



HOSTING GUIDE

2024 Edition

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

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Canada 



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PART ONE:

BACKGROUND MATERIAL

INTRODUCTION

BASEBALL CANADA

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Introduction

Baseball Canada contact: Kelsey McIntosh (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:



Section 2.4

The use of vape (e-cigarettes) products and 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 number is the same for all staff members and are included in the ***Important Contacts*** listing in ***Appendix A***.

Baseball Canada

Baseball Canada contact: Kelsey McIntosh (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 (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 ten¹ Provincial Baseball Associations, namely

- Baseball Alberta
- Baseball BC
- Baseball Manitoba
- Baseball New Brunswick
- Baseball Newfoundland and Labrador
- Baseball Nova Scotia
- Baseball PEI
- Baseball Québec
- Baseball Saskatchewan
- Ontario 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 and Labrador, 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.***

¹ 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 (kmcintosh@baseball.ca)

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

- **Baseball Canada Cup**
- **Baseball Canada 13U National Championship**
- **Baseball Canada Ray Carter Cup (15U Boys Championship)**
- **Baseball Canada 16U Girls Championship**
- **Baseball Canada 18U Championship**
- **Baseball Canada 22U Championship**
- **Baseball Canada 21U Women Championship**
- **Baseball Canada Men's Championship**
- **Baseball Canada Women's Championship**

The dates for hosting these events are as follows: 22U on the first weekend of August, Canada Cup and 21U Women's during the second weekend of August, the 18U and Women's 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 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:

	Canada Cup	13U	Ray Carter Cup	16U	18U	22U	21U Women	Men	Women
2024	Aug 7-11	Aug 22-25	Aug 22-25	Aug 22-25	Aug 15-18	Aug 1-4	Aug 8-11	Aug 22-25	Aug 15-18
2025	Aug 8-24 (Canada Games)	Aug 21-24	Aug 21-24	Aug 8-24 (Canada Games)	Aug 14-17	TBD	TBD	Aug 21-24	TBD
2026	Aug 5-9	Aug 20-23	Aug 20-23	Aug 20-23	Aug 13-16	TBD	TBD	Aug 20-23	TBD

The Championships (continued)

THE BASEBALL CANADA CUP

The Baseball Canada Cup is Baseball Canada's premiere event. It sees competition of the vast majority of the best players from coast to coast at the 17-and-under age level. Ten provincial teams of twenty 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. All ten provinces are required to attend.

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 Canada 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.

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

All provinces are mandated to attend the Canada Cup.

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

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

The Championships (continued)

BASEBALL CANADA CUP (continued)

Current Host (for 2024)	Fort McMurray, SK
Future Hosts: - 2025 (Canada Games)	St. John's, NL
Open For Hosting In	2026
Field size: - Basepaths - pitching distance	90' 60'6"

For complete playing rules please refer to the Baseball Canada Rules & Regulations.,

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 13U National Championship
-
- Baseball Canada Ray Carter Cup (15U Championship)
- Baseball Canada 16U Girls Championship
- Baseball Canada 18U Championship
- Baseball Canada 22U Championship
- Baseball Canada 21U Women Championship
- Baseball Canada Men's Championship
- Baseball Canada Women's Championship

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**.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

The Championships (continued)

	BASEBALL CANADA
	13U National
	CHAMPIONSHIPS
Age	13 and under
Participating Teams: - Minimum - Maximum - Current	6 12 12
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	1972 2014
Current Host (for 2024) Future Hosts	Woodstock (2024-2026)
Open For Hosting In	2027
Field size: - Basepaths - pitching distance	70' 48'

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

The Championships (continued)

	BASEBALL CANADA		
	Ray Carter Cup	16U Girls ¹	18U
	CHAMPIONSHIPS		
Age	15 and under	16 and under	18 and under
Participating Teams:			
- Minimum	6	6	6
- Maximum	11	11	11
- Current	11	10	
Team Size (players+coaches+chef)	Teams in all 3 classifications consist of 22 members (18 players, 3 coaches and a chef)		
History:			
- First Event	1974	1999	1973
- Annual Event Since	1991	1999	1979
Current Host (for 2024) Future Hosts	Laval Summerside (2025)	Saskatoon St. John's (2025 Canada Games)	St. John's Fort McMurray (2025-26)
Open For Hosting In	2026	2026	2027
Field size:			
- Basepaths	80'	80'	90'
- pitching distance	54'	54'	60'6"

¹ British Columbia, Ontario, and Québec are mandated to attend this event

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

The Championships (continued)

	BASEBALL CANADA			
	22U	21U Women	Men	Women
	CHAMPIONSHIPS			
Age	22 and under	21 and under	Open	Open
Participating Teams:				
- Minimum	6	6	6	6
- Maximum	10	10	10	10
- Current	8	7	10	8
Team Size (players+coaches+chef)	24 (20+3+1)	22 (18+3+1)	25 (21+3+1)	22 (18+3+1)
History:				
- First Event	1962	2016	1969	2005
- Annual Event Since	1962	2016	1969	2005
Current Host (for 2024)	Dartmouth	Summerside	Tecumseh	Québec City (2024-25)
Future Hosts	No future hosts	No future hosts	Regina (2025)	
Open For Hosting In	2025	2025	2026	2026
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 Rules & Regulations.

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 (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)

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? Both sets of expectations must align.

Event Critical Path -- Feasibility Phase (continued)

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 15th (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 the event, using the process described above.
- Baseball Canada will only accept a single year bid or a consecutive (max 2 years) 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 2024 for hosting 2026 & 2027 event(s).
- 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 CHAMPIONSHIPS HOSTING GUIDE

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
- Thoroughly research the event, perhaps even attending the current year version
- Obtain the endorsement of the host province provincial sport organization (PSO) for baseball 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 is ready to submit the bid, the bid package shall be accompanied by a \$1000 cheque. That \$1000 will be reimbursed following the event provided the hosting group meets all post-Championship requirements with Baseball Canada

The \$1000 cheque will be returned in the event the bid is not awarded.

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.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

The hosting agreement with Baseball Canada must be negotiated and signed and Baseball Canada must perform a site inspection, if needed. Baseball Canada will coordinate a monthly meeting to check-in, answer any questions, and provide any updates.

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 work plans for volunteers and subcommittees (with on-going monitoring of work plans)
- 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 event report to Baseball Canada
- Final financial statements submitted to Baseball Canada
 - Hotel information and ticket sales/attendance information must be included

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

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- 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 (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 15th (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 the event, using the 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 2024 for hosting 2026 & 2027 event(s).
- 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

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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 Fundraising/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
- Include admission structure

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 ballpark
- Detail meal arrangements

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- Included type of food, sample menus, costs, and options

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
- Provide an outline of driving time between facilities (airport, hotel, field)

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 (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 and 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 (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 standalone 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 to and from the nearest airport and the accreditation facility or accommodations site for team (staff and players¹), and Baseball Canada technical individuals (Baseball Canada Technical Representative(s), Official scorer(s), umpire supervisors, and umpires)
- Ground transportation to and from the playing venues and accommodations for team (staff and players¹), and Baseball Canada technical individuals
- Accommodations for players and team staff as per hosting agreement¹
- Accommodations for Baseball Canada technical individuals
- Vehicle for the sole and exclusive use of the Baseball Canada Technical Representative.
- Ensuring all playing facilities meet Baseball Canada requirements as detailed in Facilities section of this document
- Playing facility rental costs
- Baseballs for all games²
- Medical personnel and related first aid equipment
- Statisticians and related equipment
- Umpires accommodations and per diems³
- Refreshments for athletes and umpires (in game)(dugouts must have water supply)
- Opening and closing ceremonies

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- Hospitality and VIP room supplies, rentals and refreshments – sponsors may be obtained
- Volunteer outfitting - sponsors may be obtained
- 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 \$5000 (except 21U Women's and Women's, \$1000) 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 and/or certificate of insurance must be forwarded to Baseball Canada.
- 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.
- If a vehicle is needed to travel between baseball fields a 2nd Baseball Canada rep may be needed

¹ Host not financially responsible at 21U Women's Championship and Women's Championship, however coordination of services that teams can pay for or reimburse the host for is encouraged. Please note that the host committee at all events approved is financially responsible for the accommodations of up to two (2) Baseball Canada Representatives.

² Please note that Baseball Canada will provide a minimal supply of Rawlings baseballs however the Host will be responsible for additional baseball needs of the same ball type.

³ Per diem per Baseball Canada policy is \$65 (\$10 breakfast, \$20 lunch, \$35 dinner). Please note that the host committee at all events are to follow the Baseball Canada per diem policy. Meals provided by the host (e.g. breakfast at hotel, reception) may be deducted from the per diem upon approval from Baseball Canada.

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. 24 medals will be sent to all events except Canada Cup (26), and Men's (27).
- Supply the following post championship awards in conjunction with national suppliers; Offensive player of the tournament and defensive player of the tournament

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- Support in of signage for Baseball Canada related sponsors and advertisers
- Promotional materials as agreed upon by the host and Baseball Canada
- Forward \$5000 Accommodation fee per team (using Host Accommodations) collected from the Provinces except for: \$6000 Accommodation fee for Canada Cup event, and no accommodation fees collected for 21U Women's and Women's events.
 - All accommodation fees received by the end of June will be forwarded on or shortly after June 30. All remaining accommodation fees will be received throughout July and will be forwarded to you on or shortly after July 31.
 - Arrangements may be made if host request accommodation fees to be forwarded earlier for earlier hotel deposit dates

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 which shall be returned to the host upon successful completion of all host requirements and return of all supplies to Baseball Canada. Post event host requirements include: Submission of post-event report, submission of financial report, return of Baseball Canada banners, unsold merchandise in good condition and payment of merchandise invoice, and other supplies provided by Baseball Canada
- Hosting fee to be paid based upon a mutually agreed payment schedule.
- In order for the bond to be returned, the host committee shall complete all tasks outlined in the hosting agreement and this guide. The bid fee will be returned less any fine amounts issued per **Appendix L**

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
- 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 and Baseball Canada office
- All participating teams must have insurance through their respective Provincial Associations.

Facilities

Baseball Canada contact: Kelsey McIntosh (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 (recommended)

Field Dimensions

	Base Paths	Pitching Distance	Backstop	LF/RF Fence	CF Fence
13U	70'	48'	35-45'	200-225'	225-260'
15U Ray Carter Cup and 16U Girls	80'	54'	40-50'	245-270'	280 - 300'
18U 21U Women 22U Men Men's Women's Canada Cup/Games	90'	60'6"	60'	Min 270', 320' preferred	Min 300', 400' preferred

For complete field dimensions and other specifications please consult the Baseball Canada rulebook. Please contact Baseball Canada if you have questions surrounding field dimension requirements as outlined.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

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:

- 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 must be equipped with wired or wireless internet access allowing Baseball Canada to use live scoring for all games played during the championship.

Facilities (continued)

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 Girls	300	500-750	2,000-3,000
13U	1,000	1,500-2,250	8000-9000
15U Ray Carter Cup	1,200	2,000-2,750	11,000-12,000
18U	1,000	1,500-2,250	7,000-8,000
22U Men and 21U Women	800	1,500-2,250	5,000-6,000
Men and Women	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 past events, here is what Baseball Canada suggests:

	Baseball Canada Cup	Other Championships
Tournament Pass	\$40.00	\$20.00 - 40.00
<u>Round-Robin:</u> - Day Pass - Per Game tickets	\$10.00 \$5.00	\$5.00 - 10.00
<u>Medal Round:</u> - Day Pass - Per Game Ticket	\$15.00 \$10.00	\$5.00 - \$10.00 \$5.00
<u>Kids and Seniors Admission</u>	(suggested discount)	(suggested discount)

OTHER AMENITIES

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.

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 stable internet available 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.

Facilities (continued)**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:

- Photocopier/printer
- 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 seat

MEDICAL FACILITIES

Each championship site must 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 staffed¹ 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.

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

Community

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

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

Local politicians are recommended to be made a part of all ceremonies. 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 (kmcintosh@baseball.ca)

A well-organized and dedicated group of volunteers can make any championship a success. For your reference, the following Baseball Canada 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 behavior.

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 (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. Teams travelling by bus will be required to use their bus for local transportation.

Note - some events have different financial requirements when it comes to covering travel during the Championships. For those hosts who are not responsible for the local travel of teams and/or umpires, it is recommended to still assist those travelling by air in the coordination of the local travel however you do not need to incur any costs.

The following describes specific considerations and procedures for the different parties you will be responsible for.

Unless otherwise noted you are responsible for the following parties: teams travelling via plane, teams travelling via train, teams travelling by car/bus but that have requested to use host transport, Baseball Canada Representative(s), Baseball Canada Official Scorekeeper(s), Baseball Canada Umpire Supervisors, and Umpires.

	21U	Women's	All other events
Travel to and from the Championship	Host not responsible for any group. Host responsible for airport-hotel (both ways) for all groups except umpires and teams.	Host not responsible for any group. Host responsible for airport-hotel (both ways) for all groups except teams.	Host not responsible for any group Host responsible for airport-hotel (both ways) for all groups
Travel during the Championship (to/from hotel to fields)	Host responsible for all groups except umpires and teams.	Host responsible for all groups except teams.	Local transportation to/from all games and events for teams travelling by air, Baseball Canada officials, and umpires

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

Local transportation for meals if meals are not available on-site	Host responsible for all groups except umpires and teams.	Host responsible for all groups except teams.	Host responsible for all groups except teams.
<p>Vehicle at disposal for Baseball Canada Rep for the duration of the event.</p> <p>Baseball Canada Rep may use their personal vehicle instead if they drove to the event.. Reimbursement for gas/mileage incurred during the event is required of the host in this case.</p>	Host responsible	Host responsible	Host responsible
Local transportation to/from host airport for VIPs	Host responsible	Host responsible	Host responsible

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 accommodations¹.
- 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.

¹ Unless your hosting agreement states otherwise.

Accommodations

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

NOTE - 21U Women's and Women's host committees are not financially responsible for team accommodations however it is encouraged to help in the coordination process by securing hotel room blocks when possible. Those hosts securing hotel room blocks may leave payment to the teams, or have teams (with prior agreement) reimburse the host committee.

As host, each team will be responsible to pay your committee an amount of \$6000 for Canada Cup, and \$5000 for 13U, Ray Carter Cup, 16U, 18U, 22U, and Men's. 21U and Women's do not collect the accommodation fee as the hosts are not financially responsible for accommodations for teams. All accommodations cost exceeding the money received from team are the sole responsibility of the host. Baseball Canada is responsible to invoice each participating province for the accommodation fees, and forward to Host (1st installment July 1st, final payment Aug 1st). The Host is not responsible to cover the accommodation cost for the host team.

The host is then responsible to secure (pre-book) accommodations for all participants (players and team staff) and to share accommodations cost and info with Baseball Canada.

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 22U Men + 21U Women and 20 at the Cup)
- Coaches (3 per team)
- *Chef de mission* (1 per team)
- Total of a maximum of 7 rooms for all events except a maximum of 8 rooms for Men

Umpiring Staff:

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

Baseball Canada Representative(s)
(1 double room)

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

Baseball Canada Official Scorer(s)
(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 is required for every two umpires (including the supervisor and assistant supervisor). If possible the hotel used for umpires should be separate from the one used for players and team staff.

For the Baseball Canada Representatives, you must provide one double room at a local hotel.

For the Baseball Canada Official Scorer, you must provide one double room at a local hotel.

Per the hosting agreement, if Baseball Canada sends more than the outlined number of umpires, umpire supervisors, Baseball Canada Representatives, or Officials Scorers Baseball Canada will be responsible for their accommodation costs (as well as per diems). Typically more individuals than outlined would be sent when Baseball Canada is looking to train an individual in a certain role.

Similarly, if extra rooms are needed due to gender requirements (ex. two non-local official scorers are assigned to your event and one is a male and one is a female an additional room would be needed) Baseball Canada will cover that cost.

Meals

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

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.

The host committee is required to give all Baseball Canada personnel (Umpire Supervisors, Umpires, Representatives and Official Scorers) a per diem of \$65 per day per the Baseball Canada per diem policy. Hosts are responsible for all days of the Championship, which includes Monday. Meals provided by the host (e.g. breakfast at hotel, reception) may be deducted from the per diem upon approval by Baseball Canada.

The per diem is to be paid in advance to the Umpire Supervisor, Baseball Canada Rep, and Baseball Canada Official Scorer upon arrival. The payment method can be e-transfer, cheque, or cash.

Marketing & Sponsorship

Baseball Canada contact: Kelsey McIntosh (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***).

Rawlings: Baseballs, Bat (Offensive player of the tournament)

Mizuno: Ball Glove (Defensive player of the tournament)

Sport Canada: 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

The host is highly encouraged to provide live web streaming of the event, if the host provides a web streaming package Baseball Canada must review it prior to the event. The stream can be either free or at a cost to the viewer. If the stream is at a cost for the viewer, Baseball Canada must be provided free access to the stream via a prepaid code etc. for protest, emergency, and general monitoring purposes.

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.

OFFICIAL EVENT PROGRAM PUBLICATION

The host shall design and publish an official event souvenir program in a digital and/or physical format. It is up to the host to determine a retail price of the souvenir program if a physical program is created (with Baseball Canada approval).

Baseball Canada reserves the right to advertising space in the souvenir program (4 pages maximum) for its sponsors and suppliers and their product categories.

Baseball Canada must approve the cover of the program and will provide at minimum a bilingual CEO Message to be inserted at the beginning of the program. If additional sponsor pages are to be provided the host will be made aware.

Marketing & Sponsorship (continued)

EVENT MERCHANDISING

Baseball Canada shall license the host to sell items from the supplied Baseball Canada merchandise.

Baseball Canada will offer merchandise on consignment.

The following is the procedure for obtaining Baseball Canada merchandise:

- Baseball Canada will send items based on your event 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 during the duration of the Championship. The booth can be combined with the championship souvenirs booth, and if so the merchandise must be displayed equally.
- Unsold goods (in good condition only) can be returned to Baseball Canada at Baseball Canada's expense. Before returning the unsold goods, confirm the number of items being returned.
- Baseball Canada will invoice the host for the number of sold goods
- All sales revenues remain with the hosting group.

The 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 may **not** use Baseball Canada registered marks including the official corporate logo on designs, but is permitted to use the official event logo (which incorporates the official logo). The official event logo will be developed by Baseball Canada. Merchandise designs are encouraged to be shared with Baseball Canada but do not need to be approved. Use of Baseball Canada registered marks without approval on host created merchandise is a breach of trademark.
- The host may 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 goods store

Marketing & Sponsorship (continued)

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.

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 & BASEBALL CANADA
OFFICIAL SCORER***

MEDIA

OTHER PARTICIPANTS

VIPS

SPONSORS, SUPPLIERS & PARTNERS

SPECTATORS

HOST COMMITTEE

EVENT STAFF

MEDICAL STAFF

SECURITY

Teams

Baseball Canada contact: Kelsey McIntosh (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.

Baseball Canada will make every effort to connect you with provincial contacts as early as possible. If a team specific contact has not been chosen in advance (ex. a team selected via playdowns) typically the provincial Championships lead will be the primary fill-in contact. It is not uncommon to not have team contacts identified until the summer.

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.

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 (no airport arrangements are required to be made for 21U Women's and Women's events). 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 (other modes of transportation may also be the host's responsibility) 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. If you would like to offer alternative local transportation methods at a cost to teams you are able however teams are not required to opt in and any alternative must be approved by Baseball Canada.

21U Women's and Women's events are exempt from being financially responsible for local transportation.

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.

21U Women's and Women's events are exempt from financial responsibility for accommodations. Hosts of these events are encouraged to assist in accommodation planning however teams are not required to stay at accommodations found by the host.

MEALS:

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.

The host's Participant Information package (found on each Championship website page) is also a critical piece of communication. Participant Information packages are aimed to be posted by the end of May. Examples can be found on past Championship website pages (see Championship Archives on the Championship page of baseball.ca) however hosts will also be provided a template they can use that outlines all major areas.

Umpire Supervisors and Umpires

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

Although the umpires would prefer to remain unnoticed at a Baseball Canada Championship, there are a few things to consider. The following explains how the umpires are assigned.

The Lead Supervisor, and Supervisor of Umpires (7 or more teams), for the Baseball Canada Championship shall be assigned by Baseball Canada. In all, 9 umpires plus 1 Lead Supervisor and 2 Supervisors of Umpires are to be assigned during a 6-9 team Championship. For a 10 team Championship, 12 umpires plus 1 Lead Supervisor and 2 Supervisors are to be assigned. For an 11-12 team Championship, 15 umpires plus 1 Lead Supervisor and 2 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:

Umpire Supervisor travel to the event (not during the event) is the responsibility of Baseball Canada and travel information will be provided as early as possible to coordinate pickups and dropoffs at the airport¹. Typically umpire supervisors arrive mid-day on the day before the first game of the tournament.

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 provided¹.

TRANSPORTATION:

In order to facilitate travel to the championship, you must make arrangements to pick-up all umpires arriving by plane or train. In addition, you are to provide vans or similar transportation service for umpire travel during the championship.¹

If an Umpire Supervisor or umpire travelled to the event via their own vehicle or are local, in lieu of providing transportation you may pay out transportation costs to them in advance. This can be in the form of cash, e-transfer, or gas card and the amount is at the host's best judgment¹.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

ACCOMMODATIONS:

You are responsible for providing hotel or equivalent accommodations for all umpires. One double room at a local hotel for every two umpires is required (including the supervisor and assistant supervisors)¹.

¹Does not apply to 21U Women

Umpires (continued)

MEALS:

The host committee is required to provide each member of the umpiring staff with a per diem of \$65 per day per the Baseball Canada per diem policy. Hosts are responsible for all game days, which includes Monday. Meals provided by the host (e.g. breakfast at hotel, reception) may be deducted from the per diem upon approval by Baseball Canada.

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.

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 & Baseball Canada

Official Scorer and Baseball Canada Representative

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

SELECTION PROCESS

Baseball Canada Representatives and Baseball Canada Scorer are selected by Baseball Canada.

If a vehicle is needed to travel between baseball fields a 2nd Baseball Canada rep may be needed;

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

Baseball Canada Official Scorer is responsible to oversee the championship GameChanger scorekeeping system and scorekeepers/record keeping.

HOST RESPONSIBILITIES

TRAVEL:

Whenever possible the Baseball Canada Official Representatives and Scorers will be from the host province and will be 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 Reps and Official Scorer as early as possible and all pick-up or hotel/accommodations information should be sent directly to the Rep. Typically Baseball Canada Reps and Official Scorers will arrive mid-day on the day before the first game of the tournament.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

TRANSPORTATION:

You are responsible to provide transportation from the airport to the accommodation site. In addition, you must provide the Baseball Canada Reps with a vehicle for the duration of the championship. You must provide local transportation (i.e. shuttle) to the Baseball Canada Official Scorer. If the Baseball Canada Rep(s) or Baseball Canada Official Scorer(s) travelled to the event via their own vehicle or are local, in lieu of providing transportation you can pay out transportation costs to them in advance. This can be in the form of cash, e-transfer, or gas card and the amount is at the hosts best judgment.

ACCOMMODATIONS:

You must provide the Baseball Canada Rep(s) with one double room each at a local hotel.

You must provide the Baseball Canada Official Scorer(s) with one double room at a local hotel.

FACILITIES:

You must provide the Baseball Canada Reps with reasonable facilities on-site, to include as a minimum, a meeting room/office, telephone, and email connections to the Baseball Canada office in Ottawa.

MEALS:

The host committee at all events is required to provide the Baseball Canada representative and the Baseball Canada Official Scorer with a per diem of \$65 per day per the Baseball Canada per diem policy. Hosts are responsible for all days the umpires are assigned for, which includes Monday even if no games end up being rescheduled. Meals provided by the host (e.g. breakfast at hotel, reception) may be deducted from the per diem upon approval by Baseball Canada.

COMMUNICATION

The host committee will be made aware of the Baseball Canada Rep and Official Scorekeeper(s) and formally connect the host prior to the event.

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.

Media

Baseball Canada contact: Kelsey McIntosh (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 cannot 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 scorekeepers 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
- Game results will be tracked using GameChanger and updated live on both GameChanger and the Baseball Canada Championship website
- 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. It shall be the responsibility of the host to update the website using Baseball Canada's access and login information.

SOCIAL MEDIA

If using a social media account to promote or post live updates about the event please provide the social media handles to Baseball Canada so we can ensure to potentially interact and repost with your posts. Baseball Canada's Championships social media accounts remain the official source of updates at Championships.

baseballcannats - X (Twitter)

baseballcanada - Instagram

baseball.canada - Tiktok

Baseball Canada - Facebook

Other Participants

Baseball Canada contact: Kelsey McIntosh (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 (ex. scouts)
- 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
- Baseball Canada Representative and Official Scorekeeper
- Umpire Supervisors and 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



Section 3.14

a) Composition

The Protest Committee for each game shall include three individuals. The Baseball Canada Technical Officer will approve the Protest Committee for the Championship and will communicate this information to teams at the Pre-Championship meeting. The Baseball Canada Technical Officer shall be the chairperson of the Protest Committee.

b) Procedure

When an incident occurs, the protesting team must inform the umpires that they are lodging a protest before the next pitch, play, or attempted play is made. No protest may be made on a judgment call. To be heard, the protest must be accompanied by a cash deposit of \$100. If the protesting team wins the protest, the cash deposit will be reimbursed. The umpires shall suspend play and inform the manager of the opposing team and their umpire supervisor that a protest has been lodged.

The Protest Committee, the head coaches of each team, the umpires, and the chef de missions (if desired) shall go to a private area away from the teams, spectators, and other persons.

The Protest Committee shall hear and question in the following order:

- *the game umpires, shall explain the play and their decision*
- *the protesting Head Coach shall state their protest*
- *the opposing Head Coach (if necessary) shall provide their perspective*

The Protest Committee shall have the power to exclude any of these individuals while talking to any of the others.

c) Decision

The Protest Committee shall then discuss the protest in private. Before ruling on the protest, the Protest Committee may confer with any person whom they believe may help assist them reach a decision. The Protest Committee shall rule on the protest and the chairperson will inform the teams of the decision.

The umpires shall put the decision into effect and order the resumption of play from the point of suspension. 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 (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
 - Pre-Championship meeting
 - Practices
- **Thursday**
 - Competition begins (**Wednesday for Canada Cup**)
 - Opening ceremonies (**Wednesday for Canada Cup**)
 - 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
- **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

Baseball Canada contact: Kelsey McIntosh (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
- defensive player

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.

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. The host will work with Baseball Canada to communicate which ceremonies will be provided.

- Opening Ceremonies
- Banquet/BBQ
- Pre-Game Ceremonies (Round Robin and Medal Games)
- Post-Game Ceremonies (Round Robin and Medal Games)
- Closing Ceremonies

All ceremonies are highly encouraged to be held however adjustments may be made through consultation with Baseball Canada in the lead up to the event.

CHAMPIONSHIP SCHEDULE

Baseball Canada will provide the pools and schedule to the host prior to April 30 (May 31 for Men + Women). Upon receipt of the draw Baseball Canada will give the host a period of time to review and make recommendations. 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 a change in teams committed to the event, a new schedule may be required. Baseball Canada will repeat this process in a timely manner.

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, they will consult with the host committee, the teams and the umpires before making any decisions.

FOOD SERVICES

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
- GameChanger 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



Section 3.8-3.12, 5.5, 5.7

Section 3.8 - Arrival Time

Teams shall arrive at their playing field at least forty-five minutes prior to the designated starting time of their game.

Section 3.9 - Infield/Outfield Warmups

The home team shall have access to the entire field 25 minutes prior to the designated start time for 10 minutes.

The visiting team shall have access to the entire field 15 minutes prior to the designated start time for 10 minutes.

The Baseball Canada Technical Officer may cancel infield/outfield warmups due to weather or other delays in the schedule.

Section 3.10 - Start Times

Scheduled starting time means the time indicated on the Championship schedule created prior to the start of play. Designated starting time means the time determined by the Baseball Canada Technical Officer in the event of delays because of

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inclement weather, lengthy preceding game(s), or other factors. When a previous game concludes less than 45 minutes before the start of another scheduled game, the Technical Officer will communicate the designated start time to both teams.

Section 3.11 - Lineups

The starting line-up, including a list of all available substitutes, 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 their usual first and last name and uniform number. The uniform number is to be listed to the left of each name and the playing position of the starting players is to be listed to the right of each name.

Section 3.12 - Communication of Pitcher Between Teams

45 minutes prior to the scheduled start time, team managers will indicate to each other if they plan to start a left-handed, right-handed, or ambidextrous pitcher.

Section 5.5 - Length of Games

All games will be seven innings (6 ½ complete innings if the home team is ahead).

Section 5.7 - Mercy Rule

The ten-run mercy rule shall apply after the fifth inning or four and a half innings if the home team is ahead.

The fifteen-run mercy rule shall apply after the fourth inning or three and a half innings 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

Operations (continued)

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.

The march-in of the teams is the central spot in the ceremonies. All teams are to be present and in full uniform (or coordinated team outfits) 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. **If the photographer goes on the field of play, a helmet is recommended.**

The host shall provide name and contact info of the hired photographer. The photographer will receive a Dropbox link along with a one page summary document of specific photos the Baseball Canada office is looking to have uploaded daily and over the course of 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

Operations (continued)

PRE-CHAMPIONSHIP MEETING



Section 3.1

- (i) The time and location of the Pre-Championship meeting shall be communicated to teams.*
- (ii) The Chairperson of the Host Committee, the Baseball Canada Technical Officer, and the lead Baseball Canada Supervisor of Umpires, must attend this meeting. The Baseball Canada Technical Officer shall chair the meeting.*
- (iii) Each team shall send at least one representative, who shall have the authority to speak on behalf of their team and make decisions concerning their 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. The Host Committee may, for reasonable cause, limit the number of representatives from each team, provided that at least two are permitted to attend.*
- (iv) The Pre-Championship meeting agenda will be drafted by the Baseball Canada Technical Officer, in consultation with the Host Committee, and made available to all teams.*

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

Operations (continued)

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
- 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.

Operations (continued)

RULES



Baseball Canada Championships shall be governed by the 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 offered, which may including the following:

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

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

The chef de mission for each team is responsible for the activities of their 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

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.

Special Events

Baseball Canada contact: Kelsey McIntosh (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 K: Baseball Canada Championship Policy

and

Procedures: Signage and Photos

Game Announcement

Logo Development and Event Name

Appendix L: Baseball Canada Rep Manual

APPENDIX A:

Important Contacts

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

BASEBALL CANADA

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

Phone: 613-748-5606

E-mail: info@baseball.ca
Home Page: www.baseball.ca

PROVINCIAL BASEBALL ASSOCIATIONS

BASEBALL B.C.

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

Phone: 604-586-3310

E-mail: info1@baseball.bc.ca
Home Page: <http://www.baseball.bc.ca>

BASEBALL ALBERTA

Suite 200 - Percy Page
Centre
11759 Groat Road
Edmonton, AB T5M 3K6

Phone: 780-427-8943

E-mail: info@baseballalberta.com
Home Page: www.baseballalberta.com

SASKATCHEWAN BASEBALL ASSOCIATION

300-1784 Elphinstone St.t
Regina, SK S4T 1K1

Phone: 306-780-9237

E-mail: mramage@sasktel.net
Home Page: www.saskbaseball.ca

MANITOBA BASEBALL ASSOCIATION

145 Pacific Avenue
Winnipeg, MB R3B 2Z6

Phone: 204-925-5763

E-mail: baseball.info@sportmanitoba.ca
Home Page: www.baseballmanitoba.ca

BASEBALL ONTARIO

6-425 Hespeler Rd.
Cambridge, ON N1R 8J6

Phone: 519-740-3900

E-mail: baseball@baseballontario.com
Home Page: playoba.ca

BASEBALL QUEBEC

7665 boulevard Lacordaire
Montreal, QC H1S 2A7

Phone: 514-252-3075

E-mail: info@baseballquebec.qc.ca
Home Page: www.baseballquebec.com

BASEBALL NEW BRUNSWICK

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

Phone: 506-451-1329

E-mail: brittany@baseballnb.ca
Home Page: www.baseballnb.ca

BASEBALL NOVA SCOTIA

5516 Spring Garden Rd, 4th Floor
Halifax, NS B3J 1G6

Phone: 902-425-5450 Ext.355

Email: baseball@sportnovascotia.ca
Home Page: www.baseballnovascotia.ca

BASEBALL P.E.I.

40 Enman Crescent
Charlottetown, PEI C1E 1E6

Phone: 902- 368-4203

E-mail: baseball@sportpei.pe.ca
Home Page: www.baseballpei.ca

NEWFOUNDLAND AMATEUR BASEBALL ASSOCIATION

1296A Kenmount Road
Paradise, NL A1L 1N3

Phone: (709) 576-3401 Ext. 315

E-mail: baseballnl@sportnl.ca
Home Page: www.baseballnl.com

Appendix B:

The Championships

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

BASEBALL CANADA 13U NATIONAL CHAMPIONSHIP

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:

2012 Atlantic: St. John's, NL 2012

Western: Saskatoon, SK

2013 Atlantic – Fredericton, NB

2013 Western – Spruce Grove, AB

2014 National – London, ON

2014 National Atlantic – Charlottetown, PE

2014 National Western – Altona, MB

2015 National – Repentigny, QC

2015 National Atlantic – NS

2015 National Western- BC

2016 National – ON

2016 National Atlantic – NL

2016 National Western- SK

2017 National – QC

2017 National Atlantic – NB

2017 National Western - AB

2018 National - ON

2018 National Western - MB

2018 National Atlantic - PEI

FUTURE HOSTS:

2019 National – QC

2019 National Western - BC

2019 National Atlantic – NS

2020 National- ON

2020 National Western- SK

2020 National Atlantic- NL

AVAILABLE FOR HOSTING:

13U National 2021, contact Provincial office for corresponding year above.

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.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

Appendix B:

The Championships (continued)

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

BASEBALL CANADA 15U RAY CARTER CUP

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	2007 - Québec City, Québec
1991 - Dartmouth, Nova Scotia	2008 - Mascouche, Québec
1992 - St. Albert, Alberta	2009 - Vaughan, Ontario
1993 - Niagara Falls, Ontario	2010 - Vaughan, Ontario
1994 - Kelowna, British Columbia	2011 - Vaughan, Ontario
1995 - Fredericton, New Brunswick	2012 - Vaughan, Ontario
1996 - North Bay, Ontario	2013 - Vaughan, Ontario
1997 - North Bay, Ontario	2014 - Vaughan, Ontario
1998 - North Bay, Ontario	2015 - Vaughan, ON
1999 - Windsor-Riverside, Ontario	2016 - Summerside, PE
2000 - Windsor-Riverside, Ontario	2017 - Summerside, PE
2001 - Windsor-Riverside, Ontario	2018 - Oshawa, Ontario
2002 - Windsor-Riverside, Ontario	2019 - Oshawa, ON
2003 - Windsor, Ontario	2022 - Saskatoon, SK
2004 - Windsor, Ontario	2023 - Laval, QC
2005 - Windsor, Ontario	2024 - Laval, QC
2006 - Windsor, Ontario	

FUTURE HOSTS:

2025 - Summerside, PE
2026 - Summerside, PE

AVAILABLE FOR HOSTING:

2027

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 (kmcintosh@baseball.ca)

BASEBALL CANADA 18U 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.

1973 - Barrhead, Alberta	1996 - Red Deer, Alberta	2015 – Magog, QC
1974 - Repentigny, Quebec	1997 - Red Deer, Alberta	2016 – Magog, QC
1979 - Niagara Falls, Ontario	1998 - Red Deer, Alberta	2017 – London, ON
1980 - Longueuil, Quebec	1999 - Red Deer, Alberta	2018-Fort McMurray,AB
1981 - Moncton, New Brunswick	2000 – Red Deer, Alberta	2019 – London, ON
1982 - Stettler, Alberta	2001 – Stonewall, Manitoba	2022-Fort McMurray,AB
1983 - Windsor, Ontario	2002 – St. Albert, Alberta	2023-Fort McMurray,AB
1984 - Moncton, New Brunswick	2003 – Windsor, Ontario	2024 – St. John's, NL
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 – Quebec City, QC
1994 - Fort Saskatchewan, Alberta	2012 – Trois-Rivières, QC
1995 - Stonewall, Manitoba	2014 – Magog, QC

FUTURE HOSTS:

2025-Fort McMurray,AB
2026-Fort McMurray,AB

AVAILABLE FOR HOSTING:

2027

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.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

Appendix B:

The Championships (continued)

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

BASEBALL CANADA 22U MEN CHAMPIONSHIP

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

PARTICIPANTS: Minimum 6 teams - 20 players, 3 coaches, 1 chef de mission.

HISTORY: Baseball Canada's longest running tournament

PAST HOSTS:

1962 - Montreal, Quebec	1989 - Saskatoon, Saskatchewan*
1963 - Montreal, Quebec	1990 - St. Catherines, Ontario
1964 - Montreal, Quebec	1991 - Newcastle, New Brunswick
1965 - Winnipeg, Manitoba	1992 - Jonquiere, Quebec
1966 - St. John's, Newfoundland	1993 - Kamloops, British Columbia*
1967 - Saskatoon, Saskatchewan	1994 - Corner Brook, Newfoundland
1968 - Moncton, New Brunswick	1995 - Kitchener, Ontario
1969 - Sarnia, Ontario	1996 - Kitchener, Ontario
1970 - Carman, Manitoba	1997 - Brandon, Manitoba*
1971 - North Battleford, Saskatchewan	1998 - Kitchener, Ontario
1972 - Pointe-aux-Trembles, Quebec	1999 - Kitchener, Ontario
1973 - Charlottetown, Prince Edward Island*	2000 - Kitchener, Ontario
1974 - Fredericton (Marysville), New Brunswick	2001 - London, Ontario *
1975 - Thorold, Ontario	2002 - Corner Brook, Newfoundland
1976 - Moncton, New Brunswick	2003 - Windsor, Ontario
1977 - St. John's, Newfoundland*	2004 - Trois-Rivières, Québec
1978 - Surrey & Westminster, British Columbia	2005 - Saskatoon, SK
1979 - Halifax, Nova Scotia	2006 - Guelph, Ontario
1980 - Westlock, Alberta	2007 - Québec City, QC
1981 - Thunder Bay, Ontario*	2008 - Charlottetown, PEI
1982 - Niagara Falls, Ontario	2009 - Trois-Rivières, QC
1983 - Surrey, British Columbia	2010 - Trois-Rivières, QC
1984 - Trois-Rivières, Quebec	2011 - Windsor, Ontario
1985 - Saint John, New Brunswick*	2012 - Trois-Rivières, QC
1986 - North Battleford, Saskatchewan	2013 - Dartmouth, NS
1987 - London, Ontario	2014 - Dartmouth, NS
1988 - Weyburn, Saskatchewan	2015 - Regina, SK
1989 - Saskatoon, Saskatchewan	2016 - Regina, SK
	2017 - Ottawa/Gatineau, ON
	2018 - Regina, SK
	2019 - Gatineau, QC
	2022 - Dartmouth, NS
	2023 - Stonewall, MB
	2024 - Dartmouth, NS

FUTURE HOSTS:
2025 - Dartmouth, NS

AVAILABLE FOR HOSTING:
2026, 2027

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.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

Appendix B:

The Championships (continued)

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

BASEBALL CANADA MEN'S CHAMPIONSHIP

AGE: Open classification

PARTICIPANTS: The Men's 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-mandatory⁸ 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 - Edmundston, 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, BC
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	2014 - St. John's, NL
1990 - St. John's, Newfoundland	2015 - Chatham, New Brunswick
1991 - Rimouski, Quebec	2016 - Fredericton, New Brunswick
1992 - Windsor, Ontario	2017 - Victoria, BC
1993 - Coaticook, Quebec	2018 - Victoria, BC
	2019 - Miramichi, New Brunswick
	2022 - Sydney, Nova Scotia
	2023 - Red Deer, Alberta
	2024 - Tecumseh, Ontario

The Championships (continued)

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

BASEBALL CANADA MEN'S CHAMPIONSHIP (continued)

FUTURE HOSTS:

2025 – Regina, SK

AVAILABLE FOR HOSTING:

2026, 2027

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 (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, Ontario⁹
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
2014 – Saskatoon, SK
2015 – Saskatoon, SK
2016 – Fort McMurray, AB
2017 – no event, Canada Games
2018 – Moncton, NB
2019 – Regina, SK
2022 – no event, Canada Games
2023 – Regina, SK
2024 – Fort McMurray, AB

Appendix B:

⁹ In 1995/96 Waterloo hosted 11 teams (10 Provinces. 1 Host)

The Championships (continued)

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

BASEBALL CANADA CUP (continued)

FUTURE HOSTS:

2025 – no event, Canada Games

AVAILABLE FOR HOSTING:

2026, 2027

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.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

Appendix B:

The Championships (continued)

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

BASEBALL CANADA 16U 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 was held for the first time in the 1999 season.

PAST HOSTS:

1999 - Winnipeg, Manitoba	2016 – Vaughan, ON
2000 – no event held	2017 – Vaughan, ON
2001 – no event held	2018 – Halifax, NS
2002 – no event held	2019 – Bedford, NS
2003 – Windsor, Ontario	2022 – Summerside, PE
2004- Sherbrooke, Québec	2023 – Summerside, PE
2005 – Fredericton, New Brunswick	2024 – Saskatoon, SK
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	
2014 – Saguenay, QC	
2015 – Saguenay, QC	

FUTURE HOSTS:

2025 – no event, Canada Games

AVAILABLE FOR HOSTING:

2026, 2027

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

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

Appendix B:

The Championships (continued)

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

BASEBALL CANADA 21U WOMEN CHAMPIONSHIP

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

PARTICIPANTS: 18 players, 3 coaches, 1 chef de mission

HISTORY: 2016 was Baseball Canada's first ever 21U Women Invitational Championship.

PAST HOSTS:

2016 – Halifax, NS
2017- Stonewall, MB
2018 – Stonewall, MB
2019 – Ottawa, ON
2022 – St. John's, NL
2023 – St. John's, NL
2024 – Summerside, PEI

FUTURE HOSTS:

AVAILABLE FOR HOSTING:

2025, 2026, 2027

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 (kmcintosh@baseball.ca)

BASEBALL CANADA WOMEN'S CHAMPIONSHIP

AGE: Open classification

PARTICIPANTS: 18 players, 3 coaches, 1 chef de mission

HISTORY: The Women's Invitational Championship has been an annual event since being first held in 2006.

PAST HOSTS:

2006 – Gatineau, QC	2016 – Red Deer, AB
2007 – Québec City, QC	2017- Windsor,
2008 – Cape Breton, NS	2018 – Montreal, QC
2009 – Granby, QC	2019 – Okotoks, AB
2010 – North York, ON	2022 – Stonewall, MB
2011 – North York, ON	2023 – Halifax & Upper Sackville, NS
2012 – Spruce Grove, AB	2024 – Quebec City, QC
2013 – Granby, QC	
2014 – Surrey, BC/C-B	
2015 – Saguenay, QC	

FUTURE HOSTS:

2025 – Quebec City, QC

AVAILABLE FOR HOSTING:

2026, 2027

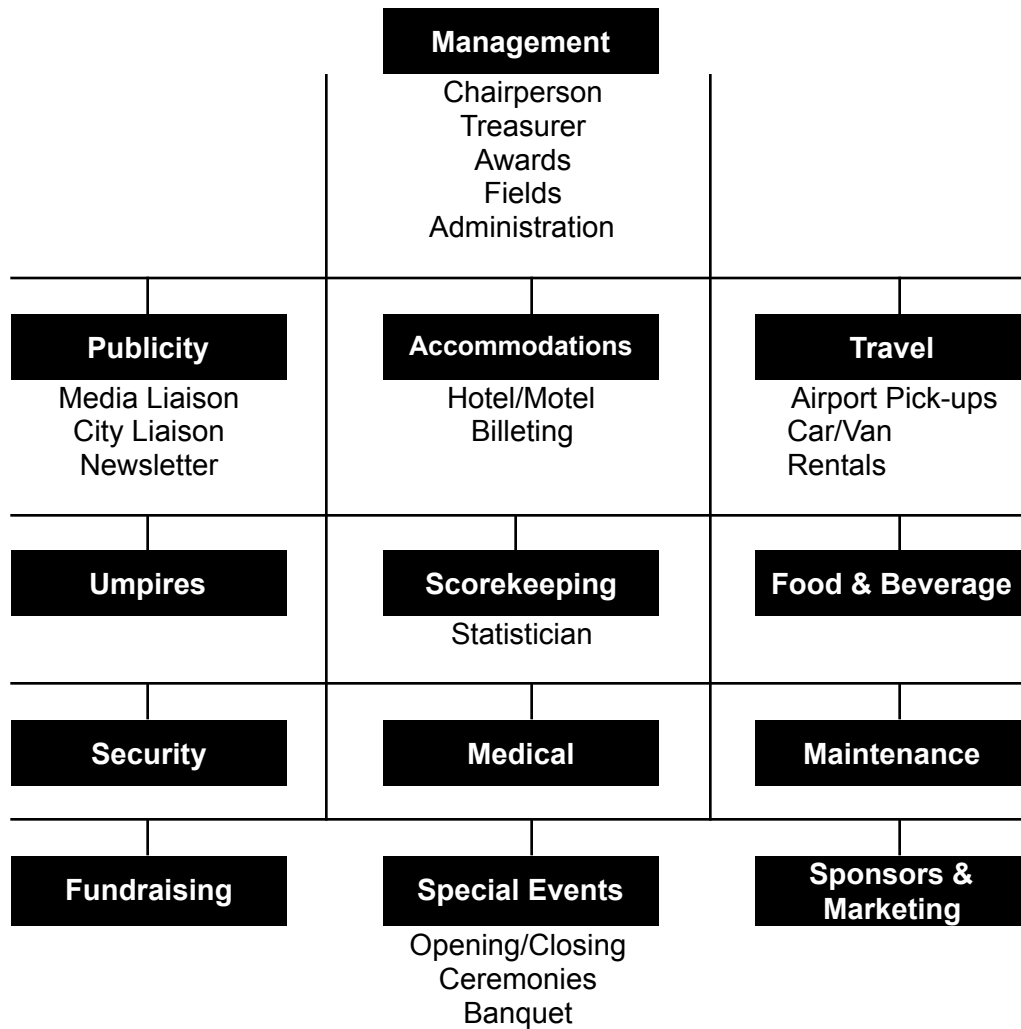
DIAMOND SIZE: Base Paths - 90'
Distance to the Pitching Rubber - 60'6"

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

Appendix C:

Sample Host committee Organization

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



BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

Appendix D:

Sample Tasks During Preparation Phase

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

Bid committee becomes organizing committee	Broadcast media site visit
Sub committees developed	Mobile communications coordinated
Site inspection by Baseball Canada	Meeting, volunteer and VIP rooms confirmed
Develop critical path	Team ground transportation planned
Hosting Agreement negotiated and signed	Coordinate menus with Baseball Canada
Develop marketing plan	VIP seating and hospitality confirmed
Athlete housing arranged	Ticket launch and promotion planned
Make hotel reservations	Program layout drafted
Committee roles and responsibilities established	Medical team assembled
Volunteer recruitment plan	Risk Management issues examined by host committee
Develop volunteer workplans	Accreditation system developed
Monitor workplans	Access control and security plan drafted
Develop sales package	Develop results and statistics plan
Develop ticket sales plan	Signage layout at all facilities
Contact list for all committee members	Volunteer recruitment strategy developed
Submit logo for approval (to Baseball Canada)	Risk Management Plan designed and confirmed
Develop sales and marketing plan (to Baseball Canada)	Special events planned and schedules sent to Baseball Canada
Media campaign drafted (to Baseball Canada)	Media centre requirements identified
Draft budget (to Baseball Canada)	Media room phone lines and equipment arranged
Book all required facilities	Press box facilities arranged
Arrange broadcast media site visit	Volunteer handbook drafted
Ticket design draft to Baseball Canada	Laundry and equipment repair services arranged
Ticket design draft to sponsors	Emergency medical transportation planned
Remind sponsors re: program ads	Media conference
Event poster draft to Baseball Canada	Signage inventory
Event poster draft to sponsors	Event rules and regulations sent to PBA's
Ticket/poster designs signed off by sponsors	Team transportation finalized
Ticket distribution system in place	Officials accommodations and transportation arranged
Signage inventory confirmed	Shuttle itinerary planned
Volunteer recognition planned	VIP Parking arranged
Merchandise designs to Baseball Canada for approval	Minor officials (official scorers, statisticians, etc.) recruited
Insurance confirmed with carrier	Arrange for VIP seating (scouts, Baseball Canada, government dignitaries, etc.)
Planning for opening ceremonies	Submit master event itinerary to Baseball Canada
Tickets printed	Medical staff arranged
Seating reserved for Baseball Canada and VIP's	Team information packages developed
Insurance certificate sent to host	Communications list drafted
Posters printed	Accreditation system finalized, organized and scheduled
Program ads from sponsors	Team storage and cargo arranged
Budget updates submitted to Baseball Canada	
Merchandise proofs to Baseball Canada	
Media room location confirmed	
Medical Services locations confirmed	

Appendix E:

Sample Tasks During Final Preparation Phase

Baseball Canada contact: Kelsey McIntosh (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 subcommittee 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.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

Appendix F:

Financial Results

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

All numbers rounded and some data/categories are missing or omitted from the chart. Every event is unique and will have a different budget.

Revenue Accounts	Men's '23	18U '22	22U '22	Women's '23
Provincial Fees	\$45,000	\$45,000	\$20,000	\$0
Grants	\$29,000	\$112,000	\$27,000	\$8,000
Sponsorship	\$10,000	\$27,000	\$22,000	\$36,000
Concession/Merchandise	\$16,000	\$4,500	\$11,000	\$9,000
Tickets	\$12,000	\$36,000	\$17,000	\$9,000
Other Revenue (Fundraising etc)	\$20,000	\$800	\$9,000	\$8,000
Expense Accounts				
Hotels	\$51,000	\$48,000	\$40,000	\$0
Transportation	\$30,000	\$18,000	\$12,000	\$0
Per Diems	\$6,000	\$7000	\$4,000	
Hosting Fee	\$5,000	\$5000	\$5,000	\$1,000
Field Rental	\$7,000	\$30,000		\$2,000
Field Maintenance			\$6,000	
Food Sales			\$4,000	\$3,000
Liquor Sales	\$14,000		\$5,000	\$8,000
Merchandise Sales Costs	\$2000			\$6,000
Gate and Ticketing			\$1,200	
Volunteer/Employee Costs		\$5,000	\$500	\$8,000
Advertising		\$26,000	\$10,000	\$1,000
Security		\$2000	\$3,000	\$4,000
Photography		\$6000		\$600
Insurance			\$1,000	\$1,000
Ceremonies		\$24,000	\$2,000	\$2,000
Misc	\$2,000	\$9000	\$3,000	\$7,000

Appendix G:

Generic Hosting Agreement

Baseball Canada contact: Kelsey McIntosh (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 CHAMPIONSHIPS HOSTING GUIDE

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

- a. Up to ten teams for the championship - one from each province
- 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 April 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 March 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 Men's + Women's Championship). The medals are to include the 18 players (21 for Men's + Women's, 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).

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

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 motelfrom 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.
 - \$65 per day for meals for each member of the umpire staff.
 - \$65 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 (\$5,000.00) must be paid no later than April 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 not part of the \$5,000 host fee. This bond will be repaid within 45 days following the conclusion of the Championship based on the following:

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

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 three pages in the official program at no cost. Any variance must be negotiated with Baseball Canada. Baseball Canada is to

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

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. Baseball Canada provides banners with Baseball Canada logo for the 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.
- c.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

Appendix G: Generic Hosting Agreement (continued)

- d. 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 (kmcintosh@baseball.ca)

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) Extra Inning Game Procedure
- (j) Request all teams to report all offensive & defensive changes during the tournament.
- (k) Special ceremonies and events.
- (l) Closing ceremonies and awards.
- (m) Question period.

Appendix I:

Sample Scripts

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

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

BANQUET (BEFORE EVENT) **(if the host is providing one, not a requirement)**

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)
- Rawlings (baseballs)
- Home Run Sports (umpire clothing supplier)
- Sport Canada

Best of luck to all the teams; enjoy the competition

Appendix I:

Sample Scripts (continued)

Baseball Canada contact: Kelsey McIntosh (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)
- Rawlings (baseballs)
- Home Run Sports (umpire clothing supplier)
- 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

A big thank you to all our sponsors:

- Rawlings (bats)
- Mizuno (gloves)
- Rawlings (baseballs)
- Home Run Sports (umpire clothing supplier)
- Sport Canada

PRESENTATION OF AWARDS

Mizuno Top Fielder Award: From Team _____

Rawlings Top Batter Award: From Team _____

See you again next year.

Appendix I:

Suggested Scripts (continued)

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

GAME ANNOUNCEMENTS

Game Announcements – Baseball Canada *.* _____ Championship

Note: Please insert championship level in the *.* placements, i.e. 13U, 15U, etc ...

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 year's *.* Championship Top Hitter Award.

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

Appendix I:

Suggested Scripts (continued)

Baseball Canada contact: Kelsey McIntosh (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 year’s *.* 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’** 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 official Baseball Canada Championships limited merchandise line. The Baseball Canada merchandise you see the the merchandise stand can only be bought at Baseball Canada’s 2024 Championships so get yours before it’s gone

Appendix J:

Baseball Canada Sponsors & Suppliers

Baseball Canada contact: Kelsey McIntosh (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



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 or in Canada 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.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE



Home Run Sports of Winnipeg, Manitoba and Toronto, Ontario are the official supplier to Baseball Canada's umpires. Visit them on the web at <https://homerunsports.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, Blue Jays Baseball Academy Showcase, National Championships, Pitch Hit & Run 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

Appendix K:

Policies & Procedures

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

Baseball Canada Championships Signage and Photos Policy and Procedures

Overview

Baseball Canada's National Championships are our annual signature events and as such we want to promote them as much as possible and help them grow. One main way we do this is through social media and without high quality assets (photos and video) we cannot produce the content to promote them. Similarly, as the National Sport Organization for baseball in Canada we want to ensure our name and logo are seen at the events. As a Baseball Canada Championship host, your role is vital.

Procedures

Baseball Canada banners: Each host will receive 2 Baseball Canada banners per field (1 big and 1 small). Please make sure banners are displayed using the following guidelines:

- Display Baseball Canada banners for all pre-championships events (Media conferences, pre-championship meeting, team photos, post game awards, opening and closing ceremonies, banquets, awards ceremonies, all medal games (before and after), candid shots, umpire crew photos) as a background for all important announcements and photos opportunities with different medias.
- Display all Baseball Canada banners at each field being used. Banners should be displayed in such a way that all participants can see and feel the event is a Baseball Canada event.

BASEBALL CANADA CHAMPIONSHIPS HOSTING GUIDE

Photos Requirements

Part of your responsibilities is to provide Baseball Canada with photos of your event where the banner is displayed. Please have the photographer take pictures of the actual site during the championship, preferably action shots with the Baseball Canada banners included in the background, to show the positioning of the banners and forward electronic copies of these pictures to Baseball Canada as part of your final report. The following events should also include Baseball Canada banners and would require photos taken and submitted in the final report:

- One group photo of each team
- Media conferences, candid shots
- Individual photos of MVP, Top Hitter, and Defensive Player with awards
- Banquets, opening and closing ceremonies
- Umpire and scorekeeper crews, individual and group photos
- Individual team photos with medals (to be uploaded immediately after closing ceremonies)

A MINIMUM OF FIVE HIGH-RESOLUTION PHOTOS ARE TO BE UPLOADED TO DROPBOX for editorial use. Photos shall be of unobstructed view. Baseball Canada will communicate with event host contact the file sharing method that will be used prior to the event.

Note: Failure to comply with this policy is subject to a sanction as specified in the hosting guide.

Appendix K:

Policies & Procedures (continued)

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

Baseball Canada Championships Game Announcement Policy and Procedures

Every year, Baseball Canada can count on various sponsors and suppliers who play a vital role in the successes of national championships and in all Baseball Canada programs, including the national teams. As part of the recognition strategy for their support, some of our sponsors have access to some visibility during the course of all nine Baseball Canada Championships.

Procedures

When hosting a Baseball Canada Championship, you receive access to a set of audio clips featuring some of our valuable sponsors and funding agents. As part of host obligations towards Baseball Canada, each host is required to play those audio clips using the following procedures:

General rule: Each host is required to play 3 audio (English and French) during each game of the championships including round robin, placement and medal games using the following protocol.

Level 1: Audio to be played once per game throughout the championship including round robin, placement and medal games. Audio has to be played once in English and once in French for every single game.

- Baseball Canada Kiosk

Level 2: To be played every other game of the championship including round robin, placement and medal games. Audio has to be played once in English and once in French for every other game.

- Sport Canada
- Toronto Blue Jays
- MLB

Level 3: To be played in turns every other game when not the Level 2 sponsor's turn including round robin, placement and medal games. Audio has to be played once in English and once in French.

- Mizuno
- Rawlings
- Home Run Sports

Note: Failure to comply with this policy is subject to a sanction as specified in the hosting guide.

Appendix K:

Policies & Procedures (continued)

Baseball Canada contact: Kelsey McIntosh (kmcintoshbase@baseball.ca)

Baseball Canada Championships Logo Development and Event Name Policy & Procedures

Overview

Every year, Baseball Canada hosts nine national championships across the country. In order to allow for consistency across these properties, and in order to allow for Baseball Canada to be recognized accordingly, all national championship hosts need to follow this important policy.

Logo Development

When hosting a Baseball Canada Championship, Baseball Canada will create the official tournament logo.

Championship name

For all written communication with media, website, social media and all others, the following names should be used regardless of the logo developed:

- (YEAR) Baseball Canada Cup (Coupe Baseball Canada (ANNÉE))
- (YEAR) Baseball Canada 13U National Championship (Championnat national 13U de Baseball Canada (ANNÉE))
- (YEAR) Baseball Canada Ray Carter Cup (15U) (Championnat Coupe Ray Carter (15U) de Baseball Canada (ANNÉE))
- (YEAR) Baseball Canada 16U Girls Championships (Championnat 16 féminin de Baseball Canada (ANNÉE))
- (YEAR) Baseball Canada 18U Championship (Championnat 18U de Baseball Canada (ANNÉE))
- (YEAR) Baseball Canada 22U Championship (Championnat 22U de Baseball Canada (ANNÉE))
- (YEAR) Baseball Canada 21U Women's (Championnat 21U féminin de Baseball Canada (ANNÉE))
- (YEAR) Baseball Canada Men's Championship (Championnat masculin de Baseball Canada (ANNÉE))
- (YEAR) Baseball Canada Women's (Championnat féminin de Baseball Canada (ANNÉE))

Note:

- ***A presenting sponsor can be added to the official logo with prior approval by Baseball Canada. Contact Baseball Canada in advance for details.***

APPENDIX L:

FINES AND INFRACTIONS

Baseball Canada has below set out a list of infractions, which will result in a fine. All fines, where applicable, will be deducted from the \$1000 hosting fee. In the event the fines incurred exceed the \$1000 hosting fee, the host group will be invoiced accordingly. Any appeal of a decision regarding a fine will be handled as per the appeal section of this document.

All infractions fall into one of these two categories:

Level 1 infractions are the following.

- Failure by the host to use the official Baseball Canada baseball.
- Failure by the host to update the scores and statistics on the internet site as provided.
- Failure by the host to provide adequate scorekeeping personnel and resources.
- Failure by the host to sell Baseball Canada merchandise.
- Failure by the host to organize opening ceremonies or to conduct the opening ceremonies in both official languages.
- Failure by the host to provide adequate local transportation for teams and Baseball Canada Representative.
- Failure by the host to publish the message from the President of Baseball Canada in both official languages.
- Failure by the host to use a bilingual announcer for games as required by the Baseball Canada Representative. The penalty for a level 1 infraction is \$500.

Level 2 are the following.

- Failure by the host to adhere to the Baseball Canada guidelines regarding scheduling of games.
- Failure by the host to make proper game announcements during all games
- Failure to provide Baseball Canada Representative and Umpire Supervisor with a cellular telephone for the competition.

Appeals

Appeals may be presented no later than seven (7) days after the conclusion of the championship. All appeals must be delivered to the Baseball Canada office. It is the responsibility of the Appellant to provide all materials which it deems necessary to the appeal.

Once the appeal has been received Baseball Canada will then have fourteen (14) days to provide its ruling.

BASEBALL CANADA SEVERE WEATHER POLICY



BASEBALL CANADA'S POLICY ON SEVERE WEATHER DURING NATIONAL CHAMPIONSHIPS



RESPONSIBILITIES

THE BASEBALL CANADA REPRESENTATIVE, IN COLLABORATION WITH THE UMPIRE SUPERVISORS AND THE UMPIRE CREW, ARE RESPONSIBLE FOR STOPPING A GAME WHEN SEVERE WEATHER HITS.



THUNDER ROARS = STOP

WHEN THUNDER ROARS, THE GAME WILL BE STOPPED. PLAYERS, COACHES, UMPIRES AND FANS SHOULD SEEK PROPER SHELTER.

<http://www.ec.gc.ca/foudre-lightning/>



FIND ADEQUATE SHELTER

PROPER SHELTER DOES NOT INCLUDE THE DUGOUT. ANY FREQUENTLY USED BUILDING IS CONSIDERED SAFE. ANY VEHICLE WITH A HARD METAL ROOF AND ROLLED-UP WINDOWS CAN PROVIDE A MEASURE OF SAFETY.



RESUMING THE ACTION

AT BASEBALL CANADA EVENTS, THE BASEBALL CANADA REP AND UMPIRES WILL WAIT AT LEAST THIRTY (30) MINUTES AFTER THE LAST SOUND OF THUNDER BEFORE RETURNING TO THE FIELD AND RESUMING THE GAME.



GET EDUCATED

THE CANADIAN LIGHTNING DANGER MAP, DESIGNED BY ENVIRONMENT CANADA IS AVAILABLE FOR REVIEW PRIOR OR DURING ANY EVENTS.

https://weather.gc.ca/lightning/index_e.html

FOR MORE INFORMATION VISIT US AT WWW.BASEBALL.CA

Pitch Count Sheets

Game Pitch Count Tracking Sheet

Tournament Pitch Count Tracking Sheet Example

2014 Canada Cup Pitch Count Tracker

Team Alberta

#	Last name	First name	Game 2 Aug. 6	Game 6 Aug. 6	Game 12 Aug. 7	Game 17 Aug. 8	Game 20 Aug. 8	Game 27 Aug. 9	Game 32 Aug. 10	Game 35 Aug. 10	
21	Vickers	Nick	83							81	
31	Snider	Eli	30			34					
16	Gates	Dylan	42			20					
32	Cardinal	Nick	4	15		102					
20	Meeberg	Kurt		82					85		
18	Kennedy	Jared		17							
36	Wark	Jackson			67					15	
37	Parranto	Jordan			50			33			
7	Hutzel	Peter			12						
15	Melville	Jacob					53				
13	Austin	Ely					47				

1-40 = No rest 41-55 = 1 day of rest 56-70 = 2 days of rest 71-85 = 3 days of rest 86-105 = 4 days of rest
 Max = 105 40 combined for 3 days in a row



BASEBALL
C A N A D A