

# CA DISTRICT 35 LITTLE LEAGUE TOURNAMENT DIRECTOR

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The **Tournament Director** is the President of the Host League OR the Individual appointed by the President with the approval of the District Administrator.

## ***Arrival Time***

- It is recommended that the **Tournament Director** arrive at the game site 90 minutes before game time.

## ***Daily Checklist***

- Display a Tournament Bracket (*which can be printed from the District 35 website*). Update the bracket each day with team and score. Have an updated bracket for yourself and the PA Announcer each game.
- Have Tournament Pins (*provided by District 35*) available for Players, Managers and Coaches. Make sure the Championship Flag (*provided by District 35*) is available for any Championship Game(s).
- Have access to a cell phone, and the numbers for Emergency services (*Police and Fire*).
- Have your League's Field Maintenance Staff prepare the field prior to the arrival of the teams. Inspect the infield/outfield, all bases, all fences, etc. for Safety.
- Ensure that there is a First-Aid Kit (*fully stocked*) at the facility and ensure that additional Ice Packs/Bags are available.
- Provide Water (*with cups*) in each dugout for each game. Also provide Water for the Umpires (*as needed*).
- If the Scorekeeper and PA Announcer's table is outside, rope off or chalk an area to keep the crowd at a distance.
- Make sure the American Flag is flying before the game begins.
- Each team will provide Four (4) Baseballs (*RS-T grade*) per game. The Umpires will return all baseballs to the **Tournament Director** at the end of the game. The Host League will keep the baseballs. Home Run balls will be awarded to the player's parent(s) as soon as returned.
- Check the Sound System to make sure it's in good working order.
- Have a copy of the National Anthem.

## ***Concession Stand***

- Please open the Concession Stand (*if available*) at least 30 minutes before game time.

## ***Introduce Yourself to the Teams and Coin Flip***

- At least One (1) Hour before game time, Flip a Coin to determine home or visitor. The Home and Visiting Dugouts will be designated by the Host League (*they should correspond to the scoreboard*).
- Collect Four (4) Baseballs (*RS-T grade*) from each team.
- Collect the Eligibility Affidavit, Pitching Record and Announcer's List.
- Collect ALL copies of each team's Lineup Card at least 30 minutes prior to game time.