



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 board meeting for all Championships not awarded, bids will be accepted and reviewed at the next scheduled Board of Directors meeting of the association. Communities must still meet the minimum requirements.
3. Submissions must include: the Bid application, Letter of support from nearest Umpires Branch, Signed 'Umpire / Host Contract', support of the District Organizer, description of the facilities, list of available accommodations and if any other activities are planned.

*** PLEASE NOTE: This is 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) Priority will be given to communities which can provide at least one of those diamonds of shale base.
- 3) "Doubles Bases" are mandatory in all zone and Provincial Playdowns.

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 and the Umpire Branch.
- Registered, carded current year umpires MUST be used to officiate at Softball Alberta Provincial Championships and shall be paid the following fees as outlined in the Alberta Amateur Softball Handbook.
- Registered Umpires using their vehicles traveling to and from Provincial Championships shall be paid .35 ¢ /km, 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 are based on the following:
 - Breakfast - \$10.00
 - Lunch - \$12.00
 - Supper - \$18.00
- 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) umpires must be in all Provincial Playoffs.
- All categories of softball leading to a National Championship and all Adult (only) categories leading to a Western Canadian Championship must use a three umpire system in all games at the Provincial Championship.
- A three umpire system is to be used in the playoff round at Minor Provincial Championships which lead to a Western Canadian Championship.
- 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.

D. CEREMONIES / SPECIAL EVENTS:

No Opening or Closing ceremonies are required but both are encouraged. 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 plaque to the winning team
- 2) Championship GOLD Medals. (18 maximum)
- 3) Runner-Up team SILVER Medals. (18 maximum)
- 4) 3RD Place BRONZE Medals (18 maximum) - Minor only
- 5) Slo-Pitch - 1st place - merchandise to be determined. Runner up merchandise to be determined

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 or just prior to the commencement of the said Championships.

PLEASE NOTE: Host Chairman and / or District Organizers MUST notify the Softball Alberta office prior to the draws being completed, of the date, location and time of the Pre-Tournament Meeting OR all costs incurred will be the responsibility of the HOST.

G. THINGS YOU SHOULD BE AWARE OF:

1. Softball Alberta provides a 'Bid to Host' grant of \$200.00 per team (*exception Intermediate SP is \$150.00 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 1ST of the said year of the Championships. At Zone Playoffs, a \$200.00 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 maximum 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 will 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 Mite Championships are the earliest Provincial Championships played (July 1st weekend) the two week deadline may not be met.
4. ALL Alberta Provincial Championships are either round robin or double knockout draws depending on the number of entrants.

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 scorebooks / 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 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.
11. Host Communities in most cases have the authority to 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.
12. Draws for Championships are done by the Softball Alberta Office / Executive.
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 VP 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. All bids that are received by the office prior to September 15th of the current year are handed over to the Association Bid to Host Committee who review the bids and make recommendations to the Executive.
15. ZONE PLAYOFFS: Cases in which Zone Playoffs MUST be undertaken: More than 10 teams registered in a category not leading to post Provincial Play, requires a Zone Playoff.

This Zone Playoff 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 ZONE playoff.

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.

16. All players, coaches and managers listed on the Official roster MUST NOT be charged at the gate.

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 recommended), 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 and/or UIC expenses)
3. Supply approved softballs over and above the complimentary balls supplied to the host by Softball Alberta/ Spalding.
4. Provide score keepers for all games.
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. 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 and a location for the AASA supervisor to tabulate results.
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 publicity for the event.

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 Host with required number of line up cards, scorebooks, team rosters and signature sheets.
4. Supply Host with medals and plaque. (Gold, silver & bronze) (SP - shirts)
5. Supply complimentary Worth softballs for each category hosted.
6. Supply a hosting grant of \$200.00 per team in attendance after the Championship. (Grant application must be rec'd by Sept 15th)
7. Supply an official Softball Alberta Supervisor, who will preside over the provincial Playoffs and legislate against any protests, disputes, weather problems and chair the pre-tournament coaches meeting
8. Check with host prior to preparing the draw as to diamond allocations, ceremonies, special activities or any other events being held.

The host can recover expenses through gate receipts, (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.