

## TOURNAMENT DIRECTOR INFORMATION

1. Before you get to the field, make sure there are drinks (water, Gatorade, etc.) available. You should be able to get ice from the concession stand. Keep the ice chests with drinks in the umpire room. These drinks are for umpires and workers only. Be sure and check with umpires during the game to see if they need a drink.
2. Arrive at least one hour before the first game. Teams will want to get set up in the correct dugout and you must flip for home team for each game. When you arrive, find the managers of both teams and flip for home team. Dugouts are labeled with Home and Visitor signs.
3. In a team's first game of the tournament, the manager needs to show you his tournament affidavit. For the 7 & 8 and 9 & 10 B teams, they need to give you the complete roster plus the copies of the birth certificates. In 9 & 10 and older tournaments, review the pitching affidavits and let them know who the ineligible pitchers are.
4. Make sure they know the procedure to follow if they want to protest anything on the field. They can only protest a rules interpretation not a judgment call by an umpire. They first need to check with the umpire and then, if they want to protest, go to the tournament director. For 9 & 10 and older games, recommend that the managers check the pitch count often. In the event of a discrepancy, the official count is kept by the official scorekeeper or the official pitch counter.
5. Tell the managers to get you lineups as soon as they can. Lineups need to have the first name, last name, uniform number, and starting position (except 7 & 8 teams). Remind them to report substitutions to the scorekeeper.
6. Remind them they can only have the specified number of coaches in the dugout- four for 7 & 8 and three (or less) for 9 & 10 and older based on the number of players on the roster for that game. Also, they need to stay in the dugout unless they call a timeout.
7. Put tables and at least two chairs out for each field that is being used for the night. The microphones need to be put on all fields that will be announcing that night. Make sure you test the sound system so that the sound goes to all fields or a specific field, as needed.
8. There will be a notebook and a scorebook for each field. The notebook has a sample program that can be followed in pregame announcements. It also has pitch count forms that can be used in the 9 & 10 (and older) games. For the official All-Star forms, pitch counts are kept as part of the team's affidavit. For the 9 & 10 B tournament, pitching eligibility tracking forms are included in the notebook in case a team does not have one.
9. For pitching machine games, get with the coaches to get the machines on the field. Tell the coaches to make sure they agree on the accuracy of the machine. I think we put

three new balls and three "gently" used balls for each field. For 9 & 10 and older games, put three new game balls out for each field.

10. Know the substitution rules and mandatory play rules, so that you can rule on these issues.
11. At the end of each game, record the official pitch counts on the affidavit and/or the tracking form. These need to be initialed or signed by both managers and the official scorekeeper/pitch counter as well as the tournament director.
12. Make sure you have the CS Parks on-call number. We have had issues in the past with such things as lights not coming on, lights going off early, and even sprinklers going off in the middle of the game.
13. At the end of the night, text results to Joe Scott 979-985-6717. Make sure you let him know the division.
14. If managers want to send in results to The Eagle, they can fax at 979-776-8923 or email at [sports@theeagle.com](mailto:sports@theeagle.com).
15. Perhaps the most important thing to remember is to check with the workers to see if they need something to eat, especially if they are working both shifts. You can send someone to get something for them. They don't have to eat concession stand hot dogs. Pay for their meals and keep receipts. The league will reimburse you for your expenses {meals, drinks, and ice for the workers, etc.}.