



Southeast Region

Babe Ruth Baseball & Softball



Southeast Region

A Guide for Hosting a Regional Tournament

and

Tournament Host Application Form

A GUIDE FOR HOSTING A REGIONAL TOURNAMENT

INTRODUCTION

This booklet provides a brief but concise insight into the total operation of a Cal Ripken Baseball, Babe Ruth Baseball, and a Babe Ruth Softball Regional Tournament. It contains general information about responsibilities and duties of each and every person involved in the planning, preparing and running of the tournament.

This guidebook is not the "final word" covering Regional Tournament procedures and operations. It is only a basic outline of areas of responsibilities and duties for the personnel concerned.

Once this document has been reviewed, and the decision is made to offer to host a Southeast Regional Tournament, then the Tournament Host Application Form (Attachment A) must be completed and sent to the State Commissioner for endorsement. A site visit by the State Commissioner or his/her official designee will be conducted before the request is endorsed.

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ORGANIZATION

As in the planning for any event of the size and scope of a Babe Ruth Baseball, Cal Ripken Baseball, and/or Babe Ruth Softball Regional Tournament, the first step is the formulation of a "key" group of volunteers from the Host League who will perform the "lion's share" of the work in order for the tournament to be a success.

Within the group of "key" people there must be a "key" person. The one person who will be in charge of the total operation is the "go-to person". This special person is the Host President.

Directly under the Host President are the Committee Chairs, each of whom is responsible to the Host President.

List of Sections:

- Section 1 - Administration Committee
- Section 2 - Finance Committee
- Section 3 - Volunteer Committee
- Section 4 - Medical Committee
- Section 5 - Public Relations Committee
- Section 6 - Stadium Committee

Appended Documents Schedule:

- Appendix A . Breakfast Meeting Agenda-Checklist
- Appendix B . MTIP Questionnaire
- Appendix C . Severe Weather Requirements
- Appendix D . Frequently Asked Questions
- Appendix E . Tournament Host Checklist

Attached Documents Schedule:

- Attachment A . Tournament Host Application Form

Section 1 ADMINISTRATION COMMITTEE

Duties:

Prepare identification badges or passes for:

- Players, managers, and coaches
- Local Tournament committee
- Host families (if required)
- Babe Ruth Officials and umpires

Winner and runner-up awards (provided by Southeast Region):

- Team trophy or plaque for runner-up
- Individual trophies or plaques for winning and runner-up team

Communication equipment:

- Public address system
- Portable microphone for field
- Telephone for press box
- Tape player, CD player, iPod or other electronic device to play National Anthem, etc.
- Computer and printer with internet service
- Walkie-Talkies for key personnel

Information and reservations:

- Chamber of Commerce materials (to be available at orientation)
- Headquarters Motel - Motel to be designated for Babe Ruth Officials, coaches and umpires.

Manager, Coaches, Umpires, and Tournament Officials Pre-Tournament Breakfast Meeting [See Appendix A.]

Managers Tournament Information Package (MTIP):

Input for a tournament information package questionnaire containing all of the necessary information for reporting tournament teams must be completed and sent to the Assistant Regional Commissioner for Operations by May 15. [See Appendix B.]

Section 2 FINANCE COMMITTEE

Duties:

Tickets:

- Host League will print and pay for the printing of all tickets
- Regional Commissioner must approve cost structure before printing.

Program:

- This committee is responsible for the selling of local and State advertising for use in the Regional Tournament Program.
- Tobacco and alcoholic beverage ads are strictly prohibited.
- Babe Ruth League, Inc. must approve use of the Babe Ruth Baseball, Cal Ripken Baseball, and/or Babe Ruth Softball logos.

Souvenirs:

- This committee is responsible for developing for sale during the Regional Tournament Souvenir items which will provide revenue for the Host League.
- It is recommended that the Host League secure the services of a qualified action photographer at no charge to the Host League.

Concessions:

- This committee can add greatly to the financial success of the tournament since the Host League is able to retain all revenues from concessions.
- Types of food and drink - establish a list of all food and drink items to be sold.
- Post prices - concession stand must have price posted for easy reading.

Per-diem:

- Responsible for umpires per-diem if stated in Regional Contract.
- Responsible for manager and coaches per-diem if stated in Regional Contract.

Expenses:

- Responsible for any and all cost resulting from the operation of the Regional Tournament.

Section 3 VOLUNTEER COMMITTEE

Duties:

Supervises and is responsible for the proper function of the Ticket personnel, the Concession personnel, and the Souvenir personnel.

TICKET PERSONNEL:

- Ticket Sellers - adequate personnel per session.
- Ticket Takers - adequate personnel per session per gate.
- All Ticket personnel should report to the stadium one hour before the first game.

CONCESSION PERSONNEL:

- Number - adequate number of personnel per game to maintain sales at all locations.
- Hours - all concession locations should be open one hour before first game.

SOUVENIR PERSONNEL:

- Number - adequate number of personnel to maintain sales at all locations.
- Hours - all souvenir locations should be open at the start of the first game.
- Programs . Should be sold at souvenir locations.

Section 4

MEDICAL COMMITTEE

Duties:

- The Medical Committee is responsible for obtaining local medical personnel to be present at all games. To have an ambulance available at the field (if possible). To have first aid equipment available before and throughout each game.

Section 5 PUBLIC RELATIONS COMMITTEE

Duties:

Supervises and is responsible for the Banquet/Ice Breaker, Decorations, Ceremonies and Publicity.

Public relations policies:

- No alcohol served at Banquet/Ice Breaker
- Official photographer receives all assignments from designated staff member only.
- Radio, TV, Press - all properly identified working members of the press are allowed to cover the Tournament games from the press box. Babe Ruth League, Inc. reserves the right to prevent or allow members of the press to cover the Tournament.
- Ice Breaker committee is primarily responsible for the planning and execution of a Banquet or Picnic. Basic areas of responsibility are date, time, site, cost, menu, seating, tickets, and volunteers to work at this function.
- The Decorations Committee is to provide necessary decorations for all occasions and sites having to do with the Regional Tournament. Basic areas of responsibility are Banquet/Ice Breaker head table, stadium decorations, billboard, signage etc. (donated if possible) to be displayed in and around Host League.
- The Ceremonies Committee is responsible for coordinating all ceremonies and honorary activities providing sites, equipment and necessary persons (dignitaries). Basic areas of responsibility are Team Orientation (site to hold orientation), Banquet/Ice Breaker, Managers/Coaches Breakfast (sample agenda enclosed), opening game, closing game and entertainment provided at any of the above functions.
- The Publicity Committee is a MUST in any event of this scope. This Committee is responsible for all newspaper, radio, television, and Internet coverage prior to the Regional Tournament on the local and State levels.
- Arrange for first-pitch dignitaries and National Anthem/God Bless America singers (in coordination with Stadium Committee).

This Committee should also provide the Governor's picture and letter of welcome, the Mayor's picture and letter of welcome, the stadium picture, the total Committee picture - all committee directors and the Host President's picture and letter of welcome.

Section 6 STADIUM COMMITTEE

Stadium Policies:

- A practice field schedule must be available during the entire tournament.
- No white or multi-colored sign behind the pitcher's mound.
- No bullpen in centerfield.
- The Southeast Region's assigned representative will control the press box.
- Umpires are under the direction of the Regional Commissioner or his appointed Tournament Director.
- The "home" dugout is to be determined by the Host League (default is 3rd base in MTIP).
- Games to be played by Official Baseball Rules.
- Must use the approved "Rawlings" Babe Ruth Tournament baseball.
- Must have designated all Protest Committee members before each game is started.

The Stadium Committee is responsible for providing and maintaining the actual playing site of the Regional Tournament in all its many aspects. Basic areas of responsibility and provisions are: bullpens, sufficient lighting, American flag, Scoreboard, flagpoles for state flags, press box, interior fence, exterior fence, dugouts, dugout drinking water, distance signs on outfield fence, infield tarps, ticket booths, home and visitor dugout signs, first aid kit, sufficient umpire quarters, restroom facilities, National anthem recording, and large up-to-date game result signage. Also, arranges for first-pitch dignitaries and National Anthem/God Bless America singers (in coordination with Public Relations Committee).

The Stadium Committee is also responsible for having in attendance at all games:

- Ground crew (sufficient to maintain field)
- Ball boys (for each in-use field)
- Press box announcer (for each in-use field)
- Scoreboard operator (for each in-use field)
- Official scorer (for each in-use field)
- Press box runner (for each in-use field)
- An electrician or power company on call to handle any power failures.

Appendix A
**SAMPLE BREAKFAST MEETING
AGENDA AND CHECKLIST**

Host President or Host Tournament Director :

1. Welcome
2. Introduction of Local Officials & Dignitaries, Umpires, Local and Regional Tournament Officials
3. ENJOY BREAKFAST

Regional Representative:

1. All games are played using the current edition of the Official Babe Ruth Rules.
2. Trips to mound: The pitcher must be removed as a pitcher (from that game) upon two trips to the mound in the same inning. (Rule 11.05, paragraph 6)
3. Re-entry rule: Only starters can re-enter a game. At no time will a starter and his/her substitute be allowed in the game at the same time.
4. NO Tie Games: All games MUST be completed to establish a winning team for advancement in the tournament. The 10-run rule is in effect for all games.
5. Tournament pitching rule explanation (specific to sport and age group)
6. Line-up Forms:
 - A. All teams must use the Official Babe Ruth Line-up Forms (containing 4 copies).
 - B. Include the name of your Protest Committee Representative on the Line-up Form. This person needs to have the current Babe Ruth Official Rule Book in hand. Also include bat boy or bat girl, if applicable.
 - C. Line-up Form (Batting Order) Distribution (Rule 4.01):
 - 1 copy to the plate umpire
 - 1 copy to the opposing manager
 - 1 copy to the press box (for the official scorer)
 - D. Line-up Changes (Rules 3.06, 3.07, 3.08):
 1. The manager must call time out if needed.
 2. The manager must inform the plate umpire of the substitution and where the player will bat in the batting order.
 3. The umpire will cause the change to be recorded and announced.
7. The Official Scorer is the only "OFFICIAL" scorekeeper.

8. Protests (Rule 11.05, paragraphs 2 and 10):

A. A Protest Committee of three must be established before a game can begin.

B. A team's Protest Committee Representative must be listed on the Line-up Form.

C. Managers need to be familiar with protest Rule 11.05, paragraph 10. Notes –

1. Judgment calls cannot be protested.

2. A protest must be immediate.

3. No protests (except on player eligibility) will be honored after a game has been completed

4. The game will be suspended until a Protest Committee decision is announced. The Protest Committee's decision is FINAL.

9. Dugout: Other than tournament officials, only uniformed, rostered players, manager, and coaches are allowed in the dugout. A bat boy or bat girl will be allowed in the dugout provided he or she is listed on the line-up sheet. The bat person must wear a helmet.

10. Uniforms: Players, manager, and coaches must be in full uniforms as specified in the current Official Babe Ruth Rule Books. In no case are jeans or shorts (for baseball) allowed. Uniform numbers must be different on the players (Rule 1.11).

11. The umpires shall present the ground rules to the managers prior to the start of the game in the plate meeting (with the Host Tournament Director).

12. The home team is pre-determined in pool play and a toss of a coin will be used for the final championship game. There is a toss of a coin for all games in a double elimination bracket. The home team will use the third base dugout. (The Host Tournament Director may choose to designate the first base dugout as the "home" dugout.)

13. When time permits (*due to weather conditions or other abnormal circumstances*), each team will have 10 minutes of warm-up time on the field with the visitors going first. The tournament director or announcer will announce the beginning and the end of the time period. Coaches must conduct the warm-up in front of the batter's box. If the teams are announced, make sure that the players line up along the base line but not touching the line. Note: During team introductions, the starting pitcher may remain in the dugout.

14. In addition to players in the field and on base, the batter and on-deck batter are the only other players permitted outside the dugout.

15. Tobacco products of any kind are prohibited in Babe Ruth League.

16. Throwing or unnecessary abuse of equipment or property will not be permitted.
17. No eating or drinking is allowed on the playing field.
18. Each team must clean up its dugout before vacating after a game.
19. Electronic devices such as cell phones, iPads, etc. are not permitted in the dugout or on the playing field.
20. Players shall not mingle in the stands or with spectators during the game (Rule 3.09).
21. A player that has been ejected from a game must remain in the dugout until the game is completed unless the umpire indicates otherwise. A manager or coach ejected must leave the general area of the game so not to be in contact with the fans, players, and umpires.
22. The manager is responsible for the sportsmanship and behavior of his team's parents and fans. The tournament director or an umpire will approach the manager about unsportsmanlike conduct observed.
23. Questions and answers (group discussion)
24. Closing comments

Appendix B
**MTIP MANAGER S TOURNAMENT INFORMATION PACKAGE
QUESTIONNAIRE**

Please be prepared to provide answers to these questions which will be provided to you via email by the Assistant Regional Commissioner, Operations:

1. Age Group
2. Host name, city, and State
3. Host President name, phone, and email address
4. Tournament Director name, phone, and email address
5. Hotel Coordinator name, phone, and email address
6. Gate Fee Coordinator name, phone, and email address
7. Ice Breaker Coordinator name, phone, and email address
8. Host league Selection of Gate Fee Program, Per-person Daily or Parents & Fans [Per-person Daily Fees: Pre-school FREE, Students > 18 \$4.00, Adults \$6.00]
9. Host Web site address
10. Host league "Hotline" phone number
11. Hotel names (up to five) and phone numbers (Host Hotel required)
12. Check-in location name and address
13. Breakfast meeting location name and address
14. Tournament games location name

Appendix C

SEVERE WEATHER REQUIREMENTS

The Southeast Region Tournament Director may require the use of a Skyscan (type) Lightning Detector at each Regional site. This equipment (or other equipment such as Internet reports) would be used only as a resource guide by the Tournament Director or his designee to determine safe playing conditions.

The official rule is as follows Proactive Planning:

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Umpires should suspend play and all participants and spectators should take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock and another 30-minute count should begin.
4. Hold periodic reviews for appropriate personnel.

Adopted by the SER on February 13, 2013.

References:

- NFHS Guidelines on Handling Contests During Lightning Disturbances [October 2010]
- NFHS Sports Medicine Handbook [Fourth Edition, 2011]

Appendix D

FREQUENTLY ASKED QUESTIONS

Q: How many teams participate in the tournament?

A: In the Southeast Region tournament double-elimination bracket format, up to 12 teams can participate, which includes the Host team. When the pool play format is used, there are ten (10) teams including the Host team (however, in some cases there could be as many as 20 teams participating).

Q: Does the host team have to play in the “extra” game in the Regional when the double-elimination bracket format is used?

A: Yes. Babe Ruth Baseball Rules and Regulations state that the host team cannot get a bye. (Rule 11.06, paragraph 7) They must play the first day.

Q: What type of first aid is required at the field?

A: At a minimum, the host must have a complete first aid kit and someone who is qualified to administer first aid. Immediate access to emergency services must be available in the event of more serious injuries.

Q: What type of baseball and softball and how many must be supplied?

A: Babe Ruth League headquarters requires that only Rawlings baseballs and softballs be used for all tournaments. These are supplied by the Southeast Region.

Q: Does the host have to pay for both room and board for the Regional Tournament Director?

A: No, the host is only required to pay for the hotel room of the Regional Tournament Director and the UIC. The Regional Tournament Director is responsible for his/her own meals and other expenses.

Q: Can the Host Tournament Director also manage the Host team?

A: NO. The Host team manager cannot be the Host Tournament Director. This position must be held by another non-tournament official individual.

Q: Who creates the schedule for the tournament?

A: The Southeast Region tournament schedule will be created by the Regional Commissioner or the Assistant Regional Commissioner for Operations and will be based on recommendations from the Host regarding playing times, field(s), etc.

Q: Do we have to have a banquet, picnic, or opening ceremonies?

A: Yes, the Host is required to provide an ice breaker (banquet or picnic) on the night of team check-in, and opening ceremonies prior to the first tournament game. This is in addition to the Manager, Coaches, Umpires, and Tournament Officials breakfast meeting and the tournament games.

Q: Do we have to put out a program book?

A: The decision of whether or not to put out a program book is up to the host.

Q: What type of souvenirs can be sold?

A: Anything that is appropriate for the youth of the game and not offensive can be sold. Things such as t-shirts with the team names (or players' names) and program books are always the best sellers.

Q: Can we use our local umpires?

A: Local umpires can be used as long as they are part of a National Umpires Association and have a reputation for fairness and professionalism on the field. (All umpires must be approved by the Regional Commissioner or the Assistant Regional Commissioner for Operations.)

Q: How do we provide information to each State winner?

A: It is not necessary for the host to contact each State winner. The Host is required to provide all necessary information to the Assistant Regional Commissioner for Operations who will put together a manager's tournament information package (MTIP). This package is posted on the Southeast Region Web site so that the State Commissioner can provide the Web link to their team as soon as they win the State tournament. The State champion is required to contact the Southeast Regional Commissioner and the Host to let them know they will be participating in the Southeast Regional tournament. This must be done within 48 hours.

Q: Who is responsible for the hotel rooms for the teams?

A: Each traveling team is responsible for their own hotel reservations and rooms. The host is responsible for submitting a list of local hotels and contact information to the Regional Assistant Commissioner for Operations to be put into the manager's tournament information package (MTIP).

Appendix E
TOURNAMENT HOST CHECKLIST

CHECK ACTION ITEM DESCRIPTION

Before the Tournament:

- _____ The Contract Agreement and Contract Supplement have been read, understood, and signed by the Host League President and the Host League Secretary.

- _____ A check for 50% of the Tournament Hosting Fee amount has been submitted along with the signed Contract Agreement and Contract Supplement (balance due NLT June 1).

- _____ The ~~%~~ Guide for Hosting a Regional Tournament+has been read in order to provide ideas for hosting.

- _____ Arrangements for the hotels, especially the Host hotel, and the team check-in location are being made.

- _____ Arrangements for the hotels, especially the Host hotel, and the team check-in location are being made.

- _____ Arrangements for EMT/Rescue to be available at the complex during games are being made. [This is preferred if possible.]

- _____ Arrangements for the ice breaker (banquet or picnic) location and details are being made.

- _____ The Managers~~s~~ Tournament Information Package (MTIP) Questionnaire is being completed.

- _____ Keep the Southeast Regional Commissioner up-to-date on the teams that have reported as participating. [Staying in sync will greatly improve the speed in which the tournament programs can be completed.]

- _____ Arrangements for preparing and printing the tournament program are being made.

- _____ Arrangements for the opening ceremonies based on the Southeast Regional Opening Ceremonies Script are being made.

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- _____ Arrangements for acquiring the Ceremonial First Pitch+dignitary for opening ceremonies is being made.
- _____ Arrangements for adequate air conditioned and secured umpires facilities being made.
- _____ Arrangements for adequate rest rooms facilities are being made.
- _____ Arrangements for an adequate number of grounds crew volunteers are being made.
- _____ Arrangements and scheduling for practice fields are being made.
- _____ Arrangements and invitations for the local press to attend and report on the tournament are being made.

During the Tournament:

- _____ A schedule for press box personnel (announcer, scorekeeper, scoreboard operator, and runner) is available so that every volunteer knows when they will work.
- _____ Press box equipment (PA system, CD player, microphones, etc.) are available along with a copy of the appropriate National Anthem(s). [The National Anthem(s) can be performed live if desired.]
- _____ A schedule for a Host Protest Committee member for each game is available so that every volunteer knows when they will work.
- _____ Tournament brackets are prominently posted and staff is available to keep them up to date.
- _____ A schedule for concession volunteers is available so that every volunteer knows when they will work.
- _____ A schedule for souvenir sales and t-shirt sales (if applicable) volunteers is available so that every volunteer knows when they will work.
- _____ Playing fields are in good condition and there is sufficient staff on hand at the completion of each game to prepare the fields for the next game.
- _____ Food and water/sports drinks are being provided to umpires.

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_____ Rest rooms are checked regularly to insure cleanliness and for the stocking of necessary soap and paper products.

_____ A supply of baseballs/softballs is readily available when needed.

After the Tournament:

_____ All umpires are paid in accordance with the Contract Supplement.

_____ A critique of the overall tournament experience is written.

_____ A Financial Statement is provided to the Southeast Regional Commissioner within 30 days of the tournament completion.



Southeast Region

Babe Ruth Baseball & Softball



TOURNAMENT HOST APPLICATION FORM

(Submit to your State Commissioner for endorsement.)

1. LEAGUE INFORMATION

League Name: _____

City, State: _____

Organization: _____

District #: _____

League President: _____

Mailing Address: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ email: _____

2. WHICH TOURNAMENT?

- | | |
|--|--|
| <input type="checkbox"/> Rookie | <input type="checkbox"/> 12 Year-Old Major70 |
| <input type="checkbox"/> 9 Year-Old | <input type="checkbox"/> 13 Year-Old |
| <input type="checkbox"/> 10 Year-Old | <input type="checkbox"/> 14 Year-Old |
| <input type="checkbox"/> 11 Year-Old Major70 | <input type="checkbox"/> 13-15 Year-Old |
| <input type="checkbox"/> 12 Year-Old Major60 | <input type="checkbox"/> 16-18 Year-Old |
| <input type="checkbox"/> 8 Year-Old & Under | <input type="checkbox"/> 14 Year-Old & Under |
| <input type="checkbox"/> 10 Year-Old & Under | <input type="checkbox"/> 16 Year-Old & Under |
| <input type="checkbox"/> 12 Year-Old & Under | |

Which year? _____ if your League's application is not selected, would you be interested in hosting another age division tournament? If so, what age division?

- | | |
|---------------------------|---------------------------|
| _____ Rookie | _____ 12 Year-Old Major70 |
| _____ 9 Year-Old | _____ 13 Year-Old |
| _____ 10 Year-Old | _____ 14 Year-Old |
| _____ 11 Year-Old Major70 | _____ 13-15 Year-Old |
| _____ 12 Year-Old Major60 | _____ 16-18 Year-Old |
| _____ 8 Year-Old & Under | _____ 14 Year-Old & Under |
| _____ 10 Year-Old & Under | _____ 16 Year-Old & Under |
| _____ 12 Year-Old & Under | |

3. Describe your League's experience hosting Babe Ruth Tournament-trail events (i.e., District, State, or Regional tournaments). _____

4. Number of playing field(s), location, etc. Who owns or controls the fields? _____

5. Describe the local community as well as the activities available for visitors in the immediate area.

6. Describe the proposed playing facilities (i.e., lighting, seating, concession, rest rooms, handicapped accessibility, etc.). Include a diagram or pictures of proposed playing field(s) outlining distances to the outfield fences, home plate to backstop and any/or unusual field conditions that may exist.

7. The Regional Tournament Agreement requires you to have medical attention available. How do you propose to meet these obligations? _____

8. A Regional Tournament can have a very positive economic impact on your community. What Plans do you have to tap into the community for support? _____

9. If you have any other comments with respect to your application that you feel the Site Selection Committee should consider, please indicate them here: _____

I certify that I have read and understand the requirements of the Southeast Regional document "A Guide for Hosting a Regional Tournament". All questions contained in this application have been answered to the best of my knowledge and understanding.

League President: _____ Date: _____