



**PMBA**  
**LEAGUE PLAYOFF HOST GUIDELINES**



The following document is meant as a resource to help coach/ managers and community associations assume the role of league convener and run quality league playoff tournaments. It is meant as a guideline only and is not a comprehensive text. In the unlikely case of any discrepancy between this document and the PMBA Constitution, the latter shall prevail.

**The PMBA Constitution sets out the parameters for playoffs. Article 10, Section F states:**

#### *Playoffs*

- i. League Playoff dates shall be decided at the Annual Meeting.*
- ii. All League Playoff hosts, including the 9U(Grand Slam) Jamboree host, will not be reimbursed by PMBA for any expenses*
- iii. Communities hosting League Playoffs must have the draw ready and must inform participating teams a minimum of one week prior to the competition. Teams must not be scheduled to play more than two games in one day.*
- iv. Teams that have decided not to participate in the League Playoffs must let the host of their age division know at least two weeks prior to their league playoff date as set during the PMBA spring scheduling meeting. Failure to notify will result in a \$100 fine taken out of the performance bond.*
- v. All playoff formats to follow Appendix 1 - PMBA League Playoff Format.*
- vi. All playoff games are to use Baseball Manitoba and Baseball Canada regulations. Line-up cards are to be used for all League Playoff games.*
- vii. All participating playoff teams will submit \$150 to help pay for expenses incurred by the host community.*
- viii. AP's (Alternate Players) from younger divisions will be allowed from the same community, up to a roster maximum of 11 players, for the League Playoffs. AP's would be eligible to play any position, but must adhere to pitch count rules for their own age category. AP's can play in their own League Playoff and one other. All AP's are to be reported to the PMBA Registrar.*
- ix. Pick-ups from other teams in the same age division will not be allowed for the League Playoffs.*
- x. Centers hosting A or AA provincials will be reimbursed up to \$300 if incurring a deficit. (Moved from Article 12 AAA)*
- xi. All PMBA Regional Playoffs will follow the Provincial Host Guidelines in the Baseball Manitoba Handbook.*

#### **At the start of the season**

- Get all team contact information for your league and provide your contact information to all teams as well as your preferred method of communication.
- Team contacts will send you their schedules within a few days of the league scheduling meeting.
- Create a league master schedule to double-check there are no errors or omissions.
- Book your facility for the playoff; assume full league participation. Plan to have a canteen open. Teams often have only a short break between games.

- Book umpires; there is a constitutional minimum of two per game. Experienced umpires are preferable.
- Enlist parent and community volunteers, then delegate.
- In order to break even, or to raise money for the event, you might want to find sponsors.
- A protest committee needs to be formed. The protest committee needs to be present during the tournament in case of protest. They should be somewhat familiar with the rules of baseball, but all protests will involve reading and interpreting the Baseball Canada rulebook or Baseball Manitoba handbook.
- Set a budget including facility rental, umpires, balls and any other anticipated expenses.

### **Throughout the season**

- Collect official game sheets from the home team coach for each league game. (Coaches can download and print official game sheets from the PMBA website)

### **2 Weeks Prior to Playoff**

- All teams who are not participating must have notified you by this point.
- Teams must have completed 75% of their scheduled games or be able to do so before playoffs, to be eligible.
- Rank teams according to league standings. For unbalanced schedules- have all participating coaches provide subjective rankings and compile them to create an official ranking.
- Create a draw using the appropriate playoff format outlined in the Appendix of the Constitution. Forward the draw to the PMBA President for approval.
- Purchase the appropriate game balls for your age category. Buying three new balls per game should suffice. Each game will be started with at least one new ball and four game-worthy balls.

### **1 week Prior to Playoff**

- Provide all team contacts with the approved draw.
- Confirm umpire bookings
- Confirm diamond bookings and maintenance. Diamonds should be dragged between games and the mound and plate area raked and packed. Lines should be chalked clearly to begin games.
- Create a playoff draw poster and a pitch count poster.
- Have official scorekeepers and pitch counters in place for each game.

### **During Competition**

- Protest committee should be on-hand for all games.
- Have coaches and the plate umpire sign the official game sheet after each game. Once signed, it becomes official.
- Display the pitch count chart and game results for all coaches to see.
- Have a changeroom and rest area available to umpires.
- Maintain open lines of communication with all coaches regarding delays or weather. The playoff convenor controls games until the lineups are handed to the umpire, at which time the umpire assumes control.

## **Appendix I - PMBA League Playoff Format**

- New playoff formats for PMBA have been developed as a result of changes in how Baseball Manitoba determines representatives for the Provincials.
- First Place in the League Playoffs advance to AA Provincials to represent PMBA.
- Second Place in the League Playoffs advance to A Provincials to represent PMBA.
- See Article 11F of the PMBA Constitution for League Playoff Rules.
- The following shows the scenarios for League Playoff Format based on the number of teams entered:

### **Two Teams**

- Best of 3 series
- Highest finisher in league play gets a second home game, if required

### **Three Teams**

- Double Round-Robin, no finals
- 1st to AA, 2nd to A

### **Four Teams**

- Single Round-Robin
- Top two teams play one game final
- 1st to AA, 2nd to A

### **Five Teams**

- Single Round-Robin, no finals
- 1st to AA, 2nd to A

### **Six teams**

- Pool A – 1st, 4th , 6th place finishers in league standings
- Pool B – 2nd, 3rd , 5th place finishers
- Both Pools to play single round-robin within their pool
- Playoff Round
  - “AA” Finals - 1st place Pool A vs. 1st place Pool B – winner advances to “AA” Provincials. Loser to “A” Finals Game 2.
  - “A” Finals Game 1 - 2nd place Pool A vs. 2nd place Pool B – winner advances to “A” Finals Game 2.
  - “A” Finals Game 2 – Loser of “AA” Finals game vs Winner of “A” Finals Game 1 - winner advances to “A” Provincials.

### **Seven Teams**

- Pool A – 1st, 4th, 5th & 7th place finishers in league standings. The two higher ranked teams will play a single round-robin against two lower ranked teams within their pool.
- Pool B – 2nd, 3rd & 6th place finishers will play a single round-robin within their pool.
- Playoff Round

- “AA” Finals - 1st place Pool A vs. 1st place Pool B – winner advances to “AA” Provincials. Loser to “A” Finals Game 2.
- “A” Finals Game 1 - 2nd place Pool A vs. 2nd place Pool B – winner advances to “A” Finals Game 2.
- “A” Finals Game 2 – Loser of “AA” Finals game vs Winner of “A” Finals Game 1 - winner advances to “A” Provincials

**Eight Teams**

- Pool A – 1st, 4th, 5th, 8th place finishers in league standings
- Pool B – 2nd, 3rd, 6th, 7th place finishers
- Both Pools to play single round-robin within their pool
- Playoff Round
  - “AA” Finals - 1st place Pool A vs. 1st place Pool B – winner advances to “AA” Provincials. Loser to “A” Finals Game 2.
  - “A” Finals Game 1 - 2nd place Pool A vs. 2nd place Pool B – winner advances to “A” Finals Game 2.
  - “A” Finals Game 2 – Loser of “AA” Finals game vs Winner of “A” Finals Game 1 - winner advances to “A” Provincials

**Nine Teams**

**Round 1**

Pool A		Pool B		Pool C	
Teams Ranked 1, 6, 7		Teams Ranked 2, 5, 8		Teams Ranked 3, 4, 9	
Away	Home	Away	Home	Away	Home
7	6	8	5	9	4
1	7	2	8	3	9
6	1	5	2	4	3

**Round 2**

**Top Team From Each Pool**

Away	Home
C	B
A	C
B	A

Top Team From Round 2 to AA, 2nd place to A