

**METRO SPORTS BASEBALL, INC.**  
**TOURNAMENT GUIDELINES**

1) RULES

Tournament Director and scorekeepers must have a thorough understanding and knowledge of the rule book for the age group of their tournament.

2) COACHES CREDENTIALS MEETING

It is the responsibility of the Tournament Director to schedule a credentials meeting with the coaches at least 2 days prior to pool play. The Tournament Director is responsible for notifying and informing all coaches of the date and time of the credentials meeting. At the credentials meeting the Tournament Director needs to discuss and review the following:

- a) introduce tournament director, officials and supporting staff of tournament with telephone numbers;
- b) determine that all coaches have copies of the Metro Sports rule book;
- c) collect the Metro Sports allstar tournament team roster form from each coach;
- d) collect copies of each allstar team player's birth certificate and check the birth certificates to the Metro Sports allstar team roster form;
- e) collect and review certificate of insurance for each team to determine the appropriate limits of insurance as required under Metro Sports rules;
- f) provide coaches the weather hotline information telephone number;
- g) discuss equipment rules, helmets must have face mask, etc.;
- h) have representative of umpire association present to discuss any question(s) coaches may have;
- i) notify coaches of batting practice locations and field warm-up usage;
- j) advise coaches that home team will be determined prior to each game by coin toss;
- k) advise coaches that no coolers are allowed at the tournament site except a team dugout cooler, but water will be provided in each dugout for the teams by the host park;
- l) coaches shall draw for first-round pool play pairings;
- m) coaches shall be provided a copy of the pool play schedule and double elimination tournament bracket.

3) TOURNAMENT OFFICIALS

It is mandatory that each game have a Tournament Official present.

4) TOURNAMENT BRACKET

The Tournament Director is responsible for posting all game results for pool play and double elimination tournament in a visible place. It is important that the tournament bracket is updated after every game. The tournament bracket format provided in the Metro Sports rule book shall be followed. Remember, teams are seeded in double elimination tournament from their won-loss record in pool play.

5) TOURNAMENT BOOK

It is the responsibility of the Tournament Director to keep an official tournament book with all of the following information kept in the book during the tournament:

- pitching log signed by coaches after each game
- game schedules
- phone numbers of coaches, etc.
- allstar team roster forms
- players' birth certificates
- insurance certificates

6) INJURIES

Any injury occurring during pool play or tournament play will use the park's procedure.

7) FIELD MAINTENANCE

It is the responsibility of the Tournament Director to work with each park to make sure the fields are in proper condition and properly marked off for pool play and double elimination tournament play.

- 8) TOURNAMENT SCOREKEEPER AND ANNOUNCERS  
It is the responsibility of the Tournament Director to have an official scorekeeper and announcer for every game during pool play and tournament play. The scorekeeper is also responsible to make sure each coach signs the pitching form on back of team roster at the end of each game. (Scorekeepers must understand and know rules for their tournament's age group.)
- 9) BASEBALLS  
Each host park is responsible for providing and the cost of Metro Sports approved baseballs for pool play and tournament play.
- 10) UMPIRES  
The host park is responsible for scheduling umpires and payment of umpires for each game during pool play and tournament play.
- 11) DUGOUT  
After each game each dugout should be cleaned and water coolers and cups replaced.
- 12) SIGNAGE  
At each entrance gate please provide signage that states the cost of admission, no coolers allowed except team cooler in dugout, etc.
- 13) ADMISSION  
Admission charges shall be ~~determined by the host park, but shall not exceed \$ 1.00 for pool play and \$ 3.00 for double elimination.~~ <sup>\$ 2.00</sup>
- 14) THE ENTRANCE GATE  
It is the responsibility of the Tournament Director to find volunteers to staff the admission gates.
- 15) SALE OF MERCHANDISE AND EQUIPMENT  
Only vendors approved by Metro Sports Baseball Board of Directors are allowed to sale merchandise at the tournament sites.
- 16) TOURNAMENT TROPHIES  
Metro Sports Baseball shall provide the trophies for the first and second place double elimination tournament winners.
- 17) VOLUNTEERS  
It is the responsibility of the Tournament Director to schedule all volunteers needed throughout the tournament for whatever job.
- 18) CONCESSION STANDS  
Please work with the host park to make sure the concession stand is open during all pool play and double elimination tournament play.
- 19) WEATHER LINE  
Make sure there is a weather line in operation that can be easily updated. Remember this number needs to be communicated to all coaches during the credentials meeting.
- 20) HOSPITALITY SUITE  
It is optional for the host park to provide a hospitality suite for the umpires, coaches and tournament officials.
- 21) COIN TOSS  
It is the responsibility of the Tournament Director to locate the head coaches (or assigned representative) for the coin toss prior to each game. Coin toss shall determine who is home team for the upcoming game.
- 22) GAME TIMES  
It is the responsibility of the Tournament Director to set the game times for pool play and the double elimination tournament.