



WASHINGTON STATE LITTLE LEAGUE
State Softball 9-11 All Stars
JULY 5, 2025
Phil Johnson Fields, Everett, WA

**WASHINGTON STATE LITTLE LEAGUE
SOFTBALL 9-11 STATE CHAMPIONSHIP
COACHES GUIDE**

District Administrators, League Presidents, District Champion Team Managers, and Coaches,

Welcome once again to the 2025 Washington State 9-11 Softball Tournament! First and foremost, we want to extend our heartfelt congratulations to all players, managers, and coaches for their hard work and dedication throughout the season. Your commitment and perseverance have led to this well-earned tournament berth, and we are excited to see you compete at this prestigious event.

Tournament will start on Saturday, July 5th at Phil Johnson Fields in Everett, WA.

To ensure a smooth tournament experience, we kindly request your assistance with the following action items:

1. **Packet Distribution:** Please ensure that the attached packet is given to your District's winning Team Manager at the conclusion of your District Tournament. It is essential that the Team Manager thoroughly reviews and understands all the details provided.
2. **Team Information Submission:** Each District representative should email the team's details—including the Manager's and League President's contact information (name, cell, email)—to dougbsheldon@gmail.com as soon as possible.
3. **Player Roster & Team Picture:** Please send your District's winning team's Player Roster (see format below) and Team Picture (in .jpg format) promptly to dougbsheldon@gmail.com to ensure inclusion in the tournament program.
4. **Tournament Format:** Approved Little League Pool Play format will be used, including having Double Header's per Little League regulations.

Important Deadline:

The final deadline for submitting team rosters and pictures for program publication is Monday, June 30, 2025, earlier will be appreciated.

On behalf of WA District 1 Little League, thank you for being part of this tournament. We sincerely hope you create lasting memories and that your experiences will encourage future visits to our community. If you have any questions, please do not hesitate to contact:

Thank you again, and we look forward to an exciting tournament ahead!

Best regards,
WA District 1 Little League Team

Doug Sheldon
District 1 Administrator
WA District 1 Little League
(206) 679-7575
dougbsheldon@gmail.com

Mike Lechnar
Tournament Director
WA District 1 Little League
(425) 422-5702
mlechnar@comcast.net

Ryan Chartrand
Assistant Tournament Director
WA District 1 Little League
(425) 367-7990
coach_ryan@comcast.net

Jason Becker
D1 Umpire in Chief
206-730-4841.
jasonbecker@d1umpires.org

Please contact Jason if you would like to send umpiring crews.

Managers and Coaches Meeting

A Mandatory Managers **ONLINE VIRTUAL** meeting for all Managers and Coaches will be held on Wednesday, July 2nd at 7:00 PM. A link to the meeting will be provided to each manager at their contact email address.

1. Little League All Star Documentation packet. This is your team “notebook. Ensure that all your teams documents are signed by your League President and District Administrator. We will be reviewing all documents prior to your first game.
 - ❖ Eligibility Affidavit and all other supporting documents
 - ❖ Medical Release Forms
 - ❖ Model Release required (Link to [Sample Template](#)) (Insert, “WA District 1 Little League”)
 - ❖ This tournament packet
2. Once your documents have been verified and approved, they will be returned to you. It will be your responsibility to take care of these.
3. An opening ceremony will be held between the 1st and 2nd game times on Saturday July 5th.

Tournament Information - District 1 Little League will be updated on the District 1 Website [WA DISTRICT 1 WEBSITE](#) each day to keep the bracket updated. The information requested in this packet regarding rosters and team photos can be submitted to Doug Sheldon at doughsheldon@gmail.com.

Managers and Coaches are responsible to knowing the current year’s Little League Baseball/Softball Rules and Regulations, including all tournament rules.

Sportsmanship- Good sportsmanship is expected from all participants: managers, coaches, players and umpires.

Bench Conduct- Managers and coaches may not leave the dugout without permission except to go to a coach’s box. This includes between innings.

Managers are responsible for the team’s conduct and the manager alone represents the team in communications with the umpires and opposing team.

Electronic Devices-The use of electronic communication during the game is restricted. No team shall use electronic communication equipment of any kind, including walkie-talkies, cellular telephones, etc., for any communication with on-field personnel including those in the dugout, bullpen or on the field.

Penalty: If in the judgment of an umpire, a manager, coach, or player uses such a device during a game, the penalty is ejection from the game. (3.17)

Note: A manager or coach is permitted to use a rulebook, scorekeeping, and/or pitch-counting application on an electronic device without penalty, provided such devices are not used to receive messages.

Uniforms - Players, Managers, Coaches shall follow as specified in rule 1.1. Managers and coaches at this level MAY NOT wear conventional uniforms.

Scorekeeping - Managers are responsible for tracking their own lineup and that of the opposing team. Any person authorized to be in a team's dugout may also keep score for the team.

Each Team in the Tournament will be asked to provide either a qualified, designated scorekeeper, and a scoreboard operator to be present at each of the team's games, to the Site Director prior to the start of the tournament. The scorekeeper's name and contact information will be maintained in each team's tournament documentation. The designated scorekeeper shall act as official scorekeeper for their team's home games

Time Management- Efficient use of game time is critical. By rule, there is one minute between innings during which a pitcher may throw up to eight warm-up pitches. (8.03) Managers are expected to cooperate with umpires in complying with this rule by having defensive players ready to go and using properly equipped warm-up catchers when necessary.

Substitutions- Managers will announce all substitutions to the umpire in chief. Prospective substitutions are not permitted. The umpire in chief shall announce or cause to be announced all substitutions. (3.07)

Continuous Batting Order- A continuous batting order will be used during the tournament in all divisions below Senior League. (T-9)

Mandatory Play- The At-Bat provisions must be observed. (2.0)

Substitutions Reporting (Junior League and below)- The only substitutions that need to be reported are for the pitcher and catcher.

Equipment- The Manager of each team is responsible for ensuring that all equipment is legal and proper for play according to Little League rules. Penalty: If illegal equipment is used during the game, the manager and player who used the illegal equipment will be ejected. The Manager and Player will also be suspended for their team's next game. (3.01 a)

Ground Rules- There are no special ground rules at the tournament site. Light Curfew is 10:00 PM.

Warming Up Pitcher – Managers or coaches are not permitted to warm up a pitcher at home plate or in the bull pen or anywhere else at any time. (T-3 g)

Pitching Regulations – Please review T-4 (a thru i) for 9–11-Year-Old Division. Note: Double Header’s will be used for the first 2 days of the tournament.

Tournament Conduct

Good sportsmanship is always expected. Keep the following points in mind during your participation.

1. Be patient and control your personal emotions. A wrong can be more easily debated to a satisfactory decision if emotions remain in check.
2. Your manner of coming out of the player’s bench/dugout AFTER TIME OUT has been granted must be emotionally controlled. Come out calmly without your arm waving, shouting, etc. The umpires will take the time to listen to you and explain the decision if this is what you are questioning. If it is a rule violation that you are questioning it will be your responsibility to point it out in your rule book. Umpire “judgment calls” are not debatable. They are final.
3. Have your players and you use the restroom prior to the start of the game. Managers and coaches are not to use the excuse of going to the restroom once the game begins and use this time for other purposes.
4. No beer, wine or liquor consumption prior to, during, or after the game in the vicinity of the field and your players. None should be taken prior to your game.
5. Should any of your fans get out of control and cause problems your League President, other officers from your Board of Directors, your tournament team manager or coach will be asked to make the first attempt to correct the disturbance. This will usually correct the problem before local Law Officers need to be called.
6. All press photographers must be cleared through the Tournament/Assistant Director before being allowed on the playing field. When approved the plate umpire will be notified. The plate umpire will instruct the press photographer.

Game Day Procedures

There is no batting practice of any kind permitted at the tournament site. Infield/outfield practice at the tournament site is limited to the 10 minutes scheduled for each team prior to their game.

Sunflower seeds, gum or glass containers are not allowed on the field, dugouts or spectator areas.

One hour before game time- Opposing managers meet with Tournament Site Director.

- Review Team Tournament book including medical releases.
- Submit original affidavit.
- Submit game lineup with three (3) copies. (The manager may change the lineup at any time until it is presented to the umpire in chief at the plate meeting and accepted.)
- Inform the tournament director and opposing manager if they have league pins to exchange.
- Coin Toss- Home team is decided by coin toss. The toss is called in the air by the team on the top of the bracket. The home team dugout is on the third base side.

Thirty minutes before game time- Visiting team has 10 minutes for infield/outfield practice on the tournament field.

Twenty minutes before game time- Home team has 10 minutes for infield/outfield practice on the tournament field.

All opposing team personnel shall be in their dugout or in their designated bullpen during a team's scheduled infield practice.

Ten minutes before game time- Managers meet with umpires at home plate.

Five minutes before game time- Teams return to their dugouts.

After the Game-

Each team will receive All Star participation pins immediately after the team's first tournament game.

Teams will clean dugouts and vacate as quickly as possible.

Managers meet with the Tournament Site Director to verify pitching records and score, retrieve their updated and signed original affidavit, and verify next scheduled game, if any.

If the manager does not verify pitching records and score by the end of game day, all affidavit entries made by the Tournament Site Director are deemed accurate and final. The Tournament Site Director shall complete the affidavit, sign it, and retain it until the team's next played game.

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Sample for 8 team Pool Play
Teams will be randomly selected for pool.



Approved 2 - 4-Team Pool Play and 8-Team Single Elimination Bracket

Round 1				Pool A			
	A vs. B						A
	C vs. D	#1A Seed					B
	E vs. F						C
	G vs. H						D
Round 2				Pool B			
	B vs. D	# 4B Seed					E
	A vs. C	# 2B Seed					F
	E vs. G						G
	F vs. H						H
Round 3							
	A vs. D	# 3A Seed					
	B vs. C						
	E vs. H	# 2A Seed					
	F vs. G						
		# 3B Seed					
		# 1B Seed					
		# 4A Seed					

* Scheduling is based on one field. If utilizing multiple fields, additional games may be scheduled.
8-10, 9-11, and 10-12 Softball Divisions may play up to two (2) doubleheaders in a 7-day period.

LOCAL HOTELS

LYNNWOOD, EDMONDS, EVERETT, BOTHELL, MUKILTEO

There are many hotels located in the South Snohomish County area. Fields are located close to Lynnwood, WA 98036, go to link below for list of hotels:

[HOTEL LINKS](#)

Things to do, shopping, restaurants, beaches, parks, events, hotels.

[Lynnwood](#)

[Edmonds](#)

[Everett](#)

[Mukilteo](#)

[Boeing Visitor Center and Factory Tours](#)

Everett Factory Located about 2 miles from fields.

FIELD LOCATION

Phil Johnson Fields

400 W Sievers-Duecy Blvd.
Everett, WA 98201

Phil Johnson Fields is in South Everett. The complex features 4 Turf fields, restrooms and playground. We will be using multiple fields for games.

The concession stand will be open and there are many restaurants within 1-2 miles.

Practice Fields

Contact [Doug Sheldon](#) to reserve

Tournament Team Roster

League Name - _____

Team Manager - _____

League President - _____

District Administrator - _____

Home City - _____ Team Name - _____

Role	Name	Jersey No.
Manager		
Coach		
Coach		
Player		
Player		
Player		
Player		
Player		
Player		
Player		
Player		
Player		
Player		
Player		
Player		
Player		
Player		
Player		
Player		
Player		

Manager Cell Number _____

Manager Email _____

League President Cell Number _____

League President Email _____

Team Photo Information for Program

Team photos (jpg format) and Team Rosters must be submitted to District 1 Administrator Doug Sheldon dougbsheldon@gmail.com

- These photos must be sent as quickly as possible for them to appear in the tournament program. It is advisable that you have your team photo taken immediately after the announcement of your all-star selection, perhaps at the team/parent meeting.
- You must submit a team photo; individual photos will not be accepted.
- Verify the spelling of all players, managers, coaches, league president and District Administrator on the Tournament Team Roster. District 1 will not be responsible for any information that is spelled incorrectly due to misspellings or inability to read the handwriting.
- If your All-Star uniforms are not ready, do not wait to take the picture. Arrange to have the players use their regular season uniforms. These photos must be submitted in time to prove the final program before going to the press.
- Submit your photo in a .jpg format. It is recommended that you make sure you use a high-resolution camera.
- There is no need to submit a description of where each player is in the picture or their numbers. We will only be posting the rosters below the picture.