

Babe Ruth League, Inc.
Southeast Region Baseball and Softball

A Guide for Hosting a Regional Tournament

INTRODUCTION

This manual is designed to give the reader a brief but comprehensive understanding of the total operation of a Babe Ruth Baseball, Cal Ripken Baseball, or Babe Ruth Softball Regional Tournament. It contains general knowledge of responsibilities and duties of each and every person involved in the planning, preparing, and running of the tournament.

This manual is a “Guide” and is to be considered as an outline of areas of responsibilities and duties for the personnel concerned.

ORGANIZATION

As in the planning for any event of the size and scope of a Regional Tournament, the first step is the formulation of a “key” group of volunteers from the Host Community who will perform the “lion’s share” of the work in order for the tournament to be a success.

Within the group of “key” people there must be a “key” person. The one person who will be in charge of the total operation is the “go-to person”. We call this special person the Host President.

Directly under the Host President are the Committee Chairs, each of whom is responsible to the Host President.

Following is a list of Committees:

- Administration Committee
- Finance Committee
- Manpower Committee
- Operations Committee
- Public Relations Committee
- Stadium Committee

ADMINISTRATION COMMITTEE

Duties:

Prepare identification badges or passes for:

- Players, managers, and coaches
- Local Tournament Committee members
- Host families
- Babe Ruth Officials and umpires

Winner and runner-up awards:

- Team trophy or plaque for champion and runner-up
- Individual trophies or plaques for winning and runner-up team

Communication equipment:

- Public address system
- Portable microphone for field
- Telephone for press box
- Tape player or CD player to play National Anthem, etc.
- Computer with Internet service (if possible)

Information and reservations:

- Chamber of Commerce materials (to be available at orientation)
- Headquarters Motel - Motel to be designated for Babe Ruth Officials, managers, coaches, and umpires. Note: either manager or coach must use room provided.
- Agreement between Host Community and Headquarters Motel must be sent to the Regional Commissioner by June 1.

Manager, Coaches, and Tournament Officials Pre-Tournament Breakfast Meeting [See Appendix A.]

Manager's Tournament Information Package:

- A Manager's Tournament Information Package containing necessary information must be electronically completed for review by June 15. [See Appendix B.]

FINANCE COMMITTEE

Duties:

Tickets:

- Host Community will print and pay for the printing of all tickets.
- Regional Commissioner must approve cost structure before printing.

Program:

- This Committee is responsible for the selling of local and State advertising for use in the Regional Tournament Program.
- Tobacco and alcoholic beverage ads are strictly prohibited.
- Babe Ruth League, Inc. must approve use of the Babe Ruth Baseball, Cal Ripken Baseball, or Babe Ruth Softball emblem.

Souvenirs:

- This Committee is responsible for developing souvenir items for sale during the Regional Tournament, which will provide revenue for the Host Community.
- It is recommended that the Host Community secure the services of a qualified action photographer at no charge to the Host Community.

Concessions:

- This Committee can add greatly to the financial success of the tournament since the Host Community retains all profit from concessions.
- Types of food and drink - establish a list of all food and drink items to be sold.
- Post prices - concession stand must have price posted for easy reading.

Per-diem:

- Responsible for umpires' per-diem as stated in Regional Contract.
- Responsible for manager's and coaches' per-diem if stated in Regional Contract.

Expenses:

- Responsible for any and all cost resulting from the operation of the Regional Tournament.

MANPOWER COMMITTEE

Duties:

Supervises and is responsible for the proper function of the Ticket personnel, the Concession personnel, and the Souvenir personnel.

Ticket Personnel:

Ticket Sellers - adequate personnel per session.

Ticket Takers - adequate personnel per session per gate.

All Ticket personnel should report to the stadium one hour before first game of the day.

Concession Personnel:

- Number - adequate number of personnel per game to maintain sales at all locations.
- Hours - all concession locations should be open one hour before first game of the day.

Souvenir Personnel:

- Number - adequate number of personnel to maintain sales at all locations.
- Hours - all souvenir locations should be open at the start of the first game of the day.
- Programs - should be handled at souvenir locations.

OPERATIONS COMMITTEE

Duties:

Supervises and is responsible for the proper function of the *Host Family Committee, the *Host Family Support Committee, and the Medical Committee.

1. The Host Family Committee is to secure homes for visiting team players, to be housed, fed, transported, and entertained as a member of the housing family. Players must be housed with a minimum of two players per home. A list of all housing must be sent to the Regional Commissioner no later than June 1.

2. The Host Family Support Committee is responsible for obtaining and distributing to the Host Families food, entertainment certificates, household items from merchants, food stores, movies, miniature golf, fast food, etc.

Send thank you follow-up letters to the above merchants and also advertisers, etc. that helped in any way to support your Regional Tournament.

3. The Medical Committee is responsible for obtaining local medical personnel to be present at all games. An ambulance should be available at the field (if possible). Have first aid equipment available before and throughout each game.

* The requirement for the Host Family function is determined each year by the Regional Commissioner and may not apply to some or all tournaments.

PUBLIC RELATIONS COMMITTEE

Duties:

Supervises and is responsible for the Banquet (aka Ice Breaker), Decorations, Ceremonies, and Publicity.

Public relations policies:

- No alcohol served at Banquet.
- Official photographer receives all assignments from designated staff member only.
- Radio, TV, Press - all properly identified working members of the press may be allowed to cover the Tournament games from the press box. Under certain circumstances (space availability, etc.) this may not be possible.
- Banquet committee is primarily responsible for the planning and execution of said Banquet. Basic areas of responsibility being date, time, site, cost, menu, seating, tickets, and personnel to work this function.
- The Decorations Committee is to provide necessary decorations for all occasions and sites having to do with the Regional Tournament. Basic areas of responsibility are Banquet head table, stadium decorations, billboard, signage, etc. (donated if possible) to be displayed in and around Host Community.
- The Ceremonies Committee is responsible for coordinating all ceremonies and honorary activities providing sites, equipment, and necessary persons (dignitaries). Basic areas of responsibility are Team Orientation (site to hold orientation), Banquet, Managers/Coaches Breakfast (sample agenda enclosed), opening ceremonies, closing ceremonies, and entertainment provided at any of the above functions.
- The Publicity Committee is a MUST in any event of this scope. This Committee is responsible for all newspaper, radio, and television coverage prior to the Regional Tournament on the local and State levels.

This Committee should also provide the Governor's picture and letter of welcome, the Mayor's picture and letter of welcome, the stadium picture, the total Committee picture - all Committee Chairs and the Host President's picture and letter of welcome.

STADIUM COMMITTEE

Stadium Policies:

- A practice field schedule must be available during the entire tournament.
- No white or multi-colored signs behind the pitcher's mound.
- No bullpen in Center Field.
- Babe Ruth Region Representative will control press box.
- Umpires are under the direction of the Regional Commissioner or his appointed Tournament Director.
- The "home" dugout is to be determined by the Host Community.
- Games to be played using Official Babe Ruth Rules.
- Must use approved Babe Ruth Tournament baseballs and softballs by "Rawlings."
- Must have Protest Committee before each game is started. (BR Baseball Rule 11.05, paragraph 10; BR Softball Rule 11.05, paragraph 2)

The Stadium Committee is responsible for providing and maintaining the actual playing site of the Regional Tournament in all its many aspects. Basic areas of responsibility and provisions are: bullpens, sufficient lighting, American flag, scoreboard, flagpoles for State flags, press box, interior fence, exterior fence, dugouts, dugout drinking water, distance signs on outfield fence, infield tarps, ticket booths, home and visitor dugout signs, first aid kit, sufficient umpire quarters, restroom facilities, National Anthem recording, and large up-to-date game result signage.

The Stadium Committee is also responsible for having in attendance at all games:

- Ground crew (sufficient to maintain field)
- Ball boys
- Press box announcer
- Scoreboard operator
- Official scorer
- Press box runner and an electrician or power company on call to handle any power failures.