

Your exclusive guide for ...

HOSTING

a

Midwest Plains Babe Ruth League Tournament



Nebraska

Iowa

Missouri



Manitoba

Kansas



Colorado



North Dakota

Minnesota



South Dakota



Saskatchewan



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INTRODUCTION

You will find on the following pages valuable information concerning the hosting of a Midwest Plains Babe Ruth / Cal Ripken Baseball or Babe Ruth Softball tournament. The intent is to provide the tournament director and his staff with pertinent information for hosting a quality tournament. Along with tournament requirements, you will find in this guide information about tournament aspects that have been successfully used in previous tournaments throughout the eight state Midwest Plains region.

Throughout this tournament guide you will find many ideas. Pick and choose those that best suit your needs. Some of these items are also listed in the “Regional Tournament Agreement” (contract). *The items presented that have an asterisk (*) AND highlighted are a required element by the MWP regional.* Please refer to the Tournament Agreement frequently to insure inclusion of all required items.

Questions concerning information contained in this guide should be directed to the Task Force leader that has been assigned to your tournament. Your state commissioner will also be a good help in answering your questions. Please use the Task Force leader as your main source of support and information. The Task Force leader is to assist you in your planning and conducting of your tournament.

It is the intent of the Midwest Plains (MWP) region and your Task Force leader to assist you in hosting a very high-quality tournament. Together we can make your MWP regional tournament the best tournament ever held.

Best wishes as you undertake the exciting task of planning and hosting a MWP Babe Ruth/ Cal Ripken Baseball or Babe Ruth Softball tournament!

NOTES

TOURNAMENT DIRECTOR

The tournament director oversees the local proceedings prior to, during the tournament, and after its completion. During the tournament, he/she will be assisted by the Task Force leader assigned to the tournament. The Task Force leader and his/her assistant have the responsibility of overseeing all on-field game activity, tournament events, and provide a MWP champion. The tournament director is responsible, along with the Task Force to make sure that each event and tournament game is held. Overseeing all helpers/volunteers and local officials associated with the successful running of the tournament is also a responsibility of the tournament director.

The Task Force leader will be in contact with the tournament director during the months preceding the tournament. The tournament director needs to be up front and honest in all communications with the Task Force leader. When the Task Force leader arrives at the tournament, he/she expects to find the "house in order". It is not the Task Force leader's responsibility to make tournament arrangements for any aspect of the tournament but will be "with" you all along the way as you plan and host. The Task Force leader will attend the tournament and make sure that the regulations set forth by the MWP is followed and that the Tournament Agreement is fulfilled. The Task Force leader will make judgments on items that involve game protests, rules of the game, eligibility of player/coaches, and circumstances of a difficult nature that occur unexpectedly. The Task Force will attend every official tournament function throughout the tournament week.

So, work closely with the Task Force leader. He/she is ready to assist you. He/she has answers to your questions and/or the means to find the answers. Feel free to contact the Task Force or you state commissioner as you plan your tournament.

The Task Force leader assigned to your tournament is:

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TOURNAMENT CABINET

One of the first items that the tournament director needs to address in planning, is tournament volunteers/workers. The tournament director will need to acquire leaders to oversee major elements of the tournament. He/she should put together a “cabinet” / committee for each of the major elements.

The tournament director would then chair this cabinet and bring all the factions together for a smoothly run tournament. The director will oversee the actual tournament proceedings, and along with the chairpersons within the cabinet and with the guidance of the Task Force leader, make decisions throughout the planning and implementing of the tournament.

Listed below are suggested areas where chairpersons are recommended.

Public Relations/Game Program

This chairperson is responsible to publicize the tournament prior to, during, and after the tournament. This person will layout, plan, and oversee the printing of the tournament game program. He/she will work closely with the advertising chairperson.

Advertising

This chairperson oversees the acquiring of tournament sponsors, selling of ads for the game program, and works with the PR chair in the layout of the game program.

This is the area where the Host makes the financial profit necessary for hosting a tournament. A good rule of thumb—use the money generated from the sale of ads to finance the tournament. The amount collected for advertising and sponsorships should cover all tournament expenses and be collected prior to the start of the tournament. Then all the monies brought in during the tournament (admission fees, concessions, T-shirt sales, etc.) will be profit for the host league. Circumstances that happen during the tournament are things that you cannot always control, so if you can clear expenses with the sale of ads and sponsorships prior to the tournament you will be home clear as all moneys brought in from other sources will be your tournament profit.

PR (Public Relations)

Working along side the Advertising chair, this person should be your #1 community advocate. He/she is all about your community and what it stands for. The most important aspect of this job of public relations is to make sure that the hosting of a

MWP tournament is a “part” of the community. It’s not all about baseball, but it’s about what your community has to offer culturally, with activities, points of interest; providing information to the visitors and the residents a great view of what your city has to offer!

So, anything he/she can do to promote your city/community, is their job during the planning and carrying out of this tournament.

Grounds

This chairperson should, among other things, oversee:

- 1) The playing fields. It/they should be in tip-top shape before the tournament begins and be maintained during the tournament.
- 2) The dugouts, grandstands, press box, and surrounding areas
- 3) Field decorations such as flags, advertising signs, etc.
- 4) Public address system
- 5) Wi-Fi and the smooth use of Gamechanger
- 6) Rain contingency plans
- 7) Clean and neat grounds
- 8) **Making it a Babe Ruth / Cal Ripken Event” (See this section elsewhere in this guide.)
- 9) Restrooms
- 10)Waste Receptacles
- 11)Safety in all areas should be of utmost importance

This cabinet position is especially important because it provides a first and lasting impression on the players, parents, and fans. The field and grounds are a big part of a tournament’s reputation. The games are what the tournament is all about, so a well-groomed playing field and surrounding area is a critical element of the tournament.

Activities

This chairperson will arrange all non-tournament-game activities that will involve players and coaches (and, in some cases, parents and fans). His/her responsibilities include:

- 1) *Player/coach picnic or banquet
- 2) *Opening Ceremonies
- 3) Special recreational offerings to players, such as a pre-tournament skills contest, swimming, movies, etc.
- 4) Suggestions for players, parents, and fans pertaining to activities in the surrounding area in which they can participate during their stay
- 5) Points of interest in the surround area recommended for visitation.

Concessions/Souvenirs

All items for sale at the tournament events are the responsibility of this cabinet member and his/her helpers. The sale of these items needs to be ordered well in advance to guarantee that the items are ready for sale during the tournament. This should include, but not be limited to: T-shirt and souvenir sales, concession foods, game programs, etc.

Gate Admission

The moneys generated by charging a team admission fee or the daily sale of per-day gate admission is so important for the host. This chairperson will help establish the gate fees, find workers to administer the selling of tickets/passes and then schedule and oversee this element of the tournament. (See section on Tickets / Admission later in this manual.)

NOTES:

TOURNAMENT CHECKLIST

Use the following checklist to help plan and carry out a successful Babe Ruth / Cal Ripken MWP Baseball / Softball tournament.

- BID ON TOURNAMENT**
- TOURNAMENT AGREEMENT ACQUIRED AND SIGNED**
- TOURNAMENT CABINET FORMED / CHOSEN**
- TOURNAMENT UMPIRES SELECTED AND CONTRACTED**
- TOURNAMENT HEADQUARTERS ESTABLISHED**
- LOCAL EXTRA PLAYER AND TEAM AWARDS ORDERED**
- PLAYER INFORMATION BOOKLET COMPLETED AND SENT TO STATE AND REGIONAL COMMISSIONERS**
- ALL GAME PERSONNEL READIED FOR TOURNAMENT**
- TOURNAMENT 2ND HALF GUARANTEE FEE PAID**
- OPENING CEREMONIES, PLAYER PICNIC, AND COACHES, BREAKFAST SCHEDULED, PLANNED, AND ORGANIZED**
- PROGRAM ADVERTISERS COMMITTED AND ALL PROGRAM ITEMS READIED FOR PRINTING, INCLUDING GAME SCHEDULES, AND EACH TEAM PICTURE WITH PLAYER IDs**
- TOURNAMENT GAME PROGRAM PRINTED**
- TOURNAMENT HELD**
- POST TOURNAMENT MEETING TO EVALUATE AND CELEBRATE**
- SUCCESSFUL COMPLETION OF ALL PRE AND POST ASPECTS OF TOURNAMENT.**

RECOMMENDED TOURNAMENT DEADLINES TO BE MET

September:

Have your tournament “bid” ready for presentation to your state Babe Ruth Leagues Board of Directors at their fall meeting. This meeting generally occurs in mid-September. It is at this meeting that all regional tournaments are determined for the *following year*. Check with your State Commissioner for the date of this meeting.

All tournament “team of organizers” should be present at the meeting to present ideas/plans for the tournament on which they are bidding. It would be a good idea to have your tournament director chosen prior to your presentation to the Board.

Your presentation to the Board is important, as it will indicate to the Board your intentions of a quality tournament as well as provide a choice for the Board if another city/league is bidding on the same tournament.

Your willingness to bid a regional tournament for one specific player age group is okay but being flexible and making your bid open to several different age groups will better your chances of hosting a tournament now and in the future years

Acquire from your State Commissioner a MWP Regional Tournament Agreement. Requirements for hosting a regional tournament are listed in this contract as well as the financial commitment you will need to make with the state/region. The information on the contract will help you in your decision making before you make your bid.

If your league has not hosted a state tournament in the last five or six years, it would be a promising idea to host a state tournament the year prior to your desire to host a MWP regional tournament. This would give your committees a chance to run a successful tournament before tackling the MWP regional tournament. Hosting a state tournament is not a prerequisite, but strongly encouraged. Also, include plans to visit a regional tournament where you can observe the workings of a successful event. There are quite a few aspects of a regional tournament that would be important to see in action prior to hosting one of your own.

*Once you have “won” the bid for your tournament, the Regional Tournament Agreement (contract) should be signed ASAP. The state commissioner will be the contract to you for you to sign and return.

October 15:

- 1) The tournament “cabinet” should be selected and begin work on their specific tournament areas.
- 2) Ballpark(s) and all other needed facilities should be reserved for tournament week. (Of course, the ballpark should be committed before a bid is made for the tournament!)

February:

Make an assertive effort to find umpires for your tournament. It may seem early to do this but finding and deciding upon umpires is especially important and it takes time, in most cases, to acquire the umpires that you want and need. (During the month of May, you should have your tournament umpires signed and committed.) It is imperative that your MWP tournament umpires know Babe Ruth and/or Cal Ripken Baseball and Softball rules, policies, and sportsmanship expectations. *Your umpires will also need to be Babe Ruth League certified. (See Umpire section later in this manual.)

March 1:

*Tournament headquarters should be established. Rooms should be reserved for the MWP Task Force (usually two). Check with your Task Force leader to see whether you will need one or two rooms. Also arrange with the hotel to set aside some rooms for families and players.

April:

Plan to attend the MWP spring meeting of the regional board of directors. Your Task Force leader will be able to provide the information needed as to the date and location of the meeting. At this meeting each of the hosts for that year’s MWP regional tournaments will make a presentation to the board. This presentation should include:

- 1) Your league biographical information
- 2) Why you think your league should be a host
- 3) Show and explain the facilities that you will use for the tournament
- 4) Things that you will include in your tournament to make it a special event
- 5) Any information that you think necessary for participants to know

*You should also have a hard copy of the Player Information Booklet available to be distributed to each state at the meeting. You should also already have this booklet available to view electronically, as this will be the method used to distribute this booklet to the participating teams in your tournament. If you don’t have that ready for electronic distribution at this time, you should get that done ASAP. This booklet will, of course, be updated as you get closer to your tournament dates. The update would need to include specific times of tournament events, game schedules, and other last-minute updates.

May:

- 1) All awards that you desire to use during the tournament that are beyond the awards supplied by MWP (see Tournament Agreement), should be ordered. (*Tournament Agreement lists what awards are provided.)
- 2) Acquire/contract your tournament umpires. This is a must. Get them finalized. If they are not yet Babe Ruth League certified, they now have time to get this done before they start their umpiring season and for sure before your tournament begins.
- 3) Stay in touch with your Task Force leader as it relates to the Player Information Booklet. Since you already have the basic booklet completed, continue to share your additions with the leader. Of course, your final addition of this booklet will be completed the week before the tournament begins.

June:

- 1) Work with your game program printer to establish deadlines for copy and publishing
- 2) All concession items, souvenirs, t-shirts, etc. need to be on order.
- 3) Continue work on tournament advertising and promotion

July 1:

Game program advertisers should be committed and copy of material obtained for each of them. Begin the layout and planning of the game program.

July 15:

Your game program should be ready to go to the printer. All page layouts complete except for team photos of participating teams. The game schedules should be ready as well for inclusion.

Tournament Week:

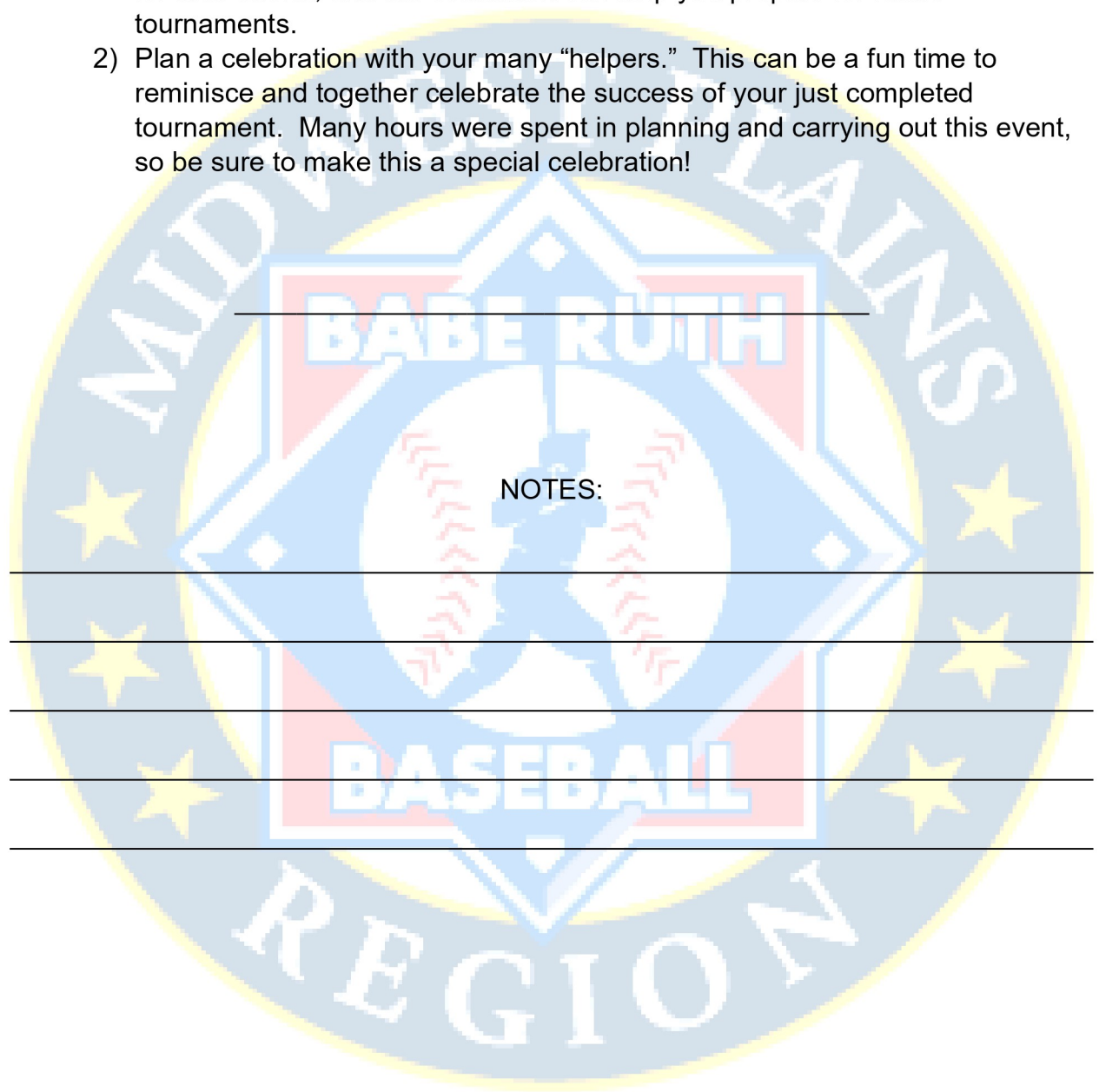
- 1) Print tournament game program two days in advance of the opening game or as soon as all participating teams' photos and player IDs arrive.
*Program must include all team pictures and rosters.
- 2) Meet with tournament "cabinet" to confirm that all is ready.
- 3) Make final contact with tournament umpires. If possible, meet with the umpires a day in advance and go over field ground rules, your expectations, and any other items that you or the umpires need to discuss.

During the MWP regional tournament:

*Prior to the beginning of the tournament present the Task Force leader with the final payment for hosting the tournament, as decided when signing the Regional Tournament Agreement. Getting this out of the way before the busyness of the tournament proceedings are important.

At Tournament Conclusion:

- 1) Meet one more time with your “cabinet” to evaluate the tournament’s successes and areas where improvement is needed in the future. This is a momentous time because all your volunteers/workers need one last THANKS for their efforts, and the evaluation can help you prepare for future tournaments.
- 2) Plan a celebration with your many “helpers.” This can be a fun time to reminisce and together celebrate the success of your just completed tournament. Many hours were spent in planning and carrying out this event, so be sure to make this a special celebration!



NOTES:

TOURNAMENT PLANNING CALENDAR

(See "Recommended Tournament Deadlines")

SEPTEMBER	OCTOBER	NOVEMBER
<p><i>Bid on Tournament</i></p>	<p><i>Sign Tournament Agreement</i></p> <hr/> <p><i>Select Cabinet</i></p> <hr/> <p><i>Reserve all Facilities</i></p>	<p>Cabinet Meeting</p> <hr/> <p><i>Assign "duties" to Cabinet Members</i></p>
DECEMBER	JANUARY	FEBRUARY
<p><i>Research and make contacts to review and learn about other recent MWP Tournaments</i></p>	<p>Cabinet Meeting</p> <hr/> <p><i>Update on progress from each committee chairperson</i></p>	<p><i>Begin the recruiting of volunteer workers</i></p>
MARCH	APRIL	MAY
<p>Cabinet Meeting</p> <hr/> <p><i>Establish Tournament Headquarters</i></p> <hr/> <p><i>Reserve rooms at Headquarters</i></p> <hr/> <p><i>Player Information Booklet sent to Task Force for Approval</i></p>	<p>Cabinet Meeting</p> <hr/> <p><i>Begin Selling Advertising for Tournament Program book</i></p> <hr/> <p><i>Attend the spring mtg of the MWP Board of Directors</i></p> <hr/> <p><i>Player Information Booklet sent electronically to Commissioners</i></p>	<p>Cabinet Meeting</p> <hr/> <p><i>Order Local Awards</i></p> <hr/> <p><i>Acquire Umpires</i></p>
JUNE	JULY	AUGUST
<p>Cabinet Meeting</p> <hr/> <p><i>Order T-shirts, Souvenirs, Concessions, etc.</i></p>	<p>Cabinet Meeting</p> <hr/> <p><i>Game Program contents secured, readied, and printed</i></p> <hr/> <p><i>All Plans Finalized</i></p> <hr/> <p><i>Tournament Held</i></p>	<p>Cabinet Meeting</p> <hr/> <p><i>Evaluation</i></p> <hr/> <p><i>Celebration</i></p>

TOURNAMENT HEADQUARTERS

A tournament headquarters should be established/selected within the tournament city. Many times, this is a reputable local hotel. The purpose of the headquarters will:

- 1) Provide a meeting place for tournament officials away from the tournament site.
- 2) Be a place for relaxation away from fans and players.
- 3) Provide the possibilities for quick communication with the Task Force, tournament director, and coaches/managers.
- 4) *Provide a location (if needed) for the Coaches' Breakfast
- 5) Mostly likely be the location for the lodging of the Task Force members and the umpires.

*The tournament host shall provide a hotel room for each of the assigned Task Force members. In most cases this will be two commissioners assigned to your tournament by the regional commissioner. When you arrange for the tournament headquarters the management will usually give you at least one complimentary room to be used either for housing a Task Force member or an umpire. These rooms should be arranged for prior to the tournament.

You should also discuss with the management the possibility of reserving additional rooms for players, coaches, and fans. Since the teams are not required to stay at the Tournament Headquarters, this is a delicate subject to tackle, but an important one. All teams, managers/coaches, and fans are responsible for the payment of their respective room rentals. If you should reserve rooms for managers and coaches, make it known in the Player Information Booklet that the booking of these rooms should go through the Tournament Director or his designee, so that the set-aside rooms will go to the correct individuals.

Many hotels will give a discounted room price if they can be guaranteed that rooms will be reserved. If a discount is given, be sure to promote this location in the Player Information Booklet and encourage participants to stay at that location.

UMPIRES

It is vital to have quality umpiring at a MWP regional tournament. An important task then, is to acquire quality umpires who will provide the authority necessary to promote quality baseball. These umpires should:

- 1) *Be Babe Ruth League certified NAU (Task Force leader can supply needed information concerning this certification)
- 2) Be professional in all aspects. This includes decorum, dress, and administration of the game.
- 3) Have the personality and demeanor that fits the situation whether it is with unexpected controversy or routine game calling. These umpires will be working with young ball players, not adult professionals. The umpire is there to administer the game, not interfere with its proceedings.
- 4) Be only four or five in number. It is especially important to have consistency during the entire tournament. Having too many umpires diminishes the possibility of consistency and administration. A good rotation of umpires throughout the tournament is important. Using an umpire for only one or two games only, during the tournament is not recommended.

Umpires who come with quality recommendations from their colleagues around the state are the ones to consider. If your local leagued umpires are of high quality, they should be considered. For it is an honor to officiate a tournament at this level and the local umpires can be honored for their commitment by being selected to work your tournament. But it would also be wise to consider highly regarded umpires from outside of your area.

Without a doubt, your umpires can “make or break” your tournament. Insist on professionalism in dress and conduct.

Most MWP level tournaments use a two-man crew for each game. *For the semi-finals and finals, a three-man crew is required.

If you can, use one of the umpires sitting out a game in their umpiring rotation, as a member of that game’s protest committee.

Throughout your tournament the Task Force members in attendance will, along with the umpires, administer the tournament rules of Babe Ruth Softball and Babe Ruth and Cal Ripken Baseball. The umpires will need to attend the Coaches’/Officials’ breakfast. At the breakfast they will present pertinent rules to the coaches and answer coaches’ questions pertaining to how they will administer the rules.

It is an honor to be selected to umpire at a MWP regional tournament.

This should be conveyed as such to the umpires. They in turn, will be recognized throughout the tournament as umpires who have officiated Babe Ruth/Cal Ripken Baseball and Softball contests in the past and have been selected because of their dedication to baseball and to the rules of the game.

The umpires may want to donate their time/game pay as their contribution to your tournament.

TOURNAMENT PLAYER INFORMATION BOOKLET (PLAYER/PARENT GUIDELINES)

A tournament player booklet should be created for your tournament. This booklet will be put in the hands of each player and coach participant in your tournament before they arrive at your MWP tournament. This will be provided via electronic media. The booklet can be printed out by each individual player/family so that it is handy for carrying as they travel to the tournament and use throughout their stay in your community.

The timing for creating this booklet is crucial. *The initial addition should be created and brought with you to the spring MWP regional meeting. The booklet can be already electronically positioned prior to this meeting is so desired. This first addition will give the regional and state commissioners an opportunity to see what you have to offer for your participants and guests coming to your tournament.

Here are the items that should be included in the booklet. (You may include additional items at your discretion.)

- 1) Rules of conduct during the tournament week for on and off the field
- 2) What to expect from tournament host
- 3) Schedule of all tournament events
- 4) Schedule for team check-ins
- 5) Ticket and pass information for admission
- 6) Tournament site information accessibility.

(This would include type of fan seating available, concession/food types available, souvenir sales, parking, etc.)

- 7) Points of interest in the area for possible visitation
- 8) List of recommended hotels, Airbnb's, camping areas, etc.
- 9) Personal contacts

- 10) Any other information that the tournament director and his cabinet feel is important for participants and visitors to have at their disposal.

The final addition of this booklet that would include last minute information should be uploaded a least one week prior to the check-in date scheduled for the participating teams.

AWARDS/RECOGNITION

Awards that are presented to the players during and following the tournament are especially meaningful to the players and their families.

MWP Babe Ruth Leagues and its sponsors will provide:

- 1) Team trophies and/or plaques for the first place and first runner-up
- 2) Championship and runner-up individual medals.
- 3) A MWP regional championship banner
- 4) Norm and Colleen Travis Sportsmanship banner and pins for players on the selected sportsmanship team

The tournament host will provide:

- 1) *Participation certificates/awards to all tournament participants
- 2) Any other local awards that the host would like to provide. Possible awards:
 - Individual player awards for second runners-up
 - Most valuable player (game and/or tournament)
 - Most inspirational player
 - Best batting average
 - Outstanding defensive player
 - Individual game awards given to one player on each team (MVP, outstanding play, etc.)
 - Shortest player, dirtiest uniform, etc.
 - All-tournament team

The tournament can also provide the setting for the host league to present honors upon their local volunteers, sponsors, and local dignitaries. These are important people to the success of your league, and they should be recognized for their contributions to the success of your local league season and to the success of this

tournament. Pre- and post-game recognitions of this sort are attention-getting and very appropriate.

NOTES



TOURNAMENT GAME PROGRAM

It is recommended that the following items be included in your tournament program. Note those items that are required.

- 1) The tournament game bracket (pool play groupings). Each game Listed should include game start times and team matchups
- 2) *Pictures of each participating team in your tournament with identification of each player, manager, and coach that corresponds with the team picture. If possible, each player's uniform number should either be listed with the picture identification or placed elsewhere in the program where the team roster is listed.
- 3) *For tournament for ages 5-12 the name Cal Ripken Baseball and/or the Cal Ripken Baseball logo must be on the program cover. For tournaments ages 13-18, the name Babe Ruth Baseball and/or the Babe Ruth Baseball logo must be on the program cover, and the cover of a Babe Ruth Softball tournament program must display the softball logo or the words of Babe Ruth Softball.
- 4) *Other pages provided by the Task Force Commissioner must be included.
- 5) No less than one fourth of a page must be devoted to important Babe Ruth Baseball, Cal Ripken Baseball, or Babe Ruth Softball tournament rules and regulations. Some ones to include:
Pitching limitations per game/for tournament, innings to be played per game, run rules, player re-entry, tie breaker rules, etc.

SPONSORSHIPS / ADVERTISING:

Sell enough ads/acquire enough sponsors to completely pay for your entire tournament expenses. Having this done before the tournament begins will ensure that you will make a profit. If you can accomplish this, all funds obtained during the tournament will be PROFIT!

The following are *other suggestions* that you might consider concerning your game program:

- 1) No charge for tournament program to fans. The purpose here is to expose the advertising ads that your sponsors have provided. These ads need to be seen by the fans!! If you charge for your programs, you will have limited exposure to the ads that your sponsors so want the participants to see. When selling program advertising, use this as a point of emphasis to your sponsors that you do not plan to sell the programs, but plan to give them away to get them in the hands of those who the advertisers want as customers.
- 2) Include coupons in the advertising which will bring/send fans to the local businesses that are supporting your tournament.

Arrange to print the tournament program as late as possible. The program is not needed until the day of the first game. Waiting until the last minute to send to the printer will allow for all team pictures to be included as well as all game schedules.

TEAM CHECK-IN

A time will need to be arranged for the team manager and his team to meet with the Task Force leader (s) to “check-in” his team. This time needs to happen as soon as can be arranged after the team(s) arrive for the tournament so that all players can be officially verified by their credentials for participation in the tournament. The time and place for this check-in is important.

During check-in allow 30 minutes for each team. The Check-in is to involve EVERYONE on the tournament team roster, which includes the manager, the coaches and ALL the players. About 5-10 minutes of the check-in time will be used for going over the paperwork and/or credentials that the manager is required to bring. This can be done simultaneously as the tournament director and other Task Force leaders welcome the team to the tournament. The Task Force leaders will use the rest of the 30 minutes to visit with the team, manager, and coaches about tournament rules and expectations.

Because of travel time, schedule the check-in for the host team FIRST. Meet with the team traveling from the greatest distance, LAST. That will give the long travelers more time to complete their trip. This check-in schedule should be included in the Player Information Booklet.

Plan to have the Check-in during the afternoon hours prior to the Welcoming Event. Begin at noon and schedule each team at about 45-minute intervals. This method has been used most often and is proven to be extraordinarily successful.

Once the Check-in schedule in your Tournament Player Information Booklet has been approved, it CANNOT be changed without approval from the Task Force Leader.

Team check-in can be held at a shelter house near the ballpark, near your planned Welcoming Event (picnic, banquet, etc.) or at some other location where there are few distractions. If you plan for an outdoor check-in, it would be good to have an indoor meeting room available in case of inclement weather.

It is important that you plan the check-in sessions early enough to provide adequate time for tournament officials to arrange, if necessary, for missing credentials to be obtained prior to the start of the first tournament game.

It might be helpful to provide an activity for teams that are scheduled to arrive early in the afternoon. (This would be during the check-in of the remaining teams.) This could be as simple as scheduling a team swim, arranging for a discount at the local golf course driving range, conducting a team scavenger hunt, arranging for a movie, or providing a practice field for teams to conduct a team practice

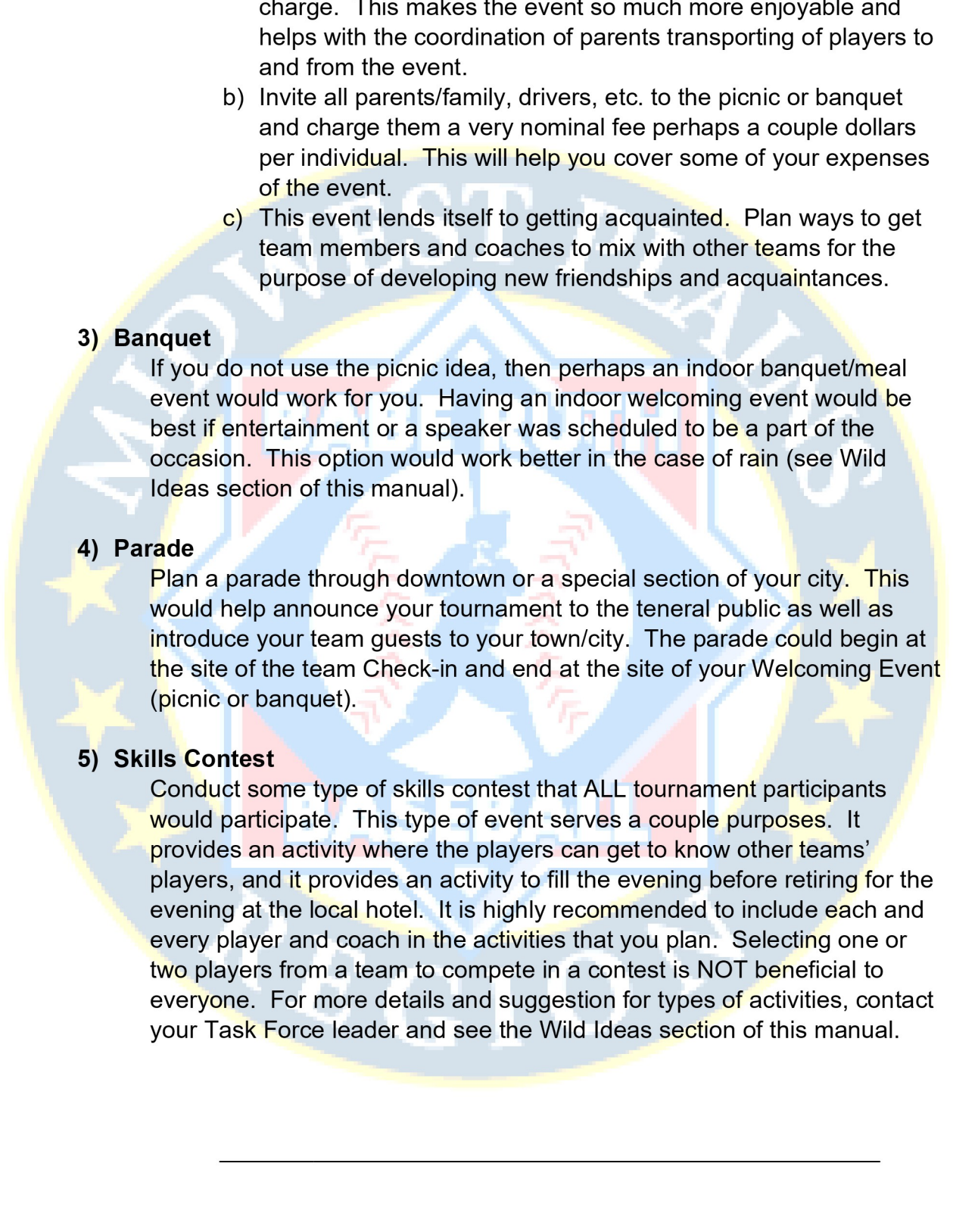
WELCOMING EVENT

*A player/coach picnic or banquet is ideal for welcoming your tournament guests. This event is generally held on the evening of the day of arrival for the teams but can be scheduled at another appropriate time during the first day of the tournament schedule. This is a required event for the tournament and all team members. Managers, and coaches are required to attend.

1) *Coach/Player Picnic (or Banquet)

This is the most frequently used welcoming event. As a requirement of your regional tournament, the event should be well through out with appropriate planning to make this a memorable event. This event is your first official tournament event. It will be one of the only three events in your tournament that all participants are required to attend (the others, being Check-in and Opening Ceremonies). Make it a magnificent event with delicious food and held in a comfortable outdoor/indoor setting. Here is a list of things that have worked well for tournaments in the past and are highly recommended.

- Arrange to have the picnic in a park-type setting. This type of setting usually provides an adequate amount of picnic tables and areas conducive to eating and visiting. Do plan for an alternate site in case of inclement weather.
- It is highly recommended that the picnic setting not be held at the tournament playing field.
- If conducting a banquet, seating the teams is an important aspect. (See the Wild Idea section of this manual)
- An entertainer or speaker is advised if you host a banquet. But even at a picnic, some type of entertainment would be great. (See Wild Idea section of this manual)
- As you plan for the evening activities, the picnic or banquet location should be arranged to be in a convenient and easy access location for all attendees.
- Although pizza is a delicious food enjoyed by many of our youth, it is not what we would recommend for this important event. A more traditional menu would be more appropriate, such as barbeque or gourmet burgers.
- You can decide who will be invited to this event. It has been managed in many ways over the years. All players, managers, coaches, and tournament officials are required to be in attendance, but here are some additional ways to make this a special event:

- 
- a) Invite all parents/family, drivers, etc. to the picnic/banquet at no charge. This makes the event so much more enjoyable and helps with the coordination of parents transporting of players to and from the event.
 - b) Invite all parents/family, drivers, etc. to the picnic or banquet and charge them a very nominal fee perhaps a couple dollars per individual. This will help you cover some of your expenses of the event.
 - c) This event lends itself to getting acquainted. Plan ways to get team members and coaches to mix with other teams for the purpose of developing new friendships and acquaintances.

3) Banquet

If you do not use the picnic idea, then perhaps an indoor banquet/meal event would work for you. Having an indoor welcoming event would be best if entertainment or a speaker was scheduled to be a part of the occasion. This option would work better in the case of rain (see Wild Ideas section of this manual).

4) Parade

Plan a parade through downtown or a special section of your city. This would help announce your tournament to the general public as well as introduce your team guests to your town/city. The parade could begin at the site of the team Check-in and end at the site of your Welcoming Event (picnic or banquet).

5) Skills Contest

Conduct some type of skills contest that ALL tournament participants would participate. This type of event serves a couple purposes. It provides an activity where the players can get to know other teams' players, and it provides an activity to fill the evening before retiring for the evening at the local hotel. It is highly recommended to include each and every player and coach in the activities that you plan. Selecting one or two players from a team to compete in a contest is NOT beneficial to everyone. For more details and suggestion for types of activities, contact your Task Force leader and see the Wild Ideas section of this manual.

***MANAGERS AND COACHES' & OFFICIALS' BREAKFAST**

To keep managers, coaches, and other tournament personnel informed about tournament proceedings it is best to emphasize communication. A setting for good communication is the coaches'/officials' breakfast. Attendance at this event is mandatory for all managers, coaches, and umpires. This meeting provides a time to:

- 1) Get acquainted
- 2) Introduction of tournament officials and briefly explain their responsibilities
- 3) Allow time for the tournament director to address specific tournament issues and field questions from those in attendance
- 4) Go over game schedules and reporting times
- 5) Plan for scheduling practice times and fields.
- 6) Go over special concerns about game rules, conduct, and expectations
- 7) Provide time for the Task Force Leader(s) to address those in attendance with concerns about sportsmanship, Babe Ruth Baseball/Cal Ripken Baseball, Babe Ruth Softball rule clarifications, etc.
- 8) Field questions from those in attendance
- 9) Allow time for umpires to speak about their points of emphasis and help clarify rules that are brought to their attention.

A breakfast setting/get-together serves the purposes of communication and a showing of recognition and appreciation to the managers and coaches for their hard work, dedication, and team accomplishments.

OPENING CEREMONIES

Opening Ceremonies are to be held during the first day of the tournament. It would be great to hold these ceremonies prior to the first game, but realistically, it

makes sense to hold the Opening Ceremonies later in the day so that most teams/players/parents/fans will already be at the ballpark. So typically, the ceremonies are held before the feature game on the first day of play. Also consider a time where your local sponsors, league officials, and tournament workers can be in attendance.

All players, managers, and coaches are required to be in attendance. The purpose is to highlight each player and league which they represent.

Listed below are items that should be included in the Opening Ceremonies:

- 1) The name of each player, manager, and coach announced
- 2) Each player, manager, and coach will receive a certificate of participation (or other special memento that identifies the time, location, and level of competition) This participation item is the responsibility of the host.
- 3) The Task Force leaders and tournament officials should present this participation item to each participant. It would be appropriate that each participant receive their item at home plate as their name is announced.
- 4) Since the Sportsmanship Code of Babe Ruth League is what we stand for, the reading of this Code during Opening Ceremonies should be included.
- 5) A “live” national anthem would enhance the proceedings.
- 6) Recognition of local league and tournament officials made here as well as recognizing tournament and league sponsors.

Some items that could be used to “spruce up” the ceremonies:

- 1) A local “celebrity” to throw out the “first pitch”. This could be a great honor to bestow on a league official or tournament director.
- 2) A local “celebrity” to sing or perform the national anthem
- 3) Color guard to present the flag
- 4) Raising of the US flag, local league flag, or Babe Ruth/Cal Ripken flag during the national anthem. This would be a sign of the official beginning of your tournament and the flags would fly during each game throughout.
- 5) Have each team write up and have available to the press box a team/league blurb about their team. This blurb would be read aloud as each team is “presented” either before player introductions or after all teams are assembled on the field after introductions.
- 6) Have a designated spot on the infield for each team to assemble after they have received their participation item.
- 7) Recognize your local league and tournament officials and volunteers
- 8) (See Wild Ideas section in this manual)

PRE & POST-GAME PROCEDURES

The following procedures are highly recommended to be held at all MWP regional Babe Ruth Baseball, Cal Ripken Baseball, and Babe Ruth Softball tournaments.

Pre-Game Procedures for each tournament game: (Starting these procedures about 10 minutes prior to the scheduled game starting time, will help keep your games on schedule)

- 1) Introduce each player, manager, and coach of each team that is participating.
- 2) As the participant's name is introduced, he/she takes his/her place along the foul line that is in front of their respective dugout. They should face the crowd.
- 3) After introductions, the Sportsmanship Code of Babe Ruth League is read. (See Wild Ideas section of this manual for ideas)
- 4) Play, perform, or sing the national anthem

Post-Game Procedures for each tournament game:

(After players are back in their dugout and the tournament officials have determined the participants than proceed.)

- 1) If game awards are to be presented (highly recommended) these should be announced at the conclusion of the game.
- 2) The game awards should be presented by tournament officials and/or Task Force leaders.
- 3) See "Wild Ideas" section of the manual for ideas

TICKETS / SOUVENIRS / CONCESSIONS

TICKETS / ADMISSION

Carefully weigh the pros and cons of paid or free admission or using the admission fee for fan access to games. You are not required to charge admission, but the moneys brought in from gate receipts will be beneficial to help cover tournament costs. You have two basic options from which to choose. Use the one that best fits your tournament plans. Consider using "only credit card" for all transactions at the

ballpark, admission, concessions, souvenirs, program, etc. The use of QR square should be considered.

Daily Admission/gate Fee: This is a daily fee charged for each fan that enters the facility. You can charge a daily rate or a family rate. This fee at the gate will probably be a “cash only” method of payment. Check the Players Information Booklet for details on admission charges.

Pros:

- With this method you bring in the most revenue
- The ticket booth personnel are the first friendly face the fans meet
- This is the “welcome wagon” of the tournament.

Cons:

- The physical restrictions of the facilities may not suit for coverage of all the entrances
- Ticket-takers will need to be acquired to man the gate

The price you charge for admission should be a reasonable charge and there is not a requirement in the contract for such charge. You can do a “per day basis” charge or use an “all-sessions pass” charge that covers the entire tournament. Consideration for free admission for young children would be appropriate.

*A free pass/no charge into all games is required for the Task Force leaders.

Here are ideas that have been used in the past:

- Those running your concession/souvenir area and officials involved in the games (PA announcer, scorer, scoreboard operator, ticket taker, etc.) can be given free admission
- Local league officials such as league officers can be rewarded/recognized by giving them game passes. (This idea is great because these people are the backbone of your program, and they can help showcase your facilities and program to the visiting fans.)
- Eliminate admission fees for the final day of competition

Flat Admission Fee: This is a way to charge a base rate for each team participating in the tournament. This would take the place of a daily admission fee. If you plan to use this approach, the maximum allowed per team is \$450.

Pros:

- No need to acquire ticket-takers
- Coverage of all the entrances is not a concern

Cons:

- May yield less revenue

- No one at the gate to greet you and provide answers to questions
- Coaches must deal with another process and provide a check
- Often confused with an “Entry Fee”, it is not. It simply replaces the daily gate fee normally pay for each fan entering the facility.

You must weigh the process and decide what you would like to do. If you decide to go with the Flat Admission Fee, you will need to communicate this with your Task Force leader, and he will make sure that all the participating teams know the Fee amount you want to charge and arrange for the participants to bring the Fee with them to the tournament. You, along with the Task Force leader will determine what Flat Admission Fee will be.

SOUVENIRS & CONCESSIONS

Some of the possible souvenir items to be sold on site should include tournament T-shirts and other keepsake items. If you plan to sell the game program, it would be good to have several areas for these sales; at the admissions’ gates and at the concession stands. (Suggestions for selling the game program were given in a previous section this manual)

There are no requirements as to what to make available to the tournament attendees as far as concession items are concerned. When it comes to concessions, it is a promising idea to offer food items at reasonable prices which will “keep” your fans at the ballpark versus them leaving to go pick up a meal at a local eatery. Freshly made foods each day and a good variety of items is recommended.

For knowing how to plan for quantities of souvenirs and concession items, check with past tournament sites or ask your Task Force Leader for information.

TOURNAMENT GAME EQUIPMENT & FIELD DECORATIONS

Plan to obtain all needed game equipment/supplies a couple months in advance to avoid late shipments or supply issues.

- Such items as the *Rawlings baseballs/softballs are sometimes difficult to obtain on short notice. These can be obtained through most sporting goods retailers or through Babe Ruth League, Inc. (See MWP Tournament Agreement for specifics on required baseballs and softballs.)
- Check the Babe Ruth League, Inc Baseball and Softball Rules and Regulations & Official Play Rules book's field diagrams for specifications on the dimensions for both baseball and softball fields. The dimensions shown in these diagrams should be followed. Also going over these diagrams may remind you of some necessary field equipment.
- Obtaining/creating items such as banners and posters to display at the tournament paying site are important. The Tournament Agreement says: *” Prominently displaying the Babe Ruth Baseball/Softball and Cal Ripken emblem is required”. (See “make it a Babe Ruth/Cal Ripken Event” elsewhere in this manual.)
- Acquiring recorded music to be played between games as well as recordings of “The Star-Spangled Banner” and the Canadian anthem is a good recommendation even if you plan to use a “live” performance of the national anthem. Since you will be playing or having a “live” national anthem before each game, it might be a good idea to obtain several artist renditions of the anthem and use these as a variety to spark more interest and participation. People enjoy variety.

Be aware, as stated above, that depending on your participating teams, you may need the Canadian anthem for some games.

***MAKE IT A**

**BABE RUTH BASEBALL/SOFTBALL CAL RIPKEN
EVENT**

It is particularly important that your tournament stand apart from other tournaments being held in your area, or of higher quality than tournaments that your participants have attended in the past. *It should be obvious that your tournament is a*

Babe Ruth League event. Babe Ruth and Cal Ripken tournaments usually provide a better atmosphere, better baseball action, and a wholesome environment for young ball players. And your tournament will provide good entertainment for the whole family. We can capitalize on this by making the public aware that this **is** a tournament sponsored by Babe Ruth League and that this tournament is a tournament to be remembered!

To make your tournament a Babe Ruth Baseball/Softball or Cal Ripken Baseball event, you can:

- 1) Aggressively advertise the tournament prior to its scheduled start
- 2) Arrange for daily coverage in the local media (newspaper, Facebook, league website, etc.) beginning several days before the tournament and continuing a day or so after the final game.
- 3) Hang banners and posters at the tournament site that announce to those driving by and those in attendance that this is a Babe Ruth Baseball, or Babe Ruth Softball, or Cal Ripken Baseball tournament.
- 4) Fly a Babe Ruth League flag or banner along with the US flag throughout the tournament at the tournament playing site.
- 5) Post signs in town/city announcing the tournament, its running dates, and its location.
- 6) Paint Babe Ruth logos on the centerfield grass or along the foul lines.
- 7) Sell Babe Ruth/Cal Ripken souvenirs, T-shirts, and programs with the Babe Ruth logo plainly visible
- 8) Involve as many people, civic clubs, and businesses as possible. They will pass the word on to others!
- 9) Provide fair play, great sportsmanship, and baseball/softball fun for all.
- 10) Advertise your tournament at every local business that has a marquee.
- 11) Paint slogans or baseball scenes on the large windows or local retailers.
- 12) Don't forget to bring your local league families to games. Use email and Facebook to share the word.

Above all, make your tournament the best tournament ever. Make it one that cannot be forgotten. If you do that, you will have provided the best possible advertising for Babe Ruth League and for *your city!*

TOURNAMENT GUARANTEE

The Tournament Guarantee payable to Babe Ruth Leagues is listed in the Tournament Agreement. The first half of the payment *is due upon signing the contract* and the remaining half is due at the beginning of the tournament. The fees for MWP tournaments vary based on the age division for which the tournament is held.

The check for the correct amounts should be given to your State Commissioner or to the Task Force leader of your tournament.

PUBLIC ADDRESS ANNOUNCER GUIDELINES

The public address announcer is one of the most “visible” and important aspects of the tournament. He/she will be informing the players, parents, and fans about most aspects of the tournament through his/her comments. So selecting the announcers should be done with discretion. Communicating is very important but too many words can spoil the fun. A radio personality with previous experience with this type of announcing would be a desirable choice.

The announcer will:

- 1) Introduce each player, manager, and coach before each tournament game. This will be done prior to the reading of the Sportsmanship Code of Babe Ruth League and the national anthem. As each player is announced he/she will take their place along their respective foul line, starting near home plate, and facing the crowd. The players should be announced as they are listed on the team roster, NOT according to the “starters” and “subs” as listed on the lineup card. Whether they are “starters” or subs has nothing to do with this introduction. These are all members of the team.
- 2) Sportsmanship Code: The announcer will either read the Sportsmanship Code or have others read the Code. This will be done, as stated above, before every tournament game. (See Wild Ideas section of this manual)
- 3) (If the tournament proceedings allow) Direct each team when to take pregame infield/outfield practice, give time allowed, and give a “two-minute remaining” warning to keep the proceedings on time.
- 4) Announce home and visitor status for each game. On day one announce the procedure used to determine home and visitor status.
- 5) Announce the player coming to bat and the on-deck player.
- 6) DO NOT ANNOUNCE each ball and strike, the strike count, and whether the player collects a hit, walk, or commits an error. If the announcer would like to announce the number of hits, runs, and errors at the end of each half inning that would be appropriate. Giving the game score at the end of each half inning is important.
- 7) Enthusiasm and overall showing of a great personality are key ingredients for a tournament PA announcer.

When announcing a baseball/softball game the announcer would be careful to not say more than is necessary and nothing partisan or controversial in nature. Over-announcing takes away from the game. Of course, announcements between innings concerning promotion of concessions, sponsorship announcements, announcements of coming tournament events, and honoring volunteers, etc. are important.

TEAM HOSTS

Team Hosts can be a greatly beneficial component of a MWP tournament. The Hosts can be assigned to each team upon their arrival and be available to assist them while the team remains in the tournament competition. Hosts can be available for:

- 1) locating necessary help when needed or requested by either the team or the fans that are associated with his/her assigned team.
- 2) helping with game equipment; help with repairs or for acquiring additional items.
- 3) finding answers to difficult tournament questions.
- 4) directing teams and fans to unfamiliar local sites (restaurants, parks, recreation facilities, entertainment, etc.).
- 5) running errands as directed by the team manager.
- 6) providing batboy-game-time duties.
- 7) general assistance as needed.

These Hosts can be assigned to sit at a specific place near the dugout during their assigned-team's games. Wearing a designated cap or T-shirt can help to identify the Hosts.

This idea has been used as an avenue to get well-known local citizens involved in the tournament. Senior citizens that love to work with youth and are seasoned community promoters would be excellent choices for these positions.

WILD IDEAS

Listed below and briefly described are several ideas that could be implemented during your tournament. Most of these have been used and have proven successful, while others are newer and require more of a risk. The ideas listed here that have been tried have been very successful. All these suggestions will enhance your tournament make it rally exciting! You, or course, have many other great ideas of your own to try to implement. Some of these are to be done away from the ballpark and can be done during a specific time or can be used throughout the duration of the tournament.

1) Game video recording

Video each tournament game (and perhaps some of the extra extraordinary events). Have this recording available for electronic transmission to fans during and after the tournament. Entire events as one recording or each individual event can be part of a package that can be sold to parents and fans. This can be another avenue for helping cover tournament expenses.

2) Parade

As mentioned previously in this manual, beginning your tournament events with a parade through your host city is a great idea. This event is an effective way to announce the tournament and bring the community “closer” to the event. Have state, league, and tournament officials’ ride in the parade along with other local host city dignitaries. (This shows cooperation in the event by all leaders.) All the players, managers, and coaches would also be in the parade. You can make this parade as fancy or simple as you deem necessary.

PARADE IDEAS:

- Have each team decorate the vehicles they plan to ride in the parade. Posters and window decorations are possibilities.
- Use a local host league player (not rostered in tournament) to walk in front of each participating team’s vehicle(s) with a large sign announcing the name of the team/league.
- Provide vehicles for the teams to ride in. Perhaps a local auto dealership would provide the vehicles for this usage as their “sponsorship” of the tournament.
- Teams could walk the parade route. This would make the players more visible to the parade viewers.
- Include local entertainers, jugglers, twirlers, HS bands,

clowns, to be a part of the parade.

3) Team Pictures & Game-action Photos

- Photograph each team in uniform prior to their first tournament game or arrange to have the team members bring/wear their uniforms to the Welcoming Event and take the photo at that time. Provide a regional setting with props used to show where this photo originated. Offer these photos in a “Dressed up” format for sale as souvenirs during the tournament.
- Have game-action photos taken during each game throughout the tournament. The photos can be offered in single format or as a highlight album.

4) Decorative Cloth “fans”/bunting

Hang the traditional red, white, and blue cloth fans/bunting on the playing field outfield fence and around the tournament site. The traditional “welcome” flags that cities use on their city streetlight poles, would be a great environment enhancer. Using the pennant/flag-on-a-string around the tournament site draws appropriate attention as well.

*Any advertising of Babe Ruth League around the tournament facilities is a good way to draw attention to our program.

5) Gate Prizes

Provide a method to present “door prizes” to fans that paid admission or placed their names “in a hat”. This can be used to promote shopping in the host city, as advertising for local businesses, or just for the fun of making the fans feel wanted, appreciated, and special. (Check with legalities so that state statutes are followed here.) This could be as simple as placing each fan’s ticket stub in a container after selling the admission ticket. If the fan keeps their ticket stubs, the number on the stubs will then be the identifying element for claiming the prizes

6) Flags

Acquire a state or city flag to fly during the tournament. At the award presentation at the end of the tournament present the flag to the tournament champion as a memento of their time participating in your tournament. Encourage the champions to carry the flag with them to an advancing tournament.

Have each participating team in your tournament bring with them to the tournament a state flag from their state. Fly this flag during each of their

tournament games or fly all the team state flags simultaneously throughout the tournament.

7) *Ball Boys/Girls*

Provide “ball boys” for each tournament game. They would help retrieve and replenish balls for the umpires and assist the manager during game-time. They could be seated down foul lines, near dugouts, or behind the backstop depending upon how your field fencing is laid out. With proper permission, these “ball boys” could sit in the dugout with the team.

8) *Music*

- Most tournament organizers have music played between games. This is usually done through the main public address system and operated by press box personnel. Why not prerecord specific “baseball” music to play as entertainment. This type of music would provide a better “baseball environment” than playing a live radio broadcast or an entire album of some currently famous musician or band.
- Have a “live” national anthem at each game or at least at the “feature” game each day.
- Ask each participating team to provide a team song to be played prior to each of their games. This could be done before the first time that the team comes to bat in each of their games, or at equally planned occasions.
- Be sure to carefully select music. Offensive lyrics and or “outside of the box” trendy music is not appropriate for a Babe Ruth League tournament.

9) *Home Run Baseballs*

Retrieve all home run balls hit during the tournament. After the balls are retrieved have the Task Force members and/or tournament director write pertinent information on the baseball that will indicate name of tournament, location, and date of the home run. Then have the ball signed by the Task Force members and/or tournament director. This ball can be presented at the post-game ceremonies of the game in which the home run ball was hit. Making it more special, the ball can be placed in a ball-holder to help preserve the ball and the inscriptions and signatures that you placed on the ball.

10) *Sunday Morning Church Service*

Make available to player, managers, coaches, family members, fans, tournament host families a church service on the Sunday of the tournament. The service could be held at the ballpark or city park, but preferably outdoors or in a building other than a specific church building. (This will help eliminate putting a “denominational” feel to the service and

will be more welcoming to all.) Use community ministers to conduct the service. Serving of a breakfast item or two would add a nice touch, such as donuts/rolls, fruit juice, coffee, etc.

If the service were to be held from 10-11 am, teams that might play a noon ball game would already be at the ballpark and easily readied for the game.

11) Contests

Conduct contests before, after, and during games to help keep fans' interest and focus on the tournament proceedings.

- A trivia contest always works well. Have a question read between innings and games. Fans can process and figure them out and then report their answers to a designated individual at the ballpark (not the press box). Winners could be rewarded with a coupon from a local sponsor, a free item at the concession stand, or accumulate points during the entire tournament to be "cashed in" on the last day of the tournament for some nicer item.
- Scavenger hunts are especially interesting and informative. Conduct a scavenger hunt on Check-in Day. This would probably be a team activity, where everyone works together in participation. If your tournament is for a younger age division then they will need vehicle drivers to go to and find answers. Have the hunt take place throughout the city, having the teams "hunt" answers at important and special locations/points of interest in the city. This activity is an effective way to introduce tournament sponsors to your participants and to introduce the families to what your community has to offer them during their stay. Winners can be rewarded with prizes for best final score and/or prizes for finding specific "very "difficult answers.
- If you provide a team type contest, a post-game recognition during the tournament would make this event even more special

12) Fan Participation

- Have fans in the stands sing "Take Me Out to the Ball Game". Make it a contest to see which section of the stands sings the loudest and most enthusiastically.
- Have a "Dot Race" or "Dog Race" between innings. If your outfield fence is made of a solid material, this idea will work best. Create large images such as large colored "dots" or animal pictures and attach them to long sticks/poles and have these items "race" between innings behind the outfield fence. The stands can cheer for a specific "dot" or "dog" as they race. The PA announcer can make or break this activity, but getting the fans engaged between

innings is a good thing as they await the next inning of play. These races could be a daily item of interest or done as frequently as you have volunteers to hold the poles and do the running behind the fence. This is an alternate to electronic board “races”.

13) Pre-game or Opening Ceremonies

There are many things that can be done to spice up pre-game ceremonies and your first day Opening Ceremonies.

- Have a parachutist/skydiver deliver the game ball
- Use a color guard to present the flag during the national anthem
- Slowly raise the ballpark US flag while the national anthem is played before each game
- Fly the state flags of the participating teams on special flagpoles during their game.
- Have all state flags of participating teams on display during the entire time the team is still in contention. Present their flag to them as they are eliminated from contention.
- Have designated players read the Sportsmanship Code of Babe Ruth League before every game. This could be done at home plate with a handheld microphone with one team member from each team either reading in unison or having the Code sections divided between them for reading. To choose these players, it would be an honor to use the winners of game awards from their previous game. So, if you are awarding an MVP of each team at each game, the winner from their previously played tournament game would be the reading at their next game. If a player does not feel comfortable in this role, the manager can designate a replacement. For the younger age divisions, it would be a promising idea to have someone get with the “readers” beforehand and read through the Code to help with pronunciations and familiarity.
- “Live” singing of the US national anthem and/or the Canadian national anthem. Check to see if there would be members of the fan base that would be willing to perform or schedule a local community singer to do the honors. There may be several players in your tournament or players in their own game, which may want to or are willing to sing the anthem.

14) Sports Medicine Personnel

It is always a good to provide medical assistance if there is a physical mishap during the tournament by a participant or fan. Arranging for a trainer or providing EMS on site would be an innovative idea.

REGIONAL TOURNAMENT AGREEMENT

Here are some insights into items on the Tournament Agreement that follows on pages 38-40. If you have any questions concerning items on the Agreement, please contact your Task Force leader, state commissioner, or regional commissioner.

ITEM:

#2: The regional commissioner may plan to attend. Consult with your Task Force leader to obtain information on that possibility. Ask the Task Force leader which days, if any, the regional commissioner will plan to attend so you can arrange for his lodging.

Arranging for rooms for each Task Force member is required, so there again, consult with them about how many rooms are needed for which specific nights. These rooms should be at the "Tournament headquarters".

Reserving rooms for incoming/participating teams is tricky business. Consult with the "headquarters" management to come up with a plan as to how many rooms, if any, should be reserved for these teams. Reserving rooms for other than the Task Force members and the regional commissioner are not required.

#3: Be sure to order tournament approved baseballs/softball well in advance of the tournament.

#7: Gamechanger: Pay special attention to this requirement. Be sure to have WIFI/internet connections available at the ballpark. Verify access and plan well in advance to clear up any bad connections/usage. Plan for a designated person on your staff to oversee using and providing Gamechanger.

#8: Player Information Booklet should be provided in an electronic format

#14: Protest committee—Plan ahead of time in cooperation with the Task Force members as to who will serve during each game of the tournament on the protest committee. This is important to have set up ahead of time to eliminate last minute arranging of members. Typically, the protest committee should consist of one or more of the Task Force members and the tournament director. An umpire who is sitting out in the umpire rotation would be an excellent

member of this committee. These members should be in attendance during all the live action of the game in which they are serving on the committee. Seeing the action and experiencing the action that is being protested is important. A Babe Ruth Baseball/Softball rule book available is also a promising idea in case a specific rule needs to be clarified. The head umpire during that game IS NOT a member of the protest committee.

A good procedure to follow: After the manager makes a protest to the plate umpire, the umpire comes to where the protest committee is seated and explains the protest to the committee. The protest committee needs to ask questions of the umpire, if necessary, to understand the situation being protested. The committee members then huddle to discuss the situation and a determination is made as to whether the protest is upheld or dismissed. The game umpire is then told of the decision and given an explanation as to why the protest was upheld or denied. The umpire then meets with both managers to relay the decision. The game continues from the point of interruption.

#17: It is so important to emphasize the Sportsmanship Code of Babe Ruth League! There are many ways to do this. Some have been mentioned elsewhere in this manual. But the positive atmosphere at the ballpark must be demonstrated by the host committee and their workers. Again, the PA announcer is a key component to setting the stage for a good wholesome atmosphere at the ballpark. Always compliment any participant or fan when they show sportsmanship. Encourage hand shaking after completion of each ball game and have umpires that go out of their way to be cordial and friendly to all.

NOTES:

Updated: 4/22

REGIONAL TOURNAMENT AGREEMENT MIDWEST PLAINS REGION OF BABE RUTH LEAGUE, INC.

This agreement made and entered into this _____ day of _____, _____, by and between _____, herein referred to as the "First Party", having its principal place of business in _____ and BABE RUTH LEAGUE, INC. a corporation duly organized and existing under and by virtue of the laws of the State of New Jersey, hereinafter referred to as the "Second Party", having its principal place of business at 1670 Whitehorse-Mercerville Road, Hamilton, New Jersey 08619. This Agreement is for the 20__ Midwest Plains Regional Tournament for the _____ Division. 1. Babe Ruth League, Inc. to receive \$ _____ to be paid by the First Party as follows: a nonrefundable fee equal to one half of the total fee (\$ _____) shall be due at time of contract signing, by December 31, _____. The remaining amount to be paid at the beginning of the Regional Tournament. The tournament fee will follow the fee rate specified in the attachment. The dates of said Regional Tournament will be from _____ to _____.

2. The First Party agrees to furnish up to three (3) hotel rooms to be used by the Regional Commissioner and the Tournament Task Force Member(s) for their lodging. The task force member(s) may arrive up to one day prior to team arrival to finalize tournament details. These rooms will not be at any cost to the Second Party or its officials. The First Party agrees to arrange for and reserve reasonably priced local (or within 30 miles of tournament) hotel rooms for all participating teams. All teams, including managers, coaches, players, and fans are responsible for their hotel rooms for the duration of the tournament.

3. The First Party agrees to pay all tournament expenses, such as, but not limited to, field maintenance expenses, sports medicine coverage, rent on the ballpark, lights, baseballs, umpires, tickets, souvenir program, scorekeepers, all picnic/banquet/breakfast expenses, and all State taxes if applicable. The First Party agrees to provide all Babe Ruth League Tournament approved baseballs/softballs to be used for the tournament. Rawlings CAL or RCAL are to be used for Cal Ripken Tournaments, Rawlings BRO or RBRO are to be used for Babe Ruth 13–18-year-old Tournaments. Rawlings Softballs are to be used for all Softball Tournaments.

4. The First Party agrees to provide an adequate facility for tournament headquarters for team check-in and other events. The First Party agrees to provide a picnic or banquet. Said picnic or banquet will be held at a time agreed upon by the Parties. Said picnic or banquet will be attended by all regional officials, state officials, managers, coaches, and players and any other guest as designated by the Parties. The First Party may charge a reasonable fee for other attendees such as parents, fans, friends, etc. of the players.

5. The First Party agrees to provide an official's breakfast/meeting, to be held at the time agreed upon by the Parties. Said breakfast/meeting will be attended by all regional officials, state officials, a minimum of 1(one) manager/coach from each team, umpires and any other guest as designated by the Parties.

6. A minimum of (2) NAU Certified (Babe Ruth Certification) umpires will be used for each tournament game. A minimum of three (3) NAU Certified umpires will be used for the semi-finals and championship games, unless otherwise waived by the Second Party. Said umpires will come under the jurisdiction of Second Party.

7. It is required that the Gamechanger scoring program be used for all tournament games so the fans, who are unable to attend, can follow their teams online. WIFI/Internet access will be required, and the First Party agrees to pay any costs incurred to provide service. The First Party agrees to provide any electronic devices and personnel required to electronically score the games and provide updates/results.

8. The Player Guidelines/Tournament Information is to be distributed to the regional and state Commissioners at the Midwest Plains spring meeting. This information is required to contain contacts, tournament schedule (if available), event schedules, city information including ballpark and event locations along with team/player guidelines in

accordance with MWP guidelines. This information is to be provided to State and Regional commissioners in Electronic Format. The First Party agrees to provide updates, approved by State Commissioner as needed, in electronic format to the Regional and State Commissioners.

9. The First Party agrees to aggressively publicize said tournament and to follow recognized good business practices. An official website (tournament, local, state, or regional) will be used to facilitate the regional tournament and the First Party agrees to coordinate with the Second Party for posting of the information. The First Party agrees to provide personnel to assist in this process.

10. The First Party agrees that the official souvenir tournament program book will contain all information and advertising deemed fit by the Second Party. The First Party will have permission of the Second Party for the use of the official Babe Ruth League, Inc. emblems, logos and registered trademarks upon signing of this agreement for the purpose of promoting this tournament.

11. All tournament scheduling (Pool Play format) will be provided by the Second Party. The First Party will adhere to tournament dates defined in item #1 and will coordinate game times, details, etc. with the Second Party. If the Tournament Schedule is not completed by June 1, _____, the Second Party will complete it. First Party agrees to use the Official Tournament Format/Layout that is provided as an attachment. Regardless of how the host team finishes at the state tournament, they will remain the host team in the tournament schedule and shall occupy the position in the Pool identified as such. The First Party agrees that the Host Team meets all the requirements of Babe Ruth League, Inc. to be eligible for the BRL, Inc. Tournament Trail. To avoid any conflicts of interest, real or perceived, the Tournament Director may not serve as tournament team manager or coach.

12. The First Party agrees to provide complementary passes for all tournament games, and tournament activities to National, Regional and State Officials as well as managers, coaches, team players.

13. The First Party will retain all income such as, but not limited to, program sales, picnic or banquet ticket sales, tournament game tickets sales, concessions, souvenir sales, advertising, donations, etc.

14. All MWP Regional Tournaments are under the jurisdiction of the Regional Commissioner and/or Tournament Task Force members. The Tournament Director and a Tournament Task Force member will be present at all times to work closely with the UIC and local staff to resolve all tournament issues in a timely and correct manner. The local tournament director will work with the task force to provide a 3-person protest committee for each game. The Second Party has the final authority and responsibilities on all major decisions which will be based upon recommendations of the First Party to the best interest of the Regional Tournament. If assistance is needed, the MWP Regional Commissioner or Assistant Regional Commissioner will be contacted. In the event of any protest, etc. the Regional Commissioner (s) must be notified.

15. The Second Party will provide Babe Ruth League, Inc or Vendor approved/licensed individual player awards to both the teams determined to be the winner and the runner up of said tournament and Two (2) MWP approved team awards to the winner and runner up of said tournament. The Second Party will also furnish (1) Regional Championship banner and the Norm & Colleen Travis Sportsmanship banner and pins to be distributed to one team. The First Party will provide participation certificates/awards to all tournament participants. Any additional awards may be awarded with the approval of the Second Party.

16. The Second Party will have sole responsibility of enforcing all official BABE RUTH LEAGUE RULES.

17. The Parties will have the joint responsibility of impressing upon all tournament officials, managers, coaches, umpires, players, parents, etc. that the tournament atmosphere is to be compatible with the interest of the Sportsmanship Code of Babe Ruth League.

18. The First Party agrees to have in force liability insurance in the minimum of \$1,000,000, which will cover all reasonable hazards pertaining to the Midwest Plains Regional Tournament. A copy of the declaration page must be sent to the Regional Commissioner by July 1 of that year. Does the First Party carry Babe Ruth League, Inc. Insurance (K & K)? YES OR NO. IF NO, PLEASE PROVIDE A COPY OF INSURANCE STATING COVERAGE FOR REGIONAL STAFF ATTENDING THIS TOURNAMENT (COMMISSIONERS, UMPIRES, ETC.)

19. It is recommended and strongly encouraged that the Tournament Director or his/her assigned designee attend the Spring MWP meeting for the purpose of providing updated tournament planning and status information. Travel and hotel cost shall be the responsibility of the First Party. The First Party shall provide a "financial statement" to the Second Party prior to the MWP fall meeting.

20. It is agreed by both parties that in entering into this agreement that it is done with the knowledge that the goal is to promote and provide the most successful Regional Tournament experience possible for all those involved. The Second Party has final authority and responsibility on all major decisions, which shall be based upon recommendations of the First Party to the best interest of the Regional Tournament.

21. If either of the parties signing this contract are no longer associated with the First Party or Second Party, the Parties agree to honor and fulfill the terms and conditions of this agreement.

22. This agreement shall be interpreted according to the laws of the State of New Jersey.

Plains Regional Commissioner State Commissioner

Midwest

Organization Official Representative of Sponsoring Host

Sponsoring Host

