

MSBA TOURNAMENT MANUAL

Pre-Tournament – Tournament Director Responsibilities

- receive applications for tournaments
- confirm receipt with teams
- book fields and set schedule
- send out tournament packages to teams and Tournament Convenor (min. 3 weeks prior to the tournament) – team packages to include schedule, rules, tie breakers, contact information, maps, hotel information
- provide umpire scheduler with schedule
- provide Tournament Convenor with schedule and tournament paperwork (eg., sign-in sheets, scoresheets, line-up cards, pitching record sheets, convenor reports, accident claims)
- provide Building Manager with schedule if Tom Chater being used
- provide Greg Cranker with schedule if 9th Line being used
- obtain cheque for umpire fees
- arrange for baseballs and field packages (i.e., bases, hammers, pitching rubbers, tape measures, etc.) with Equipment Manager
- If Rookie Ball, arrange for any necessary pitching machines, generators, etc.
- meet with Tournament Convenor during the week prior to the tournament
- order awards and arrange for them to be delivered to the appropriate park

Pre-Tournament – Tournament Convenor Responsibilities

- Tournament Convenor is the head coach of the team convening
- receive and review schedule
- Send out introductory email to teams requesting emergency contact information for the tournament and OBA team number and location on MSBA website to keep track of scores: www.msbaseball.ca Tournament tab, Results
- meet with the Tournament Director the week prior to the tournament. This is the time to ask any questions or seek any clarifications about the tournament
- prepare umpire envelopes for each game (2 umpires/game) – check with Tournament Director for applicable rates
- arrange for an on-site convenor to cover each game (see the responsibilities for on-site convenors below)
- confirm cell phone numbers for each on-site convenor and prepare list to distribute to each park
- divide paperwork/baseballs (so that each park will have the necessary baseballs/sign-in sheets, scoresheets, line-up cards, accident claims, cell phone list, etc.) and distribute to on-site convenors
- arrange for appropriate grounds crews (see responsibilities for grounds crews below) and arrange for them to receive field packages. **All players and parents are expected to participate – min. 2 people per diamond. Should be at park one hour before game.**
- if using Clarkson Park, ensure that the On Site Convenor for that park has the necessary keys to get into the equipment bunker
- meet with On-Site Convenors and Grounds Crews to confirm responsibilities

- Delegate one person to enter and maintain scores on MSBA Website. This person is to record scores immediately after each game on MSBA tournament site. msbareresults2015@gmail.com, password is TwinsWin

FIRST DAY OF TOURNAMENT

Tournament Convenor

- confirm each park has been prepared for games
- confirm each on-site convenor is in place and has all necessary supplies
- receive scores from on-site convenors and maintain a master scoreboard
- receive pitching information and maintain master list
- advise appropriate on-site convenors of pitch count restrictions for their games
- maintain contact with on-site convenors

On-site Convenors

- On-site Convenors should be coaches or at least parents with good knowledge of baseball in case of protests
- confirm diamonds have been set up properly
- prior to each game: conduct coin flip to determine home team; provide scoresheet and line-up cards (home team to provide official scorer); confirm pitching availability with each team
- have umpires sign-in
- provide game balls to umpires (first games – all new baseballs; afterwards – ½ new and ½ good used)
- confirm with umpires the time limit. Time limit will be in rules
 - No new inning is to begin after the time limit, but we finish whatever inning we are in when the time limit is reached.
 - Inning is finished under the rules of baseball if the home team is ahead after the top of the inning or at any point during the bottom of the inning.
 - If tied and time limit has been reached or 7 innings have been played, then the tie stands.
- after game, collect scoresheet from teams (have coaches sign off on the score and pitching records)
- after game, collect baseballs from umpires (and umpire report if there are ejections) and pay them for the game
- provide scores and pitching information to Tournament Convenor
- if there are any serious injuries during the game, incident report form should be filled out by the appropriate personnel
- if there are any protests during the game, it must be filed and dealt with immediately following the incident or call in question. Protests may only be on rule interpretations and NOT judgment calls. The coach that is protesting must inform the umpire at the time of the protest and the umpire shall suspend play. The umpire will consult with the On-site Convenor. The On-site Convenor may consult with the Tournament Convenor if necessary. If there is any confusion the Tournament Convenor may contact Bruce Thompson (647-961-4413) or David Huctwith (416-420-1363). All decisions on protests are final.

Grounds Crews

- at least one hour prior to the first game of the day, bases, pitching rubbers and foul lines for each diamond need to be set up (confirm with Tournament Convenor the applicable distances)
- If using peg in bases, use 2 pegs for each base. For 1st base, the pegs should be on the foul side and the outfield side of the bag. At 2nd base, the pegs should be on the two outfield sides of the bag. At 3rd base, the pegs should be on the foul side and the outfield sides of the bag. In other words, NOT where players will slide in.
- between games, rake and fill home plate and pitching mound areas; if time rake basepaths and, if necessary, redo foul lines
- pick up excess garbage around diamonds. The City will often have garbage pick-up over the week-end.
- **At Clarkson Park & Ninth Line**, brushes only (no rakes!!) are to be used on clay areas. At Ninth Line, Greg Cranker will usually have the diamonds prepared ahead of time for the day's first games. At Clarkson Park, clay needs to be watered lightly between games (or at least, after every second game). If rain is expected, the diamonds should be tarped.
- For Clarkson Park, ensure that the On Site Convenor for that park has the necessary key to get into the equipment bunker

SECOND DAY OF TOURNAMENT

Tournament Convenor

- same as above, plus the following:
- determine which teams are advancing to play-offs and confirm (or have on-site convenors confirm) with each team, the team's status following their final game. If there is uncertainty as to whether or not the team is advancing, reconfirm that we have a contact name and number for the team

On-Site Convenors

- same as above, plus the following:
- update the scoreboard with scores from other parks
- if park is not being used on Day 3, ensure that it is cleaned up

Grounds Crews

- same as above

THIRD DAY OF TOURNAMENT

Tournament Convenor

- same as above, plus the following:
- hand out awards to winners after Championship Game

On-Site Convenors

- same as above

Grounds Crews

- same as above

POST TOURNAMENT

Tournament Convenor

- for OBA tournaments, complete Convenor's Report and package the Convenor's report, sign-in sheets, umpire sign-in sheet and team rosters for mailing to the OBA Office
- for SOBA tournaments, package scoresheets and results for mailing to SOBA

IN THE EVENT OF RAIN

- make sure that you have contact information from each of the teams
- we need to try everything reasonably possible to get the tournament completed, including rescheduling games. DO NOT CANCEL any games without speaking with Bruce Thompson (647-961-4413) or David Huctwith (416-420-1363)
- maintain contact with the umpire scheduler and keep him/her apprised of changes
- if games are in progress when it begins to rain, it is the umpire's decision whether or not play will be suspended. On Site Convenors should work with the umpires, particularly younger umpires, to make those decisions.
- Games are NOT to be suspended just because lightning is seen. However, if thunder is heard then the games are to be suspended and OBA procedures followed.
- when using fields with clay mounds/plate areas, get the mounds/plate areas tarped as soon as possible if play is suspended
- before the tournament, determine what extra parks (if any) are available in the case of rain
- maintain communication with the teams, but stay away from the teams when making decisions about rescheduling, etc. Please note that teams will express ideas/thoughts/positions regarding what should be done. Listen politely, but make the decisions which you think will have the best chances of us getting the tournament completed.
- when rescheduling games, try to get in as many games as the weather permits
- if unsure how to proceed, try to get a hold of a senior Association person for advice
- DO NOT RAKE water onto grass. Bail diamonds if there are puddles.

UMPIRES

- prior to the tournament, the umpire scheduler should provide the Tournament Convenor with a schedule of umpires. The Tournament Convenor should provide copies to the various On-Site Convenors.
- if an umpire does not show up, try to talk another umpire at the park into umping
- if another umpire is not available, games can go on with one umpire (if you are at a park with multiple diamonds, try to arrange the umpires present so that an experienced umpire is the one who is handling the game alone)
- contact the umpire scheduler if an umpire does not show
- **if any umpire ejects a player/coach they must fill out an umpire report form immediately after the game and before they receive their pay.**

TOM CHATER INFORMATION

- place parking cones at front of President, Vice-President and Building Manager's spaces. Parking is usually at a premium and this is to prevent others from parking there. The President and Vice-President spaces may be used by the Tournament Convenor and other tournament personnel. The Building Manager's space may not be used.
- Set out table outside of front doors for registration/check ins/questions/handouts
- someone must monitor the washrooms regularly to ensure that they are maintained in a clean state and toilet paper dispensers are full. If any emergency occurs contact the Building Manager.
- In the event of rain, NO PERSON, either player or parent or coach is to enter the Clubhouse. They can all wait in their cars.