

HOST RESPONSIBILITIES AND TOURNAMENT PROCEDURES

FOR LLB AND LLS STATE TOURNAMENTS; MODIFIED FOR BASEBALL AND SOFTBALL 10, 11, JR, SR, BIG.

Adopted by Pennsylvania Association of District Administrators 11/6/2010	Reference	Program	Program
		LLB/LLS	10,11
			Jr, Sr, Big
Championship Banner, LLB State level tournament pin, team participant plaque or trophy,	T17	R	R
PA State Tournament pin for players, coaches and umpires (provided by Host District)		R	R
Housing for players and coaches	T19	O	O
Meals for players and coaches	T19	R	R
Baseballs	T18	R	R
Transportation of Tournament Teams	T19	O	O
Entertainment of Tournament Teams		O	O
Printed Program Contents:	T20	R	RBO
• President and CEO, Little League Baseball, International		R	RBO
• Vice President of Operations		R	RBO
• Eastern Region Director		R	RBO
• State Coordinator		R	RBO
• Host DA (Tournament Director)		R	RBO
• (Name) of the State Umpire Consultant for Host Section		R	RBO
• Welcome Letter		R	RBO
• Umpire chart to include names of umpires, and game assignments		R	RBO
• Game Schedule, date, time and field		R	RBO
• (no changes without specific approval of State Coordinator)		R	RBO
Police and Emergency Medical Services	T18	R	R
Free adequate parking	T18	R	R
Free adequate seating: Section 500, State 1,000, regional 1,500	T18	R	O
Public Relations; also involve Media and Public Officials	T20	R	O
Tournament packets delivered on time to PA secretary for web posting		R	R
Local Umpires; none if home team is in the tournament.		R	R
Field maintenance and supplies; tarp for field and backstop, speedy dry, rest room.	T18	R	R
• tarp for field, home plate area, speedy dry.	T18	R	R
• restrooms - Minimum: one location per sex, 1 stall per 80 women 1 stall per 350 men, 1 urinal per 100 men, handicapped accessibility	T18	R	R
• batters eye - Dark green or black (24' x 4') in centerfield	T18	R	R
• Pitcher's eye- Canvas or windscreen (4' x 20') at backstop	T18	R	R
Field Dimensions (per rulebook)	T18	R	R
Concession Stand; host league may retain concession income	T19	R	R
Hat collection for games; recruit volunteers and use proceeds for flag, pins, baseballs, umpire refreshments.	T19	R	RBO
Liability insurance secured by host league (\$1,000,000)	T7	R	R
Field Lighting; Must meet LL standards and have completed safety audit.	T18	R	R
ASAP approved game site		R	R
Extra Helmets	T8	R	R
Field Events			
• Pre-game ceremonies and ceremonial pitch before each game		R	R
• Introduction of players, coaches and umpires		R	R
• National Anthem and Little League and Parents Pledge		R	R
• Public Announcements		R	R
• Awarding of flag and pins after final game		R	R
Support Staff			
• Announcer - PA System but no play by play	T18	R	R
• Scorekeeper - supervised by Tournament Director	T18	R	R
• Groundskeepers	T18	R	R
• Scoreboard and operator	T18	R	R
• Official pitch counter	T18	R	R
Game Times -designated in packet		R	R
Bracket placement - per state rotation plan		R	R
Radio and TV - See Little League policy and State YES Fund proposal	T20	R	N/A
Press table and space for radio, TV and photographers	T20	R	RBO
Team Rosters for members of the press	T19	R	RBO
Area away from dugout for team scorekeepers		R	RBO
Financial Statement (Tournament Director)	T18	R	N/A
Special Guests; seating and parking with special guest identification and passes.		R	N/A
Lunch, dinner, snacks softdrinks at clubhouse for umpires		R	R
Call Regional Office with Standings	Region	R	N/A
Email or text State Coordinator with daily results and final results (Tournament Director)	Region	R	N/A
Provide winning team with package from the East Region Tournament (Tournament Director)	Region	R	N/A
Letter from East Region regarding ESPN (Tournament Director)	Region	R	N/A
Fundraising activities must be approved by the Tournament Director	T20	R	N/A

R-Required; RBO-Recommended But Optional; O-Optional; N/A Not applicable