

## MEMO

To: SNSW Affiliates

From: Cathy Kerr – Operations & Events

Date: 28<sup>th</sup> September 2020

Subject: 2021 NSW State Championship Hosting opportunity

Softball NSW are calling for Expressions of Interest from Affiliates who wish to be considered to host the U14 and U16 2021 Championships.

The following summarises the event hosting requirements for the 2021 U14 and U16 State Championships.

The State Championships for each category are held annually, alternating locations during this period between various New South Wales Associations and Council facilities.

Softball NSW has forwarded this information onto all Affiliates, with indicative tournament dates set down as per below;

### EVENT DETAILS

State Championship	2021 Dates	Estimated Teams	Diamonds Required
U14 Boys & Girls	18 <sup>th</sup> & 19 <sup>th</sup> September 2021	20 - 22	10
U16 Boy's & Girls	24 <sup>th</sup> & 25 <sup>th</sup> July 2021	20 - 22	10

### THE KEY EVENT REQUIREMENTS FOR CONSIDERATION INCLUDE:

Quality of Playing Surfaces, Amenities, Volunteer Base.

### TIMELINE INFORMATION

The following timelines are proposed

- » September 29<sup>th</sup> – EOI sent to affiliates
- » October 16<sup>th</sup> – EOI process closes
- » October 20<sup>th</sup> – Decision on hosts for the 2021 U14 & U16 State Championships made
- » November 1<sup>st</sup> – Announcement of 2021 U14 & U16 State Championship Hosts



Softball NSW and the successful host affiliate will work closely together to deliver a efficient and successful event. Outlined below are the responsibilities of each party;

#### SOFTBALL NSW RESPONSIBILITIES

1. At least five (5) weeks prior to the Championship, SNSW shall provide to the Host Affiliate with:
  - the number of male and female teams competing;
  - the maximum number of diamonds required;
  - the name of the SNSW Technical Delegate/s and any other SNSW Board or Staff attending the Championship in an official capacity;
  - any other special requirements - eg VIP parking, names of VIP, guests or teams that can be used for publicity - eg Australian players, announcement of State team etc.
2. Produce Championship Handbook and Program
3. Provide First Aid personnel for the duration of the event
4. Provide Event Photographer
5. Manage Social Media - pre event, during the event and post event
6. Appoint Technical Delegate, Umpire in Chief and Deputy Umpire in Chief.

#### HOST AFFILIATE RESPONSIBILITIES

1. At least six (6) calendar months prior to the Championships, notify SNSW of the draft diamond plan and numbers.
2. Provide SNSW with a COVID Safe Venue Plan at least 4 weeks prior to the event.
3. Provide 2 spaces for the SNSW Technical Delegate and UIC with power supply, tables and chairs. Area must be adequate to conduct meetings as required by SNSW and the SNSWUA.
4. Appoint a Championship Manager and provide the name, email address and phone number of the Championship Manager to SNSW and provide all necessary personnel to arrange, prepare and conduct the Championships.
5. Provide adequate toilet facilities for the number of teams competing;
6. Separate Male, Female, Junior Male and Junior Female change rooms for umpires.
7. Drinking water and tea/coffee making facilities available for umpires' use.
8. Canteen facilities.



9. Provide Area for First Aid Officer for the duration of the event.
10. Identify an area for SNSW to sell merchandise.
11. A public address system suitable for use at the Presentation Ceremony
12. Diamond equipment for each diamond in use:
  - Fixed bases (including safety base) and home plate. All pegs must be covered. The Host Affiliate must notify SNSW at least four (4) weeks prior to the Championship if it is unable to fix bases on any diamond.
  - Fixed Pitchers Plate (white)
  - Back nets
  - Team benches and shelters. Where an association does not have sufficient benches and / or shelters it is the Host Affiliate's responsibility to source these from other Associations.
13. Grounds and diamonds meeting the following requirements:
  - Playing areas are unobstructed.
  - Safe distance between diamonds.
  - Reasonably level ground
  - Have clear and correct ground markings.
  - The limit of the playing area in foul territory is clearly indicated by a marked line
  - Diamonds are clearly numbered; and
  - All diamonds are prepared ready for play at least ninety (90) minutes before the scheduled starting time of the first game every day
14. A map showing the location of the ground and parking areas is to be provided to SNSW at least four (4) weeks prior to the Championships
15. Ground plan, to be provided to SNSW at least four (4) weeks prior to the Championships, indicating:
  - position of diamonds in relation to the boundaries of the park;
  - control points for SNSW Officials;
  - control points for the UIC and Deputies;
  - dressing and toilet facilities;
  - canteen facilities;
  - First Aid facilities; and
  - a Merchandising Area
16. The Host Affiliate may be required to facilitate a ground inspection up to two (2) weeks prior to the Championship. An inspection may be conducted by a representative of SNSW or SNSWUA. The representative conducting the inspection will prepare a report, and the Host Affiliate will be responsible for rectifying matters identified in that report at the Host Affiliate's expense prior to the Championship.

Please complete the Online Form by October 16 to apply



[Expression of Interest Form to host the 2021 U14 &/or U16 State Championships](#)

For further information in relation to this please contact;

Cathy Kerr

Operations & Events

E: [operations@softballnsw.org.au](mailto:operations@softballnsw.org.au)

