

**LITTLE LEAGUE BRITISH COLUMBIA TOURNAMENTS**  
**- Hosting Guidelines –**  
**- For Provincial Sanctioned Tournaments -**

**Preamble**

These guidelines are divided into areas that are “Mandatory”, optional items, and highly recommended items for the tournament host. We strongly encourage you to discuss the tournament logistics with your District Administrator early, and often as you move through your preparations. Little League International Tournament Rules and regulations, the current year Little League Rule book, and the Little League Canada Tournament Guidelines for the current year are all applicable to the tournaments hosted in B.C.

The tournament committee chairperson, or their delegate, must contact the B.C. Divisional Umpire Consultant to discuss the planning and implementation of the umpire schedule for the tournament. This consultation should result in a satisfactory schedule of qualified umpires for each tournament game. Any disagreements between the host committee and the Divisional Umpire Consultant may be taken to the Little League B.C. Executive officers for resolution.

The host district or league must extend an invitation to all district umpire consultants within B.C. to attend the tournament and work as an umpire. There is no obligation upon the host committee to pay travel or living allowances to the participating umpires. One umpire per district may attend.

Please note, any expenditure payable by Little League B.C. will be paid to the participating League or District. They will not be paid to an individual under any circumstances.

**1. TOURNAMENT INFORMATION PACKAGE (Mandatory)**

The information package must be mailed out to all District Administrators in B.C. no later than June 1. This package **MUST** include the following items.

- game schedule
- Committee Members or contact person
- A safety officer must be named (Little League Canada regulations)
- host hotel/motel (include rate of the rooms, reservation number to reserve rooms and contact person)
- other accommodations in the area
- car rental information
- billeting arrangements (where required)
- type of balls that will be used (**Must meet LL specifications**)
- time and location of meetings
- list of (tentative) events/activities
- Forms to be filled out by teams (eg. List of players and uniform numbers, billet pairing or any other information needed by host league)

## 2. ARRIVAL DAY (Mandatory)

### a) Host Location

A host room is the place where the teams will present themselves upon arriving in the host city or town. The room should be located at the host hotel/motel or at a hall of a sponsor (eg. Legion Hall) and be open to all players, parents, coaches, umpires, etc. This is also the location where the players and billeting families will meet. The following is a list of suggestions to have in the host room.

- snacks (pop, juice, chips, etc.)
- Welcome Guide, including schedule of games, events and any other information needed by participants
- **Suggestion:** video games and/or movies (to keep players entertained while they are waiting for their billets)

**NOTE: There must not be any alcohol in this room**

**Suggestion for Sponsorship:** The Committee could sell a sponsorship to either a local grocery store (for the snacks) or a video store (for the games or movies). You may also choose to ask both to be co-sponsors.

### b) Coaches Meeting (Mandatory)

The Coaches Meeting is to be scheduled the day before the start of the games. The agenda **MUST** include the following items:

- review of tournament rules
- schedule
- events or activities of the week
- ground rules, explanations of per diems and coaches' room (where required)

Ideally, this is conducted by the District Administrator and the Umpire in Chief. There should be pop, coffee or water served during the meeting, **NO ALCOHOL**. If possible, a meeting should be held at the field in order to go over all of the ground rules and also any other information about the facility that should be known, such as parking facilities, first aid area, warm-up area and washroom facilities.

### c) Practice Sessions (Mandatory)

A practice area for the teams is required. You should assign a tournament volunteer to coordinate the schedule. This field should be in close proximity to the tournament field or the host hotel/motel. A practice schedule should be made up according to the arrival times of the teams. Having a practice schedule set up will give the coaches an opportunity to get some of the jitters out of his/her players. The practices could be held on the same field as the games or on a secondary field (Tournament Committee's decision). The local media should be given a schedule; this would give them an

opportunity to interview the coaches and also some of the players. The coaches should confirm if they would be using their time, so the media could be notified.

**d) Coaches Press Conference and Media Social (optional)**

A coaches press conference and media social would be good for public relations and a way to promote the tournament. The conference should be in a casual atmosphere (social type setting, **no alcohol**). This would give the local media a chance to interview the coaching staffs on their expectations or any other questions they would have. This is also an opportunity to invite the sponsors of the tournament and make them feel part of the tournament.

**Suggestion for Sponsorship:** The host hotel/motel could sponsor the coaches' press conference and media social.

**3. OPENING CEREMONIES (Mandatory)**

The official opening ceremony is usually scheduled around the host team's first game. All teams must be in attendance. Local media should be invited. The following is the standard procedure:

- introduction of the dignitaries
- introduction of teams
- introduction of umpires
- introduction of Tournament Committee
- National Anthem
- Little League Pledge
- Opening Ceremonial Pitch

**NOTE: The tournament souvenir could also be distributed at the Opening Ceremonies.**

**4. FIELD DECORUM (Mandatory)**

**a) Flags** - The Canadian flag, Provincial flag and Little League flag should be flown at the field.

**b) Scoreboard** - The field should be equipped with a scoreboard (manual or electronic).

**c) Dug-Out Signs** - The dugouts should be properly marked "HOME" or "VISITORS" and also have interchangeable signs indicating the teams that are playing.

**d) Advertising** - If advertising is to be installed around the fence, it is recommended they be made in the form of a banner than wood, and be placed on the outside of the fence for safety. Remember to keep a clean "Batter's eye" in centre field.

**e) Foul Posts** - It is recommended to have suitable marked foul posts.

- f) Standing Board** - A board indicating the standings along with the schedule of the tournament should be on display. It is recommended that it be installed in a high traffic area, such as the concession stand.
- g) P.A. System** - A proper P.A. system is recommended. This would be used to announce the batters, inning summary and also any other announcements that are needed. It is important to have the P.A. system set up properly (not too loud and proper sound). Also a suggestion is to have appropriate music played between innings.
- h) Field Maintenance** - The field must be groomed before every game. This would consist of chalking the field (foul lines, batters box, etc.), raking or dragging the field, filling in holes, etc.
- i) Start of a Game** - It is important to start all games in a consistent fashion; this will ensure that all teams are treated equally. It is suggested to start the game in the following manner:
- introduction of the visiting team
  - introduction of the home team
  - introduction of the umpires
  - National Anthem (**every game, or just the first game of the day is acceptable**)
  - Little League pledge
- j) Official Table** - There should be an official table or area in a suitable location behind the backstop for the scorer, the P.A. announcer and the Tournament Director. It is recommended that the public's view from directly behind home plate be blocked. These game officials may not smoke in this area.

## 5. PLAY-OFF FORMAT

Little League B.C. divisionally sanctioned tournaments to determine the B.C. representative to the Canadian championship tournament will use the current Little League Canada play off format as outlined in the Little League Canada Tournament Guidelines.

## 6. BANQUET OR BREAKFAST (Highly Recommended)

The Organizing Committee is offered two options for hosting a formal meal. The meals of choice are a banquet or a breakfast. Either meal would be deemed suitable, but must be organized in a professional manner, such as:

- all teams are present at the same time
- held before any teams have been eliminated
- Executive Committee in attendance
- dignitaries and sponsors in attendance
- all volunteers of the tournament invited
- all parents should be invited (at a cost, extra revenue for the tournament)
- all umpires should be invited (their cost, or paid by committee)

- proper seating for everyone
- Proper hot meal (eg. Chicken, vegetables, dessert and beverage). It a breakfast then the recommended fare would be buffet with eggs, bacon, sausages, cereals, pancakes and juices/milk.

**NOTE: The type of meal is important and should be suitable to the age of the players. Also, remember this is a formal or professional type of meal.**

**Suggestion for Sponsor:** A good sponsor for this event would be your city or town. You could also approach a service group or social clubs to sponsor or volunteer or organize this event.

## **7. SOUVENIRS (Mandatory for participants)**

A part of the memories of each tournament is the souvenirs. The souvenirs are broken down into two categories: participant's souvenirs and retail souvenirs. Please remember that this can get very expensive and time consuming. Little League regulations stipulate a reasonably priced souvenir which all participants receive.

- a) **Participant's Souvenirs** -Each participant in the tournament must receive a souvenir of the tournament. The souvenir that you choose must be imprinted with the logo of the tournament or division of play and should be exclusive to the participants. This makes for long-lasting memories. The following is a list of suitable souvenirs:
- Tournament pin
  - t-shirt
  - sports bag
  - bat bag
- b) **Retail Souvenirs** – Retail souvenirs are a way to generate revenue for the tournament. Some suggestions for souvenirs are hats, t-shirts, trading pins, polo shirts, sweatshirts, mugs, and padded stadium seats. **REMEMBER**, time-specific souvenirs are hard to get rid of after the tournament has ended. Don't order extreme amounts!!

## **8. HOSPITALITY ROOM (Optional)**

The hospitality room gives everybody involved in the tournament a chance to relax, have some refreshments and relive the games of the day. It also gives the coaches and league representatives a chance to discuss how other leagues operate. This is also a way to generate revenue for the tournament. The hospitality room should be open every night, except if you have another event the same night.

**Recommendation: It is strongly recommended that the host committee DO NOT involve themselves in the sale/distribution of alcoholic drinks. If these are to be offered, it is recommended that the hotel/bar/service club deal with a "NO HOST" bar directly, and in their normal professional manner in accordance with all local, provincial and federal laws.**

**Suggestion for Sponsors:** The hospitality room is a great way for the restaurants to get involved. The Organizing Committee could approach local restaurants to sponsor the hospitality room. Their sponsorship could be a snack (eg. finger foods) rather than a monetary donation. Try to have a difference sponsor for every night.

## **9. SKILLS COMPETITION (Optional)**

Skills competition is something everybody enjoys. This is something fairly simple to organize with events such as: home run or longest ball, most accurate pitcher, catcher and fielder and also fastest runner.

In the younger levels of play, it is recommended to try and have all players participate. With the proper amount of volunteers and organization, it should not take more than two and a half hours.

**Suggestion for Sponsors:** Local sports stores are usually a great sponsor for this event. They may also have a direct contact with the larger sporting goods companies.

## **10. SOUVENIR PROGRAM (Optional)**

Some suggestions for the program could be to have game schedule, team rosters and pictures (insert), advertising, past champions, a trivia contest, and other general information of interest to fans. Some host leagues may wish to give the program to players and coaches.

## **11. TOURNAMENT EXECUTIVE (Optional)**

It is important to be able to identify the Tournament Executive. This allows people to relay or report any problems that may surface. A way to distinguish the Executive is by having them wear the same type of shirt or other prominent identification. The easier it is to communicate with the Executive the few problems will arise.

## **12. ADULT SOCIAL (Optional)**

This is an event that is always popular with the adults. The social should be scheduled early in the tournament in order to give all parents a chance to take part in this event. Hosting a social gives everybody a chance to get to know each other. This is also a way to generate revenue.

A good time to have this is after the coaches meeting the night previous to the tournament start.

## **13. CLOSING CEREMONIES (Mandatory)**

This normally involves only the two finalists as the teams which have been eliminated may have returned home. If they are present you can involve them as well. Ideally, the ceremony includes presentation of the medals and/or the championship banner, and gives you an opportunity to thank your volunteers and sponsors one last time.