

Washington State Little League Tournament checklist for hosting state tournament

West Region:

- Provides pre-tournament rules & regulations clarifications.
- Staffs protest lines.

State:

- Sets tournament guidelines
- Recommends Tournament Dates
- Provides list of teams participating

District:

Must -

- Select a suitable field in a league with adequate numbers of volunteers to run the tournament
- Notify state coordinator to let all other District Administrators in the state if field has a portable mound or is a turf field. The state has previously approved both circumstances, but west region wants to know that there are no objections
- Provide final tournament dates, bracket (No later than June 1) and game schedule
- Provide tournament director (District Administrator) and umpire consultant to schedule and “manage” umpires
- Advise league on number of volunteers needed to staff the tournament
- Create a detailed information packet to competing districts by June 15 (or 2 weeks before the start of the tournament if that would be earlier than June 15). The packet must include a bracket, date/time of managers meeting, location of the tournament and housing information/Hotel/Motel information
- Purchase Little League participation pins for all players
- Purchase Little League medals for champions and runners up – manager, coaches, players
- Purchase Little League championship banner
- For major baseball and softball, provide jackets, sweatshirts or hats denoting them as Washington State Little League Champions
- Create a communication plan for when the district administrator is not at the site
- Conduct pre-tournament manager meeting in-person, online or a combination of in-person and online. District will provide food and water/soft drinks for those attending. At the meeting, District will review rules and regulations (to be sure all teams have the same interpretations and understandings), field anomalies and ground rules (related to field conditions – no local league rules supersede tournament rules). If city or county owning field has rules that differ from tournament rules (perhaps a curfew earlier than Little League, District should have informed Western Region, State District Administrators and attending teams well in advance of this meeting). This meeting should promote good will and get the tournament started with managers friendly with each other
- Collect and review tournament books to ensure they comply with all aspects of player qualifications. The books are generally collected at the pre-tournament managers meeting and reviewed by staff members during the meeting or reviewed after the meeting to be returned to the managers the next day. District must have a means of contacting managers as long before the tournament as possible if there is an issue with the book that could disqualify any player

- Rule on protests and refer protests to West Region protest line if manager requests
- Notify the Washington State Information officer of scores as games are completed
- Provide winning team with packet and travel information for next level of play (if team will advance)
- Complete and submit tournament mileage forms for each team within the district as soon as that team had concluded tournament play

Should -

- Survey field with league president/board members to ensure field is suitable for state. Make recommendations for improvements (or requirements). Move tournament to an alternate field if the original field is not suitable – or if the district does not have a “state-quality” field, let the state coordinator know that there isn’t a suitable field in time for the tournament to be moved to an alternate district
- Direct an appropriate opening ceremony or delegate to host league
- In upper divisions, set the admission fee and ensure the host league has someone collecting
- Gather emails and a good team contact mobile number so that all teams can be notified in the event of any changes in meetings or tournament schedule (such as weather delays).
- Train and supervise scorekeeper and pitch counter
- Ensure field maintenance crew understand proper preparation and marking of the field
- Monitor and secure affidavit pitch count record
- Publish on the district/league website scores as games are completed

Could -

- Conduct 50-50 or other raffles and retain proceeds, or allow host league to conduct the raffle and retain or split proceeds
- Approve opening event (picnic, food handout) to be conducted by host league
- Conduct a fundraiser during the tournament or allow host league to do so
- Gather information for a program (or delegate to host league). District may sell ads, print program, and collect proceeds or have host league sell ads, print programs, and collect proceeds. District may keep, split, or allow host league to keep all proceeds
- Arrange for action photography with sales available to spectators. District may keep funds or give some or all to the host league. District could delegate arranging of photography to the host league, which could receive a percentage of sales
- Arrange for shirts or other “fan ware” to be printed at the field or available through an online site. District may keep funds or give some or all to the host league. District could delegate arranging of shirt/fan ware sales to the host league
- Provide suggested scripts for announcer
- Provide official line up cards
- Provide “flipping coin” for tournament
- Meet with umpires before game to emphasize timely starts (never early and as close to game time as possible if the prior games run long) and to maintain no more than one minute between half innings (hustle in, hustle out – if managers want a player huddle before taking the field that comes off warmup time)
- Provide pins to umpires (may also include an umpire “gift” to show appreciation for their presence at your tournament)

Host League:

Must -

- Have an approved ASAP plan
- Provide a well-manicured fenced field that meets Little League regulations for division of play:
 - Outfield fences meet required distance for division of play
 - 24-foot minimum blank, dark-colored fence at centerfield to give hitters a good backdrop
 - Fields properly marked with straight and accurate lines per Little League requirements, including marking of dead ball areas
 - Field dragged and smooth; no rocks or weeds in the infield; grass cut to proper height; no or minimum lip
 - Grass cut to proper height
 - Fields that have an area accessible to spectators behind the backstop should cordon it off or cover it with a tarp from the backside to prevent spectators from standing directly behind the catcher and umpire
 - Conventional dirt pitching mound (or request permission from state district administrators to have an artificial mound)
 - Bases of regulation size and break-away if required for division of play
 - Bull pens well marked and accessible
- Provide a facility that has:
 - Adequate seating accommodations for fans
 - Adequate parking areas at or near the field
 - Restrooms or port-a-potties in sufficient numbers to accommodate players, officials and spectators
 - Scoreboard visible to all
 - Public address system that can be heard by spectators, umpires, and team managers
 - An adequately staffed concession stand for participants and spectators. League maintains proceeds from concession stand
- Leagues that cannot provide a suitable facility should notify the District so the tournament can be moved to a field that is suitable
- Provide a location for pre-tournament manager's meeting. At the meeting tell managers location and scheduling of practice fields and batting cages (if available), special field conditions and field rules (not league ground rules)
- In upper divisions, arrange for person(s) at the "gate" to collect entry fees in upper divisions. Fees are used for field rental or maintenance
- Provide scorekeeper, announcer (sample scripts may be provided by District), scoreboard operator, pitch counter, field maintenance crew and at least one person available as a "go-fer" or substitute for other positions. All should be adults except youth could assist adults on grounds maintenance. Leagues that cannot fully staff a tournament should notify the District so the tournament can be moved
- Provide tournament-designated baseballs (12 to 16 dozen for a 13-team tournament)
- Have National Anthem available on tape, CD, or telephone for each day and field
- Have first aid kits and ice readily available

- Stock dugouts with water and cups adequate for temperature
- Provide hot dog, hamburger, or other food available at the field along with soft drink or water for umpires and district staff
- Conduct coin flip approximately 45 minutes before game time. Pass out lineup cards and remind coaches to include first and last names (not nicknames), position numbers and uniform numbers. Get pronunciations for difficult names (announcer may want to do this on his/her own)

Should –

- Conduct an opening ceremony planned with approval of District. Consider inviting local dignitaries and to have a live singer for the National Anthem
- Provide some type of opening event (hot dog, pizza or hamburger picnic, free meal at concession stand, or doughnuts and a drink recommended) for manager, coaches, and players
- Notify local police and fire of the tournament dates, times, and location
- Arrange for rest room cleaning/supplies during games. In some cases, this is the responsibility of the municipality or private company that owns the fields and local league needs to be sure that entity knows that there is a tournament that will put extra pressure on the facility
- Arranges someone to periodically do clean up and keep garbage cans empty and available for use. In some cases, this is the responsibility of the municipality or private company that owns the fields and local league needs to be sure that entity knows that there is a tournament that will put extra pressure on the facility
- Provide garbage cans in dugouts
- Provide clean and private umpire rooms with water and snacks.

Could -

- At District's discretion, sell programs printed by the district; or sell ads, prints programs, and collects proceeds. The district may request a percentage of the proceeds if the host league prints the program
- At the discretion of the district, conduct 50-50 or other raffles and retain proceeds
- Conduct a fund-raiser with District approval
- Maintain some type of rewarded foul ball return system or designated foul ball chasers
- Provide tournament bracket board
- Provide team trophies for first, second, and third place finishers
- Have spare umpire gear available
- Have music available between innings and/or before and after game

Typical pre-game sequence –

- Coin flip for visitor/home 45 minutes prior to game time
- Final field prep
- Official lineup cards to score keeper 20 minutes before game time
- Visiting team infield of 6 minutes begins at 25 minutes before game time when teams are to be announced or 20 minutes before game time if not announcing teams
- Home team infield of 6 minutes begins at 19 minutes before game time when teams are to be announced or 13 minutes before game time if not announcing teams
- Welcome, announce teams (first tournament appearance by team) 11 minutes before game time or if teams won't be announced, 5 minutes before game time

- Play national anthem (first game of the day per field) after announcing teams or after welcome if teams aren't announced. Teams should be called out to the foul lines for this
- Recite Little League pledge (all games) with teams lined up on the field
- Umpires meet with managers immediately after Little League pledge
- Home team takes the field for warm up
- Announce umpire names and positions
- First pitch on time, never more than a minute before the scheduled game time