

Ontario Provincial Tournament Hosting Regulations 2009

1. **Tournament Information Package (mandatory)**

The information package **MUST** be sent out to all District Administrator no later than four weeks prior to the start of the championship. This package **MUST** include the following items.

- Game schedule
- Committee members or contact person
- Host motel (include rate of the rooms, reservation number to reserve rooms and contact person)
- Other accommodations in the area
- Car rental information
- Type of balls that will be used
- Time and location of meetings
- List of (tentative) events/activities
- Forms to be filled out by teams (ex. List of players and uniform numbers or any other information needed by host league)

2. Arrival Day

a) **Coaches Meeting (mandatory)**

The coaches' meeting is to be held before the start of the games. The agenda **MUST** include the following items: review of tournament rules, schedule, events or activities of the week, ground rules. There should also be soft drinks, coffee or water served during the meeting, no alcohol.

If possible, a meeting should be held at the field in order to go over all of the ground rules and also any other information about the facility that should be known, such as parking facilities, first aid area, warm up area and wash room facility.

b) **Practice Sessions (optional)**

A practice schedule should be made up according to the arrival times of the teams. Having a practice schedule set up will give the coaches an opportunity to get some of the jitters out of his/her players. The practices could be held on the same field as the games or on a secondary field (tournament committee decision). The local media should be given a schedule; this would give them an opportunity to interview the coaches and also some of the players. The coaches should confirm if they would be using their time, so the media could be notified.

c) **Coaches Press Conference and Media Social (optional)**

A coaches press conference and media social would be good for public relations and a way to promote the championship. The conference should be in a casual atmosphere (social type setting). This would give the local media a chance to interview the coaching staffs on their expectation or any other questions they would have. This is also an opportunity to invite the sponsors of the championship and make them feel part of the tournament.

Suggested Sponsors

The host motel could sponsor the coaches press conference and media social. If the host motel has a lounge or pub, it could be held there.

3. **Opening Ceremonies (mandatory)**

The official opening ceremony is usually scheduled around the host team's first game. All teams must be in attendance. Local media should be invited. The following is the standard procedures: (these proceedings should be bilingual)

- Introduction of dignitaries
- Introduction of teams
- Introduction of umpires
- Introduction of tournament committee
- Starting line up (of the teams that are playing that game)
- National anthem
- Little League pledge
- Opening pitch
- PLAY BALL!

Note: The tournament souvenir could also be distributed at the opening ceremonies.

4. Field Decorum (mandatory)

The proper field decorum for hosting a provincial championship is:

- **Flags:** the Canadian flag, provincial flag and Little League flag should all be flown at the field
- **Scoreboard:** the field should be equipped with a scoreboard (manual or electronic).
- **Dug_Out Signs:** the dugouts should be properly marked home or visitors and also have interchangeable signs indicating the teams that are playing.
- **Advertising:** if advertising is to be installed around the fence, it is recommended they be made in the form of a banner rather than wood, and be placed on the outside of the fence for safety.
- **Foul Posts:** it is recommended to have suitable marked foul posts.
- **Water:** must be available in the dugouts for all teams each game.

- **Standings Board:** A board indicating the standings along with the schedule of the championship should be on display. It is recommended it be installed in a high traffic area, such as the concession area.
- **P.A. System:** a proper P.A. is recommended. This would be used to announce the batters, inning summary, and also any other announcements that are needed. It is important to have the P.A. system set up properly (not too loud and proper sound). Also a suggestion is to have appropriate music played between innings. Announcements should be bilingual where appropriate.
- **Field Maintenance:** the field must be groomed before every game. This would consist of chalking the field (foul lines, batters box, etc.), raking or dragging the field, filling in holes, etc.
- **Start of a Game:** it is important to start all games in a consistent fashion; this will ensure that all teams are treated equally. It is suggested to start the game in the following manner: introduction of visiting team, introduction of home team, introduction of umpires, national anthem, Little League pledge (bilingual, with a player from both teams participating). If you are going to have someone throw a ceremonial pitch, have them introduced before the national anthem and throw the pitch after the Little League pledge.
- **Official table:** There should be an official table or area in a suitable location behind the backstop for the scorer, the PA announcer and the tournament director. These game officials may not smoke in this area.

5. Group Meal (mandatory)

The organizing committee is offered two options for hosting a formal meal. The meals of choice are a banquet or breakfast. Either meal would be deemed suitable, but must be organized in a professional manner, such as:

- All teams must be present at the same time
- Held before any teams have been eliminated
- Executive committee in attendance
- Dignitaries and sponsors in attendance
- All volunteers of the championship invited
- All parents should be invited (at a cost, extra revenue for championship)
- Proper seating for every one.
- Proper hot meal (example: chicken, potatoes served with vegetables, dessert and beverages).
If a breakfast: recommended buffet with eggs, bacon, sausage, cereals, pancakes and juices / milk.

Note : The type of meal is important and should be suitable to the age of the player. Also remember this is a formal or professional type of meal.

Suggested Sponsor

A good sponsor for this event would be your city or town. You could also approach a service group or social clubs to sponsor or volunteer to organize this event.

6. Souvenirs

A part of the memories of each championship is the souvenirs. The souvenirs are broken down in two categories: retail souvenirs and participant's souvenirs.

Participant's Souvenirs:

(mandatory)

each participant in the championship must receive a souvenir of the championship. The following is a list of suitable souvenirs, hat, T_shirt, sports bag, bat bag. The souvenir you choose must be imprinted with the logo of the championship and should be exclusive to the participants. This makes for long-lasting memories.

Retail Souvenirs:

retail souvenirs are a way to generate revenue for the championship. Some suggestions for souvenirs are hats, T_shirt, trading pins, polo shirts, sweatshirts, mugs, padded stadium seats.

7. Practice Field (mandatory)

A practice field must be available to all teams for the duration of the championship. The teams have to reserve the field with a designated executive member. This field should be in close proximity to the championship field or the host motel.

8. Hospitality Room (optional)

The hospitality room gives everybody involved in the championship a chance to relax, have some refreshments and relive the games of the day. It also gives the coaches and league representatives a chance to discuss how other leagues operate. This is also a way to generate revenue for the championship. The hospitality room should be open every night, except if you have another event that same night.

Suggested Sponsors

The hospitality room is a great way for the restaurants to get involved. The organizing committee could approach local restaurants to sponsor the hospitality rooms. Their sponsorship could be a snack, (for example finger foods), rather than a monetary donation. Try to have a different sponsor for every night. Also another sponsor for the hospitality room could be your local beer company representative. The executive could offer the exclusive on his/her products in the hospitality room in exchange for a sponsorship.

9. Skills Competition (optional)

Skills competition is something everybody enjoys. This is something fairly simple to organize, with events such as: home run or longest ball, most accurate pitcher, catcher and fielder and also fastest runner.

In the younger levels of play, it is recommended to try and have all players participate. With the proper amount of volunteers and organizations, it should not take more than two and half hours. It is a little more work, but all the players participate and that is why we are involved with Little League, for the players.

Suggested Sponsors

Local sport stores are usually a great sponsor for this event. They may also have a direct contact with the larger sporting goods companies.

10. Souvenir Program (optional)

Some suggestion for the program could be to have game schedule, team rosters and picture (insert), advertising, past champions, a trivia contest, rules contest, and other general information of interest to fans. Some host leagues may wish to give the program to players and coaches.

11. Championship Executive (mandatory)

It is very important to be able to identify the executive of the Tournament Committee. This allows people to relay or report any problems that may surface. A way to distinguish the executive is by having them wear the same type of shirt or other prominent identification. The easier it is to communicate with the executive the fewer problems will arise.

12. Adult Social (dance) (optional)

This is an event that is always popular with the adults. The social should be scheduled early in the championship in order to give all parents a chance to take part in this event. Hosting a social gives everybody a chance to get to know each other. This is also a way generate revenue.

NOTE: While it is important to give teams the opportunity to participate in alternate activities, the baseball games are always the priority.