



Tournament Host Meeting/Training for

**Host Leagues and
Site Coordinators/
Assistant Tournament Directors**

Assistant Tournament Directors



Agenda



- Points of Emphasis
- District 15 Responsibilities
- Host League Responsibilities
- Chain of Command
- Pre-Game Activities
- During the Game
- Handling a Protest
- After the Game
- Safety Reminders
- Questions?
- Backups



Points of Emphasis



- All International Tournaments are authorized by the International Board of Directors of Little League
- Leagues opting to participate must do so with full understanding of the rules and regulations
- Once the Tournament season starts, authority is vested solely in the Tournament Committee in Williamsport
- District Administrator is responsible for scheduling and supervising all District Tournament games
- There will be no waivers or resorting to local rules or other variation unless granted explicitly from the Tournament Committee in Williamsport
- Revocation of Tournament privileges or forfeiture of a tournament game may be decided only by the Tournament Committee in Williamsport



D15 Responsibilities



- Verify league (team) and player eligibility
- Review/Approve Tournament Affidavits
- Serve as Tournament Director for all District Tournaments
- Schedule all tournament games
- Conduct mandatory pre-tournament meetings
- Appoint Umpires and Scorekeepers
- Provide game balls, tournament awards (medals), and Championship Banners for all tournaments
- Provide Tournament Announcer Scripts
- Provide souvenir tee shirts for sale
- Provide Tournament Financial Report



Host League Responsibilities



- Provide safe environment for tournament games
 - Must have approved Safety Plan (ASAP)
- Provide appropriate ballfields and concessions
 - Prep and maintain fields prior to and after scheduled games
- Provide Adult Site Coordinator/Assistant Tournament Director
 - Act on behalf of the Tournament Director/DA
 - Manage the conduct of the tournament games outside of the fence
 - Umpires manage the game inside the fence
- Provide Press Box Staff (Announcer, Scorekeeper, Scoreboard Operator, Pitch Count taker (baseball))
 - Provide scorebooks and pitch count sheets
 - Provide appropriate music between innings (optional)
- Coordinate tournament umpires with District UC and Umpire Association



Site Coordinator/ Assistant TD Responsibilities



- Act on behalf of the Tournament Director/DA
- Manage the conduct of the tournament games on site
- Coordinate field maintenance and assigned umpires
- Retain and mark equipment removed from game(s) and return to team at the conclusion of their tournament
- Monitor weather and advise TD/DA of game delays/suspension and/or need to reschedule games
- Maintain Tournament Bracket at Host Site
- Present medals to teams as they complete the tournament
- Conduct “Pass the Hat” and report outcomes of games and amount collected nightly to DA



Other Host League Responsibilities



- Have the field ready for play at least one hour before game time
- Provide a PA system, announcer, scorekeeper, pitch count recorder, scoreboard operator and adult volunteers to “pass the hat”
- Have **ADULTs** manage the T-shirt sales – very important
- Provide water and ice for players and umpires
- Have the concession stand open and manned
- Have umpire gear available in case it is needed
- Have first aid kit available and emergency numbers handy
- Have extra balls and other equipment available in case they are needed. (Helmets, catchers gear, etc.)
- Provide a drink and hot dog from concession stand to each player after the game.
- **BE A GOOD HOST!**



Chain of Command



- Should a problem arise that can't be resolved while the game is in progress, the game must be suspended by the Umpire-in-Chief and referred immediately to the Assistant Tournament Director on site.
- If the problem is still unresolved, the game must remain suspended and the issue must be referred to the Tournament Director (DA) and then the Regional Director, if needed.
- If the problem is still unresolved, the game must remain suspended and the issue must be referred to the Tournament Committee by the Regional Director.



Chain of Command



- If the Tournament Committee deems any player to be ineligible, by league age, residency/school attendance, or participation in less than 8 (or 6 for Senior Leagues), it may result in forfeiture of Tournament game(s), and/or suspension or removal of personnel from Tournament play, and/or suspension or removal of personnel or teams from further Little League activities, and/or suspension or revocation of the local league's charter.
- These actions can only be taken by the Tournament Committee in Williamsport.



Pre-Game Activities



- Arrive at the field at least one hour before game time
 - Check field conditions and other site activities for readiness
- Conduct the coin toss with league reps or team manager, at least 45 minutes before game time.
 - **Home team will occupy first base dugout--no exceptions**
 - **Visitor team will occupy third base dugout—no exceptions**
- Get ground rules from the host (should be written)
- Collect team affidavits (**ONLY**); verify the form for correct signatures, numbers of players present, and pitch/inning count – return to manager after each game
 - Do not collect private information, medical releases or Tournament Player Verification information



Pre-Game Activities



- Get the names, numbers, and positions of the players and position of the umpires and give to announcer – best at coin toss time
- Thirty minutes before game time the home team will take the field for 10 minutes (scripted)
- Twenty minutes before game time the visiting team will take the field for 10 minutes (scripted)
- District 15 will supply game balls for each team (4 baseballs or 3 softballs per game); more for Junior and Senior Leagues
- Check the pitcher's eligibility
 - Opposing Manager does NOT get to review Affidavit or Pitch Count; however, it is good form for each manager to state which pitchers are ineligible
- Make sure you have an **adult announcer, adult scorekeeper, adult scoreboard operator, and for Baseball, an Adult pitch counter.**



Pre-Game Activities



- Ten minutes before game time the announcer will:
 - Welcome the fans to the game
 - Introduce the home team players, coaches, manager and League representative
 - Introduce the visiting team players, coaches, manager and League representative
 - Introduce the umpires
 - Introduce the Assistant Tournament Director on site
- Play the National Anthem or lead the Little League Pledge
- Turn the game over to the umpires
 - Players return to dugouts
 - UIC conducts Plate Conference



During the Game



During the game, the Site Coordinator and Assistant Tournament Director in charge will:

- Remain impartial
- Scan the crowd for problems. Ask team reps to calm down their fans if they get unruly. Deal with problems early before they get out of hand.
- At the end of the **first** inning, remind the host of the collection and have them line up **two adult volunteers to “pass the hat” (should be adults)**
- Also at the end of the **second** inning have the announcer read the “Thanks, Blue” announcement to recognize the umpires.



During the Game



- At the end of the **third** inning have the announcer announce the collection amount and thank the crowd for their contribution
- At the completion of the game have the announcer provide the next game location and opponent (if known) for the winner and loser. (If it is a loser's bracket game, the winner only.)
- Be prepared to hand out medals at the conclusion of each team's last game – ensure the winning team sticks around.
- During the game, assist the umpire only if requested to do so. Should a protest be lodged, discuss the situation with the umpires and consult the rule book, if necessary.



Handling a Protest



Should a protest be lodged, discuss the situation with the umpires and consult the rule book, if necessary.

Remember it is the responsibility of the Manager to cite the rule infraction from the correct Tournament rulebook to the UIC and Tournament Director.

If your decision is not acceptable to the protesting manager, call the D15 DA, Jim Roberts (540-660-4487) and he will discuss with those present and push to Southeastern Region and the Tournament Committee for a ruling, if necessary.

Under no circumstances will the game continue until the situation is resolved, if the game is resumed before the situation is resolved, the protest is null and will be disallowed.



After the Game



At the end of the game, make sure the pitchers' records are accurately recorded on the back of the affidavits. **Return the affidavit to the manager, go over the eligibility, pitch counts (baseball only) and required days of rest with the Team Manager – Scorekeeper, Manager, and TD/ATD initial pitch count**

Award medals to exiting team; ensure winning team remains on the field

VERY IMPORTANT: TO BE COMPLETED IMMEDIATELY FOLLOWING GAMES OF THAT DAY OR EVENING – NLT MIDNIGHT

After the games are over and the collections have been made, please call Jim Roberts at 540-660-4487 and report the game results as follows:

The Tournament Name and Game Number, e.g., 9-10 Baseball, Game 2

The name of teams involved and each team's final score

The amount of "pass the hat" collections for each game

Safety Reminders



- Accident Reporting
 - Little League Accident Notification
 - When professional medical care required
 - Notify Tournament Director
 - Requires written clearance to return to play
- NO Jewelry (except Medical Alert)
- Heat Illness Prevention - Hydrate All Day (week) – encourage players to drink plenty of water – all day, every day
- Concussion Training – Managers and Coaches must have CDC or NFHS training and certification – **NFHS Certification is REQUIRED for all Virginia LL Tournaments**
- Lightning Policy – Wait 30 minutes - No Kidding – No Second Chances
- Approved Bats – USA Baseball’s Youth Bat Performance ONLY USABat). **All BPF 1.15 bats are prohibited.** Bats shall not exceed 2 5/8 in. diameter for these divisions of play. Bats meeting BBCOR may be used in Intermediate Baseball and up (BBCOR is required for the Senior League Baseball).
- Batting Helmets – NOTHING on helmet that wasn’t provided with helmet purchase unless the Manager produces a letter from the manufacturer authorizing the alteration.
- Equipment removed will be returned to team manager **AFTER TEAM’S LAST GAME** 17





Questions??



Jim Roberts

Virginia District 15 District Administrator

Virginia15DA@va.metrocast.net

540-660-4487

<https://vadistrict15.org>



@vadistrict15



@Virginia15LL

“Our kids, our future.”



What's wrong with this picture?



Backups





Material Issue



Date: _____

Virginia District 15 All Star Tournament Materials Issue

(Tournament)

- Virginia District 15 All Star Tournament Script(s)
- Game Balls (Baseballs/Softballs) Total: _____ doz.
- Virginia District 15 Tournament Medals and Backings (18 per team)
- (18 Gold/Championship Team, 18 Silver/Runner-Up/ Reserve) Total: _____
- Virginia District 15 Championship Banner
- Virginia State Tournament Packet Division:
- Virginia District 15 All Star Baseball/Softball Souvenir Tee Shirts (see chart below)
- D-15 Ball Cap
- Entry Forms
- Announcer Scripts
- Mandatory Play Sheets
- Tee Shirt Posters
- Base the Hat Envelopes

Tournament Director/League Representative

Baseball or Softball	Rec'd	Ret'd	
Solid	YM		
Solid	YL		
Solid	AS		
Solid	AM		
Solid	AL		
Solid	AUL		
Solid	EOL		
TyeDye	YM		
TyeDye	YL		
TyeDye	AS		
TyeDye	AM		
TyeDye	AL		
TyeDye	AUL		
TyeDye	EOL		
Total			

Returned to District 15 from Tournament:

- Surplus Game Balls (Baseballs/Softballs) Total: _____
- Surplus Tournament Medals Total: _____
- Base the Hat Donations Total: _____
- Surplus Tee Shirts Total: _____
- Tee Shirt Proceeds (\$18 per shirt) Total: _____



Volunteer Schedule



Baseball/Softball Tournament Volunteer Schedule

Volunteer Schedule	Game 1		Game 2		Game 3		Game 4		Game 5		Game 6	
	Field		Field		Field		Field		Field		Field	
	Date	Time	Date	Time	Date	Time	Date	Time	Date	Time	Date	Time
Announcer												
Scorekeeper												
Pitch Counter												
Scoreboard												
UIC	See Umpire Schedule											
U1												
U2												
U3												
Souvenir Tent	D15		D15		D15		D15		D15		D15	
Concession1												
Concession2												
Field Crew1												
Field Crew2												
Cleanup1												
Cleanup2												



Scripts



Virginia District XV Little League Baseball & Softball

Jim Roberts
District Administrator Virginia15DA@va.mmlsnet.org 540-695-4407

ANNOUNCER

GOOD AFTERNOON/EVENING LADIES AND GENTLEMEN, WELCOME TO THE VIRGINIA DISTRICT 15 _____ ALL TOURNAMENT. YOUR HOST FOR TODAY/TONIGHT IS _____

THIS IS GAME _____
TEAM, _____
TEAM _____

INTRODUCING _____
MANAGER, _____

INTRODUCING _____
MANAGER, _____

INTRODUCING _____
FIRST BASE _____
3RD BASE _____

INTRODUCING _____
ASSISTANT _____

NATIONAL ANTHEM
FACE THE FLAG
FIRST GAME OF THE

THEN HAVE THE
AND TOURNA
REMAIN IN T

Caroline
King William
King George
Stafford

Virginia District XV Little League Baseball & Softball

Jim Roberts
District Administrator Virginia15DA@va.mmlsnet.org 540-695-4407

AT THE END OF THE FIRST INNING

PASS THE HAT

Although most of us here today would agree that there is no better entertainment than Little League Baseball and Softball, there is no admission charge to the tournament games. There are, however, expenses associated with playing these tournaments. At this time we have asked volunteers to pass the hat for your contributions. Please help as much as you can. The funds collected at these games help cover tournament expenses such as players' medals, commemorative pins, and the Championship banner for the winning team. Thank you for your continuing support and interest in Little League Baseball and Softball.

Caroline
King William
King George
Stafford

James
Richmond
Westmoreland
Northampton

Mathews
Middlesex
Lancaster

AT THE END OF

UMPIRE ANN

It takes many adult volunteers to give you an opportunity to play Little League baseball. We include Managers, Coaches, League Officials, Scorekeeper

Each volunteer will receive recognition for their contribution. Please say complimentary words to the children, thank the children, thank the umpires. Thank you.

Thank you for your contribution today, we appreciate it.

James
Richmond
Westmoreland
Northampton

Virginia District XV Little League Baseball & Softball

Jim Roberts
District Administrator Virginia15DA@va.mmlsnet.org 540-695-4407

AT THE END OF THE 3RD INNING

PASS THE HAT

Ladies and Gentlemen, thank you very much for your contribution. We collected \$ _____ during this game. Please use the reminder, smoking and tobacco use is prohibited in this area. Please do not use products or use the designated area.

Please enjoy the rest of the game with your family and friends.

Caroline
King William
King George
Stafford

James
Richmond
Westmoreland
Northampton

Virginia District XV Little League Baseball & Softball

Jim Roberts
District Administrator Virginia15DA@va.mmlsnet.org 540-695-4407

AT THE END OF THE GAME

THANK YOU FOR COMING

Ladies and Gentlemen, thank you for joining us today for game _____ of the _____ tournament. The final score is _____ (league) _____ (score) and _____ (league) _____ (score). _____ (winning league's) next game will be _____ (day) at _____ (time) and _____ (other league's) next game will be _____ (day) at _____ (time).

Note: If a team is exiting the tournament, please remind the teams to line up while the Tournament Director acknowledges the team with medals.

Announce the players, manager, and coaches of the departing team just like at the start of the game. If it is the Championship Game, acknowledge the Runner's Up first and then the Champions.

After concluding awards, thank everyone again for participating and wish them a safe journey home.

Caroline
King William
King George
Stafford

James
Richmond
Westmoreland
Northampton

Mathews
Middlesex
Lancaster



2021 Virginia District 15 and State All Star Tournament Schedule



Tournament	Host League	Start Date	State Hosts and Report Dates	SE Region Report Date
8 – 10 Baseball	Lancaster	12 June	D11/Richlands (8 July)	NA
8 – 10 Softball	Richmond County	12 June	D3/Woodstock (8 July)	NA
9 – 11 Baseball	Mathews	13 June	D15/King George (8 July)	NA
9 – 11 Softball	NA – Spotsy advances		D13/Coeburn/8 July	NA
LL (10-12) Baseball	Middlesex	18 June	D4/Vienna (22 July)	5 Aug – Warner Robins, GA
LL (10-12) Softball	Mathews	18 June	D13/Coeburn (8 July)	23 Jul – Warner Robins, GA
Intermediate	NA – KG advances		D5/Atlee (1 July)	NA
Junior League Baseball	Essex	19 June	D11/Tazewell (21 July)	NA
Junior League Softball	Caroline	19 June	D1/Briston (8 July)	NA
Senior League Baseball	Caroline	17 June	D13/Coeburn&Wise (15 July)	NA
Senior League Softball	Middlesex	22 June	D3/Luray (1 July)	NA

Note: With the exception of Little League (10-12) Baseball and Softball, Tournament of State Champions, Region, and World Series Tournaments CANCELED for 2021

Affidavit Review and Approval Schedule – 5 and 6 June at RCLL Meeting Room