

TOURNAMENT DIRECTOR CHECKLIST

SET-UP (start 90-120 minutes before game time)

- Raise American and Little League flags.
- Verify field is lined and ready for play.
- Walk the field and remove/repair hazards.
- Clean-up around field. Put out trash cans.
- Check that the PA system is operational.
- Set out blank Announcer Checklist.
- Place 3 game balls on the back stop (have at least 3 in score booth as back up).
- Ensure that there is a first aid kit and emergency numbers in the score booth.
- Ensure *Snack Shack/Concessions* is open.
- Ensure *Scorekeeper & Announcer* arrived.

TEAM ARRIVAL

- Greet managers, coaches, and players.
 - Conduct coin toss with Managers.
 - The team that traveled furthest calls the flip.
 - **Winner** of the toss chooses Home or Visitor.
 - **Loser** of coin toss chooses the dugout.
- No Exceptions**
- Advise teams of pregame ceremony, infield times, and equipment check (see below).
 - Collect team binders.
 - Confirm against the roster, the manager and coach's identity using their picture IDs.
 - Confirm managers and coaches comply with the dress code.
 - Give managers the 4-part D4 line-up card. *Remind them **not** to separate copies.*

Once the coin toss is completed, the teams may enter the playing field. Only the rostered manager, two official coaches, and players are allowed on the field. NO other parents/coaches allowed.

PLAYER VERIFICATION

- Review team binders for appropriate forms.
 1. Team Roster & Pitching Affidavit **(TOC, FS ONLY)**
 2. President's Affirmation Page **(ALL)**
 3. Presidents Affirmation – Medical Releases **(ALL)**
 4. Medical Release for each player **(ALL)**
(optional/recommended)
 5. Parent Code of Conduct – signed by parent/guardian **(ALL)**
- The items below are for All Stars ONLY. All items must have a District 4 Verification Stamp.**
6. **Tournament Team Eligibility Affidavit** – 8 pages
 7. **Map** – generated in Little League Data Center
 8. **Player Affidavits** – one for each player on roster
 9. **School Enrollment Form or 3 Residency Proofs**
Birth Certificates should NOT be kept in binders

PRIOR TO GAME

- Collect (or take a picture of) each team's completed line-up card to give it to the scorekeeper to start the scorebook – **do not separate copies.**
- Line up cards must have: player's first and last name, uniform number, and starting position numbers. Return line-up cards to the managers when done.
- Check pitching affidavit for any ineligible pitchers and have that information ready for plate meeting.
- Have teams place all equipment outside of dugout for umpire inspection.
- Greet umpires, collect their names for Announcer, and provide water.
- 30 minutes prior to game time**, the **Home Team** takes the field for 10 minutes.

TOURNAMENT DIRECTOR CHECKLIST

- 20 minutes prior to game time**, the **Visiting** Team takes the field for 10 minutes.
- While the **HOME** team is taking infield, the **VISITING** team must be in their dugout.
 - Bring the team's binder into the dugout.
 - Have all players stand facing the bench.
 - Announce their name, have them show you their LL patch on left shoulder, then sit down.
 - All players should be sitting when done.
 - If 3 or fewer players do not have LL patches, one base coach stays in dugout. More than 4 players without patch, no base coaches allowed on field.
- Repeat this process while the VISITING team takes their infield.

*****If teams choose not to take infield or to take a shorter than 10 min, the field remains empty. Teams are not to take the field early, etc.***

- The umpires will check equipment during infield. Stay with them and take, and place in the score booth, any illegal equipment they hand you.
- 10 minutes before game time**, the pregame ceremony begins. Players will line up as announced.
- Remain on the field for pregame introductions and the plate meeting with manager and umpires.
 - Provide field ground rules.
 - Bring the official copy of the line-up card back to the scorekeeper.

DURING GAME

- Ensure spectators adhere to the field rules as well as the Parent Code of Conduct.

- Remind spectators of Little League, District, and local league rules regarding NO outside food, alcohol, smoking, pets, or noise makers.
- Provide additional water and baseballs for umpires as needed.
- Remain present at the field and available for questions, protests, escalations as needed.
- TD or Scorekeeper should not share any team information with any other team or spectator. This includes pitching records, etc.

AFTER GAME

- Ensure that the pitching affidavit is **completed in ink** and TD signs.
- Have managers check and initial pitching affidavit, and then return their binders.
- Return any illegal equipment.
- Inform teams where they play next (www.californiadistrict4littleleague.com/tournaments)
- Text game results to: (510) 373-4030**
 - Include the following info:**
 - Division/Level
 - League Name
 - Score
 - Number of innings (full game, etc.)
 - Report any problems, ejections, protests, or situations worthy of comment.
 - If it is the final game, take team picture with banners and include with score.**
- Ensure the field is dragged and bases put away.
- Clean up around field/empty garbage.
- Take down flags and banners.
- Ensure everything is locked up.