

# **Babe Ruth Leagues of Virginia, Inc.**

## **STATE HOST GUIDEBOOK**

### **Introduction:**

This Guidebook is designed to give the reader a brief but concise insight into the total operation of a Virginia State Baseball or Softball State Tournament. It will contain general knowledge of responsibilities and duties of the Host League involving planning, preparing, and running of the tournament.

Flexibility is generally needed to accomplish the goals at hand. Therefore, this Guidebook is to be considered only as a basic outline of areas of responsibilities and duties. Mandatory requirements are annotated with an asterisk (\*).

### **Organization:**

The first step in setting up a State Tournament is ORGANIZATION. As in the planning for any event of the size and scope of a Virginia State Tournament, the first step is the formulation of a “key” group of volunteers from the Host League 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 Tournament Director. [Note- A State assigned representative will be on-site during the tournament (from check-in to the conclusion) to give assistance to the Host Tournament Director as needed.]

Staffing includes division Directors, each of whom is responsible to the Host Tournament Director:

- **\* Administration Director**
- **Hotel Director**
- **Concessions Director**
- **Souvenirs Director**
- **\* Press Box Director**
- **\* Game Operations, Grounds and Equipment Director:**

**Administration Director:**

- \* [The Host League is responsible for all costs associated with hosting the State Tournament.] Insure that all gate receipts and all other revenue and expenses are maintained using generally accepted accounting methods.
- \* A Manager's Tournament Information Package must be prepared and approved by June 15<sup>th</sup>. Preparation of this document is electronic and is accomplished via the State Web Site.
- \* Make arrangements for contracting and paying certified Babe Ruth umpires. The Umpires are under the direction of the Host Tournament Director.
- Make sure that there are an adequate number of Gate Receipt personnel per session. Ticket personnel should report to the stadium one-hour before first game.
- \* Make sure that the Winner and Runner-up Team trophy's or plaques are available for award.
- Arrange for an Official Photographer.
- Establish Public Relations Policies such as:
  1. No alcohol on the complex.
  2. No use of tobacco (including smokeless) within the field area.
  3. The official photographer receives all assignments from a designated staff member.
  4. Make sure that the Radio, TV, and Press are all properly identified with their employer ID Badges and are allowed to cover the Tournament games from the press box when appropriate.

**Hotel Director:**

- Make sure that there are an adequate number of hotel rooms available to support the number of travel teams expected.
- Be the sole contact for reporting teams with regard to potential housing.

**Concessions Director:**

- Establish a list of all food and drink items to be sold.
- Establish and post prices for easy reading.
- Have an adequate number of personnel per game to maintain sales at all concessions.
- All concession locations should be open one hour before first game.

**Souvenirs Director:**

- Make sure there are an adequate number of personnel to maintain sales at all locations.
- All souvenir locations should be open at the start of the first game.
- Tournament Programs should be handled at souvenir locations.

**Press Box Director:**

- \* Make sure the public address system is in good working order.
- \* Have a portable microphone available for the field, or a cabled mike with sufficient cable length.
- \* Have a tape player or CD player to play National Anthem, etc.
- \* Have two copies of the National Anthem (just in case!).
- \* Do not allow children or players in the press box. Only the assigned Official Scorekeeper, Announcer, Tournament Director, Scoreboard Operator, the press, and Babe Ruth Officials are authorized.

**Game Operations, Grounds and Equipment Director:**

\* The Game Operations, Grounds and Equipment Director is responsible for providing and maintaining the actual playing site of the State Tournament in all its many aspects. Basic areas of responsibility and provisions are: bullpens, sufficient lighting, American flag, Scoreboard, 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, and large up-to- date game result signage.

\* The Game Operations, Grounds and Equipment Director is also responsible for having in attendance at all games: a ground crew (sufficient to maintain field); ball boys, press box runner and an electrician or power company on call to handle any power failures.

\* In addition, the Game Operations, Grounds and Equipment Director must:

- Provide a practice field schedule (must be available during the entire tournament).
- Make sure there are no white or multi-colored signs behind the pitcher's mound.
- Make sure there is no bullpen in centerfield.
- Determine the "home" dugout.
- Make sure that the Official Approved Rawlings Tournament Baseballs or Softballs are used.
- Insure that the games are played using Official Babe Ruth Rules.
- Make sure that there is a three-person protest committee available prior to beginning a game.

### **Questions?**

For answers to questions please contact your local District Commissioner, or the Assistant State Commissioner, Training & Compliance.