



Baseball Sask Provincial Team Manual



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1. Provincial Team Roster Registration Form

- All teams that wish to enter a provincial championship must submit a Provincial Team Roster Registration Form to the Baseball Sask office in Regina prior to the registration deadline.
- **The registration deadline for Mosquito, Pee Wee, Bantam, and Midget is June 5.** Late registrations will be accepted until June 9, if accompanied by an additional late registration fee of \$150.
- **The registration deadline for Junior and Senior is June 19.** No late registrations accepted.
- Provincial Team Roster Registration Forms are available at the Baseball Sask office in Regina or can be printed from the Baseball Sask website (www.saskbaseball.ca/resources/forms).
- **Rosters are not accepted by email or fax.** Original copies must be mailed to the Baseball Sask office in Regina or dropped off in-person. Rosters that are sent in by mail must be postmarked prior to the registration deadline.
- The registration fee must accompany the roster prior to the deadline for the roster to be accepted. Registration fees for each division are listed on the Provincial Team Roster Registration Form.
- ALL categories on the Provincial Team Roster Registration Form must be filled out for the roster to be accepted. Failure to fill in required information may result in disqualification.
- Contact information for the Head Coach is very important as this will be the contact information that is used by Baseball Sask if there are any issues with the roster that need to be corrected and to relay important information regarding the provincial championship.
- For the player address section, P.O. Box numbers are not accepted. Players that do not have a street address must list their Legal Land Description (LLD) and Rural Municipality (RM) number.
- Player's Baseball Centre - a baseball centre is considered to be any city, town, village, or hamlet that has a baseball team that plays in the player's age division in the current season. To be considered a baseball centre, the baseball team must have at least 11 players registered in that age division.
- If a player resides in a community that is not considered a baseball centre, the baseball centre will be determined by drawing a straight line from his/her place of residence to the nearest baseball centre within zone boundaries. Should the nearest centre not have a team in that player's age division, the baseball centre shall be determined by drawing a straight line to the next nearest centre.
- Player's Club Team Name – for any player that appears on the provincial roster that is not registered with the originating centre you must list the Club Team Name (including city/town) for the centre that the player is registered with for the current season.

2. Baseball Sask Membership Registration

- All players and coaches that appear on a provincial roster must be registered members of Baseball Sask. It is the responsibility of your team or local baseball association to register all players and coaches for membership. Prior to submitting your provincial roster, please check your membership registration records to ensure all players and coaches are registered as members of Baseball Sask.
- Baseball Sask uses the RAMP online registration system for membership registration. For more information regarding online membership registration or to request a username and password to register your members online please contact Mike Ramage at the Baseball Sask office.

3. Mosquito Division Categories

- AAA – population base over 50,000
- AA Tier 1 – population base between 6,501 - 50,000
- AA Tier 2 – option for centres that also have a AAA team in Provincials
- AA Tier 3 – population base between 2,501 - 6,500
- AA Tier 4 – population base under 2,500
- Populations for baseball centres are determined by the most recent Stats Canada Census.
- If any player is registered on a team that is not the player’s closest baseball centre, and is not within the 15 mile tolerance, you must add the population of the player’s closest baseball centre as well as any other baseball centres that were skipped over.

4. Guidelines for Combining Centres – Mosquito Division

- Baseball centres classified as being other than AAA category may combine for provincial playoffs, provided they shall be re-classified and moved to a higher category.
- Of the baseball centres that combine, the baseball centre in the highest category shall be designated the originating centre.
- For each baseball centre that combines with the originating centre, the originating centre must move up one category.
- The number of baseball centres that may combine is limited to the number which will result in the originating centre being re-classified as AAA category.
- **Exception:** AA Tier 1, AA Tier 2, AA Tier 3, and AA Tier 4 category baseball centres may combine with one other AA Tier 4 category baseball centre without being re-classified if the total population of the baseball centres combined does not exceed the population limit of the category.
- AAA centres may not combine under any circumstances.
- Under no circumstances may more than 4 baseball centres combine.

Register as:	If you have made the following combination:
AAA	1 – AA Tier 1 Centre + 2 – AA Tier 4 Centres 2 – AA Tier 1 Centres 2 – AA Tier 3 Centres + 2 – AA Tier 4 Centres 3 – AA Tier 3 Centres 1 – AA Tier 1 Centre + 1 – AA Tier 3 Centre + 1 – AA Tier 4 Centre 2 – AA Tier 4 Centres + 1 – AA Tier 3 Centre 1 – AA Tier 1 Centre + 1 – AA Tier 3 Centre
AA Tier 1	1 – AA Tier 1 Centre + 1 – AA Tier 4 Centre 2 – AA Tier 3 Centres + 1 – AA Tier 4 Centre 4 – AA Tier 4 Centres 1 – AA Tier 3 Centre + 2 – AA Tier 2 Centres 2 – AA Tier 3 Centres
AA Tier 2	Teams may register AA Tier 2 for provincial competition only if that baseball centre also has a AAA team registered in the same division.
AA Tier 3	1 – AA Tier 3 Centre + 1 – AA Tier 4 Centre 3 – AA Tier 4 Centres
AA Tier 4	2 – AA Tier 4 Centres

5. Ranking System for Pee Wee, Bantam, Midget, and Senior Divisions

- All teams registered in the Pee Wee, Bantam, Midget, and Senior divisions will be placed into categories by a ranking system. Category assignment and rankings shall be determined by the Division Supervisor and Playoff Committee based on the number of registered teams and competitive balance.
- All teams will be informed as to what category they have been ranked for provincials by the Division Supervisor following the roster deadline. Population will still be a factor in determining categories, however to create more competitive balance in all categories population will no longer be the only deciding factor in category assignment.
- Throughout the season your Division Supervisor will be in contact with you to gather information for game scores, tournament results, and any other information that may be useful in determining accurate rankings for teams. Contact information for your Division Supervisor is listed on page 6.

6. Zone Transfers

- In cases where there is no baseball in a community and the nearest baseball centre within zone boundaries is distant, a player may apply for permission to play “out of Zone”.
- The Zone Transfer Request Form is available on the Baseball Sask website (www.saskbaseball.ca/resources/forms)
- The completed Zone Transfer Request Form must be submitted by email to the Zone Governor. The Zone Transfer Committee will then review all requests to determine whether the request will be approved.
- The deadline for zone transfer requests for Mosquito, Pee Wee, Bantam and Midget must be submitted no later than **May 15**.
- The deadline for zone transfer requests for Junior and Senior must be submitted no later than **June 12**.
- If a zone transfer request is submitted after the deadline it must be accompanied by a \$100 non-refundable late zone transfer request fee.

7. Medical Substitutions

- Medical substitution(s) may be granted by the Provincial Supervisor or Executive Director in consultation with the Zone Governor.
- The request to substitute a player for an injured player must be made in writing by email to the Provincial Supervisor and Executive Director and a copy of a signed doctor’s certificate must accompany the request.
- Teams are limited to substitute players from within the same zone, division, and category.
- Once an injured player is removed from the roster, that player may not return to the roster or to any team registered for provincial playoffs for the current baseball season.
- The deadline for medical substitutions is 24 hours prior to the start of provincial play, including zone qualifier playoffs (if required).
- Medical substitutions are NOT allowed in the Senior divisions.

8. Pick-Up of Players for Provincial Championships

- Pick-up of players will only be allowed where the size of the team roster, with additional players, does not exceed the maximum 18 player limitation.
- The populations of centres for players picked-up by teams following the roster deadline and after zone qualifier playoffs are not added to that team’s population base.
- Provided roster limitations allow, teams are eligible to pick up players to the follow maximums:
 - a) Mosquito – no pick-ups allowed
 - b) Pee Wee AA Tier 2, AA Tier 3, AA Tier 4 – 2 pick-ups allowed
 - c) Bantam AA Tier 2, AA Tier 3, AA Tier 4 – 2 pick-ups allowed
 - d) Midget AA Tier 2, AA Tier 3, AA Tier 4 – 2 pick-ups allowed
 - e) Junior – open
 - f) Senior - open
- The pick-up of players for provincial championships is coordinated by the Zone Governor. After submitting your roster, any team wishing to pick-up additional players must contact their Zone Governor.
- What players are eligible to be picked up?

- a) Players must be a registered Baseball Sask member
 - b) Players team must be eliminated from further provincial or post-provincial play
 - c) Players must be from within the same zone of the team's origin
 - d) Players may only be picked up from teams of the same or lower division or category – once the lower division and categories have completed their pick-ups.
 - e) Players receiving permission to change zones will remain with that zone for the remainder of the season.
- There are NO PICK-UPS allowed for any Provincial AAA or AA Tier 1 Championship in Pee Wee, Bantam, and Midget where teams are eligible to advance to a Western or National Championship. **Note:** Once a team earns the right to represent Baseball Sask at a Western or National Championship they are then allowed to make pick-ups for post-provincial play.

9. NCCP Requirements for Coaches

- NCCP requirements for coaches in all divisions and categories can be viewed on the Baseball Sask website (www.saskbaseball.ca/programs/nccp-coaches).
- There is a ZERO TOLERANCE POLICY for NCCP coaching requirements. Coaches must complete all requirements to be eligible to coach during provincial play, including zone qualifier playoffs (if required).
- **Note:** It is the responsibility of the local baseball associations in the province to book NCCP clinics so that coaches can attend clinics to be certified for provincials.
- Local baseball associations that would like to request a clinic can contact Nolan Bracken (Southern Sask) or Greg Brons (Northern Sask) at the Baseball Sask office. Clinic dates are booked on a first come – first serve basis based on the availability of instructors.

10. How to Register for NCCP Clinics and Evaluations

- To register for NCCP coaching clinics and evaluations go to the Baseball Canada NCCP website (<https://nccp.baseball.ca/>).
- If you do not currently have an account you will have to register to create a username and password.
- All coaches must complete the Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules to be eligible to register for clinics. Access to the online modules is included with your initial registration fee.
- All NCCP clinics that are currently being offered in the province will be listed under the “Clinics” section with a link to register online. All coaches must register for clinics directly on the Baseball Canada NCCP website to get credit for attending the clinic. Registrations will not be accepted by phone or email.
- To register for NCCP Evaluations log in and go to your “Status” page. Click on the registration link beside the evaluation that you wish to register for and Baseball Sask will assign you with an evaluator. Once you have been assigned an evaluator you will receive an email alert with contact information for your evaluator. **Note:** It is the responsibility of the coach to contact your evaluator to schedule a date for your evaluation.

11. Respect in Sport for Coaches

- ALL coaches in all divisions and categories must complete the Respect in Sport training.
- To complete the Respect in Sport training go to the Sask Sport RiS website (<https://sasksrc.respectgroupinc.com/>).
- If you have already completed the Respect in Sport training through a different organization there is a link on the website to “Import a Certificate” or “Look up your Certificate Number”.
- During registration on the Sask Sport RiS website, please ensure that you select “Saskatchewan Baseball Association Inc.” in the access groups so that Baseball Sask has access to your information.
- If you have already completed the Respect in Sport training, but did not receive a certificate number and are not able to register on the Sask Sport RiS website, you must submit proof of completion to get credit. Proof of completion must be a copy of an official document that includes the coach's full name, the name of the training that was completed, and the date of completion. Proof of completion can be emailed to Nolan Bracken at the Baseball Sask office in Regina.

- **Note:** Respect in Sport is not an NCCP program and will not be included on your NCCP coaching transcript. The Sask Sport RiS website will be used to keep track of all Respect in Sport certification. All coaches must register on the Sask Sport RiS website or submit proof of completion directly to Baseball Sask.

12. Zone Qualifier Playoffs

- The Baseball Sask Playoff Committee shall be responsible to determine if a zone qualifier playoff is required. The need for zone qualifier playoffs will be determined in each division and category based on the number of registrations that are received from each zone.
- If a zone qualifier playoff is required, the draw is the responsibility of the Zone Governor or his/her appointed representative.
- Each of the eight provincial zones is eligible to send one representative to each provincial championship in all divisions and categories.
- A team hosting a provincial championship is not eligible to participate at a zone qualifier playoff. The host team for provincials will be given an automatic entry to the provincial championship.
- The number of teams per zone allotted to the provincial championship shall be as close as possible to the guidelines listed below:
 - a) Host team is automatically entered
 - b) Every Zone will be allowed one entry to the provincial championship
 - c) If there is room for more teams, every zone will be allowed another entry
 - d) If there is room for another team(s), but not enough for all remaining zones to send a team, the zone with the greater number of entries will be allotted the extra team(s).
 - e) If zone's have an equal amount of entries, the extra team(s) will be determined by a draw.
- If a zone qualifier playoff is required all teams involved will be contacted by the Zone Governor. Zone qualifier playoffs must be completed two weeks prior to provincials AT THE LATEST, or earlier if agreed upon between all teams involved.

13. Provincial Host Sites and Provincial Championship Draws

- All information regarding provincial host sites and provincial championship draws will be posted on the Baseball Sask website (www.saskbaseball.ca/tournaments/provincial-championships).
- Provincial championship draws will not automatically be sent to teams by Baseball Sask. All provincial championship draws are posted on the website following the registration deadline as soon as the draw is confirmed by the Division Supervisor.
- Any team or community that is interested in hosting a provincial championship can apply by filling out the Bid to Host Application Form and submitting to the Baseball Sask office in Regina.
- The Bid to Host Application Form and Hosting Guidelines can be found on the Baseball Sask website (www.saskbaseball.ca/tournaments/provincial-bid-to-host-form).

15. Baseball Sask Annual Handbook

- More detailed information regarding all Baseball Sask policies and procedures can be found in the Annual Baseball Sask Handbook.
- The Annual Baseball Sask Handbook is available on the Baseball Sask website (www.saskbaseball.ca/resources/annual-handbook).
- All teams that register for provincials will also receive a copy of the Baseball Sask Playoff Manual. Playoff manuals will be mailed to all teams following the roster deadline.

16. Baseball Sask Contact Information for Provincials

Mailing Address:

Baseball Sask
1870 Lorne Street
Regina, SK S4P 2L7

Mike Ramage - Executive Director
Phone: 306-780-9237
Email: mike@saskbaseball.ca
Fax: 306-352-3669

Nolan Bracken – Grassroots Development
Phone: 306-780-9222
Email: nolan@saskbaseball.ca

Greg Brons – High Performance Director
Phone: 306-975-0828
Email: greg@saskbaseball.ca

Terry Butler – President
Phone: 306-665-3006
Email: tbutler@shaw.ca

Brian Trollope – Playoff Chairman/Supervisor
Phone: 306-783-2089
Email: bdss@accesscomm.ca

Division Supervisors

Mosquito Supervisor – Jean MacDonald
Phone: 306-949-7433
Email: l.macdonald@sasktel.net

Pee Wee Supervisor – Bob Bessel
Phone: 306-343-5957
Email: bbessel@shaw.ca

Bantam Supervisor – Jack Cameron
Phone: 306-662-3300
Email: jjlimousin@sasktel.net

Midget Supervisor – Brian Trollope
Phone: 306-783-2089
Email: bdss@accesscomm.ca

Junior Supervisor – Charlie Meacher
Phone: 306-825-3867
Email: meacher@sasktel.net

Senior Supervisor – Brian Trollope
Phone: 306-783-2089
Email: bdss@accesscomm.ca

Zone Governors

Zone 1 Governor – Bert Kauf
Phone: 306-842-0694
Email: bkauf@sasktel.net

Zone 2 Governor – Jean MacDonald
Phone: 306-949-7433
Email: l.macdonald@sasktel.net

Zone 3 Governor – Jack Cameron
Phone: 306-662-3300
Email: jjlimousin@sasktel.net

Zone 4 Governor – Tony Black
Phone: 306-786-2400
Email: black16@sasktel.net

Zone 5 Governor – Shawn Klisowsky
Phone: 306-978-7895
Email: shawn.klisowsky@flaman.com

Zone 6 Governor – Jennifer Lindsay
Phone: 306-978-1663
Email: jennandmike@shaw.ca

Zone 7 Governor – Regan L'Heureux
Phone: 306-228-8405
Email: Regan.Lheureux@baytextenergy.com

Zone 8 Governor – Glenn McRae
Phone: 306-862-9679
Email: glennmcr@sasktel.net