



**BASEBALL**  
C A N A D A

# **HOSTING GUIDE**

**2013 Edition**

Prepared by the Baseball Canada Championship Committee and  
approved for publication by the Baseball Canada Executive Committee

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***PART ONE:***

***BACKGROUND MATERIAL***

***INTRODUCTION***

***BASEBALL CANADA***

***PROVINCIAL BASEBALL PARTNERS***

***THE CHAMPIONSHIPS***

# ***Introduction***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

Since 1964, the Baseball Canada Championships have attracted some of the best baseball talent from across the country. Canadian ball players have enjoyed experiences that will last a lifetime and Canadian cities have displayed their world class hosting talents year after year. To help continue the tradition of great events, Baseball Canada has developed this handbook; answering common hosting questions and providing details on the various aspects of Baseball Canada Championships.

The purpose of this handbook is to make hosting information more accessible by putting it all together in one place. For anything that is not contained here, appropriate contact information has been provided so that you can find what you need quickly and easily.

Throughout the handbook, excerpts from ***Rules & Regulations for Baseball Canada Championships*** have been included to introduce you to some of the more formal procedures and guidelines involved in the Baseball Canada Championships. These excerpts will be displayed in the following format:



**PART I, 4(f)  
Tobacco**

*The use of all tobacco products, including smokeless tobacco, by on-field participants (players, coaches, managers, umpires, etc.) shall be prohibited at all competitions sanctioned by Baseball Canada. Any offenders caught using tobacco products will be ejected from the game*

**Section and Title**

**Rule Description**

In addition, at the beginning of each new section, a contact name and e-mail address is provided for the Baseball Canada staff member responsible for that area. The Baseball Canada phone and fax numbers are the same for all staff members and are included in the ***Important Contacts*** listing in ***Appendix A***.

# ***Baseball Canada***

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

## **OUR MANDATE**

Baseball Canada was created by and is the embodiment of the 10 Provincial Baseball Associations working together to further baseball in Canada.

Baseball Canada is empowered by the International Baseball Association to develop baseball in Canada and to represent Canada in international baseball competition.

The Government of Canada recognizes Baseball Canada as the sole governing body for amateur baseball in Canada.

- Canadian Heritage and its Sport Canada directorate recognize Baseball Canada as the representative organization for baseball and eligible for federal funding,
- Revenue Canada recognizes Baseball Canada as the single Registered Canada Amateur Athletic Association (RCAAA) for baseball in Canada, and accords Baseball Canada with charitable organization status. Further, Baseball Canada is a full voting member of the Canadian Olympic Association; responsible for the baseball component of Canada's Pan American team while supporting the Team representing Canada at the World Baseball Classic.

## **VISION STATEMENT**

### **OUR FUTURE**

We envision a future where:

- Baseball is an important element of our culture, recognized for its profile, participation & quality experience
- We promote and support the pursuit of excellence.
- We are recognized for quality, innovation and success.
- Individuals' lives of all ages and abilities are enriched by their experience in baseball.
- We promote baseball participation as an agent of positive social development, uniting communities in peaceful cooperation and respect.
- We are accepted as a leader - earning the trust of those we serve - for the betterment of our sport.

**Baseball Canada (continued)**

**MISSION STATEMENT**

**OUR MISSION**

Baseball Canada is dedicated to developing and advancing baseball for all Canadians.

We:

- Maintain an athlete focus that addresses their needs and expectations
- Support the achievement of excellence in baseball
- Provide for clients quality programs that foster participation and involvement in baseball
- Educate Canadians on our values and the ethical principles implicit in baseball
- Create and nurture relevant partnerships with agencies, groups and individuals who share our vision
- Involve Canadians in the baseball experiences that inspire them to reach their potential.

## *Provincial Baseball Partners*

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

As stated earlier,

Baseball Canada was created by and is the embodiment of the 10 Provincial Baseball Associations working together to further baseball in Canada.

The ten<sup>1</sup> Provincial Baseball Associations, namely

- Baseball Alberta
- Baseball BC
- Baseball New Brunswick
- Baseball Nova Scotia
- Baseball PEI
- Baseball Quebec
- Manitoba Baseball Association
- Newfoundland Amateur Baseball Association
- Ontario Baseball Association
- Saskatchewan Baseball Association

are key players in the Baseball Canada Championships. The Provincial Baseball Associations send their teams to the Championships and approve all Championship hosting bids. In brief, there would be no Baseball Canada Championships without the provinces.

For some of the Baseball Canada Championships, each of the provinces sends a team while for others each of the regions recognized by Baseball Canada, namely

- Atlantic Region           New Brunswick, Newfoundland, Nova Scotia and Prince Edward Island
- BC Region                 British Columbia
- Ontario Region            Ontario
- Quebec Region            Quebec
- Prairie Region             Alberta, Manitoba and Saskatchewan

send a team. Both of the multi-province regions have associations, with Baseball Atlantic representing the Atlantic Region and the Western Canada Baseball Association representing the Prairie Region.

For more information on the Provincial Baseball Associations consult the contact list in ***Appendix A***.

<sup>1</sup> Baseball Yukon is an associate member of Baseball Canada but does not participate in the Baseball Canada Championships.

# *The Championships*

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

Baseball Canada has a total of seven championships each summer. They are:

- **Baseball Canada Cup**
- **Baseball Canada 16U (Bantam) Girls Championship**
- **Baseball Canada Western 13U (Pee-Wee) Championship**
- **Baseball Canada Atlantic 13U (Pee-Wee) Championship**
- **Baseball Canada Open Central 13U (Pee-Wee) Championship**
- **Baseball Canada 15U (Bantam) Boys Championship**
- **Baseball Canada 18U (Midget) Championship**
- **Baseball Canada 21U (Junior) Championship**
- **Baseball Canada Senior Men Championship**
- **Baseball Canada Senior Women Invitational**

The dates for hosting these events are as follows: Canada Cup during the second weekend of August, the 18U (Midget) and 21U (Junior) on the third weekend and all remaining events on the last weekend of August. However, from time to time deviations must be made for a wide variety of reasons. The Senior Women’s event is usually an exception as it is used to select players for the national women team and it’s dates can be moved around to accommodate that.

The dates for the upcoming years have been set as:

	Cup	Pee Wee Atlantic	Pee Wee Western	Pee Wee National	Bantam Boys	Bantam Girls	Midget	Junior	Senior Men	Senior Women
<b>2013</b>	Canada Games	Sept 5-9	August 22-26	TBA	August 22-26	August 22-26	August 15-19	August 15-19	August 22-26	July 11-14
<b>2014</b>	TBA	Sept 4-8	TBA	TBA	August 21-25	August 21-25	August 14-18	August 14-18	August 21-25	TBA
<b>2015</b>	TBA	Sept 3-7	TBA	TBA	August 20-24	August 20-24	August 13-17	August 13-17	August 20-24	TBA

**The Championships (continued)**

**THE BASEBALL CANADA CUP**

The Baseball Canada Cup is Baseball Canada's premiere event. It sees competition of vast majority of the best players from coast to coast at the 17-and-under age level. Ten provincial teams of eighteen players and three coaches (plus a team staff member) compete for the title and, more importantly, to be scouted by amateur and professional scouts alike.

This championship was formed in 1989 to help Baseball Canada select a Youth Team to represent Canada at the World Youth AAA Championship that is held every year. The Cup serves a number of purposes: selection of Junior Team players for training camp and the National Team; scouting for potential National Team players; evaluation of provincial coaches and identification of potential Junior and Senior team coaches; and an evaluation of the umpires.

Over the years, this championship was sponsored by both the Montreal Expos (with Petro Canada) and the Toronto Blue Jays. These sponsorships assisted the provinces with travel costs. Since 1999 the event has been without a title sponsor, which has increased the cost to the competing provincial teams.

In 1992 in Kamloops, the gold medal game of what was then known as the Selects Championship was televised by TSN but that was the only time the tournament has had national TV coverage. Ottawa (1993) had local TV coverage through the cable company.

Each province has its own method for choosing a team for the Cup. Some procedures include open tryout camps and mini-Selects tournaments with regional representation.

The Baseball Canada Cup at a glance:

	<b>Baseball Canada Cup</b>
Age	17 and under
Participating Teams:	10
Team Size (players+coaches+chef)	24 (20+3+1)
Annual Event Since	1989

**The Championships (continued)****BASEBALL CANADA CUP (continued)**

Current Host (for 2013)	Canada Games
Future Hosts:	
- 2014	Saskatoon, SK
- 2015	Saskatoon, SK

For complete playing rules please refer to the Baseball Canada Rule Book, including the Canadian Content section.

For more information on the Baseball Canada Cup, consult **Appendix B**.

**THE OTHER BASEBALL CANADA CHAMPIONSHIPS**

As mentioned earlier in this section, in addition to the Baseball Canada Cup, Baseball Canada conducts eight other annual championships. They are:

- Baseball Canada National 13U (Pee Wee) Championship
- Baseball Canada Atlantic 13U (Pee Wee) Championship
- Baseball Canada Western 13U (Pee Wee) Championship
- Baseball Canada 15U (Bantam) Boys Championship
- Baseball Canada 16U (Bantam) Girls International Invitational
- Baseball Canada 18U (Midget) Championship
- Baseball Canada 21U (Junior) Championship
- Baseball Canada Senior Men Championship
- Baseball Canada Senior Women Invitational

Here, at a glance, are the key points for each of these events. Should you require more information on any of these events, consult **Appendix B**.

***The Championships (continued)***

	BASEBALL CANADA		
	13U(Pee Wee) Western	13(Pee Wee) Atlantic	13(Pee Wee) National
	CHAMPIONSHIPS		
Age	13 and under	13 and under	13 and under
Participating Teams: - Minimum - Maximum - Current	6 10 8	6 10 8	6 10 8
Team Size (players+coaches+chef)	Teams in all 3 classifications consist of 22 members (18 players, 3 coaches and a Chef)		
History: - First Event - Annual Event Since	2009 2009	2009 2009	
Current Host (for 2013) Future Hosts - 2014 - 2015	AB MB BC	NB PE NS	No event ON
Open For Hosting In	2014, contact Provincial office for coresponding year above.	2014, contact Provincial office for coresponding year above.	2014, contact Provincial office for coresponding year above.
Field size: - Basepaths - pitching distance	70' 48'	70' 48'	70' 48'

***The Championships (continued)***

	BASEBALL CANADA		
	16U (Bantam) Girls	15U (Bantam) Boys	
	CHAMPIONSHIPS		
Age	16 and under	15 and under	
Participating Teams:			
- Minimum	6	6	
- Maximum	11	11	
- Current	6	11	
Team Size (players+coaches+chef)	Teams in all 3 classifications consist of 22 members (18 players, 3 coaches and a chef)		
History:			
- First Event	1999	1974	
- Annual Event Since	1999	1991	
Current Host (for 2013)	Bedford, NS	Vaughan, ON	
Future Hosts			
- 2014	Saguenay, QC	Vaughan, ON	
- 2015	Saguenay, QC	Vaughan, ON	
Open For Hosting In	2016	2016	
Field size:			
- Basepaths	80'	80'	
- pitching distance	54'	54'	

***The Championships (continued)***

	BASEBALL CANADA			
	18U (Midget)	21U (Junior) <sup>1</sup>	Senior Men <sup>2</sup>	Senior Women <sup>1</sup>
	CHAMPIONSHIPS			
Age	18 and under	21 and under	Open	Open
Participating Teams:				
- Minimum	6	(see note 1 below)	(see note <sup>2</sup> below)	(see note 1 below)
- Current	10	10	10	5
Team Size (players+coaches+chef)	22 (18+3+1)	22 (18+3+1)	25 (21+3+1)	22 (18+3+1)
History:				
- First Event	1973	1962	1969	2005
- Annual Event Since	1979	1962	1969	2005
Current Host (for 2013)	QC	Dartmouth, NS	Windsor, ON	Granby, QC
Future Hosts				
- 2014	QC	Dartmouth, NS	St. John's, NL	Open
- 2015	Open	Open	Open	Open
Open For Hosting In	2015	2015	2015	2014/15
Field size:				
- Basepaths	90'	90'	90'	90'
- pitching distance	60'6"	60'6"	60'6"	60'6"

For complete playing rules please refer to the Baseball Canada Rule Book, Canadian Content section.

<sup>1</sup> With the exception of this event, the five regions of Canada (BC, Prairies, Ont, Que and Atlantic) are required to participate in all Baseball Canada Championships. All championships are opened to all provinces.

<sup>2</sup> The Senior Men Championship is an invitational event. Baseball Canada issues invitations to each province and the host with a response deadline of November 30th. Baseball Canada must receive at least 6 entrants for the championship to be held. Each team may have a maximum of 25 people - 21 players, 3 coaches, 1 chef de mission.

## ***PART TWO:***

# ***EVENT CRITICAL PATH***

***FEASIBILITY PHASE***

***BID PHASE***

***PREPARATION PHASE***

***FINAL PREPARATION PHASE***

***(DURING THE EVENT)***

***POST-EVENT PHASE***

## *Event Critical Path*

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

In order to give potential host groups an understanding of the tasks that must be accomplished and timelines involved with a Baseball Canada Championship, a comprehensive critical path has been developed.

The critical path breaks the event down into various phases, giving a description of the task, the contact for the task and the target date. Following is a list of the phases identified in the critical path:

- Feasibility Phase
- Bid Phase
- Preparation Phase
- Final Preparation Phase
- Post Event Phase

### **FEASIBILITY PHASE**

The initial phase of any hosting endeavor is the feasibility phase. This phase allows the hosting group or organization to sit down and take a long hard look at the event and whether or not it makes sense to host it.

Baseball Canada suggests forming a committee to perform this task, with members from a wide range of backgrounds to maximize expertise and experience. The committee should look at the event specifications (from Baseball Canada and the host committee's desires) and then examine each of these areas:

- Facilities, both existing and planned
- Community infrastructure (transport, accommodations, etc.)
- Human resources (staff and volunteers, including recruitment and screening)
- Finances (revenues and expenses)

Obviously, the event must pass the test on all these areas to have a chance of success in the final analysis. A failing grade in one area cannot be compensated for by a high passing grade in another area since all are required elements of a successful event.

The concept for the bid must follow. This can be examined by the committee that looked at the facilities, infrastructure, human resources and finances, or the host bid committee as a whole can look at it. What are the host bid committee's expectations? What are the expectations of both Baseball Canada and the provinces (teams)? Do the two sets of expectations work together or do they not?

## **Event Critical Path -- Feasibility Phase (continued)**

Again, it is obvious that for the event to be successful, the two sets of expectations must not conflict with each other.

The final part is to identify the standards for successful hosting of the event. This step will include the standards defined by Baseball Canada and the standards that the host bid committee considers important. These standards can be helpful throughout the whole hosting process.

## **BID PHASE**

The second phase in the hosting process is the bid phase. The first phase, the feasibility phase, should have convinced the host bid committee that it could host the event successfully. The bid phase should place the host bid committee in a position where it can convince Baseball Canada and the host province/region that the committee not only *can* host the event successfully but can do so better than anyone else.

Championship bids application: process, selection, and principles.

- Process and Selection

- June 1st (2 year prior to event) 'expression of interest' to Baseball Canada is requested
- Sept 30th (2 year prior to event) bid submission deadline to Baseball Canada
- Oct 21st (2 year prior to event) Championship Committee Host recommendations
- Nov (Fall Convention 2 year prior to event) ratification of Championship Host

- Principles

- Championships are awarded 2 years prior to event, using process described above.
  - Baseball Canada will only accept, single year bid or 2 consecutive (multi-year) bid.
  - In the case of a 2 consecutive year bid proposal, the Championship can be awarded for the entire multi-year bid. Example, bid Sept 2013 for hosting 2015 & 2016 event.
- In the event that no host exists for a Championship tournament, the Board will consider, at any time, a recommendation from the Championship Committee to fill a host vacancy in a timely manner.

Baseball Canada suggests that the host committee form a small subcommittee or action team to develop the bid. This team should:

- Develop a vision for the event, its goals and objectives
- Take the standards for success identified in phase one and develop them in more detail
- Raise the funds required for the bid
- Completely research the event, perhaps even attending the current year version
- Obtain the endorsement of the host province provincial baseball association (PBA) and include the written endorsement in the bid package. This is required.
- Obtain letters of endorsement/support from the various levels of government.
- Develop the bid package
- Develop the bid presentation using the bid package as a base
- Present the bid package and presentation to the host committee for review and feedback
- Make any changes suggested by the host committee

Once the team has developed and refined the bid, the host bid committee should make sure:

- Bid package shall be accompanied by a \$1000 cheque. That \$1000 will be reimbursed following the event provided the hosting group hands in the final report and meets all financial dealings with Baseball Canada.

The host bid committee should evaluate its bid at this point, regardless of success or failure in obtaining hosting rights. This evaluation and review will be helpful for future hosting attempts.

## **PREPARATION PHASE**

The next phase for the successful host bid committee is the preparation phase. The feasibility phase showed the host bid committee that the event could be hosted successfully. The bid phase convinced Baseball Canada that the host bid committee was the best bet to host a successful event.

The first step in the preparation phase will see the host bid committee become the host committee. This may involve simply a name change and a change in outlook. More likely, it will also mean some new personnel joining the committee.

The next step is to decide how to organize the tasks to be done and the people to perform the tasks into a logical team that can both work together as a larger team and work separately on individual tasks. A sample structure is included in **Appendix C**.

Once the hosting committee and its various subcommittees are in place, a much more detailed critical path (with estimated timelines) must be developed. This is the plan that will

allow the host committee to accomplish the wide variety of tasks that must be completed to ensure a successful hosting experience.

The hosting agreement with Baseball Canada must be negotiated and signed and Baseball Canada must perform a site inspection if needed. Baseball Canada will also ask for status updates from time to time in the months leading up to the event.

Some of the other major undertakings include:

- Establishment of committee/subcommittee roles and responsibilities
- Development of a marketing plan, sales package and ticket sales plan and submission to Baseball Canada for approval
- Recruitment of sponsors, suppliers and other partners
- Preparation of media plan including acquiring media partners (with Baseball Canada)
- Preparation of budget and submission to Baseball Canada for approval
- Accommodations planned and arranged
- Development of volunteer recruitment, screening and training plan, plus workplans for volunteers and subcommittees (with on-going monitoring of workplans)
- Development of media campaign and submission to Baseball Canada for approval
- Book all required facilities
- Development of risk management plan and submission to Baseball Canada for approval
- Plus many, many more (see **Appendix D** for a more detailed list)

## FINAL PREPARATION

The last phase before the event actually begins is a continuation of the preparation phase, called the final preparation phase. In this phase, last minute details are completed, tasks that could not be done earlier are accomplished and anything that "slipped between the cracks" is handled. A host committee that is very well organized will have a shorter list in this phase but will still have a fair number of tasks to perform.

Some of the tasks in this phase are:

- In conjunction with Baseball Canada, development of scripts for ceremonies, banquet, etc.
- Final work on program, signs, etc.
- Event staff, minor officials, awards committee, etc. organized and trained, schedules developed, etc.
- Photographer booked
- Emergency medical services arranged and plans finalized
- Protocol matters handled (such as invitations to ceremonies, banquet, etc.)
- Plus much more (see **Appendix E** for a more detailed list)

## **(DURING THE EVENT)**

During the event, the implementation of the various plans developed during the planning and final planning phases should provide smooth operation of the event. When things do go wrong (and some usually do), the host committee should be able to meet to deal with any matters not previously anticipated. The most common issue is inclement weather and a plan must be in place to deal with this matter.

## **POST EVENT PHASE**

After the event, the host committee should review all aspects of the event, using the information for future hosting experiences and providing valuable feedback and information to Baseball Canada.

The final report is required in order to receive the \$1000 deposit back to the hosting organization.

Also, if the hosting agreement is a multi-year one, the review should be the first step in the next year's preparations.

Other post-event tasks include:

- Thank you letters to sponsors and dignitaries
- Thank you letters to volunteers
- Payment of bills and settlement of accounts
- Final written report to Baseball Canada
- Final financial statements submitted to Baseball Canada

The host committee will be required to file formal, final reports with Baseball Canada at the conclusion of the Baseball Canada Championships. The requirements for these reports must be considered before the end of the Championships in order for the materials to be kept and resources allocated to coordinating information gathering at the end of the Championships.

The Final Report shall include the following information:

- Final Reports from each committee leader with pros and cons related to their area of responsibilities
- Recommendations to Baseball Canada to enhance the Baseball Canada Championships
- An overview of the entire event with positive comments and constructive criticism to ensure that the bar is continually raised
- A financial report including event income, division of revenue, event expenses, allocation of revenue, ticket prices, attendance and merchandise sales

- A statistical package including final standings and game results, statistical leaders, individual and team stats and award winners
- Evaluation questionnaire results (to be developed by Baseball Canada)
- Sponsorship report including the sponsor package, revenue generated from sales (contra and cash), recommendations for future sponsor packages and feedback from the sponsors
- Volunteer recognition
- Media report including all clipping associated with the event

## ***PART THREE:***

### ***THE BID***

***BID PROCEDURES***

***HOST COMMITTEE***

***FINANCES***

***FACILITIES***

***COMMUNITY***

***VOLUNTEERS***

***TRAVEL***

***ACCOMMODATIONS***

***MEALS***

***MARKETING & SPONSORSHIP***

# ***Bid Procedures***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

Championship bids application: process, selection, and principles.

- Process and Selection

- June 1st (2 year prior to event) 'expression of interest' to Baseball Canada is requested

- Sept 30th (2 year prior to event) bid submission deadline to Baseball Canada

- Oct 21st (2 year prior to event) Championship Committee Host recommendations

- Nov (Fall Convention 2 year prior to event) ratification of Championship Host

- Principles

- Championships are awarded 2 years prior to event, using process described above.

- Baseball Canada will only accept, single year bid or 2 consecutive (multi-year) bid.

- In the case of a 2 consecutive year bid proposal, the Championship can be awarded for the entire multi-year bid. Example, bid Sept 2013 for hosting 2015 & 2016 event.

- In the event that no host exists for a Championship tournament, the Board will consider, at any time, a recommendation from the Championship Committee to fill a host vacancy in a timely manner.

A fee of \$1000, payable to the Canadian Federation of Amateur Baseball must accompany the bid. This fee covers the bid process, potential site inspection and infraction and fines.

For any bid to be considered the items listed below must be addressed in order and in complete detail in a typewritten bid proposal:

**Item 1      Championship and/or Event**

- Indicate which championship and/or event the bid proposal is for
- Include the year(s) being proposed

**Item 2      The Host Organization**

- Provide a detailed organizational chart
- Provide a brief resume for each of the organization's directors
- Outline the organizations past hosting experience
- Include whether or not the organization is incorporated

**Item 3      The Host City**

- Outline what support, if any, is being provided by the host city towards the proposed Baseball Canada tournament and/or event
- Provide details on related events hosted by the proposed host city
- Detail reasons for success, or lack of success experienced by past events
- Provide demographics for the local baseball community and explain how the bid will benefit this community
- Explain what other benefits, social, economic or otherwise, will be experienced by the host city as a result of the proposed Baseball Canada tournament and/or event

**Item 4 Other Hosting Partners**

- Provide information on any other government and/or corporate partners who will contribute to the success of the bid

**Item 5 Financial Statements**

- Provide the organization's current financial statements
- Provide a proposed budget for the championship and/or event being bid on

**Item 6 Fund-Raising/Marketing** (Note: Baseball Canada retains all title rights (unless negotiated otherwise))

- Detail revenue generation (use of bingo, casino, etc.)
- Indicate sponsors sales targets, pricing, and benefit packages

**Item 7 Facilities**

- Identify number and specifications of ball diamonds (dimensions, lighting, and field materials, dugouts, scoreboard, fixed and portable signage, bullpens, fence heights)
- Detail the availability of practice fields, secondary fields
- Describe availability of ancillary services (team rooms, showers, water supply, press box, phone/fax services, public address system)
- Describe spectator facilities (seating capacity, shelter, washrooms, parking, concession stands)
- Provide details of available emergency medical facilities (on-site and off-site)
- Include photos, maps and diagrams where they might be helpful

**Item 8 Event Staff**

- Identify volunteer requirements (include numbers and duties)
- Identify plans for recruiting and screening

**Item 9 Food/Accommodations**

- Outline suggested team housing
- Include capacity, type of facility, room rates, banquet facilities, and distance and travel time from the ball park
- Detail meal arrangements
- Included type of food, sample menus, costs, and options

**Bid Procedures (continued)****Item 10      Transportation**

- Provide information on local transportation services you will provide
- Describe public transit and other access to all venues including on-site parking
- Provide details on the airport to be used and its national and regional service

**Item 11      Letters of Support**

- Bids should be accompanied by letters of support from municipal, regional, and provincial governments as well as local, regional and provincial baseball associations

**Item 12      Guarantees**

- Fees, services, availability of fields, accommodations

If accepted, a site inspection (if required) will take place within 90 days and a host agreement will be negotiated between Baseball Canada and the organizing committee.

# Host Committee

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

Having a strong host committee is probably the single most important factor in the success or failure of an event.

## COMMITTEE STRUCTURE

What starts as a hosting bid committee will evolve into a host committee should the hosting bid be accepted by Baseball Canada. The hosting bid committee needs to have a sound foundation in baseball or event hosting or, ideally, both. The hosting bid committee must also act as a good salesman, selling the community and the organization and their ability to host the event to Baseball Canada and the provinces.

Upon acceptance of the bid, the hosting bid committee must evolve to become the host committee. Does this mean replacing the members of the committee? The best answer is not necessarily. Some change might be needed. Only the host committee knows its strengths and weaknesses.

The best host committees are those that work as a united team that those whose members bring a wide range of backgrounds and experiences to the table. For example, having:

- someone with experience in travel and tourism industry in charge of accommodations and/or local transportation can be helpful
- someone with a sales or marketing background can make the difference in developing and implementing your marketing plan
- someone with experience in banking or finance can help keep your finances in order
- someone with experience in dealing with or who has connections with the local government can often cut through a great deal of "red tape" at city hall

If you cannot attract all the expertise you need to actually sit on your host committee, you can still have these people involved as advisors.

What should the host committee's structure look like? Again, that depends on the circumstances and the people involved. A sample committee structure is in **Appendix C**. Baseball Canada can also provide some advice in this area.

## RISK MANAGEMENT

Each Host committee member shall develop and implement a risk management policy for their respective area. Both the Host committee Chair and Baseball Canada shall authorize these policies.

# *Finances*

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

## **HOSTING AGREEMENT**

Upon awarding the bid, Baseball Canada shall negotiate a memorandum of understanding with the host committee. For a sample generic agreement for stand alone Baseball Canada Championships, please see **Appendix G**.

## **BUDGET/FORECASTS/HISTORICAL DATA**

Baseball Canada has compiled some historical financial data from previous Baseball Canada Championships. For a detailed list of historical financial data, please see **Appendix F**.

## **HOST COMMITTEE FINANCIAL OBLIGATIONS**

- Ground transportation from the nearest airport to the accreditation facility or accommodations site
- Ground transportation for team staff and players (flying only) and officials from playing venues to accommodations
- Accommodations for players and coaches as per hosting agreement
- Accommodations for Baseball Canada Representative (starting in 2014, 2<sup>nd</sup> individual will be Baseball Canada Official Scorer)
- Vehicle for the sole and exclusive use of the Baseball Canada Representative and a minimum of one vehicle per venue for umpires
- Ensuring all playing facilities meet Baseball Canada requirements as detailed in Facilities section of this document
- Playing facility rental costs
- Baseballs for all games<sup>1</sup>
- Medical personnel and related first aid equipment
- Statisticians and related equipment
- Umpires accommodations and per diems
- Refreshments for athletes and umpires (in game)(dugouts must have water supply)
- Opening and closing ceremonies
- Hospitality and VIP room supplies, rentals and refreshments – sponsors may be obtained
- Volunteer outfitting - sponsors may be obtained
- Cell phones for BC Rep and Umpire supervisors

<sup>1</sup>Please note that Baseball Canada will provide a minimal supply of Rawlings baseballs however the Host will be responsible for additional baseball needs.

## **Finances (continued)**

- Purchase and sale of souvenirs and merchandise (to be approved by Baseball Canada)
- Production, printing and distribution of event posters
- Production and installation of any signage sold by the host committee
- Marketing and promotional expenses related to the event
- Other host committee expenses as detailed in the Hosting Agreement
- Hosting bid fee of \$1,000 to be paid at the time of submission of the bid
- Hosting fee (\$3000, starting in 2014 \$5000 other than 13U/Pee Wee Atlantic and Western event) to be paid according to a mutually agreed upon payment schedule. Included in the hosting fee is a bond which shall be returned to the host upon successful completion of all tasks and return of all supplies to Baseball Canada
- Storage facilities for team and Baseball Canada use
- A minimum of 10 complimentary passes for Baseball Canada use for access to all games and VIP events
- A championship photographer
- A minimum of \$2,000,000 of liability insurance but \$5,000,000 is suggested. The insurance must cover the host and Baseball Canada. The written policy must be sent to Baseball Canada office no later than May 15<sup>th</sup>.
- Where there is beer being sold at a Championship, proof of the liquor license from the appropriate provincial liquor control organization must be secured in advance; and approval of Provincial Baseball Association is required.
- All approved team staff on official event rosters receive tournament passes and be included in local team transportation.
- Baseball Canada rep, scorer, and umpire supervisor to have access to wifi and printer at each field.

## **BASEBALL CANADA FINANCIAL OBLIGATIONS**

- Supply materials such as baseballs in accordance with national supplier agreements as are in place at that time
- Championship medals for teams finishing first, second and third in each competition category. A maximum of 23 medals will be provided for each team.
- Supply post championship awards in conjunction with national suppliers, such as offensive player (Rawlings), defensive player (Mizuno), catcher (Mizuno).
- Support in of signage for Baseball Canada related sponsors and advertisers
- Promotional materials as agreed upon by the host and Baseball Canada
- Forward \$4000 Accommodation fee per team (using Host Accommodations) collected from the Provinces

## **HOSTING FEE/BOND**

The host committee shall be responsible to pay the following fees and bonds to Baseball Canada:

- Hosting bid fee shall be paid at the time of submission of the bid

### ***Finances (continued)***

- Hosting fee (\$3000, starting in 2014 \$5000) to be paid based upon a mutually agreed payment schedule. Included in the hosting fee is a \$1,000 bond which shall be returned to the host upon successful completion of all tasks and return of all supplies to Baseball Canada
- In order for the bond to be returned, the host committee shall complete all tasks outlined in the hosting agreement and this guide

## **FINANCIAL CONTROLS/REPORTING**

The host committee in order to plan for and account for all financial aspects of the Baseball Canada Championships shall implement the following measures:

- Finance Chair will assist in all negotiations for the event facilities
- Develop and monitor accounting procedures
- Review and approve initial budgets
- Set up and maintain bank accounts
- Prepare financial reports and forward to Baseball Canada according to the critical path
- Provide a framework for approval and payment of operating expenses
- Apply for, receive and account for grant money
- Review and approve sponsorship contracts with Baseball Canada
- Baseball Canada shall not assume any deficit incurred by the host committee. This responsibility lies solely with the host.
- Baseball Canada shall consult the host and monitor the budget. The final budget is the responsibility of the host.

## **FINANCIAL STATEMENT**

- The decision on audited or unaudited financial statements rests with the host.
- The host shall submit a financial statement along with the final report within 60 days of the conclusion of the event.
- The financial statements shall include: Balance Sheet, Income Statement and Allocation of Revenues

## **INSURANCE**

- Baseball Canada requires hosts to have a minimum of \$2,000,000 of liability insurance and suggests \$5,000,000. The insurance must cover the host and Baseball Canada.
- As a sanctioned event of Baseball Canada and the host Provincial Baseball Association, the event and its participants are covered for accident and liability.
- Coverage includes all participants, coaches, staff and volunteers while performing their assigned duties at the event

**Finances (continued)**

- Hosts must ensure that adequate insurance is in place to cover volunteers not otherwise covered.
- All personnel must be registered with their Provincial Baseball Association at the commencement of their term.
- Claims: all incidents must be reported to the host Provincial Baseball Association Executive Director
- All participating teams must have insurance through their respective Provincial Associations.

# ***Facilities***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

## **BASEBALL DIAMONDS**

The most important facility at any Baseball Canada Championship is the playing field. This section will provide information on the number, size and standards for the fields.

### **Recommended Number of Fields**

Number of Teams	Number of Fields
6	1
8	2
10	2
11	3

### **Field Dimensions**

	Base Paths	Pitching Distance
13U (Pee Wee)	70'	48'
15U Boys and 16U Girls (Bantam)	80'	54'
18U (Midget) 21U( Junior) Senior Men and Women Canada Cup	90'	60'6"

For complete field dimensions and other specifications please consult the Baseball Canada rulebook.

### **Field Standards**

**FENCING:** All diamonds should be enclosed with proper fencing. Any light poles or other objects in the field of play which could cause harm to a player should be safely covered with padding to avoid possible injuries. Padding should be placed on wire fences where any of the wire mesh extends beyond the top horizontal piping of the fence.

**LIGHTING:** Lighting is required on at least one field to permit night games if necessary. Lighting is recommended on all fields. All lighting must meet the following minimum standards:

**Facilities (continued)**

- 30-50 foot candles average in the infield area
- 20-30 foot candles average in the outfield area

In addition to these standards, television coverage of night games requires:

- 100 foot candles average in the infield area
- 70 foot candles average in the outfield area

**SCOREBOARDS:** Each diamond should have a working scoreboard, which shows at least the game score and the inning (balls and strikes are recommended).

**DUGOUTS:** Each field shall have a dugout for each competing team for each game. If dugouts are not available, a fenced-in bench area with protection from the elements is required.

**MAINTENANCE:** Each diamond should have one grounds person at all times to carry out between game maintenance and attend to any in-game touch-ups that may be required. In addition, there should be a contingency plan in place to deal with rain delays. Tarps should be readily available and applied to the mound and home plate area as quickly as possible following any stoppage of play due to rain. Further, Surface, or other materials should be available to be applied to the field after a rain delay, as necessary, to help get it ready for play.

**BULLPENS:** Bullpens should be available for each team, complete with a pitching rubber, home plate, and a backstop. The bullpens should be positioned in such a way that any ball that gets away from the pitcher should not be a hazard to spectators or other players.

**CHANGING FACILITIES:** Each venue should have dressing rooms or clubhouses for the competing teams and the umpires. These facilities should include washroom and shower facilities and be able to be secured to protect the participants' valuables.

**INTERNET:** Each venue should be equipped with wired or wireless internet access allowing Baseball Canada to use live scoring for all games played during the championship.

**SPECTATOR FACILITIES**

While taking care of the participants is always the top priority, providing for the needs of the spectators is also important to the success of any sporting event.

Knowing what to expect in terms of attendance is very useful to the planning process. Based on previous years, here is what is known about spectator attendance:

Championship	ATTENDANCE		
	Average	Gold Medal Game	Total
Canada Cup	1,500	2,500-4,000	12,000-13,000
16U(Bantam) Girls	300	500-750	2,000-3,000
13U (Pee Wee)	1,000	1,500-2,250	8000-9000
15U(Bantam)Boys	1,200	2,000-2,750	11,000-12,000
18U (Midget)	1,000	1,500-2,250	7,000-8,000
21U (Junior)	800	1,500-2,250	5,000-6,000
Senior	900	1,500-2,250	5,000-6,000

Another useful item of information is some idea of what to charge the spectators for the privilege of watching all or part of the event. Based on previous years, here is what Baseball Canada suggests:

	Baseball Canada Cup	Other Championships
Tournament Pass	\$15.00	\$10.00 - \$23.00
Round-Robin:		
- Day Pass	\$5.00	\$3.00 - \$7.00
- Per Game tickets	N/A	\$3.00
Medal Round:		
- Day Pass	\$5.00	\$3.00 - \$7.00
- Per Game Ticket	N/A	\$3.00

**OTHER AMMENITIES**

In addition to providing sufficient seating to meet the spectator demands of a Baseball Canada Championship, you should also consider the following spectator services:

- public washrooms
- accessible parking
- food & beverage services
- public telephone access
- public transportation
- shelter
- up-to-date results and statistics
- first-aid

This list is by no means exhaustive. Baseball Canada encourages you to provide a portfolio of services that best meets the specific needs of your spectators. Each year hosts add unique and creative spectator services to their championship and Baseball Canada encourages this creativity and initiative.

## **Facilities (continued)**

### **COMMUNICATION FACILITIES**

Due to the high profile and nation-wide scope of the Baseball Canada Championships it is important that standings and results are distributed across the country quickly and effectively. Also of importance is the timely distribution of statistics within the site, especially when scouts are present.

In order to facilitate the distribution of results and other important information you must have:

- Telephone
- Facsimile
- Internet

available from the media center at all venues.

You should also have:

- A standings board to display the current standings and results
- A bulletin board to post statistics, notices, etc.
- A person responsible to update your championship section on Baseball Canada Website.

### **MEDIA-RELATED FACILITIES**

All media personnel should be accredited in order to allow the host to provide ample facilities and equipment for their use. Following is a list of equipment that the host should provide in the media centre for media usage:

- Industrial/commercial grade photocopiers and fax machines (programmable fax up to 50 numbers)
- Phone lines to allow for voice and data transmission
- Lighting on the main field to allow for television broadcast (see Lighting Section)
- Power (Main Field)
  - 200 amp / 208 volts / 3 PH (3phase) – 400 amp is ideal
  - Power source within 150 feet of mobile parking position
  - Adequate house power (30 amps / 110 volts) in press box and studio area
- Cable Access (Main Field) should be through cable hatch or door
- Press box (Main Field) to be at least 12 feet by 8 feet
- Television camera positions (Main Field) prior to selling tickets for all seats, to avoid obstructed view seats

***Facilities (continued)*****MEDICAL FACILITIES**

Each championship site should have trained first-aid staff on hand to handle any minor injuries that may occur to players, umpires, or spectators. For major injuries, a contingency plan should be in place to get proper medical help to the site as quickly as possible.

A staffed<sup>1</sup> first aid station is required at all playing venues. Adequate signage is urged throughout the venue(s) to identify the location of the first aid station. On-site ambulance is recommended for all venues.

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<sup>1</sup> By suitably trained personnel, such as Red Cross or St. John Ambulance or nurse or doctor.

# *Community*

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

The community must be a key part of the hosting team for the event to reach its maximum potential.

Local politicians should be made a part of all ceremonies to gain as much access to city hall as possible. Having the mayor or a few key aldermen in your corner can be very helpful for a wide variety of reasons, probably the most important of which would be the ability to gain access to municipal staff and services.

Local service groups can provide access to both volunteers and facilities. A local legion hall might be the perfect place for your banquet or other function. The service clubs can also open other doors for your host committee.

Local restaurants can be a source of meals or refreshments. Local media can run announcements and public service spots for your event. A local trophy shop could provide additional awards. The local tourism office can provide you with information and maps for the visiting teams. A local computer store can provide you with access to computer equipment and a local Internet service provider can get you on-line. As you see, the list is almost endless.

The more you can involve the community as a whole in your event the easier it will be to "sell" it to local sponsors and suppliers. If you can make it the talk of the town, you might even have some coming to you instead of you having to go to them.

The more the whole community is involved, the greater the positive impact will be on the event. Hospitality will be everywhere, with signs welcoming visitors, special deals for participants at local establishments, etc.

# *Volunteers*

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

A well-organized and dedicated group of volunteers can make any championship a success. For your reference, the following Baseball Canada's policy on volunteer screening.

## **BASEBALL CANADA POLICY STATEMENT ON STAFF AND VOLUNTEER SCREENING**

### Application

This policy applies to Baseball Canada, and to any organization or entity which has the responsibility for the administration or management of an event under the auspices of Baseball Canada.

### Purpose

The purpose of screening is to identify staff and volunteers who pose a risk to children or youth. Screening is very important in sport organizations which are primarily volunteer-driven and which offer programs for young people. Sport organizations have a legal responsibility to protect children and youth from foreseeable harm, and may be held responsible for failing to take reasonable measures in the area of screening staff and volunteers who will be working directly with children and youth.

### Mandatory Screening

Baseball Canada endorses the concept of screening personnel (paid staff and volunteer) in situations where the age of the participant, the setting, the nature of the activity and the degree of supervision are such as to potentially give rise to a risk of harm to children or youth participating in the activities of Baseball Canada. As a result, screening shall occur for all staff or volunteer positions relating to Baseball Canada activities and events (whether organized by Baseball Canada directly, or by another organization or entity on behalf of Baseball Canada) which can be categorized as high risk.

### Definition of High Risk Situations

High risk situations are those involving interactions between a staff person or volunteer and a minor, where such interactions may be, at times, one-on-one, in settings which may be private, and where there is little regular supervision of the activity by persons in positions of authority. The responsibility for assessing high-risk situations, which require screening procedures, rests with the organizers of the event. Upon request, Baseball Canada will provide assistance to event organizers in identifying these high-risk situations.

## Volunteers (continued)

### Minimum Screening Activities for High Risk Situations

For the appointment of staff or volunteers to positions deemed to present, or potentially present, a high risk the following screening activities, at a minimum, will occur:

The staff person/volunteer shall have a written job description that will set out clear guidelines about appropriate behaviour.

The recruitment process for the staff person/volunteer shall involve the organization

- requiring all candidate to complete an application form for the position, interviewing all candidates for their positions, and
- checking a minimum of two employment or volunteer references for each candidate, one of which shall be specific to working with children and youth

The staff person/volunteer shall be given an initial orientation session (either individually or as part of a group) which will explain the organization's policies and operating procedures, including performance expectations, and shall be provided with the 'on-the-job' training necessary for satisfactory performance in the position.

For the duration of the staff person/volunteer's appointment, there shall be a designated person in a position of authority with the organization, who shall regularly monitor the staff person/volunteer's work, provide feedback where appropriate and report any concerns to the leadership of the organization.

# *Travel*

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

As a Baseball Canada Championship host you will be welcoming teams and umpires from all across the country. While you are not responsible for arranging their travel to the championship, you are responsible for ensuring they have a way to the accommodation site when they arrive and transportation to the park for the duration of their stay. You will be required to arrange transportation for teams and umpires from the airport to the accommodation site, provide directions to those who are travelling by car or by bus, and provide ground transportation as necessary during the championship. You will also have to arrange for teams and umpires who are flying to get back to the airport for their return flights. Note: that teams travelling by bus will be required to use their bus for local transportation. These tasks should not be complicated, provided that you have accurate travel information well in advance. The following describes specific considerations and procedures for the different parties you will be responsible for:

Teams flying to your event:

- Local transportation from/to airport
- Local transportation to/from all games and events
- Local transportation for meals if meals not available on-site

Umpires:

- Local transportation from/to airport
- Local transportation to/from all games and events
- Local transportation for meals if meals not available on-site

Baseball Canada Rep:

- Local transportation from/to airport
- Vehicle at his/her disposal for duration of stay  
(starting in 2014, Baseball Canada Official Scorer:)

- Local transportation from/to airport

VIPS

- As required

## **OTHER CONSIDERATIONS:**

- In some cases teams may be required to arrive a day early or leave a day late due to unavoidable travel circumstances. In the event that this occurs, you are asked to assist the team in arranging accommodations for their extra night and provide transportation to the site as required. You are not, however, responsible for paying for the extra night of accommodations<sup>1</sup>.
- In the event that a team travels by ground please ensure that there is parking available for them both at the park and at the accommodation site.

<sup>1</sup> Unless your hosting agreement states otherwise.

## ***Accommodations***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

As host, each team will be responsible to pay your committee an amount of \$3000 for a 3 day championship, \$4000 for a 4 day championship and \$5000 for a 5 day championship. (Note: these are scheduled days of play). All accommodations cost exceeding the money received from team are the sole responsibility of the host. Baseball Canada responsible to invoice each participating provinces for the accommodation fees, and forward to Host (1<sup>st</sup> installment July 1<sup>st</sup>, final payment Aug 1<sup>st</sup>). Host is not responsible to cover accommodation cost for the host team.

You are then responsible to secure (pre-book) accommodations for all participants (players and team staff) and to share accommodations cost with Baseball Canada prior to informing the teams.

In order to control the quality of the event, Baseball Canada will only approve accommodation in a hotel set-up. Any other accommodation (e.g university residences) set-up can be brought to the attention of Baseball Canada at the time of letter of interest deposit for consideration.

In the event a team wants to book and organize for accommodations themselves, you will not be required to cover their local transportation.

As host, you will be responsible for the following accommodations:

Teams:

- Players (18 per team except for 21 in Senior and 20 at the Cup)
- Coaches (3 per team)
- Business manager or *chef de mission* (1 per team)
- Total of a maximum of 7 rooms for all events except a maximum of 8 rooms for Canada Cup and Senior Men

Umpiring Staff:

- 9 umpires and 3 supervisor for 6-8 team events (7 double rooms)
- 12 umpires and 3 supervisors for 10 team events (8 double rooms)
- 15 umpires and 3 supervisors for 11 team events (10 double rooms)

Baseball Canada Rep

(1 double room)

(starting in 2014, Baseball Canada Official Scorer)

(1 double room)

For teams, unless otherwise specified in the hosting agreement, you will be responsible for the following sleeping accommodations:

- Quadruple occupancy is minimum requirement. Host is responsible for accommodations starting Wednesday (Tuesday for Canada Cup) and ending the following Monday (included) with teams flying generally going back home on

Tuesday morning. All teams busing are expected to leave no later than 12pm on Monday where the rain day is not necessary.

Please note that teams are allowed to bring a fourth coach at their expense.

For the umpiring staff you are responsible for providing hotel or equivalent accommodations for all umpires. One double room at a local hotel or motel is required for every two umpires (including the supervisor and assistant supervisor). The hotel used for umpires should be separate from the one used for players and team staff.

For the Baseball Canada Rep you must provide one double room at a local hotel or motel.

(starting in 2014, For the Baseball Canada Official Scorer you must provide one double room at a local hotel or motel.)

## ***Meals***

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

At one point during the championship you must provide a no-cost banquet, BBQ or casual evening meal.

It is recommended that you offer a meal plan to the teams whenever possible. This would be a prepaid plan that teams could purchase which would provide them with a specified number of meals for the duration of the championship. It can be arranged with any number of food services (hotel, restaurants, catering company and universities) and it must be flexible in the event of last minute schedule changes.

You are required to provide a meal allowance of \$40.00 per day to each member of the umpiring staff and to the Baseball Canada Rep (starting in 2014, Baseball Canada Official Scorer). This is usually paid in advance to the Umpire Supervisor and the Baseball Canada Rep (starting in 2014, Baseball Canada Official Scorer) upon arrival.

# Marketing & Sponsorship

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

## MARKETING PLAN

The host shall develop a long and short-term marketing plan in order to ensure maximum participation of the corporate sector. This plan is essential, as it will provide the framework for both Baseball Canada and the host to develop an attractive package for potential sponsors.

## SPONSORSHIP RIGHTS

Baseball Canada has entered into exclusive sponsorship and supplier agreements, which will have a positive impact on the Baseball Canada Championships. As a condition of being awarded the rights to host, all parties agree that these agreements will be exclusive to the particular product categories. Following is a list of the sponsors/suppliers and their contributions that will assist the host (see also **Appendix J**).

Mizuno: Catcher's Glove  
Rawlings: Baseballs  
Rawlings: Bats  
Mizuno: Ball Gloves  
Sport Canada/MLB: Medals (Gold, Silver, and Bronze)

In addition, Baseball Canada reserves the right to the provision of other items related to its sponsors and suppliers and will advise the host accordingly.

## EVENT SPONSORSHIP

The host shall be responsible for the development of sponsorship and fundraising packages for corporate sponsors and gifts in kind in accordance with Baseball Canada marketing guidelines. Please note that Baseball Canada will supply the guidelines for signage at all sites and must approve all sponsorship sales packages prior to solicitation.

The event sponsorship team will:

- Create a plan for acquiring local sponsorship that is non-conflicting and complies with national sponsor guide-lines.
- Securing lists of needs from all committees with the objective of securing donations for all equipment and event suppliers.
- Communicating with other committees in regards to exposure commitments to sponsors/suppliers.

## **Marketing & Sponsorship (continued)**

### **SALES PACKAGE**

The marketing committee shall develop a sales package designed to solicit financial and product support in the community, region and province.

This goal will be achieved by:

- Developing a multi-level sponsorship package for local support of the event
- Developing a benefit program from suppliers of good-in-kind
- Obtaining approval of Baseball Canada prior to printing

### **TELEVISION, RADIO AND WEBRIGHTS**

Baseball Canada reserves the sole and exclusive rights to secure a major broadcast partner. However, Baseball Canada shall work in coordination with the host throughout this process. Should a broadcaster be secured, the host shall appoint a representative to act as a liaison. The host is also encouraged to secure a local cable company for broadcasting of games for which Baseball Canada will grant free license. Host is also encouraged to use new technology such as web streaming in order to promote the event and the game of baseball.

### **OFFICIAL EVENT PROGRAM PUBLICATION**

The host shall design and publish an official event souvenir program. It is up to the host to determine a retail price of the souvenir program (with Baseball Canada approval).

Baseball Canada reserves the right to advertising space in the souvenir program (2 pages maximum) for its sponsors and suppliers and their product categories.

### **EVENT MERCHANDISING**

Baseball Canada shall license the host to sell items from the Clubhouse line of merchandise. It should be noted that all merchandise that carries the Baseball Canada registered mark shall require the approval of Baseball Canada prior to production.

These premium garments are identical to the on & off-field clothing worn by our Junior & Senior Teams. By purchasing through Baseball Canada, you are able to access these high-end items and benefit from cost savings due to our group purchasing power while avoiding set-up changes and minimum quantity restrictions. Baseball Canada will offer merchandise on consignment.

## **Marketing & Sponsorship (continued)**

Following is the procedure for purchasing Baseball Canada Clubhouse merchandise:

- Baseball Canada will send a package of items based on the size of your event and the division along with a suggested price list for all items.
- Baseball Canada will ship merchandise to the host at Baseball Canada's cost.
- Host will select a volunteer to run a Baseball Canada booth at the championship. Booth can be combined with the championship souvenirs booth.
- Unsold goods (in good condition only) can be returned to Baseball Canada at the host's expenses.
- All sales revenues remain with the hosting group

Following is the procedure for other licensed merchandise:

- Baseball Canada licenses the host to use the Baseball Canada registered marks in the merchandise program
- The host shall ask for approval from Baseball Canada of designs and goods to be merchandised
- The host shall arrange for a local supplier to produce all licensed merchandise
- The host is responsible for all costs associated with design, setup and production of licensed goods

## **ADVERTISING AND PROMOTION PLAN**

The host shall undertake the development of a promotional plan to ensure maximum exposure for the event. This may include:

- Ticket promotion/businesses
- Radio station and local TV talk shows
- Include a local media person on the host committee
- Poster display
- Banner display
- In venue promotional booth during events
- Shopping centre displays and promotions
- Newspaper supplement
- Local sporting good stores

## **TICKET SALES/INVENTORY**

The host shall develop a plan for the promotion, sales and distribution of individual tickets, package plans and group sales.

The strategy should include a large pre-event sales promotion that commences three months prior to the event and targets corporate partners of baseball and sport in the community. It is suggested that corporation be asked to purchase a ticket package for their staff and clients. This form of marketing creates revenue through ticket sales and it also creates community awareness for the event.

**Marketing & Sponsorship (continued)**

Community involvement is a fiscally responsible form of marketing. The plan should include ticket sales via local retailers and public offices. A limited number of ticket packages for specific groups in your community is a good way of reaching markets that otherwise may not attend the event. Groups to consider are: senior's homes, school groups, children's societies and special needs groups.

## ***PART FOUR:***

# ***THE PARTICIPANTS***

***TEAMS***

***UMPIRES***

***BASEBALL CANADA REP (starting in 2014, 2<sup>nd</sup> individual is Official Scorer)***

***MEDIA***

***OTHER PARTICIPANTS***

***VIPS***

***SPONSORS, SUPPLIERS & PARTNERS***

***SPECTATORS***

***HOST COMMITTEE***

***EVENT STAFF***

***MEDICAL STAFF***

***SECURITY***

# *Teams*

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

## **THE SELECTION PROCESS**

It is up to each region or province how representative teams are determined. Some take the champions from the previous season; some have playdowns in July and August, and some select all-star teams. As a result of a decision at the semi-annual meeting of Baseball Canada in October 1998, the decision on the manner of selection is entirely up to the province/region.

The deadline for provincial or regional representatives to be selected is 9 days prior to the first day of the Championships. At this time teams are required to submit their completed roster forms to Baseball Canada. Once all roster forms have been collected, they will then be accessible to the host using the Baseball Canada Championship website.

## **HOST RESPONSIBILITIES**

### **TRAVEL:**

Team Travel is arranged by the Provincial Baseball Association or by the team themselves. In addition, these arrangements can be made anywhere from several months in advance to just prior to the championship.

As you may expect, this can make it difficult to track down each team's travel itinerary and method of travel.

Once this travel information has been determined, it is the team responsibility to inform you of their arrangements and it is your responsibility to arrange airport pick-ups and hotel/accommodation directions. Once these arrangements have been made they must be communicated to each team well in advance of their travel.

*Note: Please make Baseball Canada and teams aware of any banquet, social or other events being held on the Wednesday evening well in advance so that arrival times may be arranged accordingly*

### **TRANSPORTATION:**

You will be responsible for providing no cost local transportation from the airport to the accommodation site for teams traveling by plane and provide directions for those teams travelling by bus. During the championship you must provide no-cost daily transportation to and from the ballpark for teams traveling by plane.

## **Teams (continued)**

### **ACCOMMODATIONS:**

Unless otherwise specified in the hosting agreement, you will be responsible for the following sleeping accommodations:

Quadruple occupancy is minimum requirement in hotel set-up. It is preferred to see two to three players per room but four is the max. accepted per room.

### **MEALS:**

At one point during the championship you must provide a no-cost banquet, BBQ or casual evening meal.

It is recommended that you offer a meal plan to the teams whenever possible. This would be a prepaid plan that teams could purchase which would provide them with a specified number of meals for the duration of the championship. It can be arranged with any number of food services (hotel, restaurants, catering company and universities) and it must be flexible in the event of last minute schedule changes.

## **COMMUNICATION**

As the championship nears you will require information from the teams and you will also have information to pass on to them. As the selection process varies from province to province the best way to contact teams is through the Provincial Baseball Associations. This way, if they have not selected their team at the time you contact them, they can at least provide you with complete details as to when the team will be selected. Please copy Baseball Canada on all team correspondence.

# Umpires

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

Although the umpires would prefer to remain unnoticed at a Baseball Canada Championship, there are a few things to consider regarding the men in blue. The following excerpt from **Rules & Regulations for Baseball Canada Championships** explains how the umpires are assigned.



## **PART III Umpires**

*The Supervisor of Umpires, and Assistant Supervisor of Umpires (7 or more teams), for the Baseball Canada Championship shall be assigned by Baseball Canada. In all, 9 umpires plus 1 Supervisor and 2 Assistant Supervisors of Umpires are to be assigned during a 8 team Championship. For a 10 team Championship, 12 umpires plus 1 Supervisor and 2 Assistant Supervisors are to be assigned. For an 11 team Championship, 15 umpires plus 1 Supervisor and 2 Assistant Supervisor are to be assigned.*

*The Provincial Supervisors of Umpires shall nominate umpires for Baseball Canada Championships to the Umpires' Committee of Baseball Canada, in consultation with the Provincial Presidents. Baseball Canada's Umpires' Committee will then assign the nominated Umpires to each Championship.*

## **HOST RESPONSIBILITIES**

### **TRAVEL:**

As with team travel, umpire travel may be arranged by Baseball Canada, by the Provincial Baseball Association, or by the umpires themselves. It is the responsibility of each umpire and provinces to provide hosts with umpires' itineraries. Again, pick-up and direction information must be provided.

### **TRANSPORTATION:**

In order to facilitate travel to the championship, you must make arrangements to pick-up all umpires arriving by plane and provide hotel/accommodations directions to umpires travelling by car or bus. In addition, you are to provide vans or similar transportation service for umpire travel during the championship.

### **ACCOMMODATIONS:**

You are responsible for providing hotel or equivalent accommodations for all umpires. One double room at a local hotel or motel for every two umpires is required (including the supervisor and assistant supervisors).

### **MEALS:**

You are required to provide \$40 per day for meals for each member of the umpiring staff.

## *Umpires (continued)*

### **FACILITIES:**

You are to provide the umpires with changing rooms, equipped with washroom and shower at all venues. Adequate drinking water and beverages are also required. Facilities have to be approved by Baseball Canada. Host is responsible to provide the Umpire supervisor with a cell phone covering local calls only.

### **SCHEDULE:**

As soon as it is available, Baseball Canada will provide the Supervisor of Umpires with a final championship schedule. This will allow the Supervisor to assign umpires to each game.

### **UMPIRE MEETING:**

You are responsible for assisting the Supervisor of Umpires in preparing for the pre-championship umpire meeting by providing a suitable meeting room on the Wednesday evening prior to the championship.

## **COMMUNICATION**

Throughout the championship organizing process you will be required to communicate certain information to the umpires, particularly where they are staying and how they get there. All communication to the umpires assigned to your championship should be done through the Supervisor of Umpires. In the case where a Supervisor of Umpires has not yet been assigned, all information should go through Baseball Canada. Please copy Baseball Canada on all umpire correspondence sent directly to the Supervisor of Umpires.

## ***Baseball Canada Rep (starting in 2014 Reps, 2<sup>nd</sup> individual Official Scorer)***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **SELECTION PROCESS**

Baseball Canada Representatives are nominated by Baseball Canada and approved by the board no later than their spring meeting.

### **JOB DESCRIPTION**

The Baseball Canada Representative is assigned to oversee the championship on behalf of Baseball Canada. His or her duties include:

- chairing the pre-championship meeting
- representing Baseball Canada at the banquet and during ceremonies
- supervising all on-field protests
- handling discipline/suspensions
- addressing the host's concerns with the teams
- communicating team complaints to the Supervisor of Umpires/host
- finalizing any schedule change and communicating this change to the teams and umpires
- being the host liaison with Baseball Canada while the championship is taking place

(starting in 2014, Official Scorer is responsible to oversee the championship Pointstreak system and scorekeepers/record keeping)

### **HOST RESPONSIBILITIES**

#### **TRAVEL:**

The last person that you are responsible for in terms of travel is the Baseball Canada Representative. Whenever possible the Rep will be from the host province and is able to drive to the Championship, however, on some occasions they will be required to fly. Baseball Canada will provide travel information regarding the Baseball Canada Rep and all pick-up or hotel/accommodations information should be sent directly to the Rep.

(starting in 2014, Official Scorer)

**TRANSPORTATION:**

You are to provide transportation from the airport to the accommodation site or directions to the accommodation site as necessary. In addition, you must provide the Baseball Canada Rep with a vehicle for the duration of the championship.

(starting in 2014, Official Scorer)

**ACCOMMODATIONS:**

You must provide the Baseball Canada Rep with one double room at a local hotel or motel.

(starting in 2014, Official Scorer)

**FACILITIES:**

You must provide the Baseball Canada Rep with reasonable facilities on-site, to include as a minimum, a meeting room/office, telephone, fax and email connections to the Baseball Canada office in Ottawa. Host is responsible to provide the host with a cell phone during the championships so communication can be done between the BC Rep and the teams' liaison in case of schedule changes.

(starting in 2014, Official Scorer)

**MEALS:**

You are required to provide \$40 per day for meals.

(starting in 2014, Official Scorer)

**COMMUNICATION**

If, at any time prior to the championship you need to contact the Baseball Canada Rep, please do so directly.

During the championship the Rep is to be the only person from the championship who contacts the Baseball Canada office. Any request or concerns should be made through him or her.

The Rep will require access to a cellular telephone, a fax machine and the internet during the championship. This can usually be accomplished at the on-site media centre.

## *Media*

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **MEDIA CAMPAIGN**

The host committee should develop a media plan in order to promote the event within the community. The plan should include a large pre-event sales promotion that targets corporate partners of baseball and sport in the community.

Please see "Ticket Sales/Inventory" in the Marketing & Sponsorship section for more information on ticket promotion.

It is important for the host committee to be able to distinguish between media advertising and publicity/media coverage. The simplest way to explain the difference is media advertising is the form of advertising that the host committee actually purchases or negotiates a contra agreement for. This may include radio spots, newspaper ads, television commercials, billboards, etc. Publicity and media coverage may include: commentaries on TV and radio, participation in talk shows, newspaper articles being written about the event or participants.

We recommend that you recruit at least one media partner for the event. In exchange for event promotion and advertising the partner may receive such things as an ad in the program, PA announcements during all games, and presenter status for the Championships i.e. all radio spots would end with "presented by Newspaper XYZ".

This very important form of event promotion is often overlooked. It is very cost efficient, FREE, and creates awareness of the event that can not be bought. This form of advertising comes in the form of media driven exposure. The newspapers, radio stations, TV stations and like media will decide to cover the event or athletes/volunteers from a human-interest approach.

The host committee must create vehicles for the media to become aware of these topics of interest. The event media volunteer should constantly gather information and distribute it to the media. These topics may range from player and staff profiles to volunteer dedication to special events surrounding the event.

It is vital that the media committee creates a contact list and keeps in touch with them leading up to and throughout the event. A sports department is always looking for areas of interest.

The host is also responsible for identifying a web technical expert who will be the direct link between host and Baseball Canada. The host shall also identify a main contact for scorerkeepers with that person being trained to use the Baseball Canada technology during the championship.

## **MEDIA CONFERENCES**

- The host and Baseball Canada shall agree upon any media conference schedule.
- All media conferences shall be held in the most beneficial location to all parties
- The media chairperson shall emcee the media conference
- Baseball Canada can assist host in setting up for the media conference

## **STATISTICS/RESULTS**

- Host is responsible to ensure that the official statistician has been trained using Baseball Canada's technologies well ahead of the event.
- The official statistician for the tournament shall not be a member of any other committee due to the time required to complete this task
- A format for game results and stories will be developed
- Game results will be tracked using Baseball Canada live scoring technology in place at the time of the championship.
- Results should be posted and distributed to the media at least twice daily
- There will be continual updating of team and individual statistics which are posted at the end of each days competition
- Stats packages should be provided to the Player Evaluation (Awards) committee at the end of each day

## **PRESS BOX SERVICES/EQUIPMENT**

- A press box is to be set up at the Main Field and shall be of sufficient size to accommodate the working media plus required officials.
- The press box shall be equipped as per the specification outlined under Facilities

## **TEAM /MEDIA INFORMATION**

The media committee is to prepare an information package on each team in the Championship. The information required for the kit is to be coordinated with the Baseball Canada Manager of Baseball Operations considering the confidentiality policy.

The information kits are to include, but are not limited to:

- Team rosters, including: name, number, height, weight, date of birth, position, bats, throws
- Individual stats
- Team stats
- An article on each team if possible

**Media (continued)**

The kits will be distributed to all media, scouts and the Baseball Canada event staff. All media information may also be used as a pre-event promotional tool as articles and human-interest stories may be constructed from this document. Please make sure to double check with Baseball Canada before sharing any of the player's personal information.

**WEBSITE INFORMATION**

The use of Baseball Canada Championships Website is mandatory and host is prohibited from using a parallel website during the event.

It shall be the responsibility of the host to update the website using Baseball Canada's access and login information.

## ***Other Participants***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **VIPS**

It is very important for the Protocol Committee to fully understand the roles and involvement of VIP's including:

- Baseball Canada and other baseball delegates
- Government officials – federal, provincial and municipal
- Foreign dignitaries (if applicable)
- Sponsors
- Other

The host committee should ensure that VIP's are given the proper accreditation and are aware of the privileges associated with their status.

There host committee should consider a VIP hospitality area and a VIP program, which will include tours, receptions, shuttle service and preferred seating at games and special events (recommended but not required).

Hosts may also consider the development of a VIP gift program.

### **SPONSORS, SUPPLIERS & OTHER PARTNERS**

Baseball Canada requires that any of its sponsors or suppliers with personnel on-site be treated as VIPs. It also strongly suggests that local sponsors also be treated as VIPs.

### **SPECTATORS**

The host committee should do everything possible to ensure that attendance at the event is a positive experience for all spectators.

In addition to providing sufficient seating (see "Facilities") to meet the spectator demands of a Baseball Canada Championship, you should also consider the following spectator services:

- public washrooms
- accessible parking
- food & beverage services
- souvenirs
- public telephone access
- public transportation

### **Other Participants (continued)**

- shelter
- up-to-date results and statistics
- first-aid

This list is by no means exhaustive. Baseball Canada encourages you to provide a portfolio of services that best meets the specific needs of your spectators. Each year hosts add unique and creative spectator services to their championship and Baseball Canada encourages this creativity and initiative.

### **HOST COMMITTEE**

The host committee members should be easily identified while on-site (ID badge or uniform) and must be available either in person or by telephone or radio as required. The host committee chair (or delegate) must always be available to the Baseball Canada Rep.

### **EVENT STAFF**

The host committee's event staff should be easily identified while on-site (ID badge or uniform) and must be available in sufficient numbers to ensure the smooth operation of the event.

### **MEDICAL STAFF**

The host shall coordinate the overall medical coverage and emergency services for the entire event. Following are the specific responsibilities of the host related to medical staff:

- Coordinate first aid treatment at all facilities
- Arrange for ambulance and emergency personnel on call for all games
- Contract local hospitals in case of emergency treatments
- Provide a doctor and dentist on call for all games
- Massage/physio not mandatory but recommended

### **SECURITY**

The host shall provide a security centre from which all security related activities shall be coordinated. It shall be the responsibility of the host to provide for the safety of all:

- Participants
- Volunteers
- Staff
- Umpires

**Other Participants (continued)**

- VIP's
- General Public / spectators

Security shall also be provided in order to:

- Control media and public access to player / team areas
- Movement within specific area is restricted according to specific authorization
- Ensure the security of team equipment at all times during games, practices and storage

**PROTEST COMMITTEE**



**PART II  
GAMES AND PROTEST  
PROCEDURES,  
Protest Procedures**

- (a) *The host will submit the names of the entire Protest Committee to Baseball Canada, at least two (2) weeks prior to the Championship.*
- (b) *The Baseball Canada Representative will approve the Protest Committee for the Championship.*
- (c) *The Protest Committee shall be composed of sufficient members to ensure that three members are present at each game of the Championship.*
- (d) *The names of the members of the Protest Committee shall be made known to the teams at the Pre-Championship meeting. The Baseball Canada Representative will sit on the Protest Committee.*
- (e) *To be heard, protest must be accompanied with a cash deposit of \$100. In the event that the protesting team wins the protest, the cash deposit will be reimbursed.*
- (f) *When a protestable incident occurs, the protesting Head Coach must, before the next pitch is made or an attempted play is made, inform the game Crew Chief that he is lodging a protest.*
- (g) *The Crew Chief shall suspend play and inform the manager of the opposing team and the Protest Committee.*  
*NOTE: No protest may be made on a judgement call.*
- (h) *The Protest Committee, the Head Coach making protest, and the game Crew Chief shall retire to a private area away from the teams, spectators and other persons.*
- (i) *The Protest Committee shall hear and question in the following order:*
  - *the game Crew Chief,*
  - *the protesting Head Coach, and*
  - *the opposing Head Coach (if necessary).**The Protest Committee shall have the power to exclude any of those persons while talking to any of the others.*
- (j) *The Head Coach's and game Crew Chief shall then leave while the Protest Committee shall discuss the protest.*
- (k) *Before ruling on the protest, the Protest Committee may confer with any person whom they believe may be helpful in assisting them reach a decision.*
- (l) *The Protest Committee shall rule on the protest and inform the game Crew Chief and he in turn will advise the Team Head Coaches and resume play.*
- (m) *The game Crew Chief shall put the decision into effect and order resumption of play from the point of suspension.*
- (n) *No further argument or comment on the protest shall be entertained.*

*The decision of the Protest Committee shall be final. There shall be no appeal to any other body.*

***PART FIVE:***

***THE SUCCESSFUL CHAMPIONSHIP***

***CHAMPIONSHIP ITINERARY***

***OPERATIONS***

***SPECIAL EVENTS***

## *Championship Itinerary*

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

For any Baseball Canada Championship to run smoothly the host committee must have sound plans for all aspects of the championship itinerary, including:

- **Wednesday (Tuesday for Canada Cup)**
  - Arrival of teams, umpires, Baseball Canada Rep
  - Registration/Accreditation
  - Umpires meeting
  - Banquet (unless after event)
  - Pre-Championship meeting
- **Thursday**
  - Competition begins
  - Opening ceremonies
  - Optional special events
- **Friday**
  - Competition continues
  - Optional special events
- **Saturday**
  - Competition continues
  - Optional special events
- **Sunday**
  - Competition concludes with medal games
  - Closing ceremonies
  - Banquet (unless before event)
- **Monday**
  - Rain day to complete schedule if needed [no rain day Monday for 13U (Pee Wee) Atlantic event]
- **Tuesday**
  - Departure of teams travelling by air, umpires and Baseball Canada Rep

While the games usually played on Thursday, Friday, Saturday and Sunday (hopefully rain will not force you to play on Monday) are what the Championship is all about, it is how well all the other matters are handled that can take a good tournament and make it a great one. This is not to say that the game operations are not important. They are and they must be done right. If the games do not run smoothly nothing else matters.

When the games do run smoothly, the participants then notice all the other "little" things. Smiling faces can do wonders. Only one team will go home with the gold medals. All the teams will go home with memories. You cannot make the memories from the field positive ones for every player. You can, however, make the event one to remember and, more importantly, one to talk about.

## **Championship Itinerary**

Twenty or thirty years from now, most of the participants will not remember the score of the game or even who one. They will remember the event and how they remember your event and your community is really up to you and your host committee.

Baseball Canada will assist you in planning your event. The information in the next section (**Operations**) will assist you in the planning process. It is listed in alphabetical order for your ease of use.

Unforeseen problems and the problems associated with inclement weather may challenge your host committee. Your host committee is key at these times. If you are open with the participants, use common sense and try to be as flexible as possible you will get past the problems and find solutions that work for all.

In the end, when all the planning is done, it will be up to you, your host committee, your event staff and your community to make the event an unforgettable one for all the participants ... and for your community too.

Remember the power of the smiling face!

## ***Operations***

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **AWARDS**

Baseball Canada provides gold, silver and bronze medals for the top three teams.

In addition, Baseball Canada through its sponsors and suppliers shall provide additional awards:

- offensive player (Rawlings)
- defensive player (Mizuno)
- top catcher (Mizuno)

The Host committee is responsible to select a committee to determine award winners from local knowledgeable baseball people. The chair of this committee should not be involved on any other committee, as award selection is a very time consuming role.

The chair shall develop an objective selection process and a form for each committee member to complete following the game they are observing. The committee member observing a specific game shall be responsible for delivering the post game award winners names to the public address announcer.

The committee will select a list of tournament player award winners.

### **BANQUET**

As per your host agreement, a banquet, BBQ or casual evening should be provided for all players, team officials, umpires, and Baseball Canada representatives.

While it is recommended that the banquet be held on the Wednesday evening prior to the first day of competition (to ensure that any unforeseen schedule change will not interfere with every team being able to attend the banquet), some hosts wish to have a closing awards-type banquet.

Baseball Canada staff will assist in providing an agenda or script for the banquet.

### **CEREMONIES**

All scripting must be approved by Baseball Canada prior to the event. The Host shall be responsible for planning and delivering the following ceremonies:

- Opening Ceremonies
- Banquet
- Pre Game Ceremonies (Round Robin and Medal Games)

## *Operations (continued)*

- Post Game Ceremonies (Round Robin and Medal Games)
- Closing Ceremonies

## **CHAMPIONSHIP DRAW**

Baseball Canada will provide the pools and draw to you no later than February 28 (May 31 for Senior). Upon receipt of the draw you have 30 days to review it and make any recommended changes. Baseball Canada will make every effort to accommodate your needs provided they do not negatively impact all teams being treated fairly.

In the event of inclement weather, the schedule may have to be changed. While the Baseball Canada Rep has the final say on the revised schedule, he/she will consult with the host committee, the teams and the umpires before making any decisions.

## **FOOD SERVICES**

At one point during the championship you must provide a no-cost banquet or casual evening meal. See ***Banquet***.

It is recommended that you offer a meal plan to the teams whenever possible. This would be a prepaid plan that teams could purchase which would provide them with a specified number of meals for the duration of the championship. It can be arranged with any number of food services (hotel, restaurants, catering company and universities) and it must be flexible in the event of last minute schedule changes.

Meals should be coordinated to include the following:

- menus (Canada's Food Guide should be used to ensure proper nutrition)
- timing and set up
- special events
- volunteer food services

Other Considerations

- Food services for volunteers should be in a separate area if possible
- If a team opts out of a meal, they are to provide the Host with 24 hours written notice or be charged for the full cost of the meal
- Box lunches should be made available for teams provided they give the Host 48 hours written notice
- Sample menus to be approved by Baseball Canada before they are finalized
- Hosts shall be responsible for providing 12 total meals (for 4 day championship) per team member (3 for each of the next 4 days)

***Operations (continued)***

**CLOSING CEREMONIES**

The closing ceremonies are usually shorter and less formal than the opening ceremonies.

If a banquet is to be held after the closing ceremonies, often the closing ceremonies consist of nothing more than the medal presentations to the runners-up and the champions.

If the banquet has been held previously, a more elaborate closing ceremony is required. If national, provincial or local politicians are on-hand they should be given the opportunity to say a few words. The Baseball Canada Rep will want to thank the host committee, and the sponsors and suppliers.

Baseball Canada staff will assist in providing an agenda or script for the closing ceremonies and the banquet. See **Appendix I** for sample scripts.

**GAME OPERATIONS**

The host shall make provisions to ensure that games start on time and run smoothly. Following are the responsibilities of the host committee:

- Ensure all staff and volunteers are in place and facilities are operational for each game
- Ensure event runs on time (warm up and ceremonies)
- Work with facility staff regarding emergency procedures
- Baseball Canada approved scoring software is to be used for all games
- All statistical personnel are in place and record all stats according to the Baseball Canada standards
- An adequate supply of Baseball Canada approved baseballs are on hand for each game
- Team equipment repair service (teams responsible to pay for services used)
- Adequate supply of refreshments (water and or sport drinks) for each game
- A user pay laundry service should be in place for the use of all teams

**GAME PROCEDURES**



**PART II  
GAME AND PROTEST  
PROCEDURES,  
Game Procedures**

- (a) Teams shall arrive at the designated playing field at least forty-five minutes prior to the scheduled starting time of the game.
- (b) Starting twenty-five minutes before the designated time of the game, the home team shall have the field for ten minutes for infield/outfield practice.
- (c) The visiting team shall then have the field for ten minutes for infield/outfield practice. This shall be followed by the meeting at home plate among the Head Coaches and the umpires.

**NOTE:** Scheduled starting time means the time indicated on the Championship schedule drawn up prior to the start of play. Designated starting time means the time determined by the Baseball Canada Representative in the event of delays because of inclement weather, lengthy preceding game(s) or other factors.

**Operations (continued)**



**PART II  
GAME AND PROTEST  
PROCEDURES,  
Game Procedures  
(continued)**

- (d) *The starting line-up including all available substitutes listed shall be given to the official scorer at least thirty minutes prior to the start of the game. The list shall include the surname of each player, coach and manager with his usual first name and his uniform number. The uniform number is to be listed to the left of each name and the playing position of the starting players listed to the right of each name.*
- (e) *Twenty minutes prior to the turning over of the line-up cards to the umpire, team managers will indicate to each other if they plan "left" or "right handed pitchers to start the game.*
- (f) *All games in all Baseball Canada Championships will be seven (7) innings in duration.  
The ten run mercy rule shall apply after the fifth (5<sup>th</sup>) inning or four and a half (4 1/2) if the home team is ahead.  
The fifteen run mercy rule shall apply after the forth (4<sup>th</sup>) inning or three and a half (3 1/2) if the home team is ahead.*

**HOSPITALITY**

Hosts shall provide hospitality venues at both the main field and at the host hotel. Having current results and schedules at the host hotel can be a great service to all involved in the event. (see also **VIPS** in **Other Participants** section of **Part Four**).

**MEDICAL SERVICES**

The host shall coordinate the overall medical coverage and emergency services for the entire event. Following are the specific responsibilities of the host related to medical services:

- Coordinate first aid treatment at all facilities
- Determine which teams have medical personnel in attendance at the event
- Serve as liaison with individual teams training staffs
- Coordinate medical support system for specialty treatment needs
- Coordinate first aid system for volunteers and general public
- Arrange for ambulance and emergency personnel on call for all games
- Set up an emergency action plan at all facilities and events
- Prepare a risk management plan
- Contract local hospitals in case of emergency treatments
- Provide a doctor and dentist on call for all games
- Massage/physio not mandatory but recommended

**OPENING CEREMONIES**

The opening ceremonies provide an opportunity to welcome the visiting team, umpires and spectators as well as give some recognition to sponsors and suppliers. National, provincial and local politicians often attend to extend a welcome and well wishes to the participants. The Baseball Canada Rep brings greetings from the national baseball body and the President or some other representative of the Provincial Baseball Association does the same.

***Operations (continued)***

The march-in of the teams is the central spot in the ceremonies. All teams are to be present and in full uniform for the ceremonies. Teams are usually preceded by their provincial flag and/or a banner indicating the province or team name.

Baseball Canada staff will assist in providing an agenda or script for the opening ceremonies. See **Appendix I** for sample scripts.

**PHOTOGRAPHY**

The Host shall make arrangements to have a photographer available throughout the event. The photographer shall be given the rights to sell photos throughout the event.

Following are the requirements for event photographs:

- Media conferences
- Team photos
- Post game awards
- Opening and closing ceremonies
- Banquets
- Awards ceremonies
- All medal games ( before and after)
- Candid shots
- Umpire crew photos

**PRE-CHAMPIONSHIP MEETING**



**PART I, #7  
PRE-CHAMPIONSHIP  
MEETING**

*At a convenient time, prior to the opening game of the Championship, the Pre-Championship meeting shall be held. The Chairman of the host committee, the Baseball Canada Representative, and the Baseball Canada Supervisor of Umpires, must be in attendance at this meeting.*

*The representative of Baseball Canada shall chair the meeting.*

*Each team shall send at least one representative who shall have the authority to speak on behalf of the team and make decisions concerning his team, which shall be binding.*

*At the meeting, announcements and directions will be made affecting aspects of the Championship. Non-attendance at the meeting shall not be an excuse for non-compliance.*

*Original team rosters, completed fully, shall be distributed to each team prior to the start of the Championship and as far in advance of the Pre-Championship meeting as possible. Any challenge concerning eligibility of any player must be raised at that time.*

*The final team rosters shall be approved by the Provincial body and sent through Baseball Canada website at least 9 days before the first game of the Championship, or they will be subject to a \$500 fine, payable to Baseball Canada.*

## Operations (continued)



**PART I, #7**  
**PRE-CHAMPIONSHIP**  
**MEETING**  
**(continued)**

*No challenge on the questions of eligibility shall be considered after the conclusion of the meeting.*

*However, should subsequent information indicate that ineligible players have been used, the Baseball Canada Championship Committee will have the authority to investigate, and if necessary, take appropriate action to penalize the Provincial Governing Body, of the team concerned.*

A suggested agenda for the Pre-Championship Meeting is found in **Appendix H**.

## **PUBLIC ADDRESS**

A public address announcer should be available for all games. Whenever French speaking teams are competing, all public address announcements shall be conducted in English and French. For all special events (i.e. banquets, opening and closing ceremonies), there shall be bilingual public address.

## **RAIN DATE**

Each championship itinerary includes Monday as the rain date to make up for any games that may have been postponed. In the event that the schedule has to be altered and or expanded due to rain or any other interruption in play, a meeting must take place between the host, the Baseball Canada Rep, and the supervisor of umpires to determine the necessary changes.

The Baseball Canada Rep must communicate these changes to the teams.

## **REGISTRATION/ACCREDITATION**

It is important for the Host to assess the reasons for accreditation and design a system to meet those challenges. Any accreditation system should be both cost effective and easy to administer.

Accreditation should be considered for the following groups:

- team members
- core committee members
- volunteers
- VIP's
- media
- sponsors
- umpires

## Operations (continued)

- Scouts from professional baseball or recognized academic institutions
- other

Any credentials extended to Scouts of college representatives are at the sole discretion of the Host committee.

The accreditation desk should be available throughout the duration of the event and the Host should anticipate last minute requests.

The Host should develop an information package for all those who will receive accreditation. There may be more than one package developed as some people may not have the needs for comprehensive information.

## RULES



**PART II**  
GAMES AND PROTEST  
PROCEDURES,  
Playing Rules

*(a) Official Playing Rules:*

*All games of the Baseball Canada Championships shall be governed by the Baseball Canada Official Rules of Baseball.*

## SCRIPTS

Baseball Canada will work with the host in developing scripts for:

- Opening and closing ceremonies
- Banquet
- Pre-game and post-game ceremonies
- In-game announcements

Sample scripts are found in **Appendix I**.

## SECURITY

As mentioned earlier, the host committee shall provide a security centre from which all security related activities shall be coordinated. For more details on this matter, see **Security** in **Other Participants** in **Part Four**.

## Operations (continued)

### **TEAM SERVICES**

Teams are required to participate in all event activities including the following:

- Opening ceremonies
- Banquet
- Sponsor activities
- Event promotions
- Skills competitions or special events

The host must have plans to have the teams participate in these and any other event-related activities.

The business manager or *chef de mission* for each team are responsible for the activities of his/her team.

The Host shall provide for the following:

- Access to equipment repairs
- Itineraries for special events
- Having a representative of the Host committee to meet the team/delegation upon arrival and escort them to the accreditation area
- Information packages
- Gift packages (optional)

#### Team Information Packages

The Host shall assemble as a booklet or binder, a package to be provided to each team, Baseball Canada Rep and the umpiring staffs. It shall include:

- Copy of tournament rules and regulations
- Transportation schedule to venues and airport
- Tournament schedules
- Area map including restaurants, emergency centres, playing facilities, accommodations and local points of interest
- First aid and medical information
- Laundry and equipment repair services
- Press releases
- Phone list of important numbers
- Opening and closing ceremony information
- Hospitality
- Dressing room assignments and policies
- Special Events
- Merchandise brochures

**Operations (continued)**

**TICKETING**

The host committee should provide a ticket office prior to the event for convenient booking and pickup. The host may use a ticket agency or partner with a ticket service in the local community. A toll free telephone service should be considered for out of town ticket orders.

**UMPIRE MEETING**



**PART III  
UMPIRES**

*At a convenient time prior to the Pre-Championship meeting, the umpiring staff, the Baseball Canada appointed Supervisor of Umpires; the Chairman of the host committee, and the Baseball Canada Representative shall meet. The discussions will include ground rules, umpiring crews, and any other items the umpiring crews may wish to discuss for the purpose of clarifying rules or procedures.*

You should work directly with the supervisor of umpires to schedule an appropriate time and location for this meeting.

## ***Special Events***

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

During the course of the Baseball Canada Championships, it may be advantageous for the host to conduct special events. These events should be coordinated with the Provincial Baseball Association.

Special events can add to the event in creating a “festival” type of atmosphere and enhancing the exposure of the event and to the sport of baseball. Some of these special events may include, but are not limited to:

- Baseball and Career Options Seminar
- Coaching and Umpire Seminars
- Program Demonstrations
- Skills Competitions
- Community Events
- Girls Clinic

## *Appendices*

*Appendix A: Important Contacts*

*Appendix B: The Championships (in detail)*

*Appendix C: Sample Host committee*

*Appendix D: Sample Tasks During Preparation Phase*

*Appendix E: Sample Tasks During Final Preparation Phase*

*Appendix F: Financial Results*

*Appendix G: Generic Memorandum of Agreement*

*Appendix H: Suggested Pre-Championship  
Meeting Agenda*

*Appendix I: Sample Scripts*

*Appendix J: Baseball Canada Sponsors & Suppliers*

## APPENDIX A:

***Important Contacts***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

**BASEBALL CANADA**

2212 Gladwin Cres., Suite A7  
Ottawa, ON  
K1B 5N1

Phone: 613-748-5606  
Fax: 613-748-5767

E-mail: [info@baseball.ca](mailto:info@baseball.ca)  
Home Page: [www.baseball.ca](http://www.baseball.ca)

**PROVINCIAL BASEBALL ASSOCIATIONS****BASEBALL B.C.**

310-15225 104th Avenue  
Vancouver, BC V3R 6Y8

Phone: 604-586-3310  
Fax: 604-586-3311

E-mail: [info1@baseball.bc.ca](mailto:info1@baseball.bc.ca)  
Home Page: <http://www.baseball.bc.ca>

**BASEBALL ALBERTA**

Percy Page Centre  
11759 Groat Road  
Edmonton, AB T5M 3K6

Phone: 780-427-8943  
Fax: 780-427-9032

E-mail: [registrar@baseballalberta.com](mailto:registrar@baseballalberta.com)  
Home Page: [www.baseballalberta.com](http://www.baseballalberta.com)

**SASKATCHEWAN BASEBALL ASSOCIATION**

1870 Lorne Street  
Regina, SK S4P 2L7

Phone: 306-780-9237  
Fax: 306-352-3669

E-mail: [mramage@sasktel.net](mailto:mramage@sasktel.net)  
Home Page: [www.saskbaseball.ca](http://www.saskbaseball.ca)

**MANITOBA BASEBALL ASSOCIATION**

200 Main Street  
Winnipeg, MB R3C 4M2

Phone: 204-925-5763  
Fax: 204-925-5792

E-mail: [baseball.morgan@sportmanitoba.ca](mailto:baseball.morgan@sportmanitoba.ca)  
Home Page: [www.baseballmanitoba.ca](http://www.baseballmanitoba.ca)

**BASEBALL ONTARIO**

3-131 Sheldon Drive  
Cambridge, ON N1R 6S2

Phone: 519-740-3900  
Fax: 519-740-6311

E-mail: [baseball@baseballontario.com](mailto:baseball@baseballontario.com)  
Home Page: [www.baseballontario.com](http://www.baseballontario.com)

**BASEBALL QUEBEC**

4545 Pierre de Coubertin  
Montreal, QC H1V 3R2

Phone: 514-252-3075  
Fax: 514-252-3134

E-mail: [info@baseballquebec.qc.ca](mailto:info@baseballquebec.qc.ca)  
Home Page: [www.baseballquebec.com](http://www.baseballquebec.com)

**BASEBALL NEW BRUNSWICK**

900 Hanwell Rd. Unit 13  
Fredericton, NB E3B 6A3

Phone: 506-451-1329  
Fax: 506-451-1325

E-mail: [director@baseballnb.ca](mailto:director@baseballnb.ca)  
Home Page: [www.baseballnb.ca](http://www.baseballnb.ca)

**BASEBALL NOVA SCOTIA**

5516 Spring Garden Rd, 4<sup>th</sup> Floor  
Halifax, NS B3J 1G6

Phone: 902-425-5450 Ext.355  
Fax: 902-425-5606

E-mail: [baseball@sportnovascotia.ca](mailto:baseball@sportnovascotia.ca)  
Home Page: [www.baseballnovascotia.ca](http://www.baseballnovascotia.ca)

**BASEBALL P.E.I.**

PO Box 302  
Charlottetown, PEI C1A 7K7

Phone: 902-368-4203  
Fax: 902-368-4548

E-mail: [baseball@sportpei.pe.ca](mailto:baseball@sportpei.pe.ca)  
Home Page: [www.baseballpei.ca](http://www.baseballpei.ca)

**NEWFOUNDLAND AMATEUR BASEBALL ASSOCIATION**

83 Ashford Drive  
Mount Pearl, NF A1N 3N7

Phone: 709-368-2819  
Fax: 709-368-6080

E-mail: [nlbaseball@nl.rogers.com](mailto:nlbaseball@nl.rogers.com)  
Home Page: [www.sport.ca/nlbaseball](http://www.sport.ca/nlbaseball)

Appendix B:

## ***The Championships***

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **BASEBALL CANADA 13U (PEE WEE) CHAMPIONSHIPS**

**AGE:** 13 years old and younger who do not reach their 14th birthday during the current calendar year.

**PARTICIPANTS:** a minimum of 6 teams per regional event - 18 players, 3 coaches, 1 chef de mission.

**HISTORY:** This age group was once called the Beaver Division, but the name was changed to Pee Wee in 1990. The first championship was held in Peace River, Alberta in 1972. In 2009, Baseball Canada increased the number of national competitions using 3 regions (east, west and central)

**PAST HOSTS:**

2009 Western:

2009 Atlantic:

2010 Western:

2010 Atlantic:

2011 Western:

2011 Atlantic:

2012 Western: Saskatoon, SK

2012 Atlantic: St. John's, NL

2012 Central Open: No event

**FUTURE HOSTS:**

2013 Western- AB

2013 Atlantic – NB

2014 Western- AB

2014 Atlantic – NB

2014 National – ON

**DIAMOND SIZE:** Base Paths - 70'  
Distance to the Pitching Rubber - 48'

For complete playing rules please refer to the Baseball Canada Rule Book, Canadian Content section.

Appendix B:

***The Championships (continued)***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

**BASEBALL CANADA 15U (BANTAM) BOYS CHAMPIONSHIP**

**AGE:** 15 years old and younger who do not reach their 16th birthday during the current calendar year.

**PARTICIPANTS:** minimum 6 teams (5 Regions, 1 Host) - 18 players, 3 coaches, 1 chef de mission.

**HISTORY:** In 1991 Baseball Canada formed this national championship after a 17-year hiatus. 1974, the first Bantam championship was held at Coaticook, Quebec.

**PAST HOSTS:**

1974 - Coaticook, Quebec	2003 – Windsor, Ontario
1991 - Dartmouth, Nova Scotia	2004 – Windsor, Ontario
1992 - St. Albert, Alberta	2005 – Windsor, Ontario
1993 - Niagara Falls, Ontario	2006 – Windsor, Ontario
1994 - Kelowna, British Columbia	2007 - Québec City, Québec
1995 – Fredericton, New Brunswick	2008 - Mascouche, Québec
1996 - North Bay, Ontario	2009 – Vaughan, Ontario
1997 - North Bay, Ontario	2010 - Vaughan, Ontario
1998 - North Bay, Ontario	2011 - Vaughan, Ontario
1999 - Windsor-Riverside, Ontario	2012 – Vaughan, Ontario
2000 - Windsor-Riverside, Ontario	2013 – Vaughan, Ontario
2001 – Windsor-Riverside, Ontario	
2002 – Windsor-Riverside, Ontario	

**FUTURE HOSTS:**

2014 – Vaughan, ON  
2015 – Vaughan, ON

**AVAILABLE FOR HOSTING:**

2016

**DIAMOND SIZE:** Base Paths - 80'  
Distance to the Pitching Rubber - 54'

For complete playing rules please refer to the Baseball Canada Rule Book, Canadian Content section.

Appendix B:

***The Championships (continued)***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

**BASEBALL CANADA 18 (MIDGET) CHAMPIONSHIP**

**AGE:** 18 years old and younger who do not reach their 19th birthday during the current calendar year.

**PARTICIPANTS:** Minimum 6 teams (5 Regions, 1 Host) - 18 players, 3 coaches, 1 chef de mission.

**HISTORY:** The tournament began in 1973, and some indications show that a championship was planned as early as 1969. The tournament was suspended in 1975 and reinstated shortly thereafter.

**PAST HOSTS:**

1973 - Barrhead, Alberta	1996 - Red Deer, Alberta
1974 - Repentigny, Quebec	1997 - Red Deer, Alberta
1979 - Niagara Falls, Ontario	1998 - Red Deer, Alberta
1980 - Longueuil, Quebec	1999 - Red Deer, Alberta
1981 - Moncton, New Brunswick	2000 - Red Deer, Alberta
1982 - Stettler, Alberta	2001 - Stonewall, Manitoba
1983 - Windsor, Ontario	2002 - St. Albert, Alberta
1984 - Moncton, New Brunswick	2003 - Windsor, Ontario
1985 - Windsor, Ontario	2004 - St. Albert, AB
1986 - Stettler, Alberta	2005 - Trois-Rivières, QC
1987 - Sherbrooke, Quebec	2006 - Summerside, PEI
1988 - Chatham, New Brunswick	2007 - Québec City, QC
1989 - Dartmouth, Nova Scotia	2008 - Halifax, NS
1990 - Waterloo, Ontario	2009 - Fredericton, NB
1991 - Saskatoon, Saskatchewan	2010 - London, ON
1992 - Trois-Rivières	2011 - Regina, SK
1993 - Tignish/Summerside, PEI	2012 - Québec City, QC
1994 - Fort Saskatchewan, Alberta	2012 - Trois-Rivières, QC
1995 - Stonewall, Manitoba	

**FUTURE HOSTS:**

2014 - QC  
2015 - Open

**AVAILABLE FOR HOSTING:**

2016

**DIAMOND SIZE:** Base Paths - 90'  
Distance to the Pitching Rubber - 60'6"

For complete playing rules please refer to the Baseball Canada Rule Book, Canadian Content section.

Appendix B:

***The Championships (continued)***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

**BASEBALL CANADA 21U (JUNIOR) CHAMPIONSHIP**

**AGE:** 21 years old and younger who do not reach their 22nd birthday during the current calendar year.

**PARTICIPANTS:** Minimum 6 teams - 18 players, 3 coaches, 1 chef de mission.

**HISTORY:** Baseball Canada's longest running tournament.

**PAST HOSTS:**

1962 - Montreal, Quebec	1987 - London, Ontario
1963 - Montreal, Quebec	1988 - Weyburn, Saskatchewan
1964 - Montreal, Quebec	1989 - Saskatoon, Saskatchewan*
1965 - Winnipeg, Manitoba	1990 - St. Catherines, Ontario
1966 - St. John's, Newfoundland	1991 - Newcastle, New Brunswick
1967 - Saskatoon, Saskatchewan	1992 - Jonquiere, Quebec
1968 - Moncton, New Brunswick	1993 - Kamloops, British Columbia*
1969 - Sarnia, Ontario	1994 - Corner Brook, Newfoundland
1970 - Carman, Manitoba	1995 - Kitchener, Ontario
1971 - North Battleford, Saskatchewan	1996 - Kitchener, Ontario
1972 - Pointe-aux-Trembles, Quebec	1997 - Brandon, Manitoba*
1973 - Charlottetown, Prince Edward Island*	1998 - Kitchener, Ontario
1974 - Fredericton (Marysville), New Brunswick	1999 - Kitchener, Ontario
1975 - Thorold, Ontario	2000 - Kitchener, Ontario
1976 - Moncton, New Brunswick	2001 - London, Ontario *
1977 - St. John's, Newfoundland*	2002 - Corner Brook, Newfoundland
1978 - Surrey & Westminster, British Columbia	2003 - Windsor, Ontario
1979 - Halifax, Nova Scotia	2004 - Trois-Rivières, Québec
1980 - Westlock, Alberta	2005 - Saskatoon, SK
*Denotes Canada Games	2006 - Guelph, Ontario
1981 - Thunder Bay, Ontario*	2007 - Québec City, QC
1982 - Niagara Falls, Ontario	2008 - Charlottetown, PEI
1983 - Surrey, British Columbia	2009 - Trois-Rivières, QC
1984 - Trois-Rivières, Quebec	2010 - Trois-Rivières, QC
1985 - Saint John, New Brunswick*	2011 - Windsor, Ontario
1986 - North Battleford, Saskatchewan	2012 - Trois-Rivières, QC
	2013 - Dartmouth, NS

**FUTURE HOSTS:**

2014 - Dartmouth, NS  
2015 - Open

**AVAILABLE FOR HOSTING:**

2016

**DIAMOND SIZE:** Base Paths - 90'  
Distance to the Pitching Rubber - 60'6"

For complete playing rules please refer to the Baseball Canada Rule Book, Canadian Content section.

Appendix B:

***The Championships (continued)***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

**BASEBALL CANADA SENIOR MEN CHAMPIONSHIP**

AGE: Open classification.

PARTICIPANTS: The Senior Championship is an invitational event. Baseball Canada issues invitations to each province and the host with a response deadline of November 30th. Baseball Canada must receive at least 6 entrants for the championship to be held. Each team may have a maximum of 25 people - 21 players, 3 coaches, 1 chef de mission.

HISTORY: The championship became a non-mandatory<sup>1</sup> championship in 1992. Before 1992, the championship was a regional event (i.e. 5 Regions plus a Host Team).

**PAST HOSTS:**

- |   |  |
|---|--|
| 1969 - Halifax, Nova Scotia                 | 1994 - Red Deer, Alberta               |
| 1970 - Brandon, Manitoba                    | 1995 - Chatham, New Brunswick          |
| 1971 - Kenossee Lake, Saskatchewan          | 1996 - Saskatoon, Saskatchewan         |
| 1972 - Camrose, Alberta                     | 1997 - Mount Pearl, Newfoundland       |
| 1973 - Edmunston, New Brunswick             | 1998 - Weyburn, Saskatchewan           |
| 1974 - North Battleford, Saskatchewan       | 1999 - Miramichi, New Brunswick        |
| 1975 - Vancouver, British Columbia          | 2000 - Windsor, Ontario                |
| 1976 - Fredericton & Chatham, New Brunswick | 2001 – Kentville, Nova Scotia          |
| 1977 - Brandon, Manitoba                    | 2002 – Prince George, British Columbia |
| 1978 - Regina, Saskatchewan                 | 2003 – Windsor, Ontario                |
| 1979 - Chatham, New Brunswick               | 2004 – Moncton, New Brunswick          |
| 1980 - Trois-Rivières, Quebec               | 2005 – Kamloops, BC                    |
| 1981 - Transcona-Carman-Portage-Teulon, MB  | 2006 – Brandon, Manitoba               |
| 1982 - St. John's, Newfoundland             | 2007 – Québec City, Québec             |
| 1983 - Sudbury, Ontario                     | 2008 – Brandon, Manitoba               |
| 1984 - Saint John, New Brunswick            | 2009 – Dartmouth, Nova Scotia          |
| 1985 - Kentville, Nova Scotia               | 2010 - Dartmouth, Nova Scotia          |
| 1986 - Moncton, New Brunswick               | 2011 - Miramichi, New Brunswick        |
| 1987 - Red Deer, Alberta                    | 2012 – Prince George, BC               |
| 1988 - Corner Brook, Newfoundland           | 2013 – Windsor, Ontario                |
| 1989 - Moncton, New Brunswick               |  |
| 1990 - St. John's, Newfoundland             |  |
| 1991 - Rimouski, Quebec                     |  |
| 1992 - Windsor, Ontario                     |  |
| 1993 - Coaticook, Quebec                    |  |

## ***The Championships (continued)***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **BASEBALL CANADA SENIOR CHAMPIONSHIP (continued)**

**FUTURE HOSTS:**

2014: St. John's, NL

2015: Open

**AVAILABLE FOR HOSTING:**

2015

**DIAMOND SIZE:** Base Paths - 90'  
Distance to the Pitching Rubber - 60'6"

For complete playing rules please refer to the Baseball Canada Rule Book, Canadian Content section.

Appendix B:

***The Championships (continued)***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

**BASEBALL CANADA CUP**

AGE: 17 years old and younger who do not reach their 18th birthday during the current calendar year.

PARTICIPANTS: 10 provincial teams - 20 players, 3 coaches, 1 chef de mission.

**HISTORY:** This championship was formed in 1989 to help Baseball Canada select a Youth Team to represent Canada at the World Youth AAA Championship that is held every year. The Cup serves a number of purposes: selection of Junior (Youth) Team players for training camp and the National Team; scouting for potential National Team players; evaluation of provincial coaches and identification of potential Junior and Senior team coaches; and an evaluation of the umpires.

From 1989 to 1991 the championship was co-sponsored by Petro Canada and the Montreal Expos. Baseball Canada received financial aid from Petro Canada and the Expos to help subsidize travel for the teams to the championship. From 1992 to 1998, the Toronto Blue Jays were the sponsor providing financial support for the teams traveling to the championship.

**PAST HOSTS:**

1989 - Brandon, Manitoba

1990 - Trois-Rivières, Quebec

1991 - Regina, Saskatchewan

1992 - Kamloops, British Columbia

1993 - Ottawa, Ontario

1994 - Moncton, New Brunswick

1995 - Waterloo, Ontario<sup>1</sup>

1996 - Waterloo, Ontario

1997 - Stonewall, Manitoba

1998 - Stonewall, Manitoba

1999 - Trois Rivières, Québec

2000 - Stonewall, Manitoba

2001 – Melville, Saskatchewan

2002 – Melville, Saskatchewan

2003 – Windsor, Ontario

2004 – Thunder Bay, Ontario

2005 – Medicine Hat, Alberta

2006 – Medicine Hat, Alberta

2007 – Québec City, Québec

2008 – Medicine Hat, Alberta

2009 – Kindersley, Saskatchewan

2010 – Kindersley, Saskatchewan

2011 – Moncton, New Brunswick

2012 – London, Ontario

2013 – no event, Canada Games

<sup>1</sup> In 1995/96 Waterloo hosted 11 teams (10 Provinces. 1 Host)

Appendix B:

## ***The Championships (continued)***

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **BASEBALL CANADA CUP (continued)**

**FUTURE HOSTS:**

2014 – Saskatoon, SK

2015 – Saskatoon, SK

**AVAILABLE FOR HOSTING:**

2016

Note: Baseball Canada is looking at a potential new Canada Cup format starting in 2011. For more information, please contact Baseball Canada offices.

**DIAMOND SIZE:**   Base Paths - 90'  
                          Distance to the Pitching Rubber - 60'6"

For complete playing rules please refer to the Baseball Canada Rule Book, Canadian Content section.

Appendix B:

## ***The Championships (continued)***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **BASEBALL CANADA 16U (BANTAM) GIRLS CHAMPIONSHIP**

**AGE:** 16 years old and younger who do not reach their 15th birthday during the current calendar year.

**PARTICIPANTS:** minimum 6 teams (5 Regions, 1 Host) - 18 players, 3 coaches, 1 chef de mission.

**HISTORY:** The Baseball Canada Women's' Championship will be held for the first time in the 1999 season.

**PAST HOSTS:**

1999 - Winnipeg, Manitoba  
2000 – no event held  
2001 – no event held  
2002 – no event held  
2003 – Windsor, Ontario  
2004- Sherbrooke, Québec  
2005 – Fredericton, New Brunswick  
2006 – Grande Prairie, Alberta  
2007 – Québec City, Québec  
2008 – Mascouche, Québec  
2009 – Toronto, Ontario  
2010 – Richmond, BC  
2011 – North York, ON  
2012 – Bedford, NS  
2013 – Bedford, NS

**FUTURE HOSTS:**

2013: Saguenay, QC  
2014: Saguenay, QC

**AVAILABLE FOR HOSTING:**

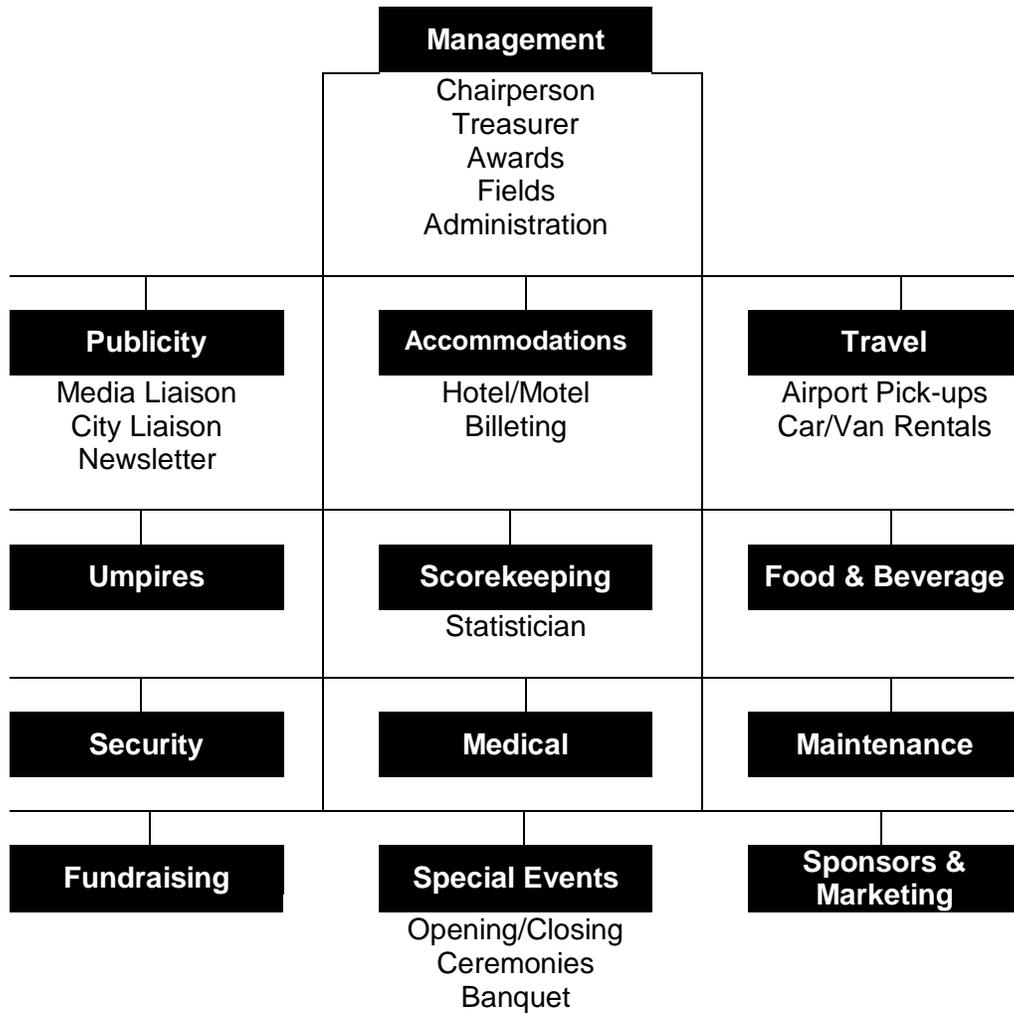
2015

**DIAMOND SIZE:** Base Paths - 80'  
Distance to the Pitching Rubber - 54'

Appendix C:

***Sample Host committee Organization***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)



Appendix D:

***Sample Tasks During Preparation Phase***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Bid committee becomes organizing committee</li> <li>Sub committees developed</li> <li>Site inspection by Baseball Canada</li> <li>Develop critical path</li> <li>Hosting Agreement negotiated and signed</li> <li>Develop marketing plan</li> <li>Athlete housing arranged</li> <li>Make hotel reservations</li> <li>Committee roles and responsibilities established</li> <li>Volunteer recruitment plan</li> <li>Develop volunteer workplans</li> <li>Monitor workplans</li> <li>Develop sales package</li> <li>Develop ticket sales plan</li> <li>Contact list for all committee members</li> <li>Submit logo for approval (to Baseball Canada)</li> <li>Develop sales and marketing plan (to Baseball Canada)</li> <li>Media campaign drafted (to Baseball Canada)</li> <li>Draft budget (to Baseball Canada)</li> <li>Book all required facilities</li> <li>Arrange broadcast media site visit</li> <li>Ticket design draft to Baseball Canada</li> <li>Ticket design draft to sponsors</li> <li>Remind sponsors re: program ads</li> <li>Event poster draft to Baseball Canada</li> <li>Event poster draft to sponsors</li> <li>Ticket/poster designs signed off by sponsors</li> <li>Ticket distribution system in place</li> <li>Signage inventory confirmed</li> <li>Volunteer recognition planned</li> <li>Merchandise designs to Baseball Canada for approval</li> <li>Insurance confirmed with carrier</li> <li>Planning for opening ceremonies</li> <li>Tickets printed</li> <li>Seating reserved for Baseball Canada and VIP's</li> <li>Insurance certificate sent to host</li> <li>Posters printed</li> <li>Program ads from sponsors</li> <li>Budget updates submitted to Baseball Canada</li> <li>Merchandise proofs to Baseball Canada</li> <li>Media room location confirmed</li> <li>Medical Services locations confirmed</li> </ul> | <ul style="list-style-type: none"> <li>Broadcast media site visit</li> <li>Mobile communications coordinated</li> <li>Meeting, volunteer and VIP rooms confirmed</li> <li>Team ground transportation planned</li> <li>Coordinate menus with Baseball Canada</li> <li>VIP seating and hospitality confirmed</li> <li>Ticket launch and promotion planned</li> <li>Program layout drafted</li> <li>Medical team assembled</li> <li>Risk Management issues examined by host committee</li> <li>Accreditation system developed</li> <li>Access control and security plan drafted</li> <li>Develop results and statistics plan</li> <li>Signage layout at all facilities</li> <li>Volunteer recruitment strategy developed</li> <li>Risk Management Plan designed and confirmed</li> <li>Special events planned and schedules sent to Baseball Canada</li> <li>Media centre requirements identified</li> <li>Media room phone lines and equipment arranged</li> <li>Press box facilities arranged</li> <li>Volunteer handbook drafted</li> <li>Laundry and equipment repair services arranged</li> <li>Emergency medical transportation planned</li> <li>Media conference</li> <li>Signage inventory</li> <li>Event rules and regulations sent to PBA's</li> <li>Team transportation finalized</li> <li>Officials accommodations and transportation arranged</li> <li>Shuttle itinerary planned</li> <li>VIP Parking arranged</li> <li>Minor officials (official scorers, statisticians, etc.) recruited</li> <li>Arrange for VIP seating (scouts, Baseball Canada, government dignitaries, etc.)</li> <li>Submit master event itinerary to Baseball Canada</li> <li>Medical staff arranged</li> <li>Team information packages developed</li> <li>Communications list drafted</li> <li>Accreditation system finalized, organized and scheduled</li> <li>Team storage and cargo arranged</li> </ul> |
|---|---|

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

Appendix E:

## ***Sample Tasks During Final Preparation Phase***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

Baseball Canada provides sample scripts to host committee  
Program design and layout drafted  
Photographer booked for event  
Submit draft scripts to Baseball Canada for approval  
Volunteer registration list submitted to Baseball Canada  
Signage layout finalized  
Facility signage installation booked  
Awards committee recruited  
Program layout finalized  
Final artwork for signage  
Game supplies ordered  
Media release drafted by Baseball Canada with host input  
Invitation letters and opening ceremony info to sponsors and dignitaries  
Signage arrives at host site  
Event staff organized  
Minor officials trained  
Volunteer schedules drafted  
Special guests for opening ceremonies confirmed  
Decorations for hospitality rooms  
Final draft of script for Opening Ceremonies submitted to Baseball Canada  
Closing ceremony script provided to Baseball Canada  
Volunteers recruited to assist with ceremonies  
Confirm sponsor VIP names  
Event information sent to PBA's  
Room key system coordinated  
Programs printed  
Deliver tickets to sponsors  
Sponsor attendance confirmation  
Final Report requirements provided to sub committee chairs  
Ticket sales report to Baseball Canada  
Emergency procedures confirmed and distributed to PBA's  
Team and VIP itineraries confirmed  
Preparations for team departures  
Program delivered to host committee  
Medical room set up  
Meeting, VIP and volunteer rooms set up  
Dressing rooms set up  
Team registration and accreditation schedule finalized and distributed

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

Appendix F:

***Financial Results***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

<b>Revenue Accounts</b>	Pee Wee '98	Bantam '96	Midget '95	Junior '95	Senior '99	BC Cup '97
Sponsors-supplier funds	\$17,750	\$51,500	\$22,750	\$10,785	\$14,000	\$18,850
Supplied Goods-in-Kind	\$41,180		\$6,125			\$14,518
Advertising		\$15,000	\$3,928		\$4,080	
Tickets & Sales of Goods	\$25,542	\$24,000	\$29,677	\$8,496	\$25,530	\$53,213
Fund-Raising	\$12,415	\$28,000	\$6,456	\$56,566	\$17,757	\$14,442
Other Revenue	\$4,800	\$6,000				\$792
<b>REVENUE TOTALS</b>	<b>\$101,687</b>	<b>\$124,500</b>	<b>\$68,936</b>	<b>\$75,847</b>	<b>\$61,367</b>	<b>\$101,815</b>
<b>Expense Accounts</b>						
Facilities	\$3,000	\$4,000		\$364	\$20,600	\$240
Equipment	\$10,071				\$977	\$3,291
Housing costs	\$3,373	\$15,000	\$12,793	\$13,566	\$9,288	\$17,722
Meal costs	\$7,450	\$3,000	\$1,220	\$1,875	\$1,100	\$1,900
Local transport	\$3,760	\$8,000	\$2,451	\$5,853		\$2,341
Gifts & Awards	\$1,187	\$7,300	\$1,736	\$990		\$6,843
Championship Banquet/social	\$6,381	\$6,000	\$2,640	\$6,046	\$4,856	\$988
Volunteer costs				\$9,486	\$975	
Staff costs	\$18,700			\$1,600	\$1,435	\$357
Communication & PR	\$10,705	\$6,500	\$2,778	\$13,475	\$3,924	\$4,092
Broadcast costs						\$4,000
Cost of Goods Sold	\$10,523	\$29,000	\$24,737	\$2,189		\$44,988
Goods in Kind						
Operations cost	\$1,912	\$10,700	\$2,708		\$2,563	\$1,214
Fund-Raising					\$7,985	\$6,684
Hosting fees	\$28,333	\$30,000	\$1,500	\$13,200	\$3,000	\$3,000
Other & Miscellaneous	\$1,990	\$5,000			\$347	\$1,581
<b>TOTAL EXPENSES</b>	<b>\$107,385</b>	<b>\$124,500</b>	<b>\$52,563</b>	<b>\$68,644</b>	<b>\$57,050</b>	<b>\$99,241</b>
<b>SURPLUS (DEFICIT)</b>	<b>(\$5,698)</b>	<b>\$0</b>	<b>\$16,373</b>	<b>\$7,203</b>	<b>\$4,317</b>	<b>\$2,574</b>

Appendix G:

## ***Generic Hosting Agreement***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **Memorandum of Understanding "Baseball Canada \_\_\_\_\_ Championship"**

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 201\_,

BETWEEN: \_\_\_\_\_

AND: \_\_\_\_\_

AND: **Baseball Canada**

WHEREAS **Baseball Canada** is the rights owner, responsible for coordinating the annual **Baseball Canada \_\_\_\_\_ Championship**.

AND WHEREAS the \_\_\_\_\_ wishes to host the Baseball Canada \_\_\_\_\_ Championship as so named under the terms set out in this agreement.

AND WHEREAS the \_\_\_\_\_ is the provincial sport association responsible for baseball development in the host province, and has endorsed the \_\_\_\_\_ bid.

AND WHEREAS all 3 parties are satisfied with the conditions that have been set out in this agreement.

- This agreement is implemented with the approval of all 3 parties and will continue through date provided all parties are working in unison based on the guidelines set out in this agreement,
- \_\_\_\_\_ is pleased to be granted the rights to host the **Baseball Canada \_\_\_\_\_ Championship** for \_\_\_\_\_.
- The Baseball Canada Championship Hosting Guidelines package will provide the guidelines within which all parties will operate. Any variations from these guidelines will be reported to **Baseball Canada** by the \_\_\_\_\_, or vice versa, as deemed appropriate.

**Baseball Canada is pleased to offer and provide the following services:**

- a. Up to ten teams for the championship - one from each province

**Appendix G: Generic Hosting Agreement (continued)**

- b. A staff of umpires for the championship that comprises :
- For 10 teams, 12 umpires, 1 Supervisor + 2 Assistant Supervisor
  - For 11 teams, 15 umpires, 1 Supervisor + 2 Assistant Supervisors
  - For less than 10 Teams, 9 umpires, 1 Supervisor
- c. A Baseball Canada Representative to oversee the Championship, including chairing the pre-championship meeting and representing Baseball Canada at the banquet and during ceremonies.
- d. A Baseball Canada technical representative to inspect the site for suitability prior to the championship at Baseball Canada's cost.
- e. Donate a maximum half-page per issue in Baseball Canada's periodicals for advertising purposes for the championship from January to June.
- f. Deliver the preliminary championship draw to the \_\_\_\_\_ by January 30.
- g. Obtain a commitment from each provincial association to attend the championship.
- h. Obtain from each provincial association an agreement to pay full costs of damages if any happen to occur.
- i. Supply materials, such as baseballs, bases, and refreshments in accordance with national supplier agreements as are in place at that time.
- j. Deliver a current list of Baseball Canada sponsors and suppliers to \_\_\_\_\_ on or before January 30 each year in order to ensure that the host does not take on any conflicting sponsors, plus a guide identifying rights accorded to each partner.
- k. Coordinate communication with the national corporate sponsors and suppliers.
- l. Supply medals for the teams finishing first, second, and third. A maximum of 23 medals will be provided for each team (26 for Senior Championship). The medals are to include the 18 players (21 for Senior, 20 at Cup), 3 coaches, 1 Business Manager, and 1 bat-boy/girl.
- A separate medal award will be presented to each of the winning provinces at the Baseball Canada Convention.
- m. Supply post-championship awards in conjunction with national sponsors, such as the top offensive player (Easton), top defensive player (Easton), Top catcher (All Star).

**Appendix G: Generic Hosting Agreement (continued)**

The \_\_\_\_\_ is pleased to offer and provide the following services:

Note: Services provided run from mid-day of Wednesday prior to the first game of the championship to the first Tuesday morning following the championship.

- a. Provide sleeping accommodations as per the following:
  - Team players and coaching staff (and *chef de mission*) - (1 person per bed recommended) university dorms or a local hotel.
  - Coaches - 1 person per bed in a university dorm or local hotel/motel
  - Umpires - 1 double room (1 person per bed) for each 2 umpires or supervisors. 10 umpires need 5 rooms, 14 umpires need 7 rooms, and 17 umpires need 9 rooms.
  - Baseball Canada Representative - one double room at hotel or motel from Tuesday prior to championship to Tuesday following the championship
- b. Provide Meals or per diems as per the following:
  - Host a banquet or more casual evening meal during the championship for all players, team officials, umpires, Baseball Canada Representative. Presentation to be bilingual.
  - \$40 per day for meals for each member of the umpire staff.
  - \$40 per day for meals for the Baseball Canada Representative (1 person).
  - Offer a pre-approved meal package(s) for teams comprising daily breakfasts and lunches or 3 daily meals, at low package cost (e.g.: about \$10 - \$12 for breakfast and lunch or roughly \$20 for breakfast, lunch and dinner), nutritionally sound according to the Canada Food Guidelines.
- c. The following payments must be made to Baseball Canada, host bid fee of (\$1,000.00) must be paid at time of bid submission. Hosting fee of (\$4,000.00) must be paid no later than January 1. Submit the host organization's corporate structure, status, directors, and financial information as described in the Baseball Canada bid procedures.
- d. Include a (\$1,000.00) bond upon signature of this agreement, which is a part of the \$4,000 host fee. This bond will be repaid within 45 days following the conclusion of the Championship based on the following:

**Appendix G: Generic Hosting Agreement (continued)**

- Should all tasks as per the agreement and bid procedure booklet be fulfilled and delivered to Baseball Canada (including property, merchandise, and banners of Baseball Canada).
  - All outstanding host costs are paid in full both at the local and national level.
- e. Provide an arrival/departure shuttle service from the \_\_\_\_\_ airport for the players, coaches, umpires, and Baseball Canada's officials and staff. Arrange no cost local transportation for the teams daily between accommodation site and ball diamonds. Competing teams should be on separate buses before and after game .
- f. Provide a vehicle for Baseball Canada's Representative and minimum one van per venue for the umpires. \_\_\_\_\_, at its option, may also offer car rental at specially negotiated prices for accompanying families, etc.
- g. Provide Baseball Canada with a minimum of 10 complimentary Championship passes, including finals, and VIP passes.
- h. Have a photographer hired to take professional quality pictures of each team, the umpires staff, the championship award winners, and to provide Baseball Canada with two ("4x6") pictures of each group. Options to offer photos to each team and umpire at the championship.
- i. Have the photographer take pictures of the actual site during the championship, preferably action shots with sponsor signs included in the background, to show the positioning of the sponsor's banners and forward two copies of these pictures to Baseball Canada .
- j. Provide Baseball Canada with the results of games 30 minutes following each game and keep record of attendance with daily reports to Baseball Canada.
- k. Acknowledge with any concern the game schedule provided by Baseball Canada no later than April 1 of the year that the Championship is taking place. Baseball Canada makes the final decision on the game schedule. .
- l. Name the event "**Baseball Canada** \_\_\_\_\_ **Championship**" and identify Baseball Canada in all media releases. Integrate Baseball Canada logo into event logo and letterhead.
- m. Ensure that Baseball Canada's logo is prominently placed on all championship materials, and to offer Baseball Canada a minimum of two pages in the official program at no cost. Any variance must be negotiated with Baseball Canada. Baseball Canada is to

**Appendix G: Generic Hosting Agreement (continued)**

approve all artwork and materials prior to production, including use, size, and position of the Baseball Canada logo.

- n. Display Baseball Canada and corporate sponsor's banners around the playing area in prominent, high traffic, high visibility areas. These banners are to be returned to Baseball Canada upon the completion of the championship.
- o. Produce a minimum of 2 color banners (48" x 100") with Baseball Canada logo and name of championship.
- p. \_\_\_\_\_ is encouraged to solicit local/regional sponsors for the championship and to involve these sponsors during the round robin games. All subsidiary sponsors are to be approved by Baseball Canada prior to confirming these firms' participation and to ensure Baseball Canada corporate sponsors receive equitable value for their investment in relation to local sponsors. (i.e.: program space, in game announcements, banner positioning, etc.) .
- q. Return all Baseball Canada materials upon the completion of this agreement.
- r. Prepare and distribute a clearance certificate or a damage claim to each of the teams upon the completion of the championship. The damage claim shall include the nature of the damages, the name and addresses of the person(s) involved, and the amount of compensation claimed. Copies of all claims are to be forwarded to Baseball Canada. .
- s. \_\_\_\_\_ is encouraged to provide the following awards at the championship:
  - MVP from each game/each team for the round robin.
- t. \_\_\_\_\_ has the rights to concessions including the rights to publish, distribute and sell programs, and the right to sell food, drinks and souvenir articles that may be profitable during the championship.
- u. Integrate into sales the Baseball Canada Clubhouse merchandise line. Suggested retail prices will be provided to host. Line will be sold to host at a pre-determined price plus shipping and handling charges.

\_\_\_\_\_ **is pleased to provide and offer the following services:**

- a. May withdraw the standing of the host organization if terms of agreement are not fulfilled
- b. Endorses the host as a competent organization to fulfill terms of agreement.

**Appendix G: Generic Hosting Agreement (continued)**

- c. Acts as a conciliator in the event of a dispute between host and Baseball Canada.
- d. If PBA provides a grant to the host, they will receive money once all obligations to Baseball Canada have been fulfilled.
- e. Is responsible to send one team to the championship.

**GENERAL**

- Failing reconciliation of a dispute, the parties agree to pursue and be bound by an Alternative Dispute Resolution mechanism.
- This Agreement may be amended modified or altered only by a subsequent writing between the parties.
- The parties have required that the Agreement and all related documents or notices be drafted in the English language; les Parties aux présentes ont exigé que la présente convention ou tout autre contrat, document ou avis afférant ancillaire aux présentes soient rédigés en langue anglaise.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date shown below.

***THE CANADIAN FEDERATION  
OF AMATEUR BASEBALL***

Per: \_\_\_\_\_

\_\_\_\_\_

Witness

***HOST***

Per: \_\_\_\_\_

\_\_\_\_\_

Witness

***PROVINCIAL BASEBALL  
ASSOCIATION***

Per: \_\_\_\_\_

\_\_\_\_\_

Witness

Appendix H:

## ***Suggested Pre-Championship Meeting Agenda***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **PRE-CHAMPIONSHIP MEETING**



**PART I, #7  
PRE-CHAMPIONSHIP  
MEETING**

*At a convenient time, prior to the opening game of the Championship, the Pre-Championship meeting shall be held. The Chairman of the host committee, the Baseball Canada Representative, and the Baseball Canada Supervisor of Umpires, must be in attendance at this meeting.*

*The representative of Baseball Canada shall chair the meeting.*

*Each team shall send at least one representative who shall have the authority to speak on behalf of the team and make decisions concerning his team, which shall be binding.*

*At the meeting, announcements and directions will be made affecting aspects of the Championship. Non-attendance at the meeting shall not be an excuse for non-compliance.*

*Original team rosters, completed fully, shall be distributed to each team prior to the start of the Championship and as far in advance of the Pre-Championship meeting as possible. Any challenge concerning eligibility of any player must be raised at that time.*

*The final team rosters shall be approved by the Provincial body and sent by email to the Baseball Canada office in Ottawa at least 9 days before the first game of the Championship, or they will be subject to a \$500 fine, payable to Baseball Canada. This emailed copy does not require all the signatures of the players.*

*No challenge on the questions of eligibility shall be considered after the conclusion of the meeting.*

*However, should subsequent information indicate that ineligible players have been used, the Baseball Canada Championship Committee will have the authority to investigate, and if necessary, take appropriate action to penalize the Provincial Governing Body, of the team concerned.*

#### **Pre-Championship Meeting Agenda**

- (a) Review of Championship Rules & Regulations.
- (b) All Championship rules and procedures, special local field conditions, etc.
- (c) Eligibility of rosters, athletes, coaches (NCCP status), etc.
- (d) Championship schedule, and home/visitor determination.
- (e) Run limitations.
- (f) Protest procedures.
- (g) Team and player discipline.
- (h) Travesty of the game
- (i) Special ceremonies and events.
- (j) Closing ceremonies and awards.
- (k) Request all teams to report all offensive and defensive changes during the tournament.
- (l) Question period.

Appendix I:

## ***Suggested Scripts***

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

Baseball Canada will provide consultation of scripts/agendas for each of these functions:

### **BANQUET (BEFORE EVENT)**

Greetings,

On behalf of Baseball Canada:

Welcome everyone to the annual Baseball Canada \*.\* Championship. Congratulations to all the athletes; it is quite an accomplishment just to be selected to your provincial team and to represent your province.

Thanks to all our provincial affiliates/associations for all the hard work they've done in preparing for this and other events. Special thanks to the City of \*.\* , the host committee and all the volunteers who have made the event possible. I would like to call upon \*.\* , Chair of the Baseball Canada \*.\* Championship to receive a small token of our appreciation, an official Baseball Canada Cap and golf shirt.

Thanks to all the volunteers, without whom this Championship would not exist ! Thanks to all our official national sponsors.

- Rawlings (bats)
- Mizuno (gloves)
- Mizuno (catcher glove)
- Rawlings (baseballs)
- Home Run Sports (umpire clothing supplier)
- Canadian Heritage – Sport Canada

Best of luck to all the teams; enjoy the competition

Appendix I:

## ***Suggested Scripts (continued)***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **OPENING CEREMONIES**

Greetings,

On behalf of Baseball Canada:

Welcome everyone to the annual Baseball Canada \*.\* Championship. Congratulations to all the athletes; it is quite an accomplishment just to be selected to your provincial team and to represent your province.

Thanks to all our provincial affiliates/associations for all the hard work they've done in preparing for this and other events. Special thanks to the City of \*.\* , the host committee and all the volunteers who have made the event possible.

Thanks to (list local sponsors), whose support help make this Championship possible !

Thanks to all the volunteers, without whom this Championship would not exist ! Thanks to all our official national sponsors.

- Rawlings (bats)
- Mizuno (gloves)
- Mizuno (catcher glove)
- Rawlings (baseballs)
- Home Run Sports (umpire clothing supplier)
- Canadian Heritage – Sport Canada

Best of luck to all the teams; enjoy the competition

### **CLOSING CEREMONIES (WITH NO CLOSING BANQUET)**

On behalf of Baseball Canada; congratulations to: Team \_\_\_\_\_ and all the teams on an excellent tournament.

Thanks to the host committee and volunteers for all the hard work and dedication. Thanks to the town of \*.\* for being such gracious hosts. Thanks to the umpires/officials for a job well done.

Appendix I:

## ***Suggested Scripts (continued)***

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

A big thank you to all our sponsors:

- Rawlings (bats)
- Mizuno (gloves)
- Mizuno (catcher glove)
- Rawlings (baseballs)
- Home Run Sports (umpire clothing supplier)
- Canadian Heritage – Sport Canada

### **PRESENTATION OF AWARDS**

Mizuno Top Catcher Award: From Team \_\_\_\_\_.

Mizuno Top Fielder Award: From Team \_\_\_\_\_.

Rawlings Top Batter Award: From Team \_\_\_\_\_.

See you again next year.

Appendix I:

## ***Suggested Scripts (continued)***

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

### **GAME ANNOUNCEMENTS**

#### ***Game Announcements – Baseball Canada \*.\* \_\_\_\_\_ Championship***

Note: Please insert championship level in the \*.\* placements, i.e. Midget, Junior ...

Baseball is always an item that raises concerns when hosting championships. During Baseball Canada \*.\* Championship, it's **Rawlings** the "Official Baseball" of Baseball Canada and Major League Baseball. **Rawlings** Baseballs have full grain cowhide leather cover, special glazed seams and quality wool windings. Please consider Rawlings Baseballs when thinking of your baseball needs for seasons to come.

When you see hard hit line drives and towering home runs during \*.\* Championship take a look at the players bat, there is a good chance its **Rawlings**, the "Official Bat" of Baseball Canada and the \*.\* Championship. **Rawlings** Bats, have been used by nineteen NCAA College World Series Champions, Features performance enhancing alloy, thinner walls, less weight, increased trampoline effect and, of course greater performance. **Rawlings** is also the proud sponsor of this years \*.\* Championship Top Hitter Award.

Providing support to many National Sport Organizations including Baseball Canada. **Heritage Canada** is directly responsible for the Athlete Assistance Program, which provides support to elite baseball players while attending college or university. **Heritage Canada** has been a strong supporter of Baseball Canada for many years and has contributed financially to many activities. A special "Play Ball" from **Heritage Canada**.

Appendix I:

## ***Suggested Scripts (continued)***

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Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

**Mizuno**, the “Official Glove” of Baseball Canada, hopes you enjoy your visit to the \*.\* Championship. Used by such players as the Baseball Canada’s National Teams, Mizuno Gloves feature tan steer hide, flexibility, and a fast break in. **Mizuno’s** offers gloves for all positions. **Mizuno** has a glove for everybody from the beginner to the professional. **Mizuno** is also the proud sponsor of this years \*.\* Championship top defensive player.

If you look out on the field and see those well dressed umpires, we like you to know they are wearing official umpire material from **Home Run Sports**. **Home Run Sports** is the official supplier of umpire clothing to Baseball Canada and \*.\* Championship. Clothing is just one small part of **Home Run Sports’s** umpire supplies, equipment, shoes, and accessories are all part of their line as well. Get in the game with **Home Run Sports**.

Hey fans, drop by the \*.\* Championship clothing Kiosk\_\_\_\_\_ (insert location) to check out the products used by Canada’s Senior and Junior Team while on and off the field.

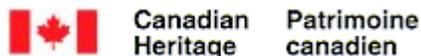
Appendix J:

## ***Baseball Canada Sponsors & Suppliers***

Baseball Canada contact: Kelsey McIntosh, Program Coordinator (kmcintosh@baseball.ca)

Baseball Canada has the following sponsors and suppliers:

Baseball Canada wishes to extend appreciation to the following partners who have contributed to our team's program.



The mission of Sport Canada, a division of Heritage Canada, is to support the achievement of high performance excellence and the development of the Canadian sport system to strengthen the unique contribution that sport makes to Canadian identity, culture and society. Visit Sport Canada at:

[www.pch.gc.ca/sportcanada](http://www.pch.gc.ca/sportcanada)



Mizuno is the official catcher equipment and footwear supplier for all Baseball Canada men's national teams and provides the athletes and staff with Mizuno baseball cleats, running shoes, coaching turf shoes, catcher's gear and warm-up suits. For more information on Mizuno's involvement globally in baseball or on any of the company's top quality products, visit [www.mizuno.com](http://www.mizuno.com) or in Canada [www.mizunocda.com](http://www.mizunocda.com).



Rawlings is the official ball of Baseball Canada for all championships and for National Teams program. Visit them at [www.rawlings.com](http://www.rawlings.com).



Home Run Sports of Winnipeg, Manitoba and Toronto, Ontario are the official supplier to Baseball Canada's

umpires. Visit them on the web at [www.homerunsports.com](http://www.homerunsports.com) or call Home Run Sports, toll-free: 1-800-565-2025. Home Run Sports is also a sponsor of the Winterball Program.



Major League Baseball and Major League Baseball Canada contribute to Baseball Canada programs in a number of ways. Grants and other contributions from MLB continue to support a number of our programs. The Mizuno Elite Camp is also partially funded by MLB. MLB and its organizations continue to play a critical role in the success of Baseball Canada. Visit them at [www.mlb.com](http://www.mlb.com).



The Toronto Blue Jays continue to be an integral partner in the development of Baseball across Canada. The Baseball Canada – Blue Jay partnership extends from the National Teams to grass roots initiatives such as Honda Super Camps, Tournament 12, National Championships and Girls Days. The Blue Jays offer advice, provide expertise and continue to enhance the relationship between professional and amateur baseball in Canada. Please visit: [www.bluejays.com](http://www.bluejays.com)





**BASEBALL**  
**C A N A D A**