

HOSTING A TOURNAMENT REQUIREMENTS FROM DISTRICT 4

It is vital that each tournament site meets the minimum published standards for size, layout, lighting, dugouts, seating, parking, concession, public restrooms, public address system and safety.

1. Each league that host's a District Tournament and above will be required to have dugouts for the players. These will need to be roped off so that the public cannot disturb the teams and talk to the players. You must also have a water container, with paper cups, available and filled with water for each dugout, each game.
2. You will need to have working public restrooms or porta potty available. You must also have a handicap toilet, either public or porta potty available. In order to make a good impression on teams visiting these should be kept clean at all times and porta potty dumped frequently.
3. Bleachers should be available and in good repair. It is a good idea to have them a distance from the dugouts if possible.
4. You will need an announcer for each game. A public address system is required for each field that you are using. If you do not have a scorekeeping tower, a table positioned outside the field and near the plate umpire is sufficient for the public address system.
5. You will need a scorekeeper for every game. That is the responsibility of the host league. Scorekeepers should keep accurate pitching records and sit down with the District staff member after each game and record that information accurately. Scorekeepers should also be qualified to keep score.

6. You will need a field crew available at all times. They are to prepare the field prior to each game, and if necessary, while the game is in play. The fields will need to be chalked and raked after each game. It is a good idea to have materials (Play Ball, Turface, etc.) available in case of rain.
7. Concessions must be kept open during the games. It is permissible to close the grill after 8:00 P.M.
8. If you have lights on your fields, they must have passed the Little League Lighting Audit.
9. There should be adequate parking for players and family. It is suggested that you mark off a set amount of parking spots for District Staff/Umpires.
10. A tournament bracket should be displayed at all times. After each game, a district staff member and or a member of your board directed by the Tournament Director will fill in the brackets.
11. A phone, with long distance, needs to be available at all tournament sites. This will be used only to call Little League concerning protest or issues concerning games.
12. A first Aid Kit must be available at all tournament sites. Make sure that a phone is accessible in case, medical help is needed.
13. Leagues will furnish the game balls.

Ground Rules for Host Field:

1. Leagues should prepare written ground rules to cover things such as trees overhanging field, wires overhanging field, landscaping inside the fence, etc. Nick Haluschak has volunteered to help you prepare this information.
2. If your league is bound by city or county ordinance to turn lights off at a certain time you should indicate this along with your ground rules.

There should be adequate experienced board members/parents available during the tournament for duties required.

1. You will need to have umpires on stand-by for every game. They must be in uniform and a qualified umpire. They also must have attended the District Umpires Clinics or cleared by District Staff. It is not permissible to pull a parent out of the stands.
2. There should be a board member in charge for every game. They will be available to work with the district staff member(s) on all issues concerning your fields.
3. No board member will have a decision on games within district tournament (or above) play. This is the sole responsibility of the District Administrator or the District Consultant. If there is a question regarding a rule at your field, the on duty board member will consult with the District Officials.

Tournament Directors:

1. Tournament Directors are appointed by the District Administrator to oversee games at the individual sites, and they serve at the pleasure of the DA. They will be available on site to answer any questions that may arise. However, it must be understood by all concerned that the tournament committee in Williamsport has final authority over all aspects of play in the tournament. You should have an area available for the district staff member to keep their records away from the public.

Safety

1. There must be an ASAP program in place in order to host a district tournament and above.

Umpires:

1. Umpires for the District and above level will be assigned by the District. The District consultant will have a list of those assigned to each game. In case those umpires assigned do not appear, as mentioned above you will need to have standby-qualified umpires.
2. Umpires should be provided a meal after they umpire a game. You as a league have the right to decide the amount and or items. If the umpire crew does a back-to-back game; only 1 meal needs to be provided. You can issue tickets, which the district staff member will pass after each game if you wish.
3. You must provide a changing area for the umpires and an area for them to meet before and after the game's

Publicity

1. No televising of games permitted without express written permission from Little League headquarters. If you wish a television station at your field, please contact the District Administrator.
2. Newspapers will sometimes show up to take pictures. This is permissible.

Pictures:

1. District will have a photographer at each tournament site to take action photos of the players. Photographers are allowed on the field if the umpire of that game approves. Photographers will return to each team's second game to offer the pictures for sale . Please have an area available for them to set up. Only District is allowed to have photographers for the tournaments district and above. If you hire a photographer, they will be asked to leave by the district staff.

Fund Raisers:

1. 50/50 pot-For the year 2017-each league will be responsible if they wish to have, the 50/50 ticket sales. All monies gained will be the property of the league.
2. Programs-Each league must have available for players State and above a copy of the program, which will be given to them after they are eliminated. This is not a requirement at the district level. All monies earned from the sale of the programs for the Year 2017 will be the property of the league.
3. Tee-Shirt sales are up to the host league if they wish to have available.
4. Pin sales are up to the host league if they want to have available.
5. Any other moneymaking ideas are up to the individual leagues.

District:

1. The district will present each team as they are eliminated with a participation pin. District staff may ask a president or board member to join them on the field during this presentation. We feel that your league deserves the recognition.
2. Leagues should provide an area for the district staff members to conduct meetings and or protests. This should be, if possible, away from the playing area. Any conflict or protest will be resolved away from the spectators.
3. The district will conduct a meeting with all managers/coaches prior to game day to go over rules and regulations of the tournament. This will either be carried out at your field or at another location. The district will advise your league ahead of time.