resources of local volunteers and sponsors.
2. Providing local players with a chance to match their abilities against the best in the province and, by doing so, improve the long term growth of softball within your community.
3. Provide an opportunity to bring financial rewards to your organization by combining the hosting of Championships to accommodate a larger number of teams and spectators.

This bid application represents your initial commitment to host a Provincial Championship. Since the bid requires the Host Community to present a complete and realistic picture of their resources and plans, you must ensure the accuracy of these resources. Only the bids that are completed in FULL will be considered.

II. APPLICATION AND APPROVAL PROCESS:

The following describes the Softball Alberta's approval process for all Provincial Championships.

1. Preparation and submission of the 'Bid to Host' package enclosed.
2. Applications will be accepted by the Softball Alberta office prior to September 1st (or prior to the September Board of Directors Meeting) for review / selection at the September meeting. After this initial September Board Meeting for all bids not awarded, subsequent applications are reviewed periodically until February, after which applications will be on a "first come first serve" basis. Communities must still meet the minimum requirements.
3. Submissions must include:
 - Bid application
 - Letter of support from nearest Umpires Branch | Signed 'Umpire / Host Contract'
 - Description of the facilities & booking confirmation
 - List of available accommodations and if any other activities are planned.

Once this is all complete, it must be submitted to your Zone District Organizer who will then review the bid and if it complete, the Zone District Organizer will then complete their "Letter of Support" and then they will submit the bid to Softball Alberta.

*** PLEASE NOTE: This is also all covered in the actual 'Bid to Host' application form.

PROVINCIAL CHAMPIONSHIPS HOST INFORMATION MINIMUM HOSTING GUIDELINES

A. PLAYING FACILITIES

- 1) Priority will be given to communities, teams, groups or organizations that can supply two (2) ball diamonds which meet or exceed minimum criteria for said category Championships.
- 2) Diamonds must be a shale base.
- 3) "Doubles Bases" are mandatory in all Regional Qualifiers & Provincial Championships.
- 4) For all age categories that lead to Post-Provincial play and all adult fastpitch categories, fences are to be installed that follow the Softball Canada distance guidelines. If a Provincial Host does not have fences in place, there will be a \$3000 fine levied. Softball Alberta is not responsible for any losses or damages at any of the facilities and or fences during our provincials.

B. OFFICIALS:

- The ENTIRE cost of umpires officiating at Provincial Championships will be the responsibility of the Host.
- The Umpires for the said Championships should be provided by the nearest Umpires Branch of which the Umpire-in-Chief must provide a letter stating that his/her Branch is prepared to supply the number and quality of officials that it takes to undertake this Championship.
- The Bid Application must also include 'Umpire / Host Contract signed by the Host Committee, the Umpire Branch, secondary Umpire Branch if required, the Provincial UIC & Softball Alberta.
- Registered, carded, current year umpires MUST be used to officiate at Softball Alberta Provincial Championships and shall be paid the fees as outlined in the Alberta Amateur Softball Handbook.
- Registered Umpires using their vehicles traveling to and from Provincial Championships shall be paid the fees as outlined in the Alberta Amateur Softball Handbook. Umpires coming from the same area will be paid for one car only (minimum of 2 per vehicle).
- Host Expenses for umpire meals "required away from home" is standard ('away from home' is defined as more than 20km from the outer boundaries of the umpire's home city, town, or village). As well, please have the Umpire Branch / Host Contract indicate that the host and the umpire branch contact have discussed all arrangements for meals, travel, accommodations (if necessary), etc.
 - When hotels and meals are required as 'away from home:'
 1. Hotel rates will be based on double occupancy per night plus tax,
 2. Meals shall be paid as per the fees as outlined in the Alberta Amateur Softball Handbook.
- Please have any special arrangements for accommodations in place and agreed on by all parties prior to the event.
- Host Expenses for umpire accommodations / hotel rooms required away from home is standard. Please have any special arrangements for accommodations in place and agreed on by all parties prior to the event.
- At least two (2) official umpires MUST be used in each Provincial & Regional Qualifier game. Normally, with a six team or more Playoff, three (3) umpires are assigned per diamond with two (2) umpires working in one game and one resting, and then they work on a rotating basis.

Exceptions:

 1. In the event of limited availability of umpires, Softball Alberta may approve use of a one umpire system for categories NOT leading to Post-Provincial play.
 2. If after starting a game with two umpires, it becomes necessary to complete the game with one that umpire shall assume full charge.
 3. All categories leading to a Canadian Championship and all Adult categories leading to a Western Canadian Championship shall use a three-umpire system in all games at Provincial Championships.
 - a. In the event that there are not enough qualified Umpires available for the championship, the UIC may choose to use a two-umpire system for all or part of the round robin portion of the championship.
 4. Minor categories leading to a Western Canadian Championship shall use a three-umpire system in the Championship round at Provincial Championships.
- The host community will also be responsible for the provision of a number of minor officials such as scorekeepers, ball chasers, announcers, etc.

C. CONCESSIONS / WASHROOMS

A concession stand serving some type of food should be available to participants and spectators. Priority will be given to communities which have concessions in place.

Washroom facilities for Men & Women are a must at all Provincial Championships.

Once again, priority will be given to communities who have these in place. **Portable units are acceptable and must be maintained & serviced frequently.**

D. CEREMONIES / SPECIAL EVENTS:

Opening ceremonies are required for all Minor categories. For Adult categories they are not required but can be scheduled in if the host wants. Some sort of short entertainment such as a skill events, community band, parachute drop, sports celebrity, first pitch, adds to the experience of the event and makes people remember your hospitality.

E. SOUVENIRS / AWARDS:

Softball Alberta exercises the right to sell Softball Alberta souvenir items at any and all Championships that they so desire.

Host communities may sell their own line of souvenirs if they so wish. If you are planning on selling souvenirs, if possible, the Softball Alberta logo should be on any items that you are selling. We will provide you with the correct artwork / files if necessary.

AWARDS: Softball Alberta will be responsible to supply the following awards to the winning teams.

- 1) Championship team banner to the winning team
- 2) Championship GOLD Medals
- 3) Runner-Up team SILVER Medals
- 4) 3rd Place BRONZE Medals - Minor only
- 5) Slo-Pitch - GOLD & SILVER medals

F. DISTRICT ORGANIZER / HOST CHAIRMAN

It is the responsibility of the District Organizer to:

- a) Be in attendance or delegate an Association Member in Charge for said Championships.
- b) Provide and / or make arrangements to have the medals on location in time for the Closing awards.
- c) Organize a PRE-TOURNAMENT MEETING to go over the rules, protests etc. which is usually held on the Friday morning or just prior to the commencement of the said Championships. This may also be scheduled for the before the first draws. (Arrangements made be made in advance to hold the pre-event Coaches Meeting by Zoom.)

PLEASE NOTE: Host Chairman, District Organizer or the Supervisor will work together with the Softball Alberta office prior to the draws being completed, of the date, location and time of the Pre-Tournament Coaches Meeting.

G. THINGS YOU SHOULD BE AWARE OF:

1. Softball Alberta provides a 'Provincial Hosting Grant per team in attendance to the Hosting Community upon receiving the proper paperwork. This amount is payable AFTER the completion of the said Championships and must be submitted prior to SEPTEMBER 15th of the said year of the Championships.

Regional Qualifiers - a Hosting Grant will be paid to the host for each team in attendance '*less the number of teams*' advancing to the Provincial Championships.

2. Softball Alberta provides a minimum of one (1) dozen complimentary softballs to the Host Committee to help offset some of the costs of hosting the Championships. (Should more than one (1) dozen softballs be required, it is the responsibility of the HOST to supply the OFFICIAL softball of that said Championship). ** Please take note that if a Provincial Playoff has less than 4 teams - ½ dozen official softballs may be supplied. **
3. The draws for the Championships will be made at the Association office and will be posted on our website. In most cases, the draw will be ready two (2) weeks in advance of the Championship. As the U11 Championships are the earliest Provincial Championships played (July 1st weekend) the two week deadline may not be met.
4. ALL Provincial Championships are either modified round robin or double knockout draws depending on the number of entrants. Regional Qualifiers are double knockout.
5. Copies of the team rosters will be sent to the Supervisor / Host contact in advance of the actual Championships in case of protests in regard to eligible players.
6. Hosting organizations will receive enough scoresheets per diamond to be used in the Championship as well as enough line-up cards to

complete the Championships. All unused materials MUST be returned to the Softball Alberta office with the documented games intact after the completion of the Championships.

7. In the absence of the Softball Alberta Delegated Official, the home plate umpire becomes the next line of authority.
8. Official delegates have the authority to change the guidelines of the Championship in cases of inclement weather, etc., to attempt to get the final result of the Championships complete. *ie. Changing games from seven to five innings, etc.* Common sense must be used in doing so and is hoped that the teams involved and the Tournament Host may be in on this decision.
9. In the case of a protest, abuse of an Official, action detrimental to the sport of softball which may take place at the Championships, it is the Supervisor & Tournament Hosts' responsibility to prepare an INCIDENT REPORT that is to be submitted to the Executive Director of the Association describing incidents which took place.
10. A MAXIMUM of ten (10) teams are allowed per category in all categories NOT leading to Post-Provincial play. Communities may from time to time be contacted to see if they could accommodate one extra team if the situation presents itself.
Exception U11 - OPEN
11. Host Communities in most cases for long wknds, can request that games start on Friday or are complete on the Sunday evening as opposed to being played on the Holiday Monday. Discretion should be used, but in most cases accommodated if at all possible. For long wknds, games typically start on the Saturday & conclude on the holiday Monday. July 1st long wknd will vary each year as to the Friday or the Monday being deemed the 'holiday'.
12. Draws for Championships are done by the Softball Alberta Office / Executive Director.
13. Teams dropping out of the Championships at a date which the draw can be changed, it will be changed. However, if in the opinion of the Supervisor in charge of that said Championship and the Executive Director of the Association it is too late to change, the draw will go ahead as scheduled with the remaining opposing team receiving a bye.
14. Applications will be accepted by the Softball Alberta office prior to September 1st (or prior to the September Board of Directors Meeting) for review / selection at the September meeting. After this initial September Board Meeting for all bids not awarded, subsequent applications are reviewed periodically until February, after which applications will be on a "first come first serve" basis. Communities must still meet the minimum requirements.
15. **REGIONAL QUALIFIERS:** Cases in which Regional Qualifier MUST be undertaken:
 - More than 10 teams registered in a category not leading to post Provincial Play, requires a Regional Qualifier.
 - This Regional Qualifier is the responsibility of the District Organizer and shall be set up at his/her discretion.
 - The District Organizer is responsible for finding a Host, umpires, scorekeepers, and notifying the teams of the Regional Qualifier.
 - If the District Organizer cannot reach an agreement with the teams involved as to a date, the date shall be arbitrarily set at two (2) weeks in advance of the Provincial Playoffs.
 - Regional Qualifiers will be scheduled the last wknd of June (not the July long wknd) and may be able to – may have to be played prior to / after this wknd/ during weekdays – due to availability of umpires, diamonds, supervisors and the number of Qualifiers needed. The scheduling of all Regional Qualifiers is completely up to the discretion of the Zone District Organizer. The scheduling of all Regional Qualifiers is completely up to the discretion of the Zone District Organizer.
16. All players, coaches and managers listed on the Official roster MUST NOT be charged at the gate.
If the Host site does not have a gate / gate control, they can set a max. charge of \$150 per team in attendance for Regional Qualifiers & a max of \$500 for Provincial Championships.

H. OFFICIAL SOFTBALLS

Check www.softballalberta.ca for approved balls for all provincial championships.

QUICK REFERENCE:

RESPONSIBILITIES FOR HOSTING

1. Supply adequate number of diamonds, (2 per category minimum), with the host bearing the cost for such.
2. Contact local umpire branch and arrange for the umpires for the championships. The host is responsible for all costs incurred for umpiring. (This may include overnight expenses, travel expenses, UIC expenses & all game fees)
3. Supply approved softballs over and above the complimentary balls supplied to the host by Softball Alberta/ Rawlings.
4. Provide score keepers for all games. If there are not enough scorekeepers available, the Supervisor will provide information at the Coaches mtg as to who is the officials scorekeeper for that game and the procedures for them to follow. (ie – Home team is responsible)
5. Provide diamond maintenance for each game.
6. The use of a "double base" at first base for each game.
7. Prepare a giant draw board to be posted at the Championship and kept up to date as the Championship unfolds.
8. Washrooms must be available and maintained. Concession should be available.
9. Provide a location for the Pre-Tournament Coaches meeting prior to the commencement of the Championship.
10. Provide a location for the umpires for changing purposes (male & female) and a location for the AASA supervisor to tabulate results. This will be an area protected by the weather.
For example: a portable tent with removable side walls, a trailer, access to an onsite community hall - including table & chairs.
11. Check with the AASA Supervisor 2 weeks prior to the Championships to go over details of the championships and plan follow up contact.
12. Provide to the AASA office hosting information / accommodation info to be posted on the website.
13. Provide local publicity for the event.
14. Provide an administration area for the Provincial Supervisor – *For example: a portable tent with removable side walls, a trailer, access to an onsite community hall - including table & chairs.*
15. Host Committee Chair or member(s) must be present for the duration of the event.
16. Host Committee Chair or member(s) can be included in the medal presentation ceremony if they wish.

Softball Alberta RESPONSIBILITIES

1. Registration of all the teams, and collections of entry fees.
2. Preparation and distribution of all Provincial Championship draws.
3. Supply Supervisor / Host with required number of line up cards, scorebooks, team rosters and signature sheets.
4. Supply Supervisor / Host with applicable medals and category 'Champions' banner.
5. Supply complimentary Rawlings softballs for each category hosted.
6. Supply a Hosting Grant for each team in attendance after the Championship. (Grant application must be rec'd by Sept 15th)
7. Supply an official Softball Alberta Supervisor(s), who will preside over the Provincial Championships and legislate against any protests, disputes, weather problems and chair the pre-tournament coaches meeting
8. Communicate with the host prior to the event regarding opening ceremonies, special activities or any other events being held.

The Host can recover expenses through having a gate - (players, coaches, managers cannot be charged as per the Softball AB Handbook), concession sales, souvenir sales, beer sales, and any other means of raising revenue. All revenues are strictly generated by the host and remain 100% with the host.