



Babe Ruth League, Inc.
Southeast Region
Training Center



2025 Tournament Host Training

Hosting a Regional Tournament
Documentation



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2025 Tournament Host Training HOSTING A REGIONAL TOURNAMENT

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Babe Ruth League, Inc. ***Southeast Region*** **Training Center**



Revision 3.0
March 12, 2025

2025 Tournament Host Workshop

Section 1 – Before the Tournament

1.01 Hotel Option for 13-16 and 16-18 Baseball Age Groups

As an option for the 13-16 and 16-18 baseball age groups, the Host League is authorized to offer close-by, cost-effective hotels that the visitors participating will use. If a participating team does not use this program, then that team will pay a \$200 hotel fee in addition to the Parents Gate Pass Fee.

1.02 Manager's Tournament Information Package (MTIP)

The Manager's Tournament Information Package (MTIP), sample attached, is used to disseminate important reporting information and standard Southeast Region policies to advancing team managers. It is not used as a vehicle to promote the Chamber of Commerce.

Information contained in the online document includes Host contact information, a list of the hotels that are available for booking, the date and site of check-in, and the information (time and location) of the icebreaker. There is an area for general information such as "No coolers allowed."

A simple MTIP Questionnaire (16 questions), sample attached, was distributed to you, and you were asked to bring a completed copy here with you today. While there may be information that is not readily available, we ask that you provide updates early-on; this will allow us to begin developing the MTIP database.

The balance of the information required for the MTIP is due to the Southeast Region Assistant Commissioner, Operations, not later than May 15.

The approved MTIP will be posted and accessible to all online at the Babe Ruth Southeast Region Tournaments page on the Southeast Region website.

1.03 Online Team Check-in

The MTIP Section 1.3 requires teams that are advancing from a State tournament to process an online registration check-in. When the Host is contacted by an advancing team, they are to be asked by the Host if they have fulfilled the requirements for online check-in. If not, they should be instructed to do so. (The database records can be checked to verify.)

The Southeast Region will communicate to the Host via email, and through an online database, the teams that have checked in.

Section 2 – How Teams Arrive

2.01 Changes to Arrival Schedule

Schedule changes on the day of check in must be approved by the Southeast Region Commissioner and teams must be notified in advance.

2.02 Policy 20211013 – Team Representative Check-in

- Check-in of a team by the manager or one of its coaches will be handled between 3:00 p.m. and 5:00 p.m. The Tournament Team Credentials Book will be presented for examination and approval; the State flag will be turned over to the Host Tournament Director. After review, the book will be returned to the team representative. Any issues will require resolution by the next day, no later than 2 hours before the team's first scheduled game.
- The Host Tournament Director, Southeast Region Representative, and the Crew Chief will conduct an orientation with team managers and coaches at a time set prior to the mandatory icebreaker.
- Teams will participate in the opening ceremonies and the icebreaker. Players, managers, and coaches will wear their game jerseys.

2.03 Policy 20211012 – Player Late Arrival

- Tournament team administrators may submit a request for a player to arrive late for tournament participation *in the team's first (or later) scheduled game(s)*; late-arrival requests for managers and coaches *and for a player to arrive late for the icebreaker*, are not required.
- There is an online process that easily provides the path for approval; the web link to the request form is provided in the team's registration acknowledgment email, along with the required login credentials.
- Player late-arrival requests are processed through the player's State Commissioner for endorsement to the Southeast Region Commissioner or designee.

- Players who have been approved for late arrival must check in with the Host Tournament Director or the Southeast Region Representative upon arrival.

Section 3 – Pregame Tournament Team Check-in

3.01 Policy 20211014 – Pregame Tournament Team Check-in

- Tournament teams must check in with tournament officials at the game site 1 hour prior to the start of the team's first scheduled game.
- The manager, coaches, and non-excused players must report.
- Any player who has not been excused and is not present in time for the start of the team's first scheduled game will not be allowed to participate in the tournament*.

* The Southeast Region Representative can override this policy if an unavoidable situation exists for a player. The goal is for all players onsite to have an opportunity to play.

Section 4 – Tournament Management

4.01 Supervision

The Southeast Region Representative will work closely with the Host Tournament Director to ensure a successful tournament experience. In all cases, the Southeast Region Representative has final authority for decisions except those specified elsewhere.

4.02 Americans with Disabilities Act

Public and private facilities that provide an "accommodation" to the public are required to meet certain Americans with Disabilities Act (ADA) regulations. In most cases, the facilities that are used for Babe Ruth tournaments, typically owned by a local government, meet these requirements. However, the little things can make a big difference in the success of a tournament. For example, provide transportation (a golf cart) between the playing fields and the parking lots; provide walkway access to the fields and concessions; ensure that the bathrooms are cleared of clutter for ease of access for wheelchairs, walkers, and other devices; and reserve an area at the playing fields for fans in wheelchairs. These are all items that are under the direct control of the Host. And, a *reasonable effort* to provide such accommodations is required by the ADA.

4.03 Severe Weather Policy

The Southeast Region follows the policy set up by the National Federation of State High School Associations (NFHS).

Use this policy as a default. If the locality where the tournament is being played has policies or regulations that are more stringent, use them. Just make sure that everyone knows and understands the policy – MEET WITH THE UMPIRES.

When lightning is seen or thunder is heard, the field must be cleared with all participants and fans leaving the field area for a safe location. Safe locations can be under shelter at the concession or other facility area, or simply in a car.

Who makes the call? The home plate umpire, by rule, is the person authorized to stop a game for weather (or other) considerations.

Here is the rule:

4.00—Starting and Ending a Game.

4.01 Unless the home club shall have given previous notice that the game has been postponed or will be delayed in starting, the umpire, or umpires, shall enter the playing field five minutes before the hour set for the game to begin and proceed directly to home base where they shall be met by the managers of the opposing teams. In sequence—

(d) As soon as the home team's batting order is handed to the umpire-in-chief, the umpires are in charge of the playing field from that moment on.

Other personnel who can make the call are county or city personnel, the host league President, the Host Tournament Director, the Southeast Region Representative, and anyone else identified by the host. The umpires need to know who these people are by having a meeting to introduce and discuss the procedure to be followed: Once lightning is seen or thunder is heard by an authorized person (other than the umpires), that person will notify the plate umpire that lightning has been seen or thunder has been heard and then the plate umpire will take the immediate appropriate action to clear the area.

This procedure is designed to eliminate the “I didn’t see any lightning” or “I didn’t hear thunder” arguments that sometimes occur.

4.04 Heat Index Policy

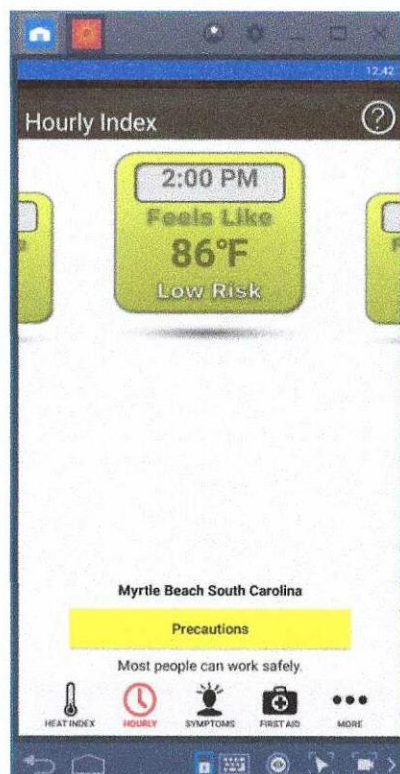
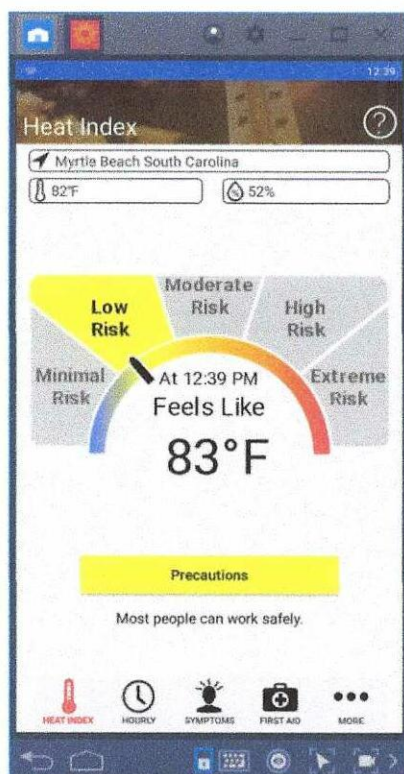
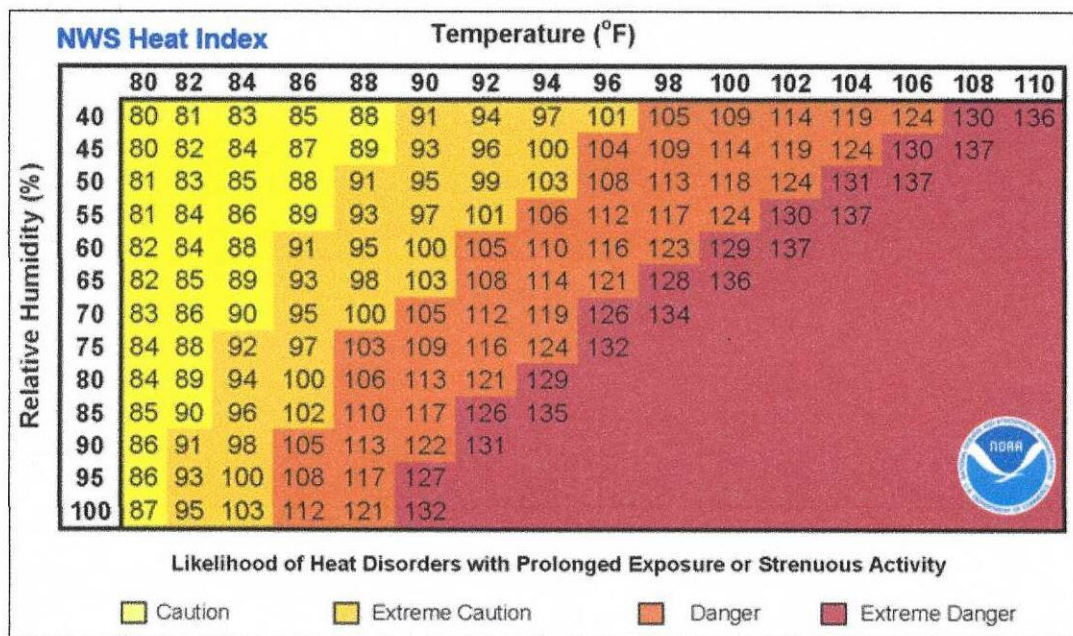
Guidelines for the Host facility will be used. If the Host facility does not have guidelines, then the following will be used:

Typically, games are suspended when the Heat Index reaches 103. For liability reasons, this is usually monitored by the local county or city in charge of the complex. If not, or the complex is privately owned, then we require that the host monitor the Heat Index. All games must be suspended when the Heat Index reaches 103 (feels like 103 °F). Games can resume once the Heat Index drops below 103.

Leagues in “hot weather” areas usually schedule games early and (or) late in the day. In this case, no games are scheduled in the middle of the day if high heat is forecast.

IN ALL CASES, MAKE SURE THAT PEOPLE STAY HYDRATED.

The Southeast Region uses the NOAA Heat Index Chart and the OSHA NIOSH Heat Index iPhone and Android phone application. The OSHA NIOSH app clearly lets the user know what the current Heat Index is at the GPS location of the phone. It also provides the user with the projected future “Feels Like” temperatures hour by hour.



4.05 Courtesy Runner

A Courtesy Runner will be allowed for the catcher in the Cal Ripken 9s, 10s, 11s, and 12s. Coaches will be given the option to use a courtesy runner. Any player not currently in the lineup may be used as a courtesy runner. Players who have been ejected or removed due to injury are not eligible as a courtesy runner. If a team has only nine players, the player who made the last will be used.

The courtesy runner rules for Babe Ruth baseball and Babe Ruth softball age groups are specified in the current rule book version.

4.06 Game Time Limits and Ties

With the exception of T-Ball (see online rules), there are no time limits for any age group. Games are played until there is a winner.

Tie games are not allowed in tournament play.

4.07 Protest Committee Requirement

The Southeast Region Representative will monitor protests.

No protest (or objection) shall ever be permitted on judgment decisions by the umpire (Rule 9.02-a). Furthermore, umpires are not to be Protest Committee members.

11.05 BABE RUTH TOURNAMENT RULES

2. Each District, Area, State, and Regional Tournament game must be played in the presence of the Tournament Director and Protest Committee. No tournament team shall start play in the absence of said director and committee.

9. District, State, and Regional Commissioners or their designated representatives shall appoint Protest Committees, composed of at least three members, to be present at all tournament games. A manager must immediately claim a violation of a rule at which time play will be suspended until the Protest Committee has made its decision. The Protest Committee's decision will be final. No protest, except on player eligibility, as defined in Rule 7.07, will be honored after a game has been completed. (All protests concerning player eligibility must be presented in writing from the protesting league president with clear indication of proof for the protest.) Video will not be accepted or viewed by tournament staff or umpire.

4.08 Policy 20191003 – Tournament Awards

- The Southeast Region will provide Champion and Runner-up medallions for managers, coaches, and players, Champion and Runner-up team plaques, and the champion team banner.

Section 5 – Tournament Forms Used

5.01 Player Announcement Form

The Player Announcement Forms are used to list the managers, coaches, players, and bat persons by jersey number, name, position, etc. This document is then used in the press box for the announcer when the teams are introduced. One form is required for each playing field; the completed form is collected at team check-in.

5.02 Pitcher's Record Form

The Pitcher's Record Form is used to track the number of pitches (baseball) that a pitcher delivers to a batter in a game. This form is applicable to all games that use a youth pitcher. Team managers sign the forms at the end of the game.

5.03 Lineup Forms

The Southeast Region Commissioner provides an ample supply of official Babe Ruth Lineup Forms (4-part); no other lineup forms are acceptable.

Section 6 – Public Relations

6.01 Stadium (Ball Park)

The Stadium or Ball Park personnel are responsible for providing and maintaining the actual playing site of the Regional Tournament in all its many aspects. Basic areas of responsibility and provisions are: bullpens, sufficient lighting, American flag, scoreboard, flagpoles for State flags, press box, interior fence, exterior fence, dugouts, distance signs on outfield fence, infield tarps, ticket booths (if needed), home and visitor dugout signs, first aid kit, sufficient umpire quarters, restroom facilities, and large up-to-date game-result signage.

Make sure that the grounds crew is always available to maintain the playing and practice fields.

If possible, have an electrician or power company on call to handle any power failures.

6.02 Press Box

The Host Tournament Director is in charge of the press box with oversight by the Southeast Region Representative.

Make sure that the following personnel are available for each game: press box announcer, scoreboard operator, Official Scorekeeper, and Official Pitch Count Recorder.

The Official Scorekeeper and the Official Pitch Count Recorder are separate, adult positions required for efficient press box operation. These officials are required to use the hard-copy scorebooks and pitch count forms to accomplish their tasks. **The use of electronic record keeping (Game Changer or SportsEngine Tourney) is not authorized as official.**

6.03 Game Schedules

The game schedules (brackets) will be prepared by the Southeast Region and will be reviewed by the Host. The official schedules will be published on the Southeast Region website. One of the most important considerations is to keep the teams and fans informed. Posting of the game schedule on a “big board” at the complex is always a good idea. Updating game results and informing teams of changes in schedules in a timely manner is critical.

6.04 Reporting Scores

We use the Tourney Machine product provided by Babe Ruth. There are a couple of ways to report scores.

The Host can report the scores at the conclusion of each game or report the scores at the end of the day. The Host and (or) Southeast Region Representative will be provided with login credentials for this reporting website: <http://brlserregion.com/reporting/index.php>.

The Host and (or) Southeast Region Representative can be trained to use the Tourney Machine product to report scores directly.

Section 7 – Umpire Selection and Compensation

7.01 Policy 20221022 – Crew Chief and Crew Member Selection

- By rule (Rule 11.05, paragraph 2.b.), all umpires must be Babe Ruth National Umpire Association (NUA) members.
- Umpires interested in becoming the Crew Chief for a Southeast Region tournament must submit an online application for consideration. The form is found on the Babe Ruth Southeast Region Umpires website (<https://brlseumpires.com>).

- The Southeast Region Commissioner (or designee) will assign the Crew Chief for each tournament age group.
- The assigned Crew Chief will select the crew members for the tournament. Prior to officiating, the name of the selected crew members must be forwarded to the Southeast Region Commissioner (or designee), who will verify NUA membership for the tournament year.
- Southeast Region Board members are not eligible to apply for this position, nor are they eligible to participate as a member of a selected crew.
- Umpires can register for the position of Crew Member using the same registration system. If there are local umpires who wish to participate, they are encouraged to register and indicate that they are local to the Southeast Region tournament Host league.

7.02 Policy 20211021 – Umpire Compensation

- The number of umpires that will be assigned to a tournament game is:
2 – Rookie Baseball
2 – Minor Baseball
3 – Major Baseball, 13-16 Year-olds Baseball, and 16-18 Year-olds Baseball
- The per-game, per-umpire *minimum* compensation (paid by the tournament host league) is:
\$45 – Rookie Baseball and 8U Softball
\$50 – Minor Baseball, Major Baseball, 10U Softball, and 12U Softball
\$60 – 13-18 Year-olds Baseball, 14U Softball, 16U Softball, and 18U Softball
- An out-of-State Crew Chief will be assigned to a tournament if an in-State (not local) Crew Chief is not available.
- For travel, the Southeast Region will compensate an out-of-State Crew Chief \$150 and an in-State Crew Chief \$100.

Section 8 – Closing the Tournament

8.01 Championship Team Photograph

It is possible that there could be two semifinal games and the championship game on the same day.

If the semifinal and the championship games are played on the same day, then a team

photo of the final-four teams, holding the championship banner will be taken (goal is 'clean' uniforms). If only the championship game is being played, then a team photo of the final-two teams, holding the championship banner, will be taken (goal, again, is 'clean' uniforms). In all cases, the team will include all players, the manager, and all coaches only. The team will hold for display the Championship Banner for the photo.

This is not a photo opportunity for the parents and fans. Only tournament officials will be allowed on the field for the photo shoot.

8.02 Presentation of Awards

You will need one folding table of approximately 60" x 30" to display the awards and plaques. The table should be centered between home plate and the front of the pitching mound.

Assemble the championship and runner-up teams along the base paths of their respective dugouts. Make sure that the photographer and tournament staff are available. [Note: Parents can be invited in and stationed after team setup.]

Begin the presentation by thanking everyone for attending, etc. (the Host can script this part of the program). Make the team presentation beginning with the runner-up team. Then present to the championship team. In both cases, have the announcer introduce the players from the team's Player Announcement Form. Introduce the players first, then the bat person (if applicable), the coaches, and the team manager. Present the runner-up and championship plaques to the team managers.

Make sure that all teams that leave the tournament take their State flag and Tournament Team Credentials Book (handed back to them on opening day) with them.

8.03 Advancing Team Information

The Host will receive a package from headquarters which contains important World Series reporting information for the championship team. The Southeast Region Representative will sign the Letter of Eligibility.

DO NOT FORGET TO PROVIDE THIS INFORMATION TO THE MANAGER OF THE CHAMPIONSHIP TEAM!