

MSBA Tournament Convening Responsibilities

1. Tournament Chair is to receive all entry forms and appearance monies.
2. Tournament Chair will draw up schedule
3. Tournament Chair will send schedule to Convenor and participating teams.
4. Convenor will follow up with introduction email to participating teams at least one month in advance of tournament
5. Convenor will request emergency contact information, request OBA team number.
6. Convenor will send out hotel information and park direction package at least one month ahead of tournament
7. **Convenor will draw up field maintenance schedule for ALL parents and players. Two workers per diamond per game. They should arrive at least 60 minutes before the start of the game.**
8. Convenor delegates one person to enter and maintain scores on MSBA website. They will also inform teams of location of the scores.. This is info to be shared with team techie only. All participating teams are to be directed to www.msbabaseball.ca and under tournament tab they will find the results of the tournament they are playing in.
9. At least one week before tournament, convenor meets with Tournament Chair to get balls, bases, scoresheets, line up cards and umpire monies and tournament prizes. That is the time to clarify any issues, questions or concerns.
10. **Head Coach or an Assistant Coach must be at each and every time slot to handle protest or baseball technical questions, NOT a parent.**

TOM CHATER CONVENING

1. Place traffic cones at front of President, Vice President and Building Manager's spaces. This is to prevent others from parking there. The tournament convenor may use President's spot if desired.
2. Set out table outside of front doors for registration/check ins/questions/hand-outs
3. During check in ensure each team hands you a copy of OBA/SOBA roster for verification purposes only. This is returned to the team. Gather emergency contact information as required, cell phone number and email address of main team contact. Either head coach or team manager.
4. Rake all diamonds. Line all diamonds. Put bases and pitching rubbers at appropriate distances. Use two pegs for each base. Diamonds must be maintained after each and every game.
5. Ensure washrooms are kept tidy and toilet paper dispensers are full. If any emergency occurs please contact Clubhouse Manager.
6. Record scores immediately after each game on MSBA tournament site. msbareresults2015@gmail.com, password is **TwinsWin**
7. In case of rain NO PERSON, either player or parent or coach is to enter the clubhouse. They can all wait in their cars.
8. While there is garbage pick-up by the city on Saturday's and Sunday's, all garbage pails must be monitored and emptied when full.
9. All scores and pitch counts must be updated as the games are played. After the first game for each team the pitcher availability must be identified on each subsequent game sheet and shown to each coach prior to their next game. After the round robin is completed the head coach **MUST** quickly and accurately produce the quarter finalists and announce the results to all the teams.
10. All first round games will use new baseballs. Subsequently all games will be one new ball and at least one good used ball. Umpires must return all balls after each game when they receive their pay.
11. If any umpire ejects a player and/ or coach they must fill in an umpire report form immediately following the game and before they receive their pay. If there are any injuries all necessary report forms must be filled out by the appropriate personnel.
12. If there are any protests during a game it must immediately follow the incident or call in question. Each protest must be on a rule interpretation only not a judgment call. The coach that is protesting must tell the umpire immediately and the umpire shall then suspend the game and clear the field. The umpire will talk to the head convenor and they will determine if a protest will be upheld or not. If there is any confusion the head convenor can contact Bruce Thompson at 647 961 4413 for immediate resolution. All decisions are final.
13. Games are NOT suspended if there is lightening visible! However if Thunder is heard then the games are suspended and OBA procedures are to be followed. Absolutely no games are cancelled. We will try to get each and every game in unless the diamonds are completely under water for the whole weekend. Convenors will look at every contingency including moving games back to the next day. Please consult Bruce Thompson for further advice.