



DELAWARE DISTRICT III

Little League Baseball
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Tournament Director's Information

The following information has been established for all Tournament Directors. Please read and familiarize yourselves with the Tournament rules and regulations. Some of the rules are different than the ones that are used in regular season play. A knowledgeable Tournament Director keeps the game under control. Do not compromise. Thank you for helping out in this position.

1. All Tournament Directors should arrive at the playing field at least one (1) hour prior to the start of the game.
2. Always bring regular rule book to all games.
3. Locate the host league official and introduce yourself. Remind league officials that the host team is to provide one announcer, one scorekeeper, two adults for collection, and one person to provide water to the umpires
4. Inspect the field; all deficiencies shall be corrected by the host team prior to the start of the game.
5. Meet with both managers, advise top team scheduled that they shall occupy 1st base dugout and the bottom team shall occupy 3rd base dugout. For consistency, please have the 3rd base team manager to call the coin flip.
6. Tournament Director shall obtain from the managers, the Eligibility Affidavits, verify all information is correct and in order. If any changes are to be made for players, manager must present a certified birth certificate and (3) Proofs of Residencies and added to the boundary map before any player can be added to the affidavit. As Tournament Director you must initial all transactions.
7. All fields are considered neutral. The flip of the coin shall determine home and guest. The winner of the flip may choose to be home or guest. Do this early and advise scorekeeper with copies of the batting lineup.
8. Each team is allowed 20 minutes of pre-game practice time. The 1st base dugout team shall take the infield first approximately 50 minutes prior to the start of the game, then the 3rd base dugout team may take the infield. The first game of a doubleheader evening shall begin at 6:00 pm, unless specified otherwise by the District Administrator. On an evening with only a single game, it shall start at 7:00 pm, unless specified otherwise by the District Administrator. **NOTE: Catchers MUST wear catcher's mask during infield practice.**
9. Three copies of the batting lineup shall be given to the Tournament Director, who in turn shall give one to the opposing manager, umpire, and to the scorekeeper. Late arrivals must be reported to the umpire.
10. Tournament Directors shall keep the eligibility affidavit during the game. The following information must be listed on the back of the affidavit at the completion of the game.
 - a) Number of each player who pitched.
 - b) Number of innings pitched (one pitched ball constitutes an inning)
 - c) Name of opponent
 - d) Score of opponent and host league team
 - e) Date of game
 - f) Signed by the Tournament Director
 - g) Return eligibility to manager at completion of all above and game
 - h) **Remind winning manager to call in game results.**

11. Tournament Director shall meet with the chief scorekeeper (provided by the host league). Scorekeeper is to keep track of the visits to the pitcher by the managers during the game as instructed by the plate umpire. Tournament Directors shall provide scorekeeper with score sheet to be filled out at the completion of the game. Information shall be as follows:
 - a) Name of players making key plays for both teams
 - b) Winning and losing pitchers, etc
 - c) Highlights of game
 - d) This must be given to the Tournament Director to give to the winning manager who has the responsibility to call the information in to the newspapers.
12. Plate umpires and base umpires are assigned by the District Umpire Consultants (Dave Hare 302-245-2966 or Billy Wingate 302-236-4707)
13. Host Leagues are to confirm that a sound system and adult announcer are available and advise the announcer of the following information (provided completed copy of the Tournament Game Worksheet)
 - a) Announce all the players on each team
 - b) Announce manager/coach/coaches
 - c) Announce the umpires and positions
 - d) Announce the Tournament Director
 - e) Announce each player as they come to bat
 - f) Announce the playing of the National Anthem and/or Little League Pledge
 - g) Announce at the end of the 2nd inning the collections will be taken by two (2) adults
14. Director shall be aware of who the Host League has directed to assist in taking collections. Two ADULTS shall take collection following the announcement at the end of the 2nd inning. Director is to count the collection money and provide the total collected to the announcer for announcing to the fans.
15. Tournament Director shall see that the Host League has game balls. Four (4) NEW balls should be given to the plate umpire prior to the game. Host League is responsible to see all foul balls are returned to the plate umpire.
16. Ten minutes prior to game time the Tournament Director shall meet with the team manager, coach/coaches and umpires. Introduction should be made, and positions of the umpires should be announced. Host League shall be ready to give any ground rules concerning the Host League field.
 - a) One (1) manager & two (2) coaches shall be in the dugout. Manager and Coaches are not allowed to leave the dugout unless the Umpire gives permission.
 - b) Manager visits to the pitcher during one inning. Manager may speak to the pitcher twice (2) in one inning, but the third (3) time out the player must be removed as a pitcher. **NOTE: Manager may visit pitcher on the mound.**
 - c) Manager visits to the pitcher during the game. Manager may come to speak to the pitcher three (3) times in a game. The fourth (4) time out, the player must be removed as a pitcher. **NOTE: Managers may visit the pitcher on the mound.**
 - d) Plate umpire and official scorekeeper shall keep track of all visits to the pitcher by the manager/coach.
 - e) Remind all managers of the following safety issues:
 - i) Players must wear batting helmets with chinstraps if helmet was made to have one. **(NOTE: If there is a small hole below each ear hole, the helmet MUST have a chin strap.)**
 - ii) Players, Managers, Coach/Coaches and Umpires are to remove all jewelry (except medical alert and wedding rings)
 - iii) Catcher is to wear helmet during infield practice, full gear during pitcher warm ups. ALL catcher helmets shall have dangling throat guard attached to helmet. Male catchers are required to wear protective cup with athletic supporter.
 - iv) Manager/Coach may **NOT** warm up pitchers before or during a game
 - v) Relief Pitcher warm ups are to be done in foul territory with catcher, pitcher, and spotter facing outfield, with the pitcher and spotter facing toward the batter. Spotter is to be alert at all times for foul balls.
 - f) Remind all managers of discussion of any rule interpretation during the game:
 - i) Manager must request time out from the Umpire.

- ii) Manager must have rulebook ready with page and rule number before discussion will take place.
 - g) All protest must be settled on the field before the next pitch is delivered. Tournament Director may assist in discussion ONLY if the Chief Umpire requests their assistance. If further assistance is needed, call **Eastern Regional Headquarters: 860-585-4730**
 - h) Discuss ineligible pitchers for tonight's game with both managers and umpires. Confirm on Affidavit.
 - i) Remind Managers of "**Mandatory Play Rule**"
17. Remind the Host League Official that they should provide the Umpires with water as needed throughout the game.
 18. Remind Host League it is nice if they provide the teams with a small drink from the concession stand at the completion of the game.
 19. Check to see that only one (1) Manager and (2) Coaches are in the dugout.
 20. Wish all teams GOOD LUCK! Turn the game over to the Chief Umpire (plate Umpire). The Tournament Director is to be alert during the game concerning all events on the field and in the stands. However, the Plate Umpire is in control of the game and the TD is to be on hand at all times pending the request for involvement by the Plate Umpire.
 21. Please contact Andy Lewis either by email, text message, or phone call with the game results. Email: tourney@district3.org Cell: 302-542-6315

District III would like all Tournament Directors to follow the above information. As we have different directors each night, it makes it easier on all involved if we perform our Tournament Director duties with the same consistency. Any questions concerning Tournament Director procedures or schedules, please call Andy Lewis.

Any problems about rules or protests that cannot be handled by the Umpires or the Tournament Director call: Eastern Regional Headquarters at 860-585-4730.

TOURNAMENT GAME WORKSHEET

1. Provide one (1) adult scorekeeper, (1) adult announcer, grounds keeper, and two (2) adults for collections.
2. Provide drinks to umpires as needed throughout the game.
3. Collection is to be done after the 2nd inning. Collectors should report to the Tournament Director ½ inning prior to the collection. Give proceeds to TD to count.
4. Provide four (4) new game balls to Tournament Director.
5. Announcer to be neutral and not show favoritism during the game. Announce league and division of game to be played, team names, players, and manager, coach/coaches, umpires and their positions, and Tournament Director. Announce National Anthem and/or Little League Pledge. Announce players as they come to bat. Announce collection as listed below. Announce collection total and Thank fans.
6. Scorekeeper is to be neutral, and is not to instruct manager during player changes or batting order. Keep track of visits to the pitcher by manager during the game as instructed by the umpire. Complete score sheet and give to the Tournament Director at the completion of the game. Announcer, Scorekeeper, and Tournament Director should be the only people in the press box. (NO CHILDREN)

PRE GAME INSTRUCTIONS

ANNOUNCER:

TEAM Visitor _____ Home _____

UMPIRES First Base _____

Second Base _____

Third Base _____

Home Plate _____

Tournament Director _____

COLLECTIONS: (Announcement to be made at the end of the 2nd inning)

Ladies and Gentlemen: In a few minutes two (2) adults will be passing through the crowd asking for donations. As you know there is never any charge to a District 3 Tournament game. The monies collected will be used for Tournament expenses such as pins, flags, and Tournament fees. We ask you to Please give generously. Thank you.

Tournament Directors Checklist

- Arrive one (1) hour prior to game starting time
- Bring regular season rulebook
- Introduce yourself to host league official
- Meet with both managers. Advise top bracket team to occupy first base dugout and bottom bracket team to occupy third base side.
- Third base calls the flip of the coin and may choose to be home or guest.
- TD to receive three copies of the line-up. One copy to opposing manager, one to the plate umpire, and one to the chief scorekeeper.
- Verify eligibility affidavits
- 20 minutes pre-game practice for each team (time permitting), 1st base team taking infield 50 minutes prior to the start of the game. 3rd base team shall follow. Single game days – game starts at 7:00 pm. Doubleheader game day – 1st game start at 6:00 pm.
- Advise scorekeeper of their responsibility to keep official score book and that only adults may do this. Scorekeeper to keep track of visits to the pitcher by managers during the game.
- Give scorekeeper newspaper report form to be completed.
- District Umpires, Billy Wingate and Dave Hare, will assign umpires. If the umpire/umpires do not show up, call Dave Hare @ 245-2966 (Softball), Billy Wingate @ 236-4707 (Baseball)
- Talk to host league about collection. (Adults only; to be done at the end of the 2nd inning.) Money given to the TD to count. Announcer to announce to the fans the total money collected. Fill in data sheet for District. Remind the host league to give water to the umpires as needed throughout the game.
- Check for game balls from the host league (4 new balls to be given to the umpire)
- Ten minutes prior to game start, all managers, coach/coaches, and umpires are to meet, introduce themselves, announce position of the umpires and discuss ground rules.
- Discuss Tournament rules
- Collect data sheet from scorekeeper and give to winning manager
- Complete affidavit at the end of the game; return to the manager. Remind winning manager to call in results.

INSTRUCTIONS FOR TOURNAMENT PRE GAME MEETING

1. Introduce yourself to umpires, managers, and coaches
2. Have everyone introduce himself/herself.
3. Announce rules:
 - a) One manager and (2) coaches only shall be in the dugout. Managers, coaches and players are not allowed to leave the dugout unless permission is given by the umpire.
 - b) Manager visits to the pitcher during one inning: Manager may come to the mound to speak to the pitcher twice in one inning, but the third time out, the player must be removed as a pitcher.
 - c) Manager visits to the pitcher during the game: Manager may come to the mound to speak to the pitcher three times in a game. The fourth time out, the player must be removed as a pitcher.
 - d) Plate umpire and official scorekeeper will keep track of visits to the pitcher.
 - e) Safety issues:
 - i) Players must wear batting helmets with chinstraps if the helmet was made to have one. (If there is a small hole below each ear hole, the helmet must have a chinstrap)
 - ii) Players, Managers, Coach/Coaches are to remove all jewelry with the exception of medical alert and wedding rings.
 - iii) Catcher is to wear helmet during infield practice. Full gear during pitching warm ups. All catchers helmets shall have throat guard attached to the helmet. Male catchers are required to wear a protective cup with athletic support.
 - iv) Manager or coach/coaches may **NOT** warm up pitchers before game or during game.
 - v) Relief pitcher warm ups are to be done in foul territory with catcher, pitcher, and spotter with batting helmet. Catcher is to face the outfield with the pitcher and spotter facing toward the batter. Spotter is to be alert at all times for foul balls.
 - f) All managers must request time out during the game for the purpose of rule interpretations. Rule book must be ready with page and rule number before discussion will take place.
 - g) All protest must be settled on the field before the next pitch is delivered. TD may assist in the discussion only if the chief umpire requests their presence.
 - h) Discuss any ineligible players/pitchers for the night's game.
 - i) Ask umpire for ground rules
 - j) Wish both teams GOOD LUCK!
 - k) Turn over to Umpire.