

California District 4 Little League



2024

Tournament Director's Handbook

The Road to the World Series

We are often asked what it takes to get to the Little League World Series....Baseball or Softball? Well, besides being very lucky, here it is and you guessed it; it's not easy.

All games leading up to the Western Region Tournament are double elimination. Pool play and modified double elimination formats are used for Western Region and World Series tournaments.

Baseball

1. Be a member of a chartered local Little League Baseball All Star Team.
2. Win the California District 4 International Tournament. CA4 is comprised of 12 leagues that play baseball. Games are played at all local fields throughout CA4.
3. Win the California Section 1 International Tournament. Section 1 is comprised of 5 Northern California Districts (CA3, CA4, CA35, CA53, and CA64). CA4 will host the Junior Division California Section 1 International Tournament in 2024.
4. Win the Northern California International Tournament. Northern California is comprised of 7 Sections (31 Districts). The 8-10 & 9-11 Divisions end at the Northern California Tournament.
5. Win the Little League Western Regional Tournament. The LLBWR is held in San Bernardino, California and comprised of 2 State Champions and both Northern and Southern California. The Intermediate 50/70 Western Region Tournament is held in Nogales, Arizona, the Junior Western Region Tournament is held in Bend, Oregon, and the Senior Western Region Tournament is held in Oakland, CA, by District 4 at Laney College.
6. The Little League Baseball World Series is held in Williamsport, Pennsylvania. The LLBWS is comprised of the winners of the 10 Regional tournaments throughout the United States and 10 teams that represent Latin America, Asia Pacific, Australia, Caribbean, Japan, Europe & Africa, Mexico, Cuba, Panama and Canada.
7. The Intermediate 50/70 World Series is held in Livermore, California and is comprised of US region winners from the Central, East, Southeast, Southwest, West, the host team from CA57, and International teams from Asia Pacific, Australia, Canada, Europe/Africa, Latin America, and Mexico.
8. The Junior World Series is held in Taylor, Michigan and comprised of US region winners from the Central, East, Southeast, Southwest, West, the host team from MI5, and International teams from Asia Pacific, Australia, Canada, Europe Africa, Latin America, and Puerto Rico.
9. The Senior World Series is held in Easley, South Carolina and is comprised of US region winners from the Central, East, Southeast, Southwest, West, the host team from SC1, and International teams from Asia-Pacific, Australia, Canada, Caribbean, Europe/Africa and Latin America.



Softball

1. Be a member of a chartered local Little League Softball All Star Team.
2. Win the California District 4 International Tournament. California District 4 is comprised of 7 leagues that play softball. Games are played at local fields throughout California District 4.
3. Win the California Delta Section Tournament (8-10, 10-12, and Junior Divisions). The Delta Section is comprised of 5 Districts in Northern California. In 2024, California District 4 will host the Delta Section Tournaments for the 8-10, 10-12, and Junior Divisions.
4. Win the Northern California Championship, which consists of the winners of the 5 Section Tournaments (Delta, Capitol, Valley, Shasta, and Mission). This is for 8-10, 9-11 and 10-12 divisions. Games are hosted by local leagues within a District. In 2024, California District 4 will host the Senior League Northern California Tournament.
5. Win the Western Regional Tournament. The Little League Western Region is held in San Bernardino, California and comprised of 4 State Champions and both Northern and Southern California. For the first time in 2011, the Little League Softball Western Region Tournament was held at the Western Region Headquarters in San Bernardino as it will again in 2024. The Junior Western Region Tournament is held in Tucson, Arizona and the Senior Western Region Tournament is held in Missoula, Montana.
6. The Little League Softball World Series will be held in Greenville, North Carolina. The Junior Softball World Series is held in Kirkland, Washington, and the Senior Softball World Series is held in Lower Sussex, Delaware.. Teams are comprised of the US region winners from the Central, East, Southeast, Southwest, West, the Host District, and International teams from Asia-Pacific, Canada, Europe/Africa and Latin America.



**I TRUST IN GOD
I LOVE MY COUNTRY
AND WILL RESPECT ITS LAWS
I WILL PLAY FAIR
AND STRIVE TO WIN
BUT WIN OR LOSE**

**I WILL ALWAYS
DO MY BEST**

California District 4 Little League

California District 4 conducts tournaments under the guidelines provided by Little League Baseball.

The **Tournament Director (TD)** is the most important volunteer in operating a successful tournament. Their leadership and the work of their staff will make the operations easier and the games a lot more fun for all.

The **Tournament of Champions** is sponsored under Regulation IX, Special Games, provision of Little League Baseball's Rules and Regulations. This tournament is administered exclusively by Ted Boet (California 4 District Administrator). Game schedules and playing locations are determined and approved locally. This Tournament is an extension of the regular season and is played using regular season rules.

The **International (All-Star) Tournament** is administered by the International Tournament Director at Little League Baseball & Softball Inc., Williamsport, PA. The International Tournament Committee issues "Tournament Rules and Guidelines" indicating exceptions to the regular playing rules. Regular playing rules and regulations apply except when modified by these "Tournament Rules." Game schedules are double elimination and are created and issued by California District 4. After the "Game Schedules" are finalized and approved by Little League Western Region Headquarters they will be followed unless weather or other circumstances require reverting to single elimination.

This pamphlet is prepared to assist appointed Tournament Directors in understanding how tournaments are conducted. Tournament Directors are responsible to assure the tournament is administered properly. They are not responsible to be the official interpreter of Little League Rules and Regulations. It is the responsibility of the manager (or acting manager) to know and understand both regular season and tournament rules.

If you have any comments regarding the information contained in this pamphlet, please forward them to the District Administrator, Ted Boet, or his ADA, Geoff Shiu.



WHAT YOU WILL NEED

Staff

- Official Scorekeeper, Official Score Book, CA4 (4-parts) Lineup Cards, pens, protest form for All Stars, pencils, 8x10 sealable envelopes, game spotter, etc.
- Grounds Crew
 - Chalk, rakes, shovels, water hose, batting box templates, measuring tape
 - Breakaway bases, pitching plate (if not permanently on the mound)
 - American Flag, tournament pennants from previous years, etc.
- Pitch Counter (baseball)
- Public Address Announcer (If PA is used)
- National Anthem or Pledge of Allegiance
- Little League Pledge
- Security (1 person for each side of the field)
- **Local Emergency** phone numbers for use with cell phones
- First Aid Kit, cold packs, etc.
- Equipment Director
 - RS-T Baseballs (6 Minimum) or Softballs (3 Minimum)
 - Extra equipment (helmets, dangling throat guards, etc.)



BEFORE ANYONE ARRIVES

Fields

- Check with the Field Director to make sure the field will be raked, dragged, properly lined (foul lines, catchers box, runner's lane, pitching circle for softball, on deck circle for ages 13 and above), safety bases installed, etc.
- Walk the field to make sure all unnecessary equipment have been removed (hoses, drag, rakes, tarps, tractor, etc.).
- Have any holes or wet spots repaired or filled, etc.
- Raise the American Flag on the flagpole or display it properly in accordance with Federal regulations.

Supplies

- If you are using a P.A. system make sure it is operational and any ceremonial items (National Anthem, Little League Pledge, etc.) are available or have been tested.
- Make sure supplies are at each field (6 baseballs/3 softballs, first aid kit, cold packs, phone, score book, pitch count recorder, etc.).
- Check with the Official Scorekeeper to make sure they have all materials they will need (pens, pencils, score sheets, pitch counter for baseball, etc.).
- Have CA4, 4-parts, lineup cards available for teams.
- Have appropriate 2024 Little League Rulebook or Little League Rules app.
- Water for Umpire Crew.

MEET & GREET THE PARTICIPANTS

Teams

- Greet the manager, coaches and players from each team to make sure they are at the correct field. Ask the manager for the team roster (TOC) or team affidavit (All-Stars). **Managers and coaches MUST have a valid government photo ID (passport or driver's license) to show they are the actual person listed on the team roster/affidavit before they are allowed to participate with the team.**

Do not allow a team onto the field unless they have proper supporting team documents. This includes roster or affidavit, boundary map for All Stars, pitching record, parent code of conduct form, president's affirmation letter, and president's medical release affirmation.

- All fields are considered neutral. After the managers from both teams have been verified, conduct the coin flip to determine Home/Visitors. Winner of the coin flip (by rule) has the choice of being "Home" or "Visitor" and **(ONLY in California District 4)** the loser of the "coin flip" has the choice of dugout. Offer the team traveling the furthest to make a call for the "coin flip" before flipping the coin.
- Advise each team how the pregame preliminaries will be handled. This shall include pregame warm-ups, announcement of teams, team lining up procedure, national anthem, Little League Pledge, etc.

ADDITIONAL PARTICIPANTS

Umpires

- All umpires are volunteers, from the California 4 Umpire Association, and are assigned by Don Waddell, California District 4 Chief Umpire.
- Introduce yourself to the umpire crew. In case of a protest or problems with spectators they need to know who is in charge at the field they will be umpiring. Umpires will have a crew chief to be the principle point of contact.
- **If umpires fail to arrive 15 minutes before scheduled game time contact Don Waddell, 925-788-6346(c).**
- If you have multiple games at your complex and no umpire crew for one of the games, inform the one available crew for assistance. That crew will decide how best to share the umpires. TD may assist with checking team equipment.
- Provide umpires with a copy of the ground rules. These "Ground Rules" are based on field conditions, not "Local Playing Rules."
- Assist in the inspection of team equipment if requested by the umpires.
- All equipment must conform to Little League Rules and Regulations. When the equipment inspection is completed, remove any "Illegal" or "Unsafe" equipment from the field. Managers may remove the equipment to their vehicle. Removal of such equipment may not be protested.
- Inform umpires how the pre-game preliminaries will be handled.....announcement of teams, umpires, national anthem, Little League Pledge, etc.

JUST BEFORE THE GAME

Warm Ups

- 30 minutes before scheduled game time the "Home" team is allotted ten (10) minutes for pre-game warm-up.
- 20 minutes before scheduled game time the "Visiting" team is allotted ten (10) minutes for pre-game warm-up.
- 10 minutes before scheduled game time the pregame ceremony will commence (announcement of teams, National Anthem, Little League Pledge, pregame meeting with the umpires, etc.).

Ceremony

- Introduce teams (including manager, coaches, and league officials) in any way you choose: by lineup including substitutes, alphabetically, etc. Have team members line up from the pitcher's mound toward the base closes to their dugout. Introduce umpires as; "volunteers from the California 4 Umpires Association"...not from a local league.
- The playing of the National Anthem or the reciting of the Pledge of Allegiance are very appropriate before a game. The Little League Pledge **SHALL** be recited before each game.

Plate Meeting

- Join the managers, coaches, team captains and umpires to assist in the ground rules to answer any questions they may have concerning the field.
- Provide the plate umpire with game balls.
- When the home team lineup is handed to the umpire-in-chief the umpires are in control of the game and if they require any assistance they will request it from the Tournament Director.

DURING THE GAME

Off The Field

- The TD is responsible for conduct of spectators and removal/control of any spectator ejected from the playing field.
- An umpire may request the TD to control spectators.
- A manager or coach ejected must leave the area; they may not sit in the stands.
- A player ejected may remain in the dugout. If removed from the dugout the ejected player may leave with his/her parent or must be under the supervision of the TD.
- Volunteers as security should be recruited to monitor the complex.
- Provide additional game balls as requested by the plate umpire.
- **LOCAL PLAYING RULES MAY NOT BE USED.**

DISTRICT 4 TOURNAMENT OF CHAMPIONS

TOC Team Roster / Pitching Records

- The manager of each TOC team is required to have a “Roster of Championship Team” signed by the league president. The back of the roster will have the pitching record of the playing week prior to the start of the tournament and any games played thus far. The team will not be allowed to play without this roster.
- Examine the roster for each team and the pitching record on the reverse side. The baseball record will contain the pitch count and the softball record will include innings pitched. If you have any questions regarding the roster or the pitching information have all your questions answered before the game starts. **Do not wait until game time.**
- Keep the “Roster” with the Official Scorebook until the end of the game. The pitching record will be completed in ink and signed at that time.

TOC Manager / Coaches / Players

- All players should have a Little League patch on their uniform.
- Manager and coaches listed on the team roster are the only coaches for that team. No other coaches are allowed on the playing field or dugout.

TOC Manager / Coach Ejection

- **No replacement allowed in TOCs.** Manager/Coach may not return to the team.
- A manager/coach ejected from any CA4 Special game for the 2nd time may not participate in any future Special Games (TOC) in CA4. Record ejections.

TOC Replacement Manager / Coach

- There is no temporary replacement of a manager or coach in TOC. League president MUST contact Ted Boet within 24 hours in advance if a team will not have an adult coach at a game.
- A team with only one (1) adult (that adult) must remain in the dugout and base coaches must be players. The TD will supervise the dugout during the umpire plate meeting.

TOC Dress Code

- Docker type pants, slacks, hemmed shorts or skorts. No cargo pants, cut-offs, denim type pants or shorts. Collared shirts/polos or team jersey which must be tucked into pants or shorts. No t-shirts, opened toe shoes or metal cleats. Must wear a team hat in baseball; may wear a team hat or visor in softball.
- Intermediate Division / Junior League / Senior League may be in full team uniform or comply with Little League Dress Code.

PROTEST IN TOC

Protest Rule 4.19

- Protest shall be made before the next pitch, play or attempted play.
- Hear the conditions of the protest from the Crew Chief and make a decision. TD may use a protest committee (**only in TOC**) before making a FINAL decision.
- Upon completion of the game report the protest and decision of the TD to Ted Boet.
- Decisions involving forfeit (ineligible player, etc.) must be validated by the District Administrator (Ted Boet, 925-494-2234) or the ADA (Geoff Shiu, 510-882-6917) before finalizing.

Note 1: Violation of pitching rules regarding days of rest, pitch count (BB), innings pitched (SB), league age, and substitution, not meeting mandatory playing requirement, or illegal substitution will result in a forfeit and does not have to be as a result of a protest.

Note 2: Protests involving umpire judgment are not protestable and therefore may not be considered by the local Protest Committee or Tournament Director.

TOC: Local Protest Committee Allowed" **TOC: Tournament Director's Decision is FINAL**

TIED GAMES IN TOC

Determining A Tied Game

- Games will be played until there is a winner or until the umpire terminates play.
- If a winner can be determined using rule 4.11, the game will end with the score determined by application of the rule.
- If the game is tied at the end of the last completed inning and reverting to that inning will result in a tie in accordance with rule 4.11, a tied game will be declared.
- Tied games will be resumed at the exact point they were stopped and scheduled for completion at the next game site for either team. **Game time will be 4pm for a weekday game and one (1) hour before a regularly scheduled weekend game.**

Reporting A Tied Game

- Report to Ted Boet (llcad4da@gmail.com) the tied game conditions. Ted will notify the appropriate site administrator and Don Waddell will notify the umpires.
- Manager from one of the two teams may be asked to deliver an envelope containing the official score sheet and official lineups to the tied game site.

AFTER THE FINAL OUT IN TOC

Team Rosters / Pitching Records / Awards

- Enter the name of each pitcher used in the game on the back of the roster and the pitch count for baseball or the innings pitched for softball. Sign, in ink, the roster and RETURN the roster to each manager.
- **TOC Participation Pins are provided by the local league.....NOT the host league.**
- Championship Game TD -- Winning team will receive a Championship Pennant and Individual Championship Awards. The 2nd place team will receive Individual Runner-Up Awards. Announce players, one (1) manager and two (2) coaches from each team during the presentation of awards.

Record Ejection(s)

- In ink, list all team ejections...names, numbers, and dates at the bottom of the TOC Pitching Record.

Reporting Game Results

- Text (510) 373-4030 **IMMEDIATELY** upon completion of the game. Report the league name of the teams involved, division, baseball or softball and the score for each team. Also report any problems, ejection's, protests, or situation worthy of comment.
- Have the Championship team immediately send a team photo to Ted Boet (llcad4da@gmail.com)

NOTES

Northern California Tournament Dress Code

Dress Code in effect for all International Tournaments in Northern California

Dress Code

- Only coaches that comply to the dress code will be allowed on the field both before and during the game. If no adult complies, they will be required to remain in their dugout. The TD shall appoint one adult to represent their team at home plate meeting, to make necessary changes, visit the pitcher, and question a call.

Little League

- Docker type pants, slacks, hemmed shorts or skorts, will be required for managers and coaches. No denim type pants or shorts will be allowed. No cargo pants or shorts will be allowed. Shorts must be no higher than 2" above the knee and no lower than the knee. The pants, slack or shorts must be the same color for the manager and coaches.
- Collared shirts (no tee shirts) or team jersey will be required and must be tucked into pants, slacks, or shorts.

Intermediate Division / Junior League / Senior League

- Managers and coaches may wear full uniforms. If not in uniform, the same dress code for Little League will apply.

Shoes

- No open toed shoes, sandals, crocs, shoes with metal cleats, etc.

Hats & Visors

- Hats and visors will be worn with the bill facing forward.

The purpose of the dress code is safety and to ensure an acceptable uniform appearance of all participants and to promote a positive role model for the players and spectators at tournament sites.



INTERNATIONAL (ALL-STAR) TOURNAMENTS

Review Team Documents

- **Managers and coaches must show a valid government photo identification (passport or driver's license) to show they are the actual person listed on the team affidavit before they are allowed to participate with the team.**
- Each team must have a "Tournament Team Eligibility Affidavit" to play or enter the playing field.
- Before you allow teams on the field and the game to begin examine the affidavit for signatures by the League President, Player Agent, Team Manager and certified by the District Administrator.....and (unless it is the first game) must have the pitching record filled in on the reverse side.
- Baseball affidavits require the pitch count recorded on the back of the form. If the pitch count is not recorded, attempt to resolve by checking scorebooks or other documents. Softball affidavits require the innings pitched recorded.
- Check to make sure information from previous games were properly recorded and signed by the previous Tournament Director.
- Check "Record of Ejections." Team member ejected from the previous game may not be in attendance for the following game.
- The Manager is responsible for the pitching record of previous games and the information cannot be changed after leaving the previous game.
- Only the one (1) manager and two (2) coaches listed on the team affidavit are allowed in the dugout and on the field.
- **DO NOT start the game until all your concerns about a team affidavit or tournament documents are satisfied.**

Manager / Coach Temporary Replacement

- Host TD may authorize **a one (1) game temporary replacement** of a manager/coach with approval letter from league president. Government picture ID required.
- A temporary replacement of two (2) or more days will require an approval letter from league president indicating a volunteer background check was completed.

Manager / Coach Permanent Replacement

- Host TD may authorize **a permanent replacement** of a manager/coach.
- The replacement Manager/Coach must have a letter of approval from the league president (Volunteer Application and Background Check). Government picture ID required. Manager/Coach replaced **MAY NOT** return to the team.

Note: A "line-out" through the name of a manager, coach, or player will remove that person "PERMANENTLY" from the team eligibility roster.

Number Of Coaches Allowed

- Teams may have 1 manager and up to 2 coaches regardless of the number of players on the team.

Addition / Replacement Of Player

Ted Boet, designated ADA, or the local TD will perform the following:

- Review Tournament Player Verification Form for the following and provide signature if all documents are proper.
- Place one heavy line through the name of the player being replaced; the name should be readable as the player **MAY NOT** return to the team after being replaced on the affidavit.
- Examine the "Proof of Age" document for the new player, which must be an original or an original certified copy of a birth certificate. It must be an official government document and the issue date of the birth certificate must be within one year of the date of birth.
- Review the record of regular season play. The record must show the regular season's team name, the number of games played by the regular season team, and the number of games played by this player as of June 15th. For players participating in a school sport the record should show the number of games they played in after their school season ended and the number of games the team played after their school season ended. **See "Supplemental Tournament Affidavit".**
- Examine the residency documentations, which must be at least Three (3) proofs of residency documents from three (3) different "Groups" as listed in the 2024 Little League Official Baseball Regulations. Residency documents must show an issue date between **2-1-2023 and 2-1- 2024.....OR**
- School attendance to verify a player to a particular league from one of the following:
 - Little League form that is completed by a school administrator. Only acceptable signatures.....Principal, Vice Principal, or authorized administrator to sign on behalf of the school.
 - Official School enrollment record dated prior to **October 1, 2023**.
- Locate the players address on the boundary map attached to the affidavit. If outside league boundaries, an approved Regulation II (d) or Regulation IV (h) form must be presented and carried with the team. Make sure a **copy** of the players original birth certificate is available to be carried with the affidavit.
- Enter the new players name in the block provided for "Player Replacement," the number of the player being replaced and complete remaining information.
- Initial the Affidavit in the space provided for "District Approval."



PROTEST IN ALL-STARS

- **A Local Protest Committee Is NOT ALLOWED For All Stars.**
- A manager shall protest before the next pitch, play or attempted play.
- A protest shall be decided in the following order:
 - All umpires shall meet to resolve the protest and reach a decision. If either manager does not agree with the umpires' decision the protest may continue.
 - If the protest cannot be resolved on the field, contact **Ted Boet** (District 4 Administrator/Tournament Director), **925-494-CAD4**.
 - **If Ted Boet is not readily available** or the protest is still not resolved to a manager's satisfaction, the TD (not a manager) shall contact the **Western Region Center Protest Hotline, 909-726-2226**.
 - If still not resolved to the protesting manager's satisfaction, Ted or Western Region shall contact **Little League Headquarters**. The TD must make sure the issue is resolved before the next pitch or play. Decision of the Tournament Committee (Headquarters) is **FINAL** and the game will be resumed, replayed, or forfeited based on **THEIR** decision.

TIED GAMES IN ALL-STARS

Determining A Tied Game

- Games will be continued until a winner can be determined or until the umpire terminates play.
- Regulation games terminated because of weather, darkness or curfew must be resumed if the visiting team ties the game or takes the lead in their half of the inning and the home team does not complete their at bat or take the lead in an incomplete inning.
- Tied games will be resumed at the exact point they were stopped and scheduled for completion at the next game site for either team. **Game time will be 4pm for a weekday game and one (1) hour before a regularly scheduled weekend game.**

Reporting Tied Games

- Report to Ted Boet (llcad4da@gmail.com) the tied game condition. Ted Boet will notify the appropriate site administrator and Don Waddell will notify the umpires.
- Manager from one of the two teams may be asked to deliver a sealed envelope containing the official score sheet and UIC's official lineups to the next game site.

BALL	3	STRIKE	2	OUT	2	INN	11
		RUNS		HITS		ERRORS	
GUEST		3		7		1	
HOME		3		9		0	

AFTER THE FINAL OUT IN ALL-STARs

All-Star Affidavits

- Enter the pitch count and the number of days rest required for a baseball game or the innings pitched for a softball game and score of the game for each pitcher on the back of the affidavit. TD must sign, scorekeeper or pitch counter initial, and manager must initial for each pitcher.
- **Return Affidavit to each manager.**

Temporary Manager or Coach

- Below the section for "Manager/Coach Replacement" list the name of the temporary replacement manager/coach, date and game number. **Do Not** line out the original manager/coach. **Do Not** enter temporary information in the boxes for "Manager/Coach Replacement".

Awards:

- Winner's bracket game, announce both teams and remind them of their next game (time, location, etc.). On final games, the winning team will receive a championship pennant. Announce players, managers and coaches from both teams to the field and award the pennant to the championship team. **Local leagues are responsible for awarding all-star participation pins to their teams.**

WHEN IT IS REALLY OVER

Post Games

- It is customary to provide a cold drink and a snack for the volunteer umpires.
- Stay around after the game.....disgruntled players and parents sometimes have comments to share with umpires, opposing players and managers.
- Provide any assistance to people attending the game, car trouble, taxi, etc.

Reporting Game Results

- Text scores to **(510) 373-4030**. **IMMEDIATELY** upon completion of the game. **Report the league name of the teams involved, division, baseball or softball and the score for each team.** Also report any problems, ejection's, protests, etc.
- Have the Championship team send a team photo to Ted Boet ASAP (llcad4da@gmail.com).



Important Contact Information

District 4 Chief Umpire
Don Waddell
925-788-6346 (C)
llcad4uic@gmail.com

Report Game Results
California District 4
Text (510) 373-4030

Visit the CA4 Website:
<http://www.californiadistrict4littleleague.org>

CA4 District Administrator
Tournament Director
Ted Boet
925-494-CAD4

Western Region Headquarters
Protest Hotline: 909-726-2226

