

TOURNAMENT GUIDELINES

TOURNAMENT CREDENTIALS MEETING

The first step in the tournament process for District Directors is the Credentials Meeting at which all tournament affidavits and credentials will be inspected and approved. This is a most important meeting and if not carried out correctly, many problems may result and teams or players may even be disqualified.

The following guidelines are listed to assist in your preparation for this meeting:

1. Select a date, time and location that is most convenient for your leagues and notify them in writing at least seven (7) days in advance of the Tournament Credentials Meeting, if possible. Be certain that all teams within the district know the time, date and location of the Credentials Meeting. Please call each league president, if necessary, to make sure all leagues are aware that they must ATTEND this meeting to enter tournament play. If they fail to have their tournament affidavit, insurance and birth certificates inspected by the credentials committee, they can not play. It may even be advisable to send a certified mail notice of this meeting. A separate credentials meeting may be held for the Majors, "O"Zone and AAA age divisions.
2. You will need the following for this meeting:
 - A. Tournament brackets for all area, sub-district, district and state tournaments. Approved brackets are available from the Commissioner's Office or may be downloaded from the Dixie website at www.dixie.org/dyb. Please note that only four and five team round robins are approved for use in place of the four and five team tournament brackets.
 - B. Dixie Youth Rule Books to assure that all tournament teams have a copy before entering tournament play. Extra copies are available from the Commissioner's Office.
 - C. Copies of player registration forms for at least the past three years. **If a league has not submitted these forms, they are not eligible for tournament competition.** Multi-league teams must be checked to be sure players on tournament teams come from the proper league.
3. Review tournament rules to be sure every team is aware of any differences as compared to regular season rules.
4. Go through the protest procedure for tournament play. (A separate page is enclosed for protest committees. Make sure that all teams know the correct protest procedure. Any protest not properly presented will be rejected).
5. Appoint a Credentials Committee and explain their responsibilities. This committee will be composed of three persons who will inspect and approve all tournament affidavits for each age division. **The same three names must appear on all affidavits for each tournament.**
6. Have all members of the Credentials Committee read Tournament Rules III, IV, V and VI of the Dixie Youth Rule Book before any tournament affidavits are inspected. If they have any questions, be sure these are cleared up before the inspection process gets underway.
7. **DO NOT ACCEPT ANY TOURNAMENT AFFIDAVITS UNLESS THE FOLLOWING INFORMATION IS STATED IN FULL AND PROPERLY RECORDED ON THE AFFIDAVIT. PLEASE CLEARLY PRINT ALL INFORMATION ON THE AFFIDAVIT FORM.**

- A. Players full name as it appears on the official proof of birth (John Henry Jones, Jr., not Johnny Jones).
- B. Complete mailing address (Rt.1, Box 316, Georgetown, SC 35603, not just Georgetown, South Carolina.)
- C. Date of Birth (March 12, 1995, not 3/12/95. The name of the month may be abbreviated, such as Jan., Feb., etc. but do not use number for month).
- D. Regular season team (check against player registration forms that were submitted this year, and those of prior years to assure that the player has not changed leagues). Be sure that the player's name, address and date of birth as stated on the registration form and tournament affidavit are the same.
- E. Check to see that all players listed live within the geographical boundaries of the league or that a release has been legally granted for a legitimate reason. If not, the player is not eligible.

PRE-TOURNAMENT CREDENTIALS MEETING WITH COACHES

A pre-tournament credentials meeting should be held prior to each tournament at which the following matters should be thoroughly discussed:

- 1) Each team shall be given an official tournament bracket with the scheduled game times and fields for each tournament game.
- 2) Obtain a list of home and work telephone numbers for all team managers.
- 3) Explain the responsibilities and authority of the tournament chairman and the tournament director. Give the team managers phone numbers for each of these individuals.
- 4) Explain who determines if a game can be played in the event of bad weather and makes decisions about the re-scheduling of postponed or called games. No team will be required to play under unsafe conditions.
- 5) Explain the procedure for making up games in the event it becomes necessary to reschedule tournament games. All games should be played in the order shown on the official tournament bracket. **NEVER CHANGE THE BRACKET OR GAME TIMES AFTER IT HAS BEEN ESTABLISHED!**
- 6) Explain the policy on admission to games. The tournament director should explain who will be entitled to passes and who will issue them. Dixie Youth officials and their families shall be admitted to all tournament games at no charge. The host tournament chairman shall issue any authorized local game passes. The tournament director should issue out-of-town passes.
- 7) Determine the home and visiting teams for each tournament game at the credentials meeting. The following is the suggested procedure for designating the home and visiting teams:
 - a) Select a manager of each game in the first round of games to call the toss of a coin. The winner of the coin toss will select his or her choice of home or visiting team.
 - b) After the first round of play designations have been determined, flip a coin for each remaining game in the tournament. If the coin lands on heads, the top of the bracket will be the home team. If the coin lands on tails, the bottom of the bracket will be the home team. Use of this procedure makes everyone (fans, coaches and officials) aware of the home team for all scheduled tournament games.
 - c) Designate which dugouts will be used by the home and visiting teams.

- 8) Review infield times and player introduction procedures. These are listed in another section of this booklet.
- 9) Pre-Game Conference - Hold pre-game conferences the first day of the tournament to thoroughly review the ground rules to be used at the playing fields used in the tournament. After the first day, pre-game conferences shall not be held unless special circumstances arise that would need to be discussed with the coaches.
- 10) Explain the procedure for assigning umpires. Advise the association or group of umpires to be used for tournament games. It is recommended that the chief umpire in charge of scheduling make this presentation if possible.
- 11) Outline the protest procedure including the process for appealing protests. Explain that umpire decisions based on judgment cannot be protested. The correct procedure is described in another section of this booklet.
- 12) Coaches Conduct: State in a firm but friendly manner what is expected from coaches. Explain what conduct is unacceptable and the consequences of not complying with these guidelines.
- 13) THE FOLLOWING RULES AND POLICIES SHOULD BE ENFORCED AT ALL TIMES:
 - a) NO SMOKING OR TOBACCO IN ANY FORM shall be allowed at any time during a game. Managers and coaches shall not be allowed to leave the field during the game to use tobacco.
 - b) A manager or coach is not to leave the dugout unless he has requested and been granted a time out to confer with a player or umpire on the field. Coaches may leave the dugout to serve as a base coach while his or her team is on offense provided at least one coach remains in the dugout with the players.
 - c) Anything that can be done by a player is to be done by a player, such as warming up pitchers or other players. No adult, at any time, on or off the field, shall warm up a pitcher. A coach or manager will be allowed to observe as a pitcher is warming up before the game and, if he obtains permission from the umpire-in-chief, between innings during the game.

d) **ALL PLAYERS WARMING UP PITCHERS AT ANY TIME, ON OR OFF THE FIELD, ARE TO WEAR A CATCHER'S HELMET AND MASK. Coaches will NOT be allowed to warm up pitchers.**

These rules are part of tournament play. Please enforce these procedures at all levels of tournament play to ensure uniformity and consistency at all tournaments. Uniform enforcement of these guidelines will help avoid problems as teams advance to the next level of play.

- 14) At the completion of each tournament, be sure to notify the host chairman at the next level of tournament play of the identity of the winning team. Provide the necessary information to the winning team about the date, time and place of the next tournament.

EQUIPMENT CHECKLIST

Before any team is allowed to enter any tournament play, be sure the following equipment is available:

TEAMS

- 1) Official Dixie Youth Bats - The official identification markings must be readable and identifiable. Any alteration of the markings or any mark placed on the bats by anyone other than the manufacturer, including a sporting goods store, is not to be considered legal and the bat is to be removed from the tournament.
Bats with a diameter greater than 2 ¼ inches are allowed only in the “O”Zone Division.

- 2) At least six (6) batting helmets with chin straps and face masks. Chin straps must be worn at all times if there is a snap on the helmet. Players should not be allowed to wear a cap under the helmet.
- 3) At least two (2) catcher's helmets with masks and throat protectors. One will be needed for the catcher in the game and the other to warm up pitchers on the sidelines.
- 4) All male catchers must wear athletic supporters with protective cups. Instruct umpires to NEVER allow a male catcher to play without the protective cup.
- 5) The umpires shall inspect all equipment in each dugout immediately prior to each game in order to prevent any potential problems with respect to the use of illegal equipment. Any illegal equipment found in the dugouts at any time before or during a game should be removed by the umpires.

TOURNAMENT HOST

- 1) Official Dixie Youth Category 1 Baseballs with the Commissioner's signature.
- 2) Flags for base umpires.
- 3) Equipment to maintenance fields between games.
- 4) Rosin bags for pitchers.
- 5) Properly working scoreboards, PA systems and lighting systems.

UMPIRES

- 1) Complete uniform. All are to be dressed the same.
- 2) Ball/Strike indicators.
- 3) Plate umpires protective equipment.

CONDUCT AND DRESS CODE

Every Dixie Youth Baseball tournament should be conducted in a responsible and creditable manner. All participants deserve uniform enforcement of the rules and fair and equitable treatment by all Dixie Youth officials and umpire crews. All rules as outlined in the current Dixie Youth Baseball Rule Book shall be enforced without exception.

In addition, certain levels of conduct and sportsmanship are expected by all participants in tournament play. Dixie Youth Baseball desires to maintain a proper example of appropriate behavior among teams competing for a tournament championship. Conduct which is not conducive to fair play and sportsmanship shall not be tolerated. Appearance and dress of all participants will be just as important as conduct. All players shall be required to be fully uniformed. Managers and coaches are to either be uniformed as the players or at a minimum wear identical shirts and pants. During tournament play, coaches should not be allowed to wear shorts, cutoffs or jeans.

PROTEST COMMITTEE

- 1) The Tournament Director shall select three members of a Protest Committee for each tournament game. Each member of the committee should be present during the entire game and for at least fifteen minutes after the conclusion of the game.
- 2) These committee members shall be adults who have a thorough knowledge of baseball rules and Dixie

Youth rules. The Tournament Director shall instruct each member on the procedure for handling protests if any occur during the game.

3) Each member should have a copy of the official Dixie Youth rule book. In addition, each member of the committee should know the ground rules, if any, for the tournament fields.

4) The protest committee should be assigned a special area where they can sit as a group during the game. No one else should be permitted in the protest committee area during the game. No one should discuss the game with any member of the protest committee while the game is in progress. Each member of the committee should carefully observe all plays during the game.

5) The Protest Committee shall be announced prior to each game. No team will be required to begin play in any tournament game until this announcement has been made.

6) The Tournament Director shall appoint all committee members and shall attempt to find impartial members who have no affiliation with either team in the contest. DO NOT ask a manager to send someone to serve on the Protest Committee. Under no condition should any team select a member of the Protest Committee.

PROTESTS

Protests shall be made only on a misinterpretation of a rule, ineligibility of a player or players, an illegal pitcher or failure to comply with the participation requirement. An illegal substitution cannot be protested but shall be handled according to rule 3.03(b).

The umpire-in-chief shall grant a time out to any manager who wishes to protest any decision of the umpires which does not involve judgment. The manager's protest must be made immediately after the occurrence and before the next ball is thrown to a batter. The umpire-in-chief shall advise the Protest Committee Chairman that a protest has been filed by a team manager. The Protest Committee Chairman shall take the following action upon accepting a protest:

a) The Chairman and other members of the committee shall review the protested decision with each umpire and each team manager, one at a time. If necessary, the Committee should review the official scorebook, interview the scorekeeper or obtain information from any other source which they believe may be helpful in making a decision.

b) After reviewing the situation in detail, the Protest Committee Chairman should advise the managers and players to remain in the dugout. The Committee members should go to an area behind second base with no one else present and reach a decision.

c) Once a decision is reached, the Protest Committee Chairman should inform the umpire-in-chief, each team manager and the tournament director.

d) The Protest Committee Chairman should ONLY inform the Committee's decision and should not discuss the decision any further with the managers or umpires.

e) All participants shall return to their positions at the time the game was halted and play shall continue.

PROTEST APPEAL PROCEDURE

If either of the team managers does not agree with the Committee's decision, an appeal may be made to the Tournament Director before the next pitch is thrown to a batter.

- 1) The Tournament Director may interview the Protest Committee members, the umpires or the team managers before making a decision. After the Tournament Director renders his decision, either manager can request an appeal to the District Director (if the District Director is not the Tournament Director).
- 2) The District Director may interview the Protest Committee, the umpires or the team managers before making a decision. After the District Director renders his decision, either manager can request the District Director to appeal to the State Director.
- 3) The District Director ONLY shall be permitted to call the State Director. However, after the State Director renders his decision, either manager may request the State Director to appeal to the Commissioner of Dixie Youth Baseball.
- 4) The Commissioner of Dixie Youth Baseball shall be called ONLY by the State Director for a FINAL DECISION on any appeal of a State Director's decision. The Commissioner may reserve the right to speak with any member of the Protest Committee, any umpire in the game or any team manager before making his decision. The Commissioner's decision will be communicated only to the State Director who will inform the District Director.
- 5) After a ruling by the Commissioner of Dixie Youth Baseball, no further appeals can be made and play must continue immediately.

Note: Appeals will be allowed only if presented exactly according to the above procedures. Team managers may only request an appeal. Managers cannot present appeals directly to these officials. All officials will be available to receive protest appeals during the tournament season.

TOURNAMENT GAME PROCEDURES

To this point in this booklet, we have placed the emphasis on Pre-Tournament plans. There are at least two other items that are most important. These are the Official Scorekeeper and the Public Address Announcer.

SCOREKEEPER

1. Be in the Press Box at least thirty (30) minutes prior to each game time.
2. Maintain and have available for inspection all Tournament Affidavit forms at all times.
3. Total concentration is required on each play with final authority for hit/error.
4. When the official scorekeeper has knowledge of a potential illegal substitution of a player or use of an illegal pitcher, it should be reported to the manager of the violating team. However, after a violation occurs, no one should call attention to the violation except the opposing manager.
5. Assist the PA announcer in making prompt announcements of all line-up changes.
6. Make certain both managers come to the Press Box following the game to sign pitching records. The scorekeeper should record this information carefully and maintain complete and accurate records.

7. Return affidavits to each manager when his team has been eliminated.

PUBLIC ADDRESS ANNOUNCER

1. Be in Press Box thirty (30) minutes prior to each game time.
2. Prior to each game, obtain full roster of each team including managers and coaches. Announce names normally used by players, not names from the Affidavits. Clarify correct pronunciation of difficult names.
3. Announce only pertinent information, usually the first three batters in each half inning, the batter as he comes to the plate and runs, hits, errors at end of each half inning. NO PLAY BY PLAY announcement or activity that may distract from actual play of the game.
4. DO NOT ANNOUNCE ERRORS MADE BY INDIVIDUAL PLAYERS.
5. Make prompt announcement of all line-up changes.
6. REMEMBER, you are only there to provide pertinent information. You are not the focal point of the game. The players should always be the center of attention.

Both the scorekeeper and the public address announcer are most important to the success of any tournament. Careful consideration should be given to the selection of the persons to work in each of these important positions. They can contribute greatly to a successful tournament.

PRE-GAME PRACTICE AND WARM-UP

- 1) No practice of any kind by any team, including the host, shall be allowed on the tournament playing field(s) on game days. Other nearby fields should be utilized for practice fields during tournament play. The Tournament Director is responsible for arranging practice fields to be made available to tournament teams who require overnight stays at tournament sites.
- 2) Each team may have up to five minutes of infield prior to each game. You may want to increase this to seven-ten minutes for the first day only.

PLAYER INTRODUCTION

The tournament should be colorful and exciting for the players. This may be a once in a lifetime experience for many of these players and Dixie Youth Baseball wants it to be a fond memory for all participants. A proper team introduction program can add color to tournament games. It is recommended that the following procedures be used before every game in the tournament:

- 1) Always ask managers to list the player's names that they prefer to use on the official line-up (i.e. Jimmy, instead of James). This is not always the name shown on the Tournament Team Affidavit.
- 2) Introduce all members of the team following this procedure:
 - a) Introduce the visiting team, starting players, batting order and defensive position. As the starting players are announced they should run to their defensive position on the field. Outfielders should only go to the edge of the outfield grass in front of their normal position.
 - b) After introducing the starting defensive players, introduce the remaining players on the roster. As their name is called they should take a position on the foul line between first or third base facing their dugout and the stands. The manager and two coaches are then introduced and should take their position facing the dugout and stands alongside the remaining roster players.
 - c) Introduce the home team, all players, the team manager and coaches in the same manner as above. As the home team players take their defensive positions, they should acknowledge their counterpart on the visiting team in some manner (i.e. handshake, pat on back, etc.).
 - d) When introductions have been completed, both teams shall remain in position for introduction of the umpires and the Protest Committee, and the invocation and the national anthem.
 - e) Introduce the plate umpire as the umpire-in-chief first. The base umpires should run to their position as they are introduced.
 - f) Introduce the members of the Protest Committee.
 - g) Invocation/National Anthem - The invocation and national anthem are to be used for the first game of each tournament session only.
 - h) After National Anthem advise the visiting team to return to their dugout at which time the umpire-in-chief will begin the game.

PRE-GAME SCHEDULE
(Assuming a Game Time of 6:00 PM):

5:30 PM - Both teams starting lineups and tournament affidavits shall be turned in to the scorekeeper.

5:45 PM - PA announcer tells visiting team to take infield. (Visiting Team is not to enter field until advised by the PA announcer.)

5:50 PM - PA announcer calls visiting team from the field if not finished and tells home team to take infield. (Home team is not to enter field until advised by the PA announcer even if the visiting team finishes early.)

5:55 PM - PA announcer calls home team from field if not finished. PA announcer introduces the visiting team. (See introduction procedure in previous section).

PA announcer introduces the home team.

PA announcer introduces the umpires.

PA announcer introduces the Protest Committee members.

5:58 PM - Invocation/National Anthem (With Players remaining on the field)

6:00 PM Umpire-In-Chief begins game.

A key priority of the tournament is to keep the games on schedule. In the event of rain, it may become necessary to cancel infield practice. If you do not allow infield for the first game of the day, it is recommended that no infield be allowed for the remainder of the day's games.

For the convenience of out-of-town fans and radio broadcasts, no game should start earlier than its regularly scheduled starting time even if any earlier game is completed early.

ELIMINATION

Before the first game in the tournament, all the teams are winners. After the second day some teams will be eliminated but they should still be considered winners. DO NOT LET A TEAM LEAVE A TOURNAMENT WITHOUT SOME REMARKS OF APPRECIATION AND ENCOURAGEMENT BEING MADE OVER THE PUBLIC ADDRESS SYSTEM. The following is a suggested statement:

"LADIES AND GENTLEMEN. WITH THIS LOSS (name of team) _____ HAS BEEN ELIMINATED FROM FURTHER PLAY IN THIS TOURNAMENT. HOWEVER, THEY HAVE HAD A GREAT SEASON AND THERE ARE NO REAL LOSERS IN DIXIE YOUTH BASEBALL. WE HAVE ENJOYED HAVING (name of team) _____ IN THIS TOURNAMENT. LET'S ALL GIVE THEM A BIG ROUND OF APPLAUSE FOR THEIR PARTICIPATION HERE. WE WISH THEM A SAFE TRIP HOME AND GREAT SUCCESS IN THEIR FUTURE PLAY IN BASEBALL AND, ESPECIALLY, AS THEY PURSUE EVEN GREATER ENDEAVORS IN LIFE".

THE CHAMPION IS _____

You have reached the point in your tournament where there is a winner. Have as much information as possible for the winner and announce this information over the public address system. A suggested format is as follows:

- Congratulations to (Name of winning team), CHAMPIONS for (Name of tournament) for _____.
Year
- (Name of champions) will play in the (Name of next tournament) at
- (Site of next tournament) on (Date and time of tournament).
- If known, give league name of team they will play.
- We wish this fine group of youngsters the best of luck and the greatest of success as they advance in Dixie Youth Tournament play.

CONCLUSION

At the conclusion of your tournament, take a well deserved break. You deserve it! But before you collapse, be sure you contact the Tournament Host at the next level of play and any other appropriate officials to let them know your tournament winner, giving them the name and phone number of the winning team manager. Also, if at all possible, District Directors should arrange to accompany the team to the next level of tournament play. In most cases, this league may not have ever advanced this far before. Your support and encouragement would be invaluable to them because you are probably more aware of what will be happening at the next level of play. At this point, you should become their biggest fan and be available for any help they may need to make things easier for them.