



**MIDDLE ATLANTIC
BABE RUTH LEAGUES
REGIONAL
TOURNAMENT
HANDBOOK**



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INTRODUCTION

Purpose

This document was created to assist a league that is considering hosting or one that has signed a contract to host a regional tournament to conduct a successful tournament.

It is the intent of this document to answer any questions that may arise about the requirements for a regional tournament and to offer guidelines on how to prepare and manage the tournament.

This guidebook is not the "final word" in the Babe Ruth or Cal Ripken Division Regional Tournament procedures but is to be considered only as a basic outline of areas of responsibilities and duties for the personnel concerned.

If after reading this document any questions or concerns have not been addressed, do not hesitate to contact the Middle Atlantic Regional Commissioner or one of the Assistant Regional Commissioners.

Definition of a Host

HOST – There are a couple of definitions for this simple four-letter word and both define the “backbone” of the Babe Ruth organization.

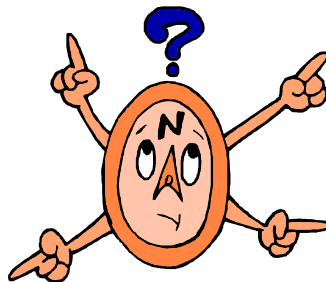
***Host* - One that furnishes facilities for an event**

As in: The host league provided a complex for the tournament.

***Host* – An army, a great number**

As in: It took a host of volunteers to prepare the park each day.

What would we be without the word “host”? The answer -- “**LOST**”!



HOSTING A REGIONAL TOURNAMENT

Why Play Host to A Babe Ruth League Tournament?

What makes a community or a group of persons in that community wish to serve as the host for a Babe Ruth tournament? Why are they willing to undertake the work and financial responsibility to have the tournament in their town?

The answers are numerous.

Paramount among the reasons is pride. Pride in their community, faith in their ability to perform the job and a desire to have the rest of the region know how outstanding the local facilities are.

The hundreds of cities that have hosted a Babe Ruth tournament know the satisfaction that comes from planning and carrying through the details of such an event.

Further, they realize that by their roles they are making possible a continuation of these tournaments, so their own youngsters some day may travel to other cities for a similar experience.

They know that more than 800,000 participants taking part in the Babe Ruth program – and the millions who will come along in future years – appreciate the opportunity and they recognize the part they are planning in keeping alive this phase of the world's largest regulation teenage baseball program.

Not to be forgotten is several days of fine baseball.

And finally the tournament host role provides a community with an opportunity to net a financial profit that can be applied toward directing their youth programs for years to come.

Basic Requirements

Local enthusiasm of a degree to develop general public interest in the Middle Atlantic Regional (M.A.R.) Tournament in advance, plus the complete cooperation of all local news media, your Chamber of Commerce, service and civic groups.



Competent volunteers recruited.



Volunteers should be capable of meeting all Regional tournament responsibilities throughout the time of preparation as well as during the Regional Tournament. No detail can be too small or unimportant for a volunteer to handle.

Compliance with the M.A.R. Tournament guide and the M.A.R. Tournament contract is mandatory. All involved personnel from the local community must be willing and able to work with the M.A.R. and its selected regional tournament director.



Facilities

Baseball field(s), lights (optional), scoreboard, etc., with adequate seating. This facility must be available “Free of Charge” to the M.A.R. of Babe Ruth Baseball for use throughout the Regional Tournament.

Host Basic Financial Responsibilities

Guarantee

At present the Middle Atlantic Region requires a flat guarantee of

\$2500 -- for the 10 year old, Cal Ripken Div. Major/60 ft, Cal Ripken Div. Major 70 ft, 13 year old, 14 year old, and 13-15 year old tournaments and

\$1500 -- for the tournaments in the 8 year old, 9 year old, 11 year old/60 ft, 11 year old/70 foot, 16 year old, and 16-18 year old age groups.

The Host should have an advance fund raising to assure them of being a financial success. This advance fundraising should cover the host's costs including:

- a. Regional tournament fee.
- b. Baseballs and awards
- c. Administration and operation.
- d. Umpires



Helpful suggestion: Try getting one or two corporate sponsors to cover the tournament fee.

Deposit and Balance Due

A **\$1000** deposit, which is part of the overall guarantee, is to be made with the Middle Atlantic Region at the time of contract signing. Such deposit guarantees that the hosting group and community will meet all future financial and operating requirements and is considered a gesture of “good faith”. The remaining fee is paid on or before the first day of the tournament.

Generated Income

The local host shall retain all income generated from the tournament advance and general admissions ticket sales, program book ads and sales, concession stands, local promotion income and souvenirs.



Securing Hotel Rooms

The host is to secure (block) 30 affordable hotel/motel rooms, a minimum 120 days prior to Tournament start. The host is to secure a room for the Middle Atlantic Regional Tournament Director (if necessary) for the period of one day prior to the start of the tournament until the termination of play at their expense.

Trophies & Awards

The host is to provide a second place trophy for the runner-up team as well as individual awards for the winners and runners-up. The Middle Atlantic Region supplies the regional winner’s plaque and flag.



Umpires



The host is responsible for obtaining and paying the umpires for each game worked. There should be two (2) umpires per game with three (3) for the semi-finals and final games.

Additional Requirements

Host Tournament Chairperson

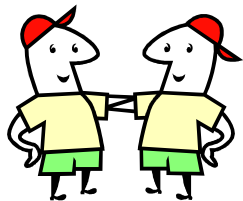
The “Key Person” (Host Tournament Chairperson) should have Babe Ruth Baseball experience, preferably in tournament operation. Additionally, his assistant(s) should possess the same qualifications. Everyone must have proven leadership ability and be decision-makers.



Prior Tournament Experience

The potential host should have had some tournament experience through the operation of previous Babe Ruth district or state tournaments.

Pre-Tournament Meeting



A pre-tournament meeting, of all Babe Ruth officials, local officials, managers, coaches and umpires should be held before the first game. However the Regional Tournament Director in charge of the tournament may elect to just check credentials and talk with each team one or two hours before their first game.

Written Field Permit

The host must secure all necessary permits for field usage for the dates and times of the tournament one hundred and twenty days (120) in advance in writing.

HAVING A SUCCESSFUL TOURNAMENT

To have a quality and smooth operating tournament at any level of playoffs, follow as closely as possible the following guidelines and instructions.

Plan Early and Advise All In Writing

Organize manpower and list responsibilities in writing.

Report on the progress of preparations by sending written reports to the Regional Commissioner or his assistant. The Regional Commissioner or his assistant will advise all state organizations in writing of your tournament plans. (Don't depend on verbal messages doing the job.)

Send by email or fax complete information to the Assistant Regional Commissioner in charge of the tournament information book, so that the books can be completed and sent to the State Commissioners. **Make sure this information is emailed well in advance to insure the states get the books before their tournaments are over.**



TOURNAMENT “CABINET”

One of the first items that the Host Tournament Chairperson needs to address in planning is volunteers. The director will need to acquire leaders to be in charge of major segments of the tournament.

The Host Tournament Chairperson would chair this cabinet and bring all the factions together for a smoothly run tournament. The Host Tournament Chairperson will oversee the actual tournament proceedings, and along with the chairpersons and Regional Tournament Director, make decisions when unexpected situations occur during the course of the tournament.

While some of these areas can be combined, under no circumstances should one or two people try to do everything themselves.

Listed below are areas where assistants are recommended.

Administration

This assistant is responsible for the following:

- 1) Winner and runner-up awards
 - a. team trophy or plaque for runner-up
 - b. individual trophies or awards for winning and runner-up team
- 2) Information and reservations
 - a. agreements with hotels
 - b. Chamber of Commerce materials (to be available at orientation)
- 3) Tournament information booklet
 - a. getting the necessary information to the Regional representative by the specified date



Public relations/game program



This assistant is responsible to publicize the tournament prior to, during, and after the tournament. This person will layout, plan, and get the game programs printed. He/she will need to work closely with the advertising assistant.

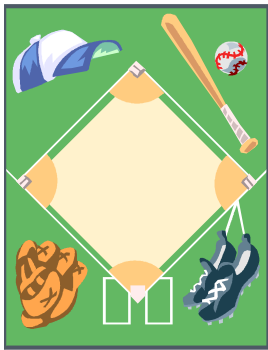
Advertising

This assistant oversees the selling of ads for the game program and works with the PR chair in the layout of the game program. This is the area where the cabinet makes the financial profit for hosting a tournament.

A good rule of thumb – use the money generated from the sale of ads to finance the tournament. Then all the moneys brought in from concessions, souvenirs, etc will be profit. These are items that you cannot always control, so if you can clear expenses with the sale of ads you will be home free as all moneys brought in from other sources will be your tournament profit.

Grounds

This assistant should, among other things, be in charge of:



- 1) The playing field. It should be in tip-top shape before the tournament starts and be maintained during the tournament.
- 2) The dugouts, grandstands, press box, and surrounding areas.
- 3) Field decorations
- 4) Public address system
- 5) Rain contingency plans

This position is very important because it provides a first and lasting impression on the players and fans. The field and grounds are a big part of a tournament's reputation. The games are what the tournament is all about, so a well groomed playing field and surrounding area is a critical element of the tournament.

Activities

This assistant will arrange all non-tournament game activities that will involve players and coaches. His/her responsibilities include:

- 1) player/coach picnic or banquet
- 2) opening ceremonies
- 3) Special recreational offerings to players, such as a pre-tournament skills contest, etc.
- 4) Suggestions for parents, fans, and host families pertaining to activities in which they can participate.

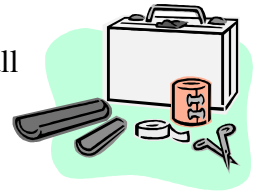
Concessions/Sales



All items for sale at the tournament events are the responsibility of this volunteer (food, souvenirs, programs, 50/50s, etc). He/she should ensure that the prices for everything are posted for easy reading.

Medical

This volunteer is responsible for obtaining local personnel to be present at all games. He/she is also to have first aid equipment available before and throughout each game.



Manpower

This assistant is responsible for making sure there are always enough people to keep the tournament running smoothly. He/she should work closely with the other committees to get volunteers for the grounds keeping, concession stand, souvenir sales, etc.

TOURNAMENT CHECKLIST

Here's a brief checklist of some items that should be considered. Some will apply to your tournament plans and others will not. **You must provide those that are in bold print.**

- | | | |
|---|---|--|
| <input type="checkbox"/> Ball Park | <input type="checkbox"/> Parking Facilities | <input type="checkbox"/> Individual Awards |
| <input type="checkbox"/> Baseballs | <input type="checkbox"/> Field Office | <input type="checkbox"/> Concession Stand |
| <input type="checkbox"/> Rosin Bags | <input type="checkbox"/> Program Book | <input type="checkbox"/> Ceremonies |
| <input type="checkbox"/> Base Bags | <input type="checkbox"/> Umpires | <input type="checkbox"/> Schedule of Activities |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Police | <input type="checkbox"/> Color Guard |
| <input type="checkbox"/> Rest Rooms | <input type="checkbox"/> Ball Shaggers | <input type="checkbox"/> Telephone(s) |
| <input type="checkbox"/> Water | <input type="checkbox"/> Flags | <input type="checkbox"/> Tape or CD player |
| <input type="checkbox"/> Dugouts | <input type="checkbox"/> Press Box | <input type="checkbox"/> Scorebooks |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Sound System | <input type="checkbox"/> National Anthem Recording |
| <input type="checkbox"/> Flag Pole | <input type="checkbox"/> Grounds Keeper(s) | <input type="checkbox"/> Practice Schedule |
| <input type="checkbox"/> Scoreboard | <input type="checkbox"/> Program Sellers | <input type="checkbox"/> Rule books |
| <input type="checkbox"/> Message Center | <input type="checkbox"/> Scoreboard Operator | <input type="checkbox"/> Line-up Sheets |
| <input type="checkbox"/> Liability Insurance | <input type="checkbox"/> Scorekeeper | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> Lights | <input type="checkbox"/> Game Schedule | <input type="checkbox"/> Public Address Announcer |
| <input type="checkbox"/> Credentials | <input type="checkbox"/> Medical Aid | <input type="checkbox"/> Tickets |
| <input type="checkbox"/> Protest Committee | <input type="checkbox"/> Electrician | <input type="checkbox"/> Ticket Sellers |
| <input type="checkbox"/> Ticket Collectors | <input type="checkbox"/> Ground Rules | <input type="checkbox"/> Souvenirs |

There are, of course, hundreds of more details to consider. This brief resume has been prepared on the basis of our experience as to how to make your tournament a success.

APPLICATION PROCESS

Following your review of this basic outline if your community is still interested in hosting this event, please fill out the Tournament Application Form and send it to the Regional Commissioner. The form can be obtained from your State Commissioner or from the Middle Atlantic Regional website: www.marbaberuth.org

Applications to host a Regional Tournament will be accepted any time prior to or during the Spring Regional Meeting for tournaments to be held the following year. An application must contain the recommendation in writing of the League's District and State Commissioners.

The Regional Commissioner, with the help of the Assistant Regional Commissioners, will review and evaluate each tournament application, and will notify the State Commissioners of the selected sites at the Spring Meeting. However, if an application to host a Regional Tournament is not received by the Annual Spring Meeting, the Regional Commissioner and Assistant Regional Commissioners with the assistance of the State Commissioners will be responsible for placement of the tournament as soon as possible without referring the selection back to the Committee.



We appreciate your interest in Babe Ruth Baseball.

FREQUENTLY ASKED QUESTIONS



Q: How many teams participate in the tournament?

A: In the Middle Atlantic tournament double-elimination bracket format nine (9) teams participate. When the pool play format is used there are ten (10) teams.

Q: How is the bracket determined? How do you go about putting the teams in the slots? Is it random?

A: The tournament positions are determined at the regional spring meeting. Each State Commissioner blindly draws a number which corresponds to a particular slot. Each tournament is drawn separately so that no one state always plays in the same spot.

Q: If the State Champion is also the host of a Regional does the runner-up from that State go to the Regions as well?

A: Yes, the runner-up from the state will go into the state champion slot.

Q: Does the host team have to play in the “extra” game in the regional when the bracket format is used?

A: Yes, per the Babe Ruth Baseball Rules and Regulations, the host team can not get a bye past the first round so they must play in that first game.

Q: What type of first aid is required at the field?

A: At the minimum the host must have a complete first aid kit and someone who is qualified to administer first aid. Immediate access to an emergency service must be available in the event of more serious injuries.

Q: What type of baseballs and how many must be supplied?

A: Babe Ruth League headquarters requires that only Rawlings baseballs be used for all tournaments. The host should have a supply on hand to last the entire tournament. Only the host knows how many are generally lost in a season on their field, etc.

Q: Do we have to provide host families?

A: Babe Ruth Rules and Regulations require that host families be used for teams not returning to their own homes at night. However, the Middle Atlantic Regional Commissioner realizes that in these times it is increasingly difficult to get host families. By contract the host will be required to provide host families only if it is requested by a league.

Q: Does the host have to pay for both room and board for the regional tournament director?

A: No, the host is only required to pay for the hotel room of the regional tournament director. The regional tournament director is responsible for his/her own meals and other expenses.

Q: Can the host tournament chairperson also manage the host team?

A: **NO.** The local team manager cannot be the host tournament chairperson. This position must be held by another individual.

Q: Who creates the schedule for the tournament?

A: The Middle Atlantic Tournament schedule will be created by the Regional Commissioner or his Assistant and will be based on recommendations from the host regarding playing times, etc.

Q: Do we have to have a banquet, picnic, or some other event?

A: The host is not required to put on any event other than the manager's meeting and the games. However, most hosts chose to have some sort of get-together for the participants.

Q: Do we have to put out a program book?

A: The decision of whether or not to put out a program book is totally up to the host.

Q: What type of souvenirs can be sold?

A: Anything that is appropriate for the youth of the game and not offensive can be sold. Things such as t-shirts with the team names (or players' names) and program books are always the best sellers.

Q: Can we use our local umpires?

A: Local umpires can be used as long as they are part of a National Umpires Association and have a reputation for fairness and professionalism on the field.

Q: How do we provide information to each state winner?

A: It is not necessary for the host to contact each state winner. The host is required to provide all necessary information to an Assistant Regional Commissioner who will put together a manager's tournament information book. This book is given to the State Commissioners to give to their team as soon as they win the state tournament. The state winner is required to contact the host to let them know they will be participating in the regional.

Q: Who is responsible for the hotel rooms for the teams?

A: Each team is responsible for their own hotel reservations and rooms (if they are not commuting to the tournament). The host is responsible for securing rooms in advance that they can take and also for submitting a list of local hotels and contact information to the Regional Assistant Commissioner to be put into the manager's tournament information book.

MIDDLE ATLANTIC REGIONAL OFFICERS

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