

TOURNAMENT MANAGER GUIDELINES

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Revised and approved at District Meeting 4/12/11

- 1) Arrive at the field, **MINIMUM one (1) hour** prior to scheduled game time, check in with the Tournament Director and turn in your Pitching Affidavit. Managers and Coaches are to keep the Tournament Directors cell phone # handy and must call the Tournament Director about any problems or issues pertaining to the game.
- 2) Make sure you have all the documentation for your players with you: including medical releases, copy of roster, pitching affidavits, etc.
- 3) When a manager or coach from each team is present, the Tournament Director will flip coin for home and visitor. 3rd base dugout is home dugout.
- 4) Give the Tournament Director your line-ups 30 minutes prior to game time. They will give them to the official score keeper. **LINE-UPS MUST INCLUDE PLAYERS' FIRST, LAST NAME, JERSEY NUMBER AND POSITION.**
- 5) **DO NOT ENTER THE FIELD OR DUGOUTS UNTIL THE TOURNAMENT DIRECTOR TELLS YOU. HAVE ALL EQUIPMENT OUT FOR INSPECTION BY THE UMPIRE CREW.**
- 6) Do not leave the dugouts without getting permission from the Umpires.
- 7) Judgment calls are not protest-able.
- 8) **PROTESTS – TELL UMPIRE YOU WANT TO PROTEST. AT THAT POINT THE GAME STOPS UNTIL THE TOURNAMENT DIRECTOR TELLS THE UMPIRES TO CONTINUE.**
- 9) **DO NOT GET INTO A SHOUTING MATCH WITH THE UMPIRES.**
- 10) **DO NOT DO ANYTHING TO INCITE YOUR FANS TO BE UNRULY.**
- 11) After the game, check with the Tournament Director about your team's pitching affidavit. Review your pitching affidavit prior to leaving the field.
- 12) After the game, clean out your dugout. **DO NOT LEAVE YOUR TRASH BEHIND, (water cups, etc.).** Leave the field and have your team meeting outside of the field.
- 13) Remember you are part of the game, but not the game. **The game is for the KIDS.**