

MINNESOTA SOFTBALL



Tournament Director

As tournament director of your respective post season tournament you have many important responsibilities to ensure the success of your tournament.

You must forward a list of area hotels, motels, and campgrounds prior to July 1 for Youth State Tournaments.

If you wish to pass out additional information (coupons, programs, etc.) you may do so when teams check in for the weekend tournament.

One of your goals is to generate revenue for your local association/group. Minnesota Softball will be sending out post season championship items.

A representative will deliver the shirts to your site. It is your responsibility to nominate a person to sell apparel. The person will make \$100 per day for your association. The apparel sales area needs to be separate from concessions and under its own tent. There should always be a person working solely on selling apparel.

A reminder that is in violation of our Minnesota Softball rules for your association to sell any unauthorized souvenirs at State or National Tournaments.

All necessary State Tournament items are delivered to you or your park. Make those arrangements with the State Office. Items that will be delivered:

- Tournament Director Job Description
- Softballs
- Scorecards
- Bracket Boards
- Field Maintenance Specifications
- State Personnel Directory

NATURE OF WORK

Under the supervision of Minnesota Softball, the Tournament Director shall assist Minnesota Softball in the sponsorship and promotion of their state tournament.

Minnesota Softball policy prohibits tournament personnel from participating on a team in a tournament in which they are serving in an “official capacity” (tournament director, umpire-in-chief, or umpire).
Penalty: Forfeiture of game and disqualification of team that tournament personnel played on.

DESCRIPTION OF RESPONSIBILITIES



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- Post the Tournament Brackets at the tournament headquarters. Changes may NOT be made to the brackets, team names, or game times without pre-approval of Minnesota Softball.
- To arrange to pick up (if required) the tournament equipment at Minnesota Softball State Offices or a designated site.
- To attend a pre-tournament meeting (if required) conducted by Minnesota Softball for discussing tournament administration.
- To serve as the coordinator of playing area maintenance and host tournament personnel.
- To assist the Minnesota Softball State Office with updates to online brackets and social media.
- To assist in the rules and regulations of the USA Softball and inform Minnesota Softball of any rule violations.
- To present the tournament awards packages to the teams at the conclusion of the tournament.
- To return any unused materials to the State Office.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge and commitment to the inherent value of amateur athletics.
- Knowledge of Minnesota Softball organization, rules, and program goals.
- Ability to resolve conflict in a team situation.

Field Maintenance Procedures

GENERAL

Along with game officiating, field maintenance is the single most important factor in running a successful tournament. State tournaments are different than invitational tournaments. Playing in a state tournament is a special accomplishment and must be treated as such.

PRIOR TO THE TOURNAMENT

- A. Check base and pitching distances to assure they are proper.

NOTE: All tournaments must utilize the orange safety base.

PITCHING, BASE, FENCE DISTANCES

Division	Pitching	Base	Fence Minimum	Fence Maximum
Girls 8U Fast	35'	60'	175'	225'
Girls 10U Fast	35'	60'	175'	225'
Girls 12U Fast	40'	60'	200'	225'



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Girls 14U Fast	43'	60'	200'	225'
Girls 16U Fast	43'	60'	200'	225'
Girls 18U Fast	43'	60'	200'	225'

35'/40' pitcher's plates must be removed on fields where longer distances are being used.

All fields must have fixed or portable fences at Minnesota Softball State Tournaments.

- B. Mow the grass and grounds on the Thursday preceding State Tournament play.
- C. Paint foul lines on the Thursday preceding State Tournament play.
- D. Check all fences for holes and loose wires.
- E. Check field lights for bulbs that need replacing or light banks that need to be aimed properly.
- F. Check condition of bases to assure no metal is exposed and that they are secure to the ground. Have one extra base available for every two fields in use.
- G. Gather field maintenance equipment at the tournament site (e.g. tractor, drag, diamond dry, chalk, liner, 4 foot rakes, string, shovel, etc.)
- H. Secure one maintenance workers for everyone two fields being used.
- I. Clean and place paper towels and tissue in restrooms.
- J. Fully drag and chalk all fields just prior to the start of the tournament. Check base and pitching plate distances. Chalk the batter's boxes and an 8-foot circle around the pitching plate for Girls Fast Pitch.

DURING THE TOURNAMENT

- A. Rake batter's box, mound, and base areas after each game with grooming rakes. Leave a rake behind each backstop if at all possible. Also consider tamping and watering batter's boxes after each game if field conditions are extremely dry.
- B. Drag and reline fields every other game.
- C. Water fields and batting areas 2, 3, or 4 times per day depending on dryness and wind conditions. Repack and tamp batter's areas.
- D. Service restrooms at least three times per day depending on need.
- E. Periodically pick up litter/refuse at playing site.
- F. At conclusion of play, drag, and reline fields for the next day.

CONCLUSION

If the above steps are followed your tournament will be well received and the participants will want to return to play in your city.



Tournament Procedural Checklist

Minnesota Softball Procedures

- _____ Designate Tournament Director
- _____ Designate Umpire-In-Chief
- _____ Send Tournament Director Rules, Guide, & Draws

- _____ Assign Game Officials
- _____ Provide Instructions & Job Descriptions

- _____ Provide Tournament Report Form
- _____ Provide Awards Ceremony Form
- _____ Provide Scorecards & Scoresheets
- _____ Provide Umpire Vouchers
- _____ Conduct Officials Meeting
- _____ Provide Game Officials' Fees
- _____ Provide Memorabilia Items to Sell
- _____ Provide Tournament Director Fee
- _____ Provide UIC Fee
- _____ Provide Site Banner

- _____ Provide Awards

- _____ Provide Game Balls
- _____ Post Advancing Team Sheets

Tournament Director Procedures

- _____ Provide Tournament Director
- _____ Provide Site Coordinators
- _____ Provide Map and Listing of Lodging Establishments
- _____ Check pitching plates and base locations for correct distances
- _____ Safety base installed
- _____ Obtain designated materials from Minnesota Softball
- _____ Recommend tournament officials
- _____ Provide maintenance personnel
- _____ Provide maintenance equipment
- _____ Provide concessions
- _____ Provide restrooms at each site
- _____ Display tournament baskets
- _____ Display tournament awards
- _____ Report scores to state office via text
- _____ Return reusable materials to state office
- _____ Return master copy of brackets to state office
- _____ Return rosters to state office
- _____ Return scorecards to state office

INSTRUCTION TO TOURNAMENT DIRECTORS

PRE-TOURNAMENT RESPONSIBILITIES

- Maintain contact with Minnesota Softball State Offices regarding tournament procedures.
- Report to the tournament site wearing a USA Softball Polo Shirt.
- Arrive at the tournament site a minimum of one hour prior to the first scheduled game.
- Bring pens, pencils, tape, sharpies, stapler, clip board, scratch paper, and any other necessary items.
- Check the tournament bracket board to see if it matches the draw published by the Minnesota Softball State Office. Correct any discrepancies.



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- Assist the UIC in inspecting the playing areas. Check for proper markings, maintenance, distances, and any potential safety hazards.
- Display the tournament awards in a visible but secure area (concession stand, etc.)
- Make sure the game balls and tournament scorecards are in the possession of the Umpire-In-Chief.
- If applicable, post the advancing team information sheet adjacent to the tournament bracket.
- Begin checking in teams one hour prior to the first scheduled game.
 1. Utilize check-in grid following this document.
 2. If you have a double no show assume one of the teams has been notified they won their first game on a forfeit and do not have to show up until their second game. Make sure their winner's bracket opponent shows up for the game even though you may not know who their opponent is.
 3. Teams without a properly complete "Official USA Softball Roster" shall be withheld from competition until they complete one. Scrutinize rosters for obvious violations. All player's names appearing on the tournament roster must be accompanied by their signature. No additional names may be listed on the tournament roster at the tournament site, but the players who have been previously listed by the manager may complete the signature block if they have not already done so. Players who participate prior to completing the signature block shall cause their team to be disqualified from competition.
 4. For Junior Olympic tournaments, all "Official USA Softball Roster" must be accompanied by the parent or guardian of the child if the child is a minor.
 5. Inform teams of any special points of emphasis (e.g. unsportsmanlike conduct, playing area locations, etc.) and general tournament orientation.

TOURNAMENT RESPONSIBILITIES

- Each team will be required to check in with the tournament director. They and you will do the following:
 1. The manager will give you their completed roster.
 2. If they have not signed the signature block, have them do it at this time.
 3. The tournament director should place a check mark in the "Initials" box to signify that player actually did check in.
- Observe the Umpire-In-Chief's performance. Make any necessary requests for assistance or improvement.
- Fill out tops of scorecards for each game and instruction team managers to report to tournament headquarters before each game they play to complete the scorecard and enter their lineup. This will eliminate pre-game delays.
- Continually update the tournament bracket board posting **TEAM NAMES AND SCORES**.
- After each round of play text or email the state office with Game Number, Team Names, and Scores.



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- Keep an updated draw on an 8 1/2" X 11" master bracket to submit to the state office upon completion of the tournament.
- Do not consume alcoholic beverages during the tournament. You may drink alcohol upon completion of games for the day.
- Eligibility protests shall be handled in the following manner:
 4. Should a protest be filed prior to the start of a game, it shall be resolved prior to the beginning of the game. If a protest is filed during the game, the game shall continue to completion at which time the protest shall be resolved. Protested may not be lodged after a game has been officially completed.
 5. The protesting team shall first prove their own eligibility prior to checking the protested team.
 6. Blatant cases of ineligibility need not to be protested for action to be taken. In known or blatant cases of ineligibility the Minnesota Softball tournament director may take action without the necessity of a formal protest. Forms of blatant ineligibility include:
 - Player participating on two teams in the same tournament
 - Player not on roster
 - Player participating on different teams in different tournaments
 - Player of a higher rating participating on a lower classified team
 - Player that is not age eligible to participate in a tournament
 7. Teams found to have ineligible players shall immediately be disqualified from competition.
 8. In the event a team is disqualified from competition it only affects the status of the last team the disqualified team played and then only if a protest had been filed by the team prior to the completion of the game.
 9. Players ejected for unsportsmanlike conduct, illegal equipment, etc. shall be prohibited from participating in any remaining tournament contests. EXCEPTION: The tournament director, umpire-in-chief, and umpire may consider an appeal of a player, coach, or manager who was ejected for spontaneous verbal abuse, but only if the game umpire indicates or acknowledges their ejection may not warrant tournament disqualification. If the game umpire indicates a tournament ejection is too harsh for the "crime" the player, coach, or manager may be reinstated. Appeals and reviews should not be solicited or initiated by the game umpire or tournament personnel, but must be unsolicited and initiated by the affected party. Ongoing, lingering verbal abuse or physical confrontation, spitting, or contact with another player or umpire shall always be punished by game/tournament ejection.



LIGHTNING

All individuals participating in or observing an outdoor softball event are responsible for their own safety and should monitor threatening weather conditions. The tournament director will make the call with on all weather issues. The Tournament Director can and should consult with the Umpire-In-Chief on any decisions.

The Tournament Director should be aware of weather conditions, including observing the conditions and keeping abreast of the weather forecast. As a means of monitoring local weather, the designated weather watcher can consult the National Weather Service for current information. All storm warning and storm watches should be heeded.

When the weather becomes dangerous, the Tournament Director will announce that all play activities are suspended and all individuals, both players and spectators, should seek appropriate shelter. No place is safe from lightning threat; however, some places are safer than others. Large, enclosed structures (substantially constructed buildings) tend to be safer than smaller structures or open structures. In general, a fully enclosed vehicle with the windows rolled up tends to be safer than being outside so long as contact with metal surfaces inside and outside the vehicle is avoided. The following areas are not appropriate shelter and should be avoided:

Any area of higher elevation; wide-open areas such as sports fields, tall isolated objects such as flag poles, light poles, or trees; metal fences and metal bleachers, unprotected open buildings like dugouts, picnic pavilions, rain shelters and bus stops.

When determining whether to suspend play, the designated weather watcher should use his/her common sense and good judgment. If a thunderstorm appears imminent before or during an activity or contest (regardless of whether lightning is seen or thunder heard), postpone or suspend the activity until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds and thunder or lightning. Even storms that are many miles away can pose a lightning danger. This may mean the appropriate decision is to suspend activities even before the first sight of lightning or sound of thunder.

All individuals should have the right to leave an athletic site or activity, without fear of repercussion or penalty, to seek a safer structure or location if they feel they are in danger from impending lighting activity. Safety is the number one priority and the state tournament can be made up later.

If activity has been suspended due to lightning, the designated weather watcher should wait at least 30 minutes after the last lightning flash or sound of thunder prior to resuming activity. Each time additional lightning is observed or thunder is heard, the minimum 30-minute waiting period should be reset. A clear sky or lack of rainfall are not adequate indicators for resuming play. The minimum 30-minute return-to-play waiting period should not be shortened. Play should not be resumed even after the 30-minute waiting period if any signs of thunderstorm activity remain in the area or if the weather forecast indicates the threat is not over.



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NO LIGHTNING SAFETY GUIDELINES CAN GUARANTEE ABSOLUTE SAFETY. IT IS THE RESPONSIBILITY OF EVERY PERSON TO BE AWARE OF WEATHER CONDITIONS AND TAKE APPROPRIATE ACTION TO BE SAFE. USE COMMON SENSE AND GOOD JUDGEMENT. PLAN AHEAD, AND MAKE SAFETY YOUR NUMBER ONE PRIORITY.

For more information about severe weather threats and tips, see the following websites or apps:

- [National Weather Service](#)
- [National Severe Storm Laboratory](#)
- Weather Channel App
- Storm App

IMPORTANT NOTICE

We have had a problem with tournament directors and umpire-in-chief misinterpreting eligibility and game rules. This has caused considerable problems including the necessity to make refunds to teams or play games over. To negate this problem, Minnesota Softball asks you to contact someone at the state office regarding eligibility rules, inclement weather, or any question that may arise during the state tournament. With this in place we anticipate the elimination of rules misinterpretations during the tournament season. When in doubt, call the state office.

- Inclement weather procedures: Prior to invoking any of the inclement weather procedures consult with the state office.
- The tournament director will run the awards ceremonies with the assistance of the umpire-in-chief or other tournament personnel on site. Individual awards should be presented only to those players in attendance. Special consideration may be made for a bat boy/girl, absent player, injured player, etc. Please follow the awards ceremony form which will be provided with your tournament draw.
- During award ceremonies leave plaques in their plastic bags so they are not damaged.
- In all state tournaments take two pictures of teams that earn plaques. Take the pictures with a digital camera or cell phone. Try to zoom into the team so the frame is filled with players. Have the players face the sun to avoid shadows on their faces and use a flash if necessary. Take a couple of photos to ensure one turns out.

