



LITTLE LEAGUE BASEBALL CANADA

Policy

Name: Canada Region Tournament
Tournament Planning
Centre: Operational
Number: O.12.0
Revision: 0

TOURNAMENT PLANNING ALL DIVISIONS OF PLAY IN BASEBALL AND SOFTBALL CANADA REGION TOURNAMENTS

1. OBJECTIVE:

The policy is effective starting the 2026 season. The information is to assist the host site by providing a summary of the roles and responsibilities of Tournament Committee members and the event requirements for hosting Little League (Major), Intermediate, Junior and Senior Baseball Canada Region Tournaments; and the Little League (Major), Junior and Senior Softball Canada Region tournaments.

2. GLOSSARY

"Canada Region Tournament" or "Regional Tournament" – also known as Canadian Championship

"Divisional" – representations from British Columbia, Alberta, Saskatchewan, Ontario, Quebec and the Atlantic

"Divisions" – British Columbia, Alberta, Saskatchewan, Ontario, Quebec and the Atlantic

"Regional Director" – Regional Director of Canada Region

3. OVERVIEW:

The overview describes the participants in the Canada Region Tournaments, the roles and responsibilities of Tournament Committee members, and the event requirements.

4. CANADA REGION TOURNAMENT PARTICIPANTS

4.1 TEAMS

4.1.1 Each Canada Region tournament will have a maximum of seven teams: the six Divisional winners and the host team. The tournaments may have less than seven teams but must have representation from at least three Divisions. The host team can either be the District winner or a host league team.

4.1.2 If the host team is the District champion, the team will advance to the Canada Region Tournament and no team from the District will compete in the Divisional Tournament.



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4.2 UMPIRES

- 4.2.1 One umpire from each Division must be invited no later than January 31st of the current tournament year. Confirmation of attendance is due no later than Feb 28th of the current tournament calendar year.
- 4.2.2 The Tournament Director must submit the tournament umpire selections to the Regional Director for final approval before April 1st of the tournament year.
- 4.2.3 Tournament Host must provide housing for the out-of-division umpires. Minimum requirement is one (1) room for two (2) umpires. Each umpire with their own beds.
- 4.2.4 Tournament Host must provide two (2) meals per day to all umpires. Meals may be provided at the park. (Breakfast included at the host hotel constitutes as one meal).
- 4.2.5 Tournament Host must provide a meeting room and changing facility to accommodate the umpires.
- 4.2.6 The National Umpire Coordinator shall provide a document to the Tournament Director and Tournament Umpire-in-Chief with the information and a suggested umpire meeting agenda to ensure that the schedule and official apparel expected or provided is fully understood by all involved.
- 4.2.7 Umpires should be invited to all official tournament events.

5. TOURNAMENT COMMITTEE MEMBERS

The following is a list of the minimum tournament personnel who are essential to a successful tournament. As the planning of the tournament evolves, it is recommended that additional personnel are added to the committee.

TOURNAMENT DIRECTOR - The District Administrator with the support and approval from the Regional Director will control and direct the Canada Region Tournament to ensure that the tournament is conducted in accordance with the Little League Baseball or Softball Rulebook and the Little League Baseball Canada policies that governs the hosting requirements of Canada Region Tournaments.

The Tournament Director is responsible for the overall operations and volunteers working at the tournament site.



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The Tournament Director will obtain the Tournament Eligibility Affidavit from all participating teams at the Coaches Meeting for review and approval prior to the first game of the tournament.

The Tournament Director is responsible for the recording of the required pitching, ejections, and roster change information where and if applicable on the Tournament Eligibility Affidavits.

The Tournament Director is to ensure the inspection for the safety of the playing field before each game and all equipment is checked prior to the start of every game.

- 5.1 TOURNAMENT CHAIRPERSON** - This is the main contact for the logistical operations of the Canada Region Tournament. They are responsible for the budget and all off-field operations. They do not have any responsibility of the actual games or playing field decisions.
- 5.2 SAFETY OFFICER** – The Safety Officer is responsible for the development and implementation of the safety plan. This includes a plan for severe weather conditions as outlined on the Government of Canada website and the lightning protocols on the Little League Baseball Canada website.
- 5.3 TOURNAMENT UMPIRE-IN-CHIEF** – The Tournament Director is responsible for the assignment of the Tournament Umpire-in-Chief and the selection of umpires for all games and this selection must be approved by the Regional Director prior to announcing umpire assignments. The Canada Region Office will issue invitation as per the LLBC Umpire Policy and liaise with the National Umpire Coordinator in regards to the evaluators conducting assessments of the umpires. The appointment of umpires must be completed by April 1st to allow for uniform purchase and travel arrangements.
- 5.4 COMMUNICATIONS DIRECTOR** – The Communications Director will work with local and national media regarding the Tournament and will ensure Little League personnel are issued the necessary information.
- Scores are to be e-mailed to Little League International at the completion of each game.
 - Teams and players will be made available to the media upon request following any game. A parent, coach, manager, or league representative must accompany ALL players who are being interviewed. No player will be permitted to be interviewed without an adult present.
- 5.5 SOCIAL MEDIA AND WEBSITE DIRECTOR(S)** – The Social Media and Website Director(s) are responsible for ensuring the website and approved social media platforms are used and operational; and confirmation of a list of local media for the provisions of necessary coverage.



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Little League Baseball Canada is committed to communicating all Canada Region Tournament game results across the country and any necessary communication to Little League International.

The tournament website should include:

- Schedule of events, game schedule, opening/closing ceremonies and special events.
- Approved scoring application with scoring/standings/schedule.
- Tournament Host Committee and contact information including locations of ball diamond
- Tournament Host hotel / accommodations and contact information.
- Sponsors - list of all sponsors with links (if provided) to their sites (any information of national sponsors will be provided by LLBC and must be added to the tournament website).
- URL to the Tournament Host tournament website and scoring must be provided to LLBC at least two (2) weeks prior to the start of the tournament to enable LLBC to add the links to the LLBC website.
- A section where daily highlights can be posted – pictures, summary of games or links to newspaper articles would be welcome.
- Local amenities such as 24 hr pharmacy, eating establishments, entertainment (bowling, theaters, etc.), preferably with links and/or maps.

5.5.1 SCORING APPLICATION & INTEGRATION WITH WEBSITE

All Canada Region Tournament sites are required to use an approved scoring platform that will be provided and linked to LLBC website.

6. FACILITIES AND REQUIREMENTS

Physical Condition - In addition to the physical conditions described in the applicable Little League Baseball and Softball International Rulebook, the following is also expected for tournament games:

- Warm-up pitcher mounds should be available on both sides of the diamond.
- Diamond must be ready one hour before game time.
- Daily park clean-up must be provided.
- A groundskeeper must be available at all times during games.
- Recording of the national anthem (prior to each game or minimum of once per day).
- Player in uniform to recite the Little League Pledge prior to each game.
- Concession should be open one hour before each game.



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- There should be space set aside, outside of the playing areas (including warning tracks and foul territory) for media to set up. Media personnel will not be allowed onto the field of play, including foul territory, while the game is in progress without permission from the Tournament Director.

7. BASEBALLS /SOFTBALL AND EQUIPMENT

Baseballs and softballs are provided by Little League Baseball International and will to be used by the tournament. If the supply of baseballs and softballs is insufficient, use of any other baseballs and softballs must be pre-approved by the Regional Director. All other equipment must be approved per the Little League Baseball and Softball Rulebook.

8. BILINGUAL SERVICE

All Canada Region Tournaments scheduled events will be bilingual when French-speaking representatives are playing and/or attending.

9. SPONSORSHIP AND ADVERTISING

The Tournament Host is required to provide support to all LLBC national sponsorships. This could include prime space for signs, tents, PA announcement and ads in the official tournament program.

10. FINANCIAL ARRANGEMENTS AND INSURANCE

- 10.1** The Tournament Host must pay the hosting fee as set by the LLBC Board of Directors. The fee is to be paid in two parts: fifty percent (50%) due on October 1st of the previous calendar year of the tournament, and the remaining fifty percent (50%) by February 1st of the year the tournament occurs.
- 10.2** If the Tournament Host cannot fulfill their obligations and the tournament is moved, all costs related to the tournament will be the responsibility of the original host.
- 10.3** The final financial record (income statement and budget) is to be filed with LLBC by September 30th of that year.
- 10.4** The resulting net profit or loss of the Canada Region Tournament is the responsibility of the Tournament Host.



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11. CANADA REGION INSURANCE COVERAGE

The Tournament Host must ensure adequate insurance coverage is in place for the duration of the Canada Region Tournament.

12. OPENING AND CLOSING CEREMONIES

- 12.1 Opening ceremonies shall be scheduled at the convenience of the Tournament Committee. The ceremonies should be brief and meaningful and should include introductions, welcome, Little League Pledge, national anthem, and flag-raising.
- 12.2 Where feasible all officers, members of the LLBC Board of Directors, and District Administrators in attendance should be introduced.
- 12.3 All teams at the opening ceremonies shall be in full uniform.
- 12.4 Closing ceremonies should be conducted after the Championship game with all teams present in uniform.
- 12.5 LLBC will forward to the Tournament Director:
 - 12.5.1 Championship Plaque and banner for presentation to the championship team at the Closing Ceremonies.
 - 12.5.2 Joe Shea Award for presentation at the Closing Ceremonies.
 - 12.5.3 Little League flag to be presented to the following year's host at the Closing Ceremonies (Major/Little League Division only)
 - 12.5.4 Exchange pins for the championship team to take to the World Series.

13. TOURNAMENT SCHEDULES AND DATES

- 13.1 The Canada Region Tournament dates will depend on confirmation from LL International as to when the winning teams must arrive at their respective World Series.
- 13.2 All participating Divisions will be included in the Canada Region Tournament draw. The tournament schedule must be conducted in accordance with Little League Rules and Regulations and submitted to the Regional Director for approval.



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- 13.3 The Tournament Host will have the prerogative of adjusting their daily game times to better attract local media and fans.
- 13.4 Consolation games are permitted. Game times are at the discretion of the Tournament Director.

14. TOURNAMENT INFORMATION PACKAGE REQUIREMENTS

14.1 The Tournament Host will send preliminary tournament information package to the LLBC office by February 28th of the tournament year for distribution to all District Administrators. This package must contain the following information:

- Housing and food service
- Tournament field location
- Tournament Host hotel
- Tournament dates
- Website address

14.2 The Tournament Host will send the final tournament information package to the LLBC office prior to 30 days before the start of the Canada Region Tournament for distribution to all District Administrators and League Presidents.

- Complete tournament itinerary and schedule of games.
- A list of available accommodations.
- Maps showing location of tournament diamond(s) and other event locations.
- List of local tourist attractions
- Car rental information

14.3 The Tournament UIC will ensure that a final tournament information package is made available to each umpire for the Canada Region Tournament.

CHANGE LOG

REV #	DATE	REVISION DESCRIPTION	AUTHOR	APPROVAL
0	Nov. 30, 2024 (BoD)	New Policy	Committee	<i>Roy Bergman</i>