

VIRGINIA STATE LITTLE LEAGUE ORGANIZATION

GUIDELINES AND MINIMUM STANDARDS FOR THE HOSTS OF ALL STATE TOURNAMENTS IN VIRGINIA.

I. FUNDS: All funds collected at a tournament shall belong to the host District/League

II. EXPENSES TO BE PAID FROM THE TOURNAMENT INCOME

- a. Approved Little League pins for each team member, coach, manager and League Representative.
- b. Winner and runner-up awards (trophies, medals, etc.) to be presented at a formal ceremony upon completion of the tournament.
- c. Tournament Championship Flag.
- d. Postage, printing, telephone, travel expenses and all other out-of-pocket expenses of the District Administrator and Tournament committee members.
- e. Baseball and/or softballs.
- f. Housing allowance for all umpires providing they are traveling 40 or more miles from their home to the tournament site. The amount paid will be for a double occupancy (1/2 room rate) at a hotel specified by the host. This includes the room rate only and does not include extras such as phone, movies, etc.
- g. If the State Organization appoints an umpire to be the evaluator for the Major State Tournament, then the State will pay the approved expenses. If the host league and/or district requests an evaluator for any other tournaments, then their expenses must be paid by that host league/district.

NOTE: Their "home" district will pay any mileage paid to umpires. The State Organization recommends .30 per mile but the actual amount paid is at the option of the home district.

NOTE: Umpires shall be included in the opening ceremonies. No food allowance need be provided for this first day.

III. HOUSING FOR PARTICIPATING TEAMS AND FANS

- a. Each team will be responsible for their own housing. The tournament information package must include information as to local hotels.

IV. SCHEDULES

- a. All tournaments will be played as shown on the approved Little League Baseball pool play (preferred), double elimination tournament brackets, or round robin. The tournament format will be determined by the host District. Inclement weather or other unforeseen circumstances could make it necessary to alter the schedule. All tournaments will be played in the **shortest reasonable time possible**.

V. TEAM HOSTS

- a. The host league will assign a host for each visiting team. The team host will be responsible for assisting the team with local travel instructions, local attractions, restaurants, and other activities that might be of interest to the guests. The host will assist with practice schedules as requested by the visiting team manager. The host's primary job is to see that the visiting team has an enjoyable visit.

VI. PRE-TOURNAMENT MEETING

- a. A mandatory meeting for managers, coaches, umpires and tournament officials will take place prior to the first game of the tournament.

VII. SPECIAL PARKING

- a. Tournament umpires will be provided a reserved area in the parking lot.

VIII. INFORMATION PACKAGES

- a. Each tournament host District will provide one complete hardcopy information package to each District which will be participating in the tournament as well as other State Officers. An electronic copy will also be provided either on electronic media or via email in PDF format. Each District Administrator will provide the information package to his District Champion as soon as the Championship is decided. The Information Package shall contain all the pertinent information including game schedules (if available); playing field(s), hotel information, time to arrive and where to report, local points of interest and any and all other information that will be of assistance and interest to the visiting teams.
- b. Full street address for the location of the opening ceremony, playing and practice fields and hotels will be included.

IX. INFORMATION PACKAGE FOR THE NEXT LEVEL

- a. Each championship team at each level will be provided an information package for the next level of play before they leave the tournament site.

X. PRESS BOX FACILITIES

- a. The press box should be elevated and located behind the backstop. It should have a PA system, sufficient desk or table space for score keeping, pitch counting for baseball tournaments, and announcing purposes. The press box area should have access limited to **tournament officials only**. Tournament officials must be 18 years of age or older.

XI. FACILITIES

- a. Fields must be in compliance with Little League specifications that apply to that level of play.
- b. Facilities must meet the following minimum requirements for all State Tournaments in Virginia.
 1. Grass cut at the proper height.
 2. Playing field in the best possible condition with no safety hazards.
 3. Infield should be dragged as often as is necessary to keep it in the best and safest possible condition.
 4. All field markings shall be in agreement with the appropriate rules and regulations as mandated by the official Little League rules and reapplied between each game.
 5. Field watering facilities should be available.
 6. Proper tools and supplies should be available during the tournament to cover all conditions.
 7. The host league must have an approved ASAP and the field where tournament games are played must be included in the safety plan.
- c. Additional requirements:
 1. Procedures for retrieving foul balls.
 2. Adequate seating for a minimum of 500 people.
 3. Host must provide an adequate changing area for the umpires.
 4. Host must provide adequate restroom facilities.
 5. Adequate parking.
 6. Adequate security measures to assure the safety of players and fans.
 7. Notification must be made to all participants and game attendees that no noise makers of any kind, including but not limited to, rocks in bottles, drums, air horns, trumpets, playing

of music, etc. shall NOT be allowed to be used. In other words, if you cannot make the noise with your body by yelling, clapping, stomping your feet, etc., you may not make the noise.

8. First aid supplies, medical and ambulance service should be available.
9. Host must have Little League approved liability insurance with a minimum coverage of one million dollars, single limit, property damage insurance as well as adult volunteer insurance.
10. A safety officer shall be appointed for the tournament. He/she shall assure that field conditions are proper and safe prior to the start of the tournament and he/she shall be on hand through the tournament to see that all safety rules are followed.
11. State Tournament host league/district must provide an Opening Ceremony.

XII. Compliance and Penalty Recap

- a. All tournament hosts will be required to comply with all of the above minimum standards. Any changes to these recommendations must be approved by the Association and all participating Managers and officials must be notified of the changes.
- b. A copy of this the "Minimum Standards for State Tournaments" must be given to all potential host leagues to ensure their understanding prior to the league being selected to host a State Tournament.

XIII. Penalty for non-compliance to these minimum Standards

- a. If the violation is discovered prior to the tournament date, the Tournament may be re-assigned to another site by vote of the Association.
- b. If the violation is discovered during a tournament or after a tournament is concluded, the State Association, by vote of the majority, may prohibit the violating District from hosting tournaments for up to three years.