

**AUSTRALIAN PROVINCIAL**

**BASEBALL CHAMPIONSHIPS**

**RULES AND PROCEDURES**

**AUSTRALIAN BASEBALL**

**FEDERATION INC.**

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**1. PREAMBLE**

Specific Rules not covered in this supplement shall be as per the **Official Rules of Baseball** as adopted by the Australian Baseball Federation.

NOTE: No rule changes can be made without approval of the TMC.

Wherever the word “State” is used, it is taken to mean State or Territory of Australia.

**2. TITLE**

The Tournament will be known as the Australian Provincial Baseball Championship, playing for the Australian Baseball Federation Cup.

**3. OBJECT**

The object of the Tournament is to provide a prestige annual competition for Country and Provincial Leagues of affiliates of the Australian Baseball Federation.

**4. INTERPRETATION**

“Federation” or “ABF” shall mean the Australian Baseball Federation.

“APC” shall mean the Australian Provincial Championships.

“PMC” shall mean Provincial Management Committee appointed by the ABF Board as a sub committee to administer provincial/regional matters throughout Australia.

“TMC” shall mean Tournament Management Committee appointed by the ABF Board as a sub committee to advise on rules and technical matters for all ABF sanctioned tournaments.

“Host State” shall mean the State or Territory where the Tournament is to be staged.

“Tournament Director” shall mean the Executive Director, or their appointed representative.

“Tournament Co-ordinator” shall mean the appointed representative of the Host State’s Tournament Organising Committee

**5. TOURNAMENT**

The Tournament, which shall be held under the auspices of the Australian Baseball Federation, shall be under the direction of a Board Member of the Federation or their representative and shall be open to one entry representing the regional areas of each ABF affiliated state or territory and one entry from New Zealand plus any ABF sanctioned invitees.

**6. HOST STATE**

The Tournament shall be staged in States or Territories, or such other location as per the rotation schedule as in *Appendix 2*.

A change in rotation may be made by the PMC in consultation with the ABF.

Requests may be forwarded to the PMC for consideration to variations to the rotation schedule due to extenuating circumstances.

The State or territories are to be consulted of any change to rotation as is necessary.

If a state is due to host a tournament the following year and does not have a team competing in the current tournament, then the PMC may delay that states hosting of a tournament.

**7. FINANCE**

The Host State will be entitled to retain all profits and be responsible for payment of any deficit arising from conducting the Tournament.

**8. DATE FOR THE TOURNAMENT**

**9. NOMINATIONS FOR TOURNAMENT**

- (i) The PMC shall send out invitations to compete to all eligible States/Territories no later than four months prior to the scheduled commencement date of the Tournament.
- (ii) Nominations shall be accepted up to three months prior to the scheduled commencement date of the Tournament. Each State must advise the ABF whether or not it will be competing, and lodge a \$400 nomination fee with the ABF to offset the expense of running the Tournament. After nominating, a non-appearance by a State will mean an automatic forfeit of the fee, plus an automatic entry fee of \$1,000 the next time that team nominates for the Championships. A non-appearance at that time will mean a forfeiture of the \$1,000, to be equally divided between the previous Host State and the ABF.
- (iii) A late fee of \$500 will apply to any State that nominates after the date as specified in this Clause. Entry to the tournament will close 60 days prior

to the scheduled commencement of the Tournament and teams will only be admitted after this date with the absolute approval of the PMC and every other participating team.

- (iv) The ABF is to advise the Host State of nominations received and the Name and Address of the Tournament Co-ordinator within two weeks of the closing date of nominations as specified in Clause 9 (ii).

#### **10. TOURNAMENT DRAW**

The Host State is to advise to all competing states of the tournament draw for comment no later than 30 days prior to the tournament. States are to comment on the draw and lodge objections through the ABF within 7 days of the date of the email to which the draw is attached. The finalised draw is to be issued at least 14 days prior to tournament. While Double Headers are not encouraged they may be used to suit the schedule..

#### **11. TEAM ROSTER**

An official team roster form is provided by the ABF in Appendix 1 of these Rules and Procedures. The team rosters are to be advised to the Host State and ABF at least 30 days preceding the Tournament.

#### **12. MEETINGS**

**Pre-Tournament Meeting** - A meeting of the Executive Officers, Managers, Coaches, Umpires' Co-ordinator and such Host State Representatives as may be necessary to advise the meeting, will be held prior to the commencement of the Tournament.

The meeting is designed to provide an opportunity for the Host State organisers to provide details in regard to administrative and management arrangements for the Tournament, clarify points of doubt, discuss in general playing rules and procedures.

No decisions will be made on matters of policy, which may contravene current rules.

**Technical Meeting** - A technical meeting shall be held during the Tournament to discuss technical matters relating to the APC.

The meeting will be under the direction of the tournament co-ordinator.

The tournament co-ordinator shall forward all recommendations to the TMC.

At this meeting the nominated host for the succeeding Tournament will brief those present regarding the venue for the next Tournament.

The Host State shall make suitable arrangements for all meetings.

#### **13. ACCOMMODATION**

Each team shall be responsible for its own accommodation.

The Host State shall inform each competing team of details of suitable accommodation and the distance of each from the playing venue(s).

**14. MEALS**

The Host State shall provide suitable canteen facilities.

**15. FIRST AID**

First Aid facilities should also be available in the event of injury or illness to player or spectator.

The Host State will be responsible to provide arrangements for the services of a physiotherapist on a user pay basis.

**16. COMPOSITION OF TEAMS**

Competing States may appoint or select the following personnel to represent them at the Tournament.

- (i) One Executive Officer
- (ii) One Manager (Head Coach)
- (iii) Three Coaches, and
- (iv) Twenty Players
- (v) Scorer

In addition to the above personnel those limited to occupying the team bench or dugout shall be a Bat Attendant and Team Physiotherapist / Masseur.

The states/territories/countries should be required to have a minimum of twelve (12) players coming from each state, which is 60% of a full compliment.

The balance of the team can then be made up from players from other states under the ABF Friendship Policy. Teams that do not meet these requirements will not be eligible for ranking in the championship pool.

**17. ELIGIBILITY OF PLAYERS**

Subject to the expectations listed below, the eligibility of individual players and coaches, including team restrictions on eligibility, shall be determined as follows:

- (i) Any player properly registered with a Provincial Affiliated Association in each ABF affiliated state.
- (ii) Any player properly registered with an ABF Affiliated Territory

or New Zealand.

- (iii) At the commencement of the tournament a player shall be sixteen (16) years of age or older.
- (iv) Provided they have played at least six (6) games during the season preceding the tournament” within the state that they wish to play for.
- (v) Should a player be registered with, and/or played with two or more affiliated teams during the season prior to the dates of the APC then the team in the state/territory in which the player has lived in for three months prior to the tournament will have first call on that player for selection.

## **18. CEREMONIES**

Arrangements for an opening ceremony and closing ceremony will be at the direction of the Host State.

All competing teams will be required to conform to arrangements made by the Host State, and shall parade in uniform or other appropriate dress at these ceremonies when directed to do so by the Tournament Director

## **19. LIAISON OFFICER(S)**

The Host State may appoint a Liaison Officer(s) to each competing State, whose duties it will be to assist the Executive Officer as may be required

## **20. MANAGERS and COACHES**

The Manager or a Coach may be appointed either as a Playing or Non-Playing Manager or Coach.

If appointed as a Playing Manager or Playing Coach they must be included in the number of players allowed each State.

## **21. EXECUTIVE OFFICER**

Teams Executive Officers will manage all off-field activities of the Team and non playing EO's are not to wear playing uniforms. They will be allowed in the dug-out but are not to venture onto the playing field at any time unless requested to do so by the Chief Umpire.

Executive Officers are to be provided with a copy of the ABF Code of Ethics and acknowledge to abide by the conditions disclosed.

## **22. UMPIRES**

The Umpires Panel shall consist of at least one appointed Umpire from each competing Team.

Teams unable to provide an umpire will be required to contribute towards the cost of providing sufficient umpires to the tournament.

A \$500 fine plus costs incurred will be levied by the PMC.

Should any state not be able to provide a suitable accredited umpire then the friendship policy may apply.

The National Manager for Umpire Development, or his appointed representative, shall act as Umpire Co-ordinator during the Tournament.

Details and qualifications of the Umpires nominated to officiate at the Tournament, together with the name of the Umpires Coordinator shall be forwarded by the Host State to the ABF at least one month prior to the scheduled commencement date of the Tournament.

Umpires uniforms to be worn during the Tournament will conform to the specifications required by the Federation.

Where the Host State decides to subsidise accommodation, transport costs, or other expenses of the visiting teams as outlined under (Rule 7 - Finance) then such privileges shall also be extended to the visiting Umpires.

Umpire(s) appointed by the Host State who require accommodation (i.e. it is impracticable to commute daily between their normal place of residence and the playing venue), shall be lodged at a suitable venue.

Host States must provide adequate food and refreshment for umpires while on duty.

The Host State is responsible for transport to and from games for officiating umpires.

The use or possession of any form of tobacco or alcohol of any description by umpires on the field, or while in uniform, is banned.

The ABF Code of Conduct must be signed by all Umpires in order to participate in National Championships. A copy of the code can be found in Appendices. Signed copies of the Code of Conduct are to be presented to the Umpire Coordinator prior to the Championship.

### **23. OFFICIAL RECORDER(S)**

A **Nationally Accredited** Official Recorder(s) shall be appointed to score and record each game during the Tournament.

The appointment of an Official Recorder(s) will be made by the Host State in consultation with the Tournament Director.

Decisions of the Official will be accepted by other scores, when any question or doubt arises in regard to any play during a game.

On completion of each game the Score Books of the competing teams must

agree with that of the Official Recorder.

**24. SCORERS**

Each competing State may appoint a **Nationally Accredited** Scorer for its purpose but such Scorer shall not have jurisdiction on decisions made by the Official Recorder, but this shall not prevent meaningful discussion between such parties.

Host States must provide adequate refreshments for scorers while on duty.

**25. BAT ATTENDANT**

Each team may be permitted the services of a Bat Attendant to assist with bats and equipment during matches.

The Bat Attendant may be appointed by a visiting team, or a visiting team may request the Host State to appoint such person on its behalf.

The minimum age for appointment of a Bat Attendant shall be twelve (12) years at last birthday.

Bat Attendants must wear a Batting Helmet with double ear protection at all times whilst on duty during a game.

**26. GROUND MANAGEMENT**

The Host State shall appoint Ground Manager(s) with duties which include:

- (i) Supervision of playing area, diamond marking, cleanliness of bases, control of baseballs (ensure adequate supply in a fit and clean condition), and control of time allotted to each competing team for infield warm ups.
- (ii) Dressing Room control, ensuring adequate security is maintained.
- (iii) Other matters as may be required by visiting Executive Officers.
- (iii) Ensuring that Rosin Bags, provided by the Host State, are available at the Pitcher's Mound.

**27. THE PLAYING FIELD(S)**

Normal Baseball ground dimensions will apply.  
An enclosed playing field is compulsory.

**28. REGULATION GAME**

- (i) **Regulation Game-** The regulation game for the Championship will be a nine (9) innings game. If after nine (9) innings the score is tied extra innings will be played until, after equal innings, the tie is broken.

- (ii) **Double Headers-** In the event of double headers being played, due to weather causing a re-scheduling of the draw, such games will be seven (7) innings games. If after seven (7) innings the score is tied extra innings will be played until, after equal innings, the tie is broken.
- (iii) **Completed Games-** Rules for ending games as detailed in the Official Rules of Baseball 4.09, 4.10 and 4.11 will be observed (e.g., no time limit).

## 29. PLAYING CONDITIONS

- (i) **Program of games-** The Host State shall be responsible for the arrangements for the program of games. The schedule shall consist of not less than one complete round of games for all participating teams. Game times shall be arranged in such a manner as to provide as equal a schedule as possible for all teams.

The following formats will be utilised for a four (4) to eight (8) team Tournament:

- (a) **Four or Five (5) team entries-** each participating team to play other participating teams twice to establish an order of merit to play championship round. (1 v 2, 3 v 4, 5 Bye)
- (b) **Six (6) team entries -** First round robin to be played, each state competing against each other to establish an order of merit.

After establishing order of merit, split in to two (2) groups – upper three (3) teams and lower three (3) teams. Each group to play a seeding round within the group and at completion establish an order of merit to play championship round (1 v 2 , 3 v 4, 5 v 6) First round points do not carry over.  
In the event of a tie, the team(s) that finished higher during the first round robin will be seeded highest.

- (c) **Seven (7) team entries –** preliminary round robin to be played, each participating team to compete against each other to establish an order of merit.

After establishing an order of merit, split in to two (2) groups – upper three (3) teams and lower four (4) teams. Each group to play a seeding round within the group and at completion establish an order of merit to play championship round (1 v 2 , 3 v 4, 5 v 6, 7 bye) First round points do not carry over.  
In the event of a tie, the team(s) that finished higher during the first round robin will be seeded highest.

- (d) **Eight (8) team entries –** a round robin to be played, each participating team to compete against each other to establish an order of merit. to play championship round:

(1 v 2 , 3 v 4, 5 v 6, 7 v 8)

- (ii) **Night Games-** May be scheduled during a Tournament, provided that details of lighting available etc., are submitted to the Federation for approval prior to any firm decision. Lighting must conform to the standards specified by the Federation at time of approval.
- (iii) **First Day of Tournament** - In contemplating the program of games, and where a bye is necessary on the opening day of the Tournament, such bye must be given to the team which has travelled the greatest distance to compete.
- (iv) **Weather Interference-**
- (a) In (i) above, the number of games to be played may be reduced where weather or other conditions prevent the completion of the program within the timetable.
- (b) For the first game of any day of the Tournament the decision to delay or abandon a game shall be made by the Tournament Co-ordinator.
- (v) **Order of Benches** - The **First Named** team in the official schedule of games will be regarded as the **Home Team, Field First** and occupy **Third Base** dug-out.
- (vi) **Ten Run Rule-** Games shall be called immediately play ceases,
- a. In a nine innings game when one team is leading by ten (10) or more runs after seven (7) or eight (8) completed innings, provided that the last half of the seventh (7) or eighth (8) innings shall not be played or completed if the team second at bat is, or has become, ten or more runs ahead.
- b. In a seven innings game when one team is leading by ten (10) or more runs after five (5) or six (6) completed innings, provided that the last half of the fifth (5) or six (6) innings shall not be played or completed if the team second at bat is, or has become, ten or more runs ahead.
- c. when one team is leading by fifteen (15) or more runs after five (5) , six (6) completed innings, or two hours of play provided that the last half of the fifth (5) or sixth (6) innings shall not be played or completed if the team second at bat is, or has become, fifteen or more runs ahead.

### 30. POINTSCORE

Points shall be allocated as follows:

- (i) TWO points shall be awarded to the winner in each scheduled game.
- (ii) ONE point shall be awarded to either team in the event of a tied game;
- (iii) NO points shall be awarded to either team in the event of an abandoned Game.

### **31. PLAYOFFS / WINNING STATE**

Following the completion of the first round robin games, and seeding rounds the order of merit of the teams shall be determined by the number of points scored.

If two or more teams are tied on points, ranking will be determined by applying the "Head to Head" method to games in that round.

If this fails to separate the teams, the following method will be used:

- a. the fewest runs allowed in the game(s) contested by those teams will gain the higher ranking
- b. if teams are still tied, go to the runs allowed by each of the tied teams against the highest ranked team in the competition, then the next highest team and so on. The team with the least runs allowed will be the higher ranking team.
- c. ranking of the final two teams in the above situation will be determined by the head to head process.

If this still does not resolve the tie, then the determining factor shall be a toss of the coin by the ABF Tournament Representative

If the championship game fails to decide the Champion team (e.g. game abandoned due to weather, light, etc.) the winner will be the Highest Seeded Team.

The Championship Game must be played between the two highest ranked Australian Provincial teams or teams that have qualified for full membership (i.e.) have attended three (3) consecutive tournaments and been previously accepted as a full member.

### **32. CHAMPIONSHIPS AFFECTED BY ABANDONED GAMES**

Where less than the total number of games scheduled for the Championships is completed as the result of "Abandoned Games" the winning team will be determined as follows:

- (i) For the team which completed all of its scheduled games, the number of points which it has actually scored will be divided by the number of

points which it could have scored if it had won all games in which it competed and a percentage determined.

- (ii) For a team which completed less than the number of its scheduled games the number of points actually scored by the team will be divided by the number of points it could have scored had it won all games in which it competed and a percentage determined.
- (iii) In comparing the percentages calculated in accordance with (i) and (ii) above, the highest percentage is better than the lower percentage.
- (iv) When highest percentages are equal then the highest points actually scored will determine the higher place.
- (v) When the highest points scored are the same then "Head to Head" method will apply.
- (vi) In the event two, three or more teams tie and the Head to Head method Does not resolve order of ranking, then the following method is to apply:
  - The fewest runs allowed in the games played between the tied teams.
  - The fewest runs allowed in the games played between teams above or below the tied teams.
- (vii) In any event a team is ineligible to win the tournament unless it has Completed at least 60% of its scheduled games.

### **33. TEMPORARY SUSPENSION OR ABANDONED GAME**

If a game, having commenced, is adjourned for any reason by the Umpire in Chief, the following will apply:

- (a) Where he considers that the game may be able to be continued following the adjournment, the Umpire in Chief will adjourn the game by calling "Time".
- (b) Following the calling of "Time" by the Umpire in Chief and it is subsequently decided by him that the game cannot be continued or completed on the same day, he will finally call "Time and Game" and the result will then be determined.

In a nine (9) innings game, if five (5) or more innings, as provided Under Rule 4.10 (a), (b), (c) or (d) of the Official Baseball Rules have been completed, it will be a regulation game and the scores at the time of the last completed innings will apply.

**34. RAIN DELAY**

In the event of a scheduled game not being able to be commenced, because of inclement weather, the Tournament Co-ordinator will re-schedule the game, if possible.

**35. REGULATION TIED GAME**

It is a regulation tied game when the Umpire terminates play on account of the weather, darkness or any other cause which makes further play impossible and:

- (a) If at the end of five (5) or more completed innings the score is tied.
- (b) If the Home Team shall score in its uncompleted fifth innings or any incomplete innings enough runs to equal the Visiting Team's score.

**36. PLAYER PARTICIPATION**

A player who is listed on the official team sheet for the Australian Provincial Baseball Championships must be in attendance with his team at the commencement of play of the first game of the Tournament, and is ineligible to participate in any other baseball match for the duration of the Tournament. If a player leaves the city or town in which the Tournament is being played, except for extenuating circumstances and the prior approval of the Tournament Co-ordinator, the player is ineligible to compete in the remainder of the Tournament.

Should a player, due to extenuating circumstances, not be able to be in attendance with his team at the commencement of the Tournament, then approval must be received from the majority of participating teams for the player to be able to participate.

Junior players shall abide by AAA playing rules.

A junior player is somebody who has not attained his eighteen birthday by the start date of tournament.

For AAA pitching restrictions refer to appendix 3

**37. BASEBALLS**

- (i) Baseballs used in any game must be a brand approved by the ABF. Only one brand of baseball will be used in any one game. The quantity required for the Tournament should be ordered through the ABF at least two months prior to the scheduled commencement date of the Tournament. The ABF will supply five (5) dozen baseballs free of charge and will supply the remaining at cost price to the Host State. This will apply to championships played in Australia only.
- (ii) One (1) match baseball is to be given to each team thirty (30) minutes before the scheduled starting time of each game to enable pitchers to

warm up with the match baseball. These baseballs are to be handed to the Chief Umpire before the start of the game.

**38. EQUIPMENT AND UNIFORMS** The following specific instructions cover certain items of equipment and uniforms:

**Footwear** - Host States may make restrictions on footwear to protect artificial ground surfaces or when using artificial pitching mounds. If such are to be imposed States conducting Tournaments must notify competing States of their requirements at least two months prior to the scheduled commencement date of the Tournament.

**Baseball Bats** – Only wooden bats or wooden composite may be used in the Championship. An aluminium bat is not permitted.

**Baseball Caps** - Baseball caps are regarded as part of the playing uniform and must be worn by all coaches and players, including catchers, at all times during a game unless substituted by a protective helmet.

**Protective Helmets** - The following provisions are to apply to the wearing of batting helmets:

- (i) Batting helmets must be worn by all players whilst at bat, base running and in the ondeck circle awaiting next turn at bat.
- (ii) All batting helmets must have two-ear protection and be subject to directions from the ABF.
- (iii) Catcher in all games must wear a helmet when in defence.
- (iv) All helmets in a team must be of uniform colour.

**Face Masks**- Any player or coach warming up a pitcher shall wear a face mask and a helmet no matter whether in the bullpen or on the playing field. Facemasks must also have a throat protector.

**Warm-up Jackets**- Jackets may be worn by pitchers, and relieved pitchers only when at bat, base-running or fielding in a position other than pitching.

When batting or becoming a base runner, a jacket may be called for after completion or the first play only.

**Uniforms**- Uniforms shall be “as registered” with the ABF. No player whose uniform does not conform to that of all team members shall be permitted to participate in the game. Players in all teams shall wear a team cap, unless substituted by a helmet.

**39. DUG-OUTS**

Dugouts shall be provided at Tournament Grounds. The front of the dugout must not be enclosed in any manner during the Tournament without the prior approval of the ABF or Tournament Director.

**40. SELECTION PANEL**

A Selection Panel, consisting of each Manager of the competing State, or his nominee, shall meet during the concluding stages of the Tournament for the purpose of selecting players for any team or panel, and trophy winners, as may be required.

The Selection Panel will operate under the guidance of the Tournament Director, or their appointed representative, who shall act as Chairman.

The above is not the protocol for selection of the Australian Provincial Team that appears elsewhere in this document.

**41. TROPHIES**

The trophy to be presented to the winning team will be known as the Australia Day Cup. The following trophies and awards will be presented.

- (i) Australian Baseball Federation Cup (Title Winners/perpetual)
- (ii) Australia Day Council Trophy (Championship Round Winners/perpetual)
- (iii) Most Valuable Player of Tournament (supplied by Host State)
- (iv) Rookie of the Tournament (supplied by Host State)
- (v) Batting Trophy (supplied by ABF)
- (vi) Fielding Trophy (supplied by ABF)
- (vii) Medals for winning teams (supplied by ABF)
- (v) All star team – nine position players, DH and Coach
- (xiii) ABF sanction invitees teams are not eligible to win the Australian Baseball Federation Cup and Australia Day Council Trophy.  
A separate ABF Friendship Trophy will be awarded to any international team that may win the tournament.

**42. REPORTED PLAYERS**

In any instance where a Manger, Official, Coach or Player is ordered from a game or players' bench or dugout by an Umpire for any misdemeanour, a

hearing of the reason for such action will be conducted by the Judiciary Committee.

The hearing must be completed at least three hours before the following game in which such person is scheduled to participate.

#### **43. JUDICIARY COMMITTEE**

If during the Tournament a question of propriety in connection with the Tournament should arise and which requires jurisdiction, the Executive Director or his appointed representative, or the Tournament Co-ordinator will appoint a Judiciary Committee to handle the matter:

- (i) The Committee shall consist of three (3) persons, including the Tournament Director or representative who shall act as Chairman. In the absence of the Tournament Director or his representative, a Federation Director, if present, or the Tournament Co-ordinator may act as Chairman.
- (ii) Members of the Committee in the first instance will be appointed from Federation Directors, if present, or secondly from independent representatives of competing States. The Tournament Co-ordinator may act as Chairman.

#### **44. APPEALS**

If a Manager, Official, Coach or Player has been the subject of a judicial hearing they may appeal the decision of the Judiciary Committee. Such an appeal shall be:

- (i) Lodged in writing, together with a bond of \$50.00, with the Tournament Co-ordinator or his/her representative.
- (ii) The hearing must be completed at least one hour before the following game in which the appellant is scheduled to participate.
- (iii) If because of double headers or any other reason it is impossible to schedule the appeal hearing prior to the appellant's next game they may not participate in that game.
- (iii) The bond will be returned to the appellant if successful in their appeal but shall be retained by the Host State if unsuccessful.

## Notes that could assist preparation by the Host State in Staging the Tournament.

### **PRE-PLANNING STAGE - (6 months before date of Tournament)**

1. Establish effective contact with the ABF or its appointed representative for this tournament.
2. Obtain from the ABF the current ratified Rules and Procedures for the Commonwealth Baseball Tournament. This is the **SINGLE MOST IMPORTANT** preparatory step. Follow this document to the letter.
3. Establish a planning committee. This committee would include, among others, the following:
  - (i) A Tournament Co-ordinator (see Rules and Procedures)
  - (ii) The Tournament Director (the ABF may see fit to delegate this role to one of your local administrators)
  - (iii) A Minutes Secretary (a vital role in the early stages). Many ideas and questions will arise in the early weeks and they must be recorded for later discussion).
  - (iv) A Publicity Officer (preferably someone with influence and connections with the media)
  - (v) A Tournament Treasurer (a separate financial record for such a Tournament is advisable. The costs do accumulate quickly)
  - (vi) A Tournament Ground Controller
  - (vii) A Program Controller (teams must submit their teams a **MINIMUM** of 30 days before the series to allow for printing and distribution)

### **MOST IMPORTANT**

Establish contact with **ONE PERSON**, preferably the Executive Officer, representing each team participating. It is vital to be able to contact each team by phone for matters of importance, which might suddenly arise.

### **MID-TERM PLANNING**

1. **A Suitable field** - The field on which the Tournament is to be played should ideally be lit for night games, fully enclosed to allow sales of admission tickets and have ground maintenance crew available.
2. **Training field**- A baseball diamond in the vicinity for batting practise prior to each game.
3. **Baseballs and Ball Marshals** - A minimum supply of 10 dozen balls should be obtained with another 6-8 dozen in reserve. If crowds are in attendance it is advisable to have youngsters, (Pee-Wee age) under the control of an adult Ball Marshall, to chase and return foul and fly balls which leave the playing area.
4. **Dugouts** - On most baseball fields will be too small to hold the number of players and amount of equipment at a National Series. If you are erecting temporary dugouts or arranging for those at the ground to be temporarily enlarged, a size of 25' long, 8' deep would be a reasonable guide to dugout size.
5. **Umpires**- One is usually supplied by each state. Encourage state teams to bring more if they are keen to do so. Have your list of umpires ready to publish in the program. Umpires' travel and accommodation costs are their own concern.
6. **Accommodation**- Your duty as the host Association is to send teams a list of hotel/motel names in the city. (Proximity to the main ground and shopping areas might be a factor.) Ideally, teams should not stay in the same place as opposing teams or umpires, so you might consider sending each state one or two motels only and allow them to do their own booking, payment of deposits, booking conformations etc.
7. **Trophies**- Find out from the ABF what trophies are to be awarded, who will select the winners, what team (All-Star, etc.) is to be chosen and by whom, and where the trophies, patches, certificates, medals, etc. are coming from.
8. **Liaison Officers**- Available local people should be appointed to liaise with each Executive Officer to help overcome any problems, which may arise.
9. **Ice**- It has become accepted practice in Australian Baseball that ice is made available to teams at National Championships. This can be a costly exercise. Just who pays for the ice is for each host association to decide. A guide might be that the host city supplies a certain amount (say three bags of party ice per team per day) and teams obtain extra if they require it.
10. **Public Address System**- Provision must be made for a P.A. system at the main ground.
11. **Medical Facilities** - Basic First Aid equipment must be provided and, if possible, have a physiotherapist, either in attendance, or available for consultation, to help players who are injured.

12. **Catering** - Adequate food and drinks for players and officials as well as spectators.
13. **The Technical Meeting** - Have a venue booked for this meeting. An agenda should be available for each person present.
14. **Pre-Game Routines** - Establish the routines which teams MUST observe for pre-game batting practice (on other fields) and pre-game Infield/Outfield (which might start 30 minutes before play is due to commence). The latter of these two routines must be strictly policed by the Tournament Director. These rules should be sent to participating teams at least one month before the Series begins.
15. **Ground Maintenance** - The field should be checked (raked, rolled etc.) by the grounds crew between games. If the umpires feel it necessary, they should be able to call for the ground crew to work on the field ONCE during the game. The timing of this should be sent to participating teams at least once during the game. The timing of this would be at the discretion of the Plate Umpire but it is usually after the 6th inning.
16. **Travel** - if you feel it advisable, send the visiting team's details of bus and car hire facilities available in your city. Again, let the teams themselves make any arrangements with local companies - don't allow your Association be held responsible for the actions of others.
17. **Promotional Merchandise** - The sale of such clothes or items can help to offset costs incurred in staging the tournament.
18. **The Draw**- Shall be done by the Host State and sent to all teams at least one month before the Series. Thus, teams must be in your hands some 5 weeks prior to the Series.
19. **Draw up plans for both Opening and Closing Ceremonies**- If possible these plans should be diagrammed and given to teams at the Pre-Tournament Meeting. Find out from the States whether they will be able to wear playing or walkout uniforms to such ceremonies.
20. **Logo**- As organisers, you might find it beneficial to have a Commercial Artist draw up a logo which would be prominent on the official program, letterheads, caps, T-shirts, etc., and all publicity concerning the Championships. The cost of this is often considerable, but is justified in the overall result.

## **LAST MINUTE PLANNING**

1. Time should be allocated on the day before the series for each team to have a

1/2 hour workout on the main diamond. This time (like pre-game infield/outfield) should be strictly policed.

2. If the ground is lit, this practice period might well be arranged on the night before play commences, to enable teams to experience the effects of the lights.
3. Check that all equipment required is at the ground and ready. Here is a check list that may help.
  - (i) Flags (Australian, ABF, Host State, visiting States)
  - (ii) Baseballs, Rosin Bags
  - (iii) P.A. and Microphones
  - (iv) Scores' Tables
  - (v) First Aid Kits
  - (vi) Ice
  - (vii) Separate dressing room facilities for Umpires (Mandatory)
  - (viii) Dressing room for players
  - (ix) Area reserved for players and officials to matches
  - (x) Trophies and awards
  - (xi) Cassette tape of 'Advance Australia Fair'
  - (xii) Ground Maintenance equipment
  - (xiii) Scoreboard with supply of numbers
4. Appoint an Announcer (or Announcers). Ideally this would be one person experienced in such work. If two or more announcers are used, they should be made aware of the need for planned infrequent announcements. Spectators and players are there for baseball, not to listen to constant interruptions.

# TEAM ROSTER FORM

*Appendix 1*

## AUSTRALIAN PROVINCIAL BASEBALL CHAMPIONSHIPS

	Name	Uniform #	Bats	Throws	Position	Town/City
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

### COACHING STAFF

1				
2				
3				
4				

Team Manager / Executive Officer .....

Physiotherapist.....

Scorer.....

Umpire.....

Bat Boy.....

I \_\_\_\_\_ confirm the above information is correct  
 (Print Name)

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Executive Officer)

Signature of State Secretary/Director \_\_\_\_\_

**AUSTRALIAN PROVINCIAL BASEBALL CHAMPIONSHIPS**

**ROTATION SCHEDULE FOR CHAMPIONSHIPS**

2000	CBNSW
2001	Queensland
2002	V.P.B.L.
2003	Western Australia
2004	South Australia
2005	A.C.T.
2006	New Zealand
2007	CBNSW
2008	Northern Territory
2009	Queensland
2010	V.P.B.L.
2011	Western Australia
2012	South Australia
2013	A.C.T.
2014	New Zealand

## JUNIOR PITCHING RESTRICTIONS

### 1. Tournament limits apply - 81 outs for Championships

If the maximum number of outs is reached and exceeded in the course of a double or triple play, then no breach of the pitching rules has occurred.

#### (a) A pitcher's game contribution will be classified as:

Major Assignment - **80** pitchers and not to exceed **100** pitchers

Substantial Assignment - **40 to 79** pitchers

Minor Assignment - Less than **40** pitchers

- (i) It will be the responsibility of the official scorer to notify the Chief Umpire and each team when a pitcher is within 10 pitches of the maximum allowable number.
- (ii) A pitcher reaching his maximum number of pitches for a major assignment is to be removed from the game once he has completed the batter. However, if the pitcher retires that batter as the 3<sup>rd</sup> out of an inning, then that pitcher shall be entitled to take his place as a batter in the next half inning.
- (iii) A Balk Pitch delivered to the plate whether it be hit safely or not shall be considered to be valid for the purpose of recording the "number of pitches".
- (iv) A "no pitch", eg, batter steps out of the batter's box and the pitcher delivers the pitch, shall not be included in the pitch count.
- (v) Should a pitcher be selected out of their age group then tournament limits and game contribution will be applicable to the pitcher's age, not the championship that they are playing in.

#### (b) Any player pitching a major assignment will be required to complete one days rest before any playing participation except as a designated hitter or for pinch hitting and pinch running and three days rest before commencing any further (pitching / catching) assignments.

- (c) For a substantial part played, 2 days rest from pitching / catching is required.

Once a pitcher has reached a "substantial part of his assignment" he is no longer eligible to play any other position and must be removed from the game once his pitching assignment has been completed. If a player pitches a substantial in the first game of a double header, then he can only participate in the second game of a double header as a designated hitter, pinch hitter or runner.

- (d) Any player pitching a minor followed by a substantial the next day will be required to complete one days rest before any playing participation except for pinch hitting and pinch running and three days rest before commencing any further pitching / catching assignments.

**Note: No pitcher may throw a major assignment directly following a minor assignment.**

No days rest is required after a minor part played. However, for two successive minor assignments, 2 days' rest is required from pitching/catching if the total number of pitches thrown in those two assignments equals or exceeds the amounts below. 1 day's rest is required if the total number of pitches is less than 40 pitches.

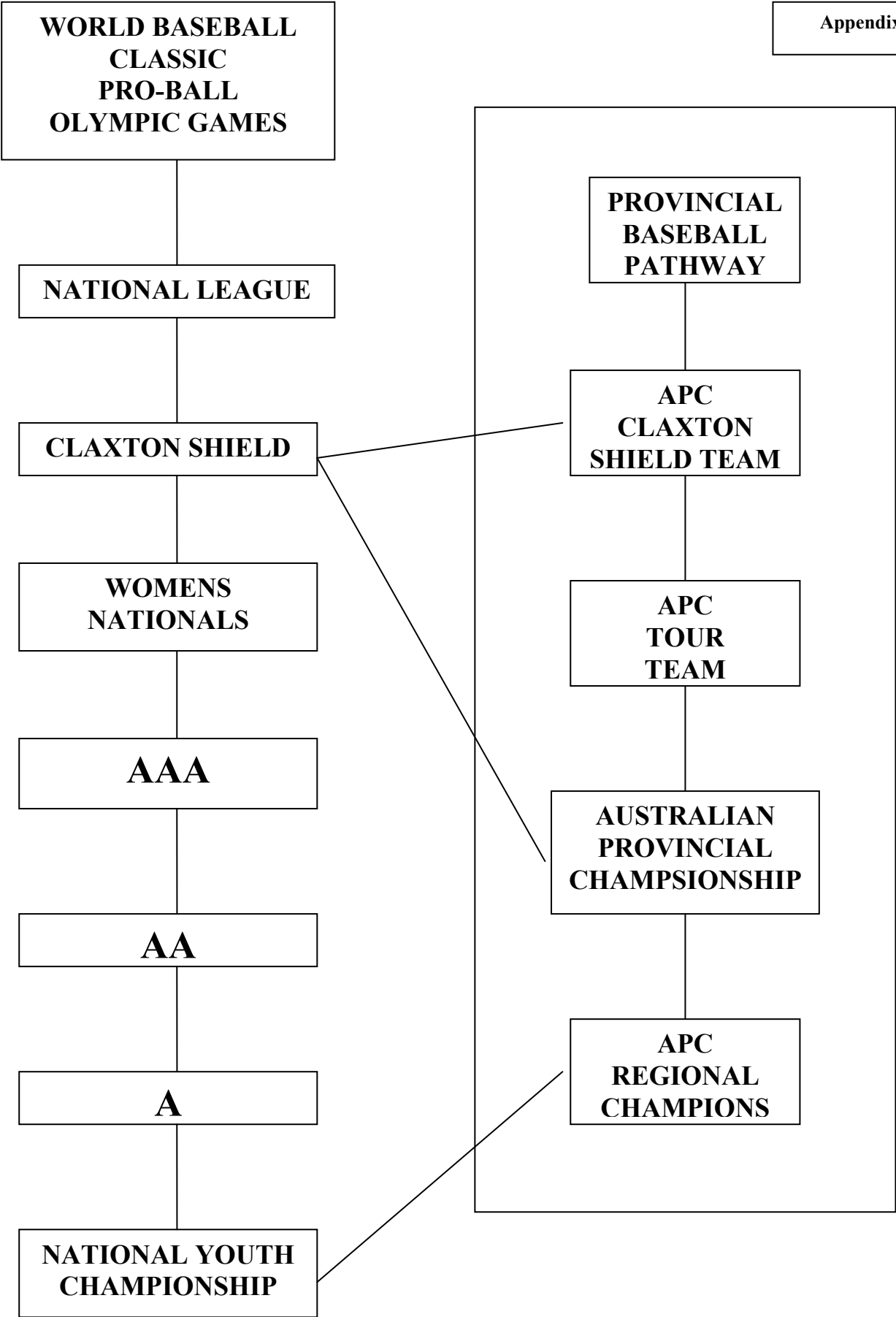
If a player completes a second minor assignment on the same day, he shall leave the game and not have any further participation on that day.

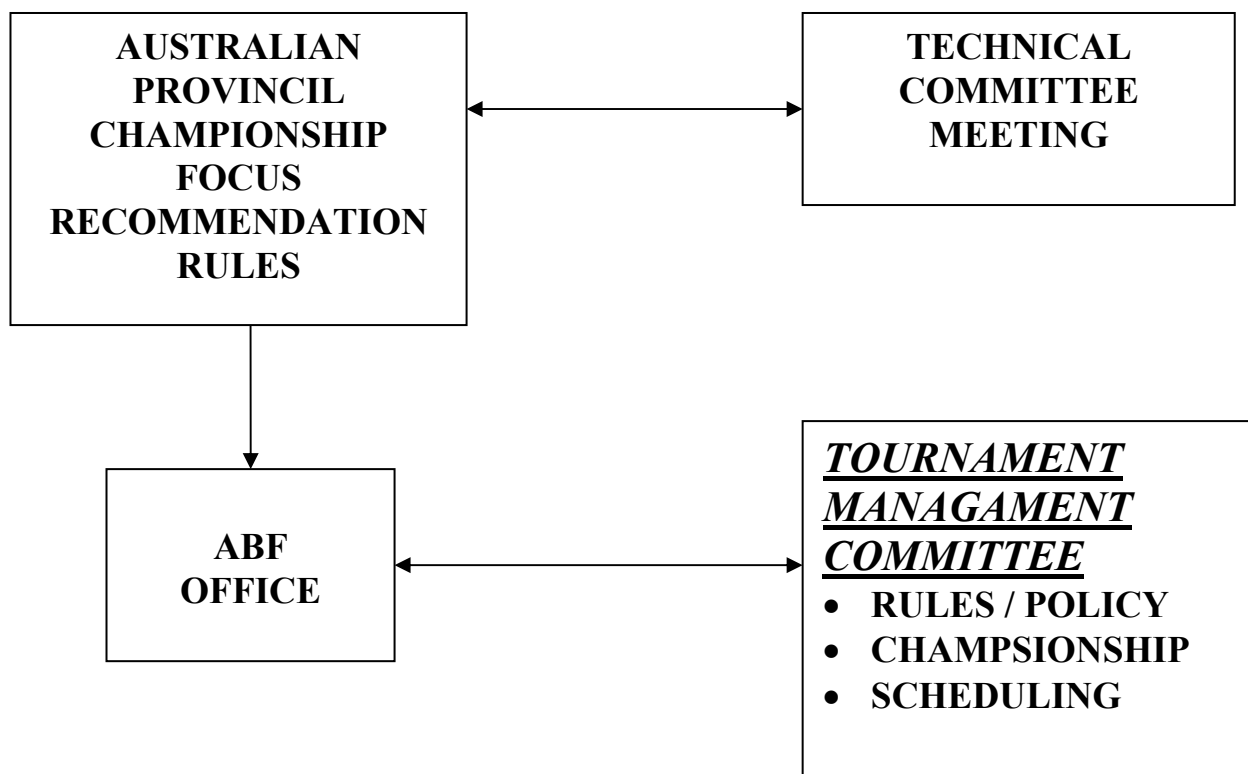
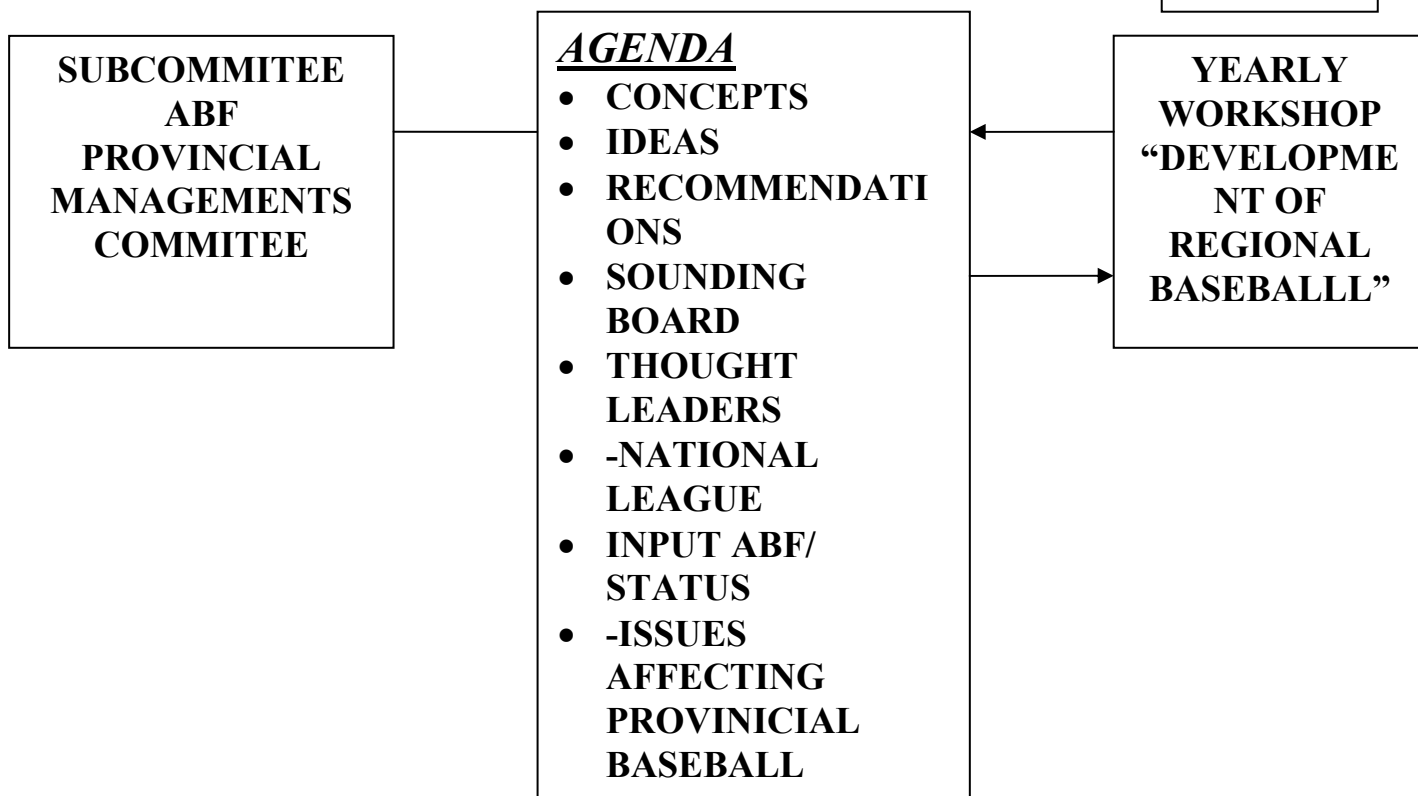
- (e) For teams participating in 'double headers' a pitcher may only throw two minor assignments on the same calendar day.
- (f) A player once removed as a pitcher may not pitch again in the same game.
- (g) The scorers shall indicate in the score-book for each pitcher the game contribution and when the pitcher may next play.
- (h) The Umpire has the authority to police the pitching rule.
- (i) No pitcher can relieve directly from the field and must come from either the dug-out or bull pen. If the proposed relief pitcher is in the game he can only relieve at the start of an inning.

## 2. PITCHER/CATCHER RULE

A player may not pitch and catch in the same day.

**PENALTY: Immediate ejection from the game for first and subsequent offences. The offending team shall forfeit the game and the Manager/Head Coach shall be reported to the Series Tribunal and dealt with by such tribunal.**





## AUSTRALIAN BASEBALL FEDERATION

### PLAYER CODE OF CONDUCT

The ABF Player Code of Conduct has been developed for all players participating in National Championships.

A player's public behaviour will be closely observed by others as they represent their State or Country at special events. Any behaviour that is unlawful or disrespectful to others is a slur on everyone associated with the team. Any serious breach of this code or any behaviour detrimental to the game of baseball must be notified to the ABF representative.

If, in the opinion of team officials, there is a serious breach of Code of Conduct the player will be banned from the remainder of the Championship or program, the State Association notified and the player sent home by the first available transport. Any additional expense incurred will be the responsibility of the individual.

#### Code of Conduct

- . Compete by the competition conditions and rules.
- . Verbal abuse against umpires, opposing players or fans will not be tolerated.
- . Control your temper - no criticism by words or gesture.
- . Co-operate with your coach and team mates. Show respect for your opponents and their skills.
- . No drug use of any kind will be tolerated unless prescribed by a licensed physician.
- . Refrain from profanity at all times.
- . Be friendly to all participants.

The use or possession of any form of tobacco or alcohol of any description by players while participating in the game, moving onto and off the playing grounds including batting practice areas, on the field, in the dugouts, bullpens or while in uniform within the precincts of the field, is banned.

Any activity likely to result in loss or wilful damage to private property or to cause a disturbance will not be tolerated.

- . All press statements and interviews of players must have ABF approval.
- . No eating or drinking on the baseball field, except what is provided by the executive officer.
- . Music on planes and buses is to be confined to individual headphones.
- . Report all injuries to a coach or trainer and schedule proper treatment with the physiotherapist when necessary.

- . No one other than team personnel are allowed in locker rooms unless permission is obtained from the management.
- . Promptness for meetings, training sessions and games is mandatory.
- . Uniformity and sharpness in proper on-field dress is a must. This applies for practice sessions as well as games.
- . Proper off field walk-out dress will be worn as designated for flights and functions.
- . Personal hygiene is the player's responsibility. It is essential that showers are taken after each game or practice.
- . Players are responsible for cleaning and maintaining their equipment.
- . Abuse of equipment such as throwing helmets or bats will not be tolerated.

**AUSTRALIAN BASEBALL FEDERATION  
PLAYERS CODE OF CONDUCT CONSENT FORM**

I ..... have read the  
(print name)

ABF Player Code of Conduct and fully understand the responsibilities and conditions disclosed.

I will to the best of my ability, abide by the Player Code of Conduct during all ABF endorsed events.

Player's signature: .....

Date: .....

# AUSTRALIAN BASEBALL FEDERATION

## COACHES / MANAGERS CODE OF ETHICS

The ABF has developed a Code of Ethics for all coaches/managers participating in ABF endorsed and organised tournaments, development programs and special events.

These principles are considered practicable and are within the aims and objectives of this Federation.

- . Provide supervision of the behaviour of the team at all times.
- . Do not criticise players in front of spectators, parents and other teams. Review constructive criticism with a player in private or in the presence of the team.
- . Accept decisions of the umpire as being fair and called to the best of their ability. Do not abuse or ridicule the umpire nor allow your players to do so.
- . Develop team respect for opponents, spectators and officials. Do not criticise other teams, supporters or officials by words or gestures.
- . Set a good example in personal appearance and behaviour.
- . Encourage sportsmanlike behaviour among the players.
- . Encourage players to work together as a unified group (teamwork).
- . Keep yourself informed of sound coaching principles and seek more skilled advice when necessary.
- . Encourage your team to hustle on and off the playing field at all times.
- . All press statements and/or interviews must have ABF approval.
- . Place the welfare and development of the individual above a winning or losing record.
- . Do not embarrass your opponents.
- . Do not use any form of tobacco or alcohol of any description on the field, in the dugouts, bullpens or while in uniform.
- . Whenever possible provide assistance with coaching expertise and knowledge to developing teams.
- . Abide by the tournament rules and regulations established by the ABF.
- . Be aware of any player with medical problems.
- . Strive to develop a positive image and self sufficient attitude with each player.
- . Enforce the ABF Player Code of Conduct.
- . Present Australian Baseball in a positive image.

**Note: In cases where there are breaches of this code of ethics, the breaches can be reported to the Series Tribunal. If the breach (s) are found proved then the matter (s) will be referred to the Australian Provincial Committee for adjudication of penalty.**

# AUSTRALIAN BASEBALL FEDERATION

## COACHES / MANAGERS CODE OF ETHICS FORM

**State** \_\_\_\_\_

I have been provided with a copy of the ABF Coaches Code of Ethics, and am aware of and fully understand the responsibilities and conditions disclosed. I acknowledge that I am bound by that Code, and that any breaches can be reported to the Series Tribunal for their deliberation. If the breach(s) are found proved, then the matter (s) will be referred to the Australian Provincial Committee for adjudication of possible (further) penalty.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**AUSTRALIAN BASEBALL**  
**OFFICE FOR UMPIRE DEVELOPMENT**  
**UMPIRE CODE OF CONDUCT**

The Australian Baseball Umpire Code of Conduct has been developed for all umpires participating in National Championships and Australian Baseball Development Programs as well as International Representatives.

An umpire's public behaviour will be closely observed by others as the umpire represents Australian Baseball, his State or Country at special events. Any behaviour that is unlawful or disrespectful to others is a slur on everyone associated with Australian Baseball.

If, in the opinion of an Instructor or Coordinator, there is a serious breach of Code of Conduct the umpire will be banned from the remainder of the Championship or program, the Manager for Umpire Development and State Association notified and the umpire sent home by the first available transport. Any additional expense incurred will be the responsibility of the umpire.

**Code of Conduct:**

- Officiate by the competition conditions and rules and the mechanics taught in the Umpire Development Program.
- Verbal abuse towards players, managers, coaches, officials or fans will not be tolerated.
- Control your temper - no criticism by words or gesture.
- Co-operate with your instructor, coordinator and fellow umpires. Show respect for the participants and their skills.
- No drug use of any kind will be tolerated unless prescribed by a licensed physician.
- Refrain from profanity at all times.
- Be friendly to all participants.
- The use of any form of tobacco or alcohol of any description on the field, or while in uniform, is banned.
- Any activity likely to result in loss or wilful damage to private property or to cause a disturbance will not be tolerated.
- No smoking in the rooms at the tournament, seminars, school and on or around the baseball field.
- Make no comments to the media and do not partake in media interviews unless you have Australian Baseball approval.
- No jewellery (eg. earrings or studs) at all times.
- No eating on the baseball field and drinking shall be limited to water and other soft drink.
- Report all injuries to an instructor or coordinator and schedule proper treatment with the physiotherapist when necessary.

- No one other than umpire personnel is allowed in umpire's locker rooms unless permission is obtained from an instructor or coordinator.
- Fraternising with team personnel, other than at official functions, without approval of the coordinator is prohibited.
- Promptness for meetings, training sessions and games is mandatory.
- Uniformity and sharpness in proper on-field dress is a must. This applies for seminars and schools as well as games.
- Proper off field walkout dress will be worn as designated for flights and functions.
- The use of any form of tobacco or alcohol of any description while in walk out dress is banned.
- The use of any form of tobacco or alcohol of any description while in the presence or vicinity of under age players is banned.
- The wearing of clothing containing the Australian Baseball Logo or Insignia in licensed premises, (with the exception of official functions), is banned.
- Personal hygiene is the umpire's responsibility. It is essential that showers be taken after each game or practice.
- Umpires are responsible for cleaning and maintaining their equipment.
- Strict observance and implementation of the Infectious Diseases Policy.

## AUSTRALIAN BASEBALL

**OFFICE FOR UMPIRE DEVELOPMENT**

**UMPIRES CODE OF CONDUCT FORM**

I ..... have read the  
(Print name)

Australian Baseball Umpire Code of Conduct, dated 1 March, 2005 fully understand and accept the responsibilities and conditions disclosed.

I will, to the best of my ability, abide by the Umpire Code of Conduct during all Australian Baseball endorsed events.

Signature: .....

Date: .....