

**American Legion Baseball
Western Regional
Tournament Instruction Manual**



**The American Legion
“Veterans Strengthening America”**

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This Regional Tournament Manual contains instructions, authority, and duties as a representative of the National Americanism Commission at the Western Regional Tournament. This manual has been updated annually. The National Office will require a personal report and a financial report from the Tournament Director within **thirty** days of the conclusion of the regional tournaments.

The Tournament Director and Assistant Tournament Director are appointed by the National Commander to represent The American Legion and Americanism Commission; therefore, this manual and tournament contract outlines their authority in matters in connection with the tournament.

This authority extends to matters concerning any facet of the game, protests, the weather, and complimentary tickets, feeding and housing of the teams, team conduct, and local transportation of teams. The Tournament Director has an obligation and fiduciary responsibility to protect and enhance the image of The American Legion.

The instructions for the tournament will be found in this manual, Tournament Rules and Policy, and necessary forms. Several key instructions must be distributed and discussed with the local organizing committee, team managers, coaches and umpires before the tournament starts. The Tournament Director, Assistant, and the local organizing committee have a large responsibility; however, we are confident you will have an outstanding tournament.

One important characteristic of an American Legion Baseball tournament is the extra effort we add by hosting the opening ceremonies and closing ceremonies. The Tournament Director, Assistant Director and the local chairperson need to discuss and create an eventful opening ceremony, banquets (optional), etc. This extra effort is what separates American Legion Baseball from being just another youth baseball program.

On behalf of National Commander, James A. LaCoursiere Jr., and Americanism Commission Chairman, Mark Avis, we thank you for your assistance and dedication to the program. We wish you a most successful tournament.

Gary Stone
Chairman, ALB Committee

Pre-Tournament Check List

1. The Tournament Director, Assistant Tournament Director, Official Scorer, and Umpire Crew Chief are to arrive at the tournament city at least 24 hours prior to the scheduled arrival of the first team.
2. **Teams will arrive on Tuesday, August 5th.**
3. The following actions are necessary upon your arrival:
 - Contact the local Host Chairman and arrange local transportation for you and your assistants.
 - Check and finalize all housing arrangements for teams, staff, and umpires.
 - Check on orientation room and daily coaches meeting room.
 - Check with local bank officials to arrange for daily cash pick up of meal money.
 - Check with the local charter bus company to transport teams back home (when applicable).
4. Ensure local transportation arrangements are adequate. These arrangements should include:
 - Transportation of teams to and from tournament site including - transportation of teams to and from the airport.
 - Transportation of teams to and from practice fields and to and from tournament games.
 - Transportation of teams to and from meals. Any sightseeing trips are the responsibility of the hosting committee or at team expense. Prior permission from the Tournament Director is needed.
 - Transportation of winning Regional Championship team to airport if needed.
5. Verify “supplies” have arrived and are accounted for. This includes:
 - 20 dozen baseballs. The tournament baseballs are to be delivered to the Tournament Director for distribution to the umpires.
 - Trophies and Banners have arrived and are available.
 - Tournament patches, lapel pins, regional t-shirts from Local Coordinator. Shirts must be given to players and two coaches at the Team Orientation.
 - See Page 28 for inventory of items shipped to each site.
6. Ensure that arrangements have been made to provide a doctor and ambulance (or Emergency Medical Technician or paramedic) at all games. There will be NO exception to this rule. Ambulance may be on standby; however, we prefer it be stationed at the ballpark during the tournament games. Because this is a national tournament, we must be able to provide better medical attention than players receive at home.
7. Arrange for reserved parking spaces for you, your assistant, the umpires, and the official scorer, which must be available during entire tournament. This also pertains to your seat for the games.
8. Have the Official Scorer contact media representatives interested in receiving box scores.
9. Have the Official Scorer arrange for Internet access (email) to send scores to media as well as the National Office.
10. Obtain 20 copies of Ground Rules for Scout and Media packets. The Official Scorer can assist you with creating and distributing Scout Packets & Media Packets. Verify the supply of completed team rosters for media and scout packets.
11. Review arrangements by Stadium Committee for security and crowd control.

12. Double check arrangements for a headquarters office at the ballpark.
13. Ensure you have a copy machine and internet.
14. Contact the Team Housing Committee to assist with check-in and evacuation procedures.
15. By contract, ten (10) copies of the local souvenir programs are to be shipped to the national office. Please pick up and ship these prior to your departure.

Ron	Edwards	Bozeman	Montana	(406) 580-2575	mtlegionbaseball@gmail.com
Aaron	Casey	Cheyenne	Wyoming	(307) 286-3673	aaron.ptent@gmail.com
Ray	Flores	San Diego	California	(858) 248-9868	ray.flores@sdcounty.ca.gov
Michael	Wagner	Longmont	Colorado	(720) 297-0064	coachwagz@gmail.com
Randy	Sutton	Naches	Washington	(509) 654-0133	randy_sutton@live.com
Mike	Belle	Peoria	Arizona	(623) 308-1246	Jervis2@cox.net
Fred	Broad	Los Banos	California	(559) 709-4288	fredbroad60@gmail.com
Greg	Jacquette	Ashland	Oregon	(541) 778-3203	gregjake007@hotmail.com

Section One

- Tournament Housing
- Team Checkout Procedures
- Banking Information
- Staff, Umpire and Scorekeeping Expenses
- Team Meals
- Financial Guarantee
- Team Transportation Expenses
- Travel Agency
- Telephone and Scoring Instructions



Tournament Housing

Teams will be housed at:

Teams, Staff & Umpires

Courtyard by Marriott

1350 Holiday Lane
Fairfield, CA 94533
(707) 422-4111

The Hotel should have received an advance payment of \$10,000 by July 15. Please verify payment with hotel manager upon arrival.

Room assignments will be made from Team Rooming Lists provided by Team Managers, (ALB Form #25).

All rooms will be inspected before any player/coach is permitted to check in or out. Use ALB Form #50.

Maximum Housing Provided by National Headquarters

- 12 - Players, two coaches - maximum of five rooms.
- 13 - 16 Players, two coaches - maximum of six rooms.
- 17 - 18 Players, two coaches - maximum of seven rooms.

Tournament Policy established by National Americanism Commission

1. No adult team managers and coaches will be housed with players.
2. The host team will not be housed at a local motel.
3. If the Department Champion team is located within a 50-mile radius of the Regional Tournament site (AAA mileage), that team will not be housed at the regional site.
4. All long-distance phone service and all paid movie channels are to be disconnected by the Hotel. Players and coaches must provide a credit card to have phone or movie service available.
5. All teams shall provide a \$200 security deposit.

Team Check-Out Procedures

Procedures for checking teams in and out of the hotel should be discussed with the local personnel prior to the start of the tournament.

Teams are to be sent home as soon as practical following elimination from competition. It may be necessary to send a team elsewhere for the night in the event they must catch an early plane.

All players must depart with their team UNLESS authorization has been provided to travel by other means. Always secure a written statement from the parent or guardian releasing The American Legion from any responsibility before requesting any deviation from this policy. (Use **ALB Form #28 for this purpose.**)

1. All travel waivers must be returned to National Headquarters with your Tournament Report.
2. Before a team departs for home, all rooms occupied by that team must be inspected by you (or a representative of the local committee), team manager, and a hotel representative to determine any damages. Teams are financially responsible, and any damages must be paid for, or suitable arrangements must be made with the hotel management prior to the team's departure. (Use **ALB Form #50 for this purpose. One form for each team must accompany your tournament report.**)

Championship Teams traveling to the World Series will be provided with meal money (\$40 per player and two coaches) for Monday, Tuesday and partial-day Wednesday. (The banquet will be held on Wednesday. Do not pay meal money for Wednesday evening.)

When teams are eliminated, return all team's paperwork to the adult team manager.

Banking Information

Each site will be issued a checkbook from Fifth Third Bank located in Indianapolis, IN. (National's Headquarters bank of record). We have sent a letter of guarantee to this bank asking them to honor these out of town, out of state banks.

Your check book has a starting balance of \$20,000. Please do not exceed the balance. It is understood that this amount will not represent all local expenses incurred during the tournament. Because you have limited funds, we have priorities on how you should pay expenses.

Local Banking Information

Bank of the West

330 Davis Street
Vacaville, CA 95688
(707) 448-1100

Expenditure of Funds – Priorities

1. Team meal money.
2. Inbound or outbound bus charters demanding prepayment.
3. Team mileage to site and/or airport when required.
4. National & Assistant Tournament Director's expenses.

You may need to pay a check-cashing fee.

If you have cash left at the end of the tournament, you have a couple of options:

1. Purchase a money order – payable to American Legion and send check to national office.
2. Deposit cash into local Post account and have them issue check to The American Legion National Headquarters.
3. Deposit cash into your personal checking account and write check to The American Legion National Headquarters.

ALB Form #46 - Team Expense Report. Tournament expenses must be accurately recorded and must be completed for funds expended from the Regional Tournament Checking Account. Unless special meal arrangements are made with the hotel for meals you will provide \$15 for each player and up to two coaches. Make cash distribution to the Manager at the a.m. coaches meeting.

It is important that you leave at least \$100 in the account to cover service fees and check printing charges.

ALB Form #30 - Receipt for Tournament Expenses. Must be completed with a signature from the Coach or Manager, the Tournament Director and witnessed by the Assistant Tournament Director.

ALB Form #31 - Miscellaneous Expenses. Use this form for any misc. expenses. If a miscellaneous expense exceeds \$25, please obtain documentation – taxi receipt – parking receipt.

ALB Form #40 - Staff Expense Form is to be used for tournament staff expenses including per diem, fees, transportation etc. All the Tournament Directors, Assistants, umpires, and Scorers were requested to complete this form in advance. This form must be completed and signed by the staff, umpires and Scorers for any funds reimbursed to them by you. We recommend you pay staff expenses by check. Room folios for the hotel should be attached to such receipt.

ALB Form #45 - Tournament Check Registry. You need to record each check, to which the check was issued, and the purpose of the expense. You need to maintain a running total.

- All forms are to be sent to the National Office, with your report, within 30 days of the close of the tournament.
- Please return the checkbook – it will be used again next year.

Tournament Staff, Umpires and Official Scorer expense checks will be sent to the Tournament Director for distribution at the end of the tournament.

Tournament Director's and Assistant Tournament Director's Expenses

Hotel	These are to be comp-rooms.
Per Diem	Flat rate of \$385 (TD); \$325 (ATD)
Transportation	\$.51 per mile or airfare provided by National
Miscellaneous Expenses	Any expense over \$25 must be documented

Umpire Expenses

(Out-of-Town Umpires)

Transportation	\$.51 per mile or airfare provided by National
Hotel (out-of-town umpires only)	To be paid by Tournament Director
Per Diem	Flat rate of \$325 (UIC); \$285 (out-of-town umpire)
Game Fees	\$595 flat Tournament Fee
Miscellaneous Expense:	Any expense over \$25 must be documented
Note: the crew chief may arrive one day early to prepare for tournament	

(Local Umpires)

Game Fees	\$595 flat Tournament Fee
Per Diem	\$20 per day; six (6) days maximum

Official Scorer's Expenses

(Out-of-Town Scorers)

Transportation	\$.51 per mile or airfare provided by National
Hotel (out-of-town scorer only)	To be paid by Tournament Director
Per Diem	Flat rate of \$325
Game Fees	\$525 flat Tournament Fee
Miscellaneous Expense:	Any expense over \$25 must be documented

(Local Scorers) *

Game Fees	\$525 flat Tournament Fee
Per Diem	\$20 per day; six (6) days maximum

At some sites, the Official Scorer could use some assistance and, with the approval of the Tournament Director, appoint a high school student to help make copies, fax scores, etc.

Team Meals

1. Unless special arrangements are made and approved by National Headquarters, meal money will be paid to each team.
2. \$5 cash per player and two coaches, per meal, while at the Regional Site.
3. Meal money is payable to team manager at \$15 maximum for each certified player and two coaches. (Maximum of 20 individuals)
4. **ALB Form #30** shall be filled out and signed each time cash is paid to teams.
5. Local Host Team will not receive any meal money; however, you will be provided banquet tickets.
6. Any Department Champion team that lives within 50 miles of the Regional Tournament Site will be required to commute to and from the site.
 - You are authorized to pay mileage to state championship team, at a rate of \$1 per mile round trip mileage (AAA Mileage). This is a flat fee.
 - You are authorized to pay a team commuting \$5 meal money, per player and two coaches for each game played that day.

Special Note: Same City / Same League Scenario

If state champions are in the host city, do not provide mileage or meal money. For example: Salt Lake City hosted a regional tournament. If the state champion is also a Salt Lake City team (and plays in the same league during the season), neither team will receive neither mileage nor meal money – only banquet tickets.

No meal money is permitted for travel to or from a Regional Tournament, except for the Regional Champion traveling to the World Series Site.

Examples: Arriving Teams: Teams arriving on Tuesday shall only receive banquet tickets. No funds shall be provided for any meal expenses.

Departing Teams: Please use 10 a.m., 2 p.m. and 5 p.m. method employed by the National Finance Division.

1. Teams departing for home prior to 10 a.m. – no meal money will be provided.
2. Teams departing for home between 10 a. m. to 2 p.m. shall receive \$5 per player and two coaches.
3. Teams departing for home between 2 p.m. and 5 p.m. shall receive \$10 per player and two coaches.
4. Teams departing for home after 5 p.m. shall receive \$15 per player and two coaches.

Financial Guarantee

Your attention is called to the item of the Tournament Agreement with the Host Post concerning outside activities. This tournament is a program of The American Legion. The Tournament Director has full authority to make any necessary changes to ensure the high quality of the tournament. Any assistance from local organizations or business firms outside The American Legion is acceptable so long as such assistance is Legion controlled. You, or an acceptable Legion official, should introduce any “celebrity” whose appearance at the tournament is made possible by an outside organization. In the introduction, it can be mentioned that a sponsor made “celebrity’s” appearance possible.

Under no circumstances will you use any of the national headquarters expense funds to pay local expenses.

Team Transportation Expenses

The American Legion provides transportation for most teams participating in a National Tournament. It is the policy of the National Americanism Commission to reimburse mileage, (under certain conditions), for those teams that provide their own transportation to a regional airport.

1. The National Americanism Division shall select the airport for a team to fly from and teams shall be reimbursed for mileage to the airport (50-Mile Rule applies).
 - If the base school **is located within** a 50-mile radius of the airport, that team shall provide their own transportation and **shall NOT be reimbursed** for mileage (AAA Mileage).
 - If the base school is **located outside a 50-mile radius**, the Tournament Director shall reimburse the team **\$1.50 per mile, per round trip**.

Example:

2. Greenwood High School in Greenwood, IN is 22 miles from the airport. The team will not be reimbursed for mileage and must get to and from the airport at their expense. (Team is inside 50-mile radius.)
3. Lafayette High School in Lafayette, IN is 55 miles from the airport. The Tournament Director will reimburse this team \$82.50 for the trip to the airport and, if the team is defeated and returns home from regional site, an additional \$82.50 for the trip home. If the team wins the Regional Tournament, do not pay return trip home; that will be taken care of by the World Series Staff.

Note: From time to time, some teams will provide their own transportation to the Regional Tournament site, which must be pre-approved by the National Office. It is the policy of the National Americanism Commission to:

1. Pay **\$3** per mile for bus transportation – for a round trip for those teams that provide a bus (AAA mileage). No mileage is paid in Tournament City.

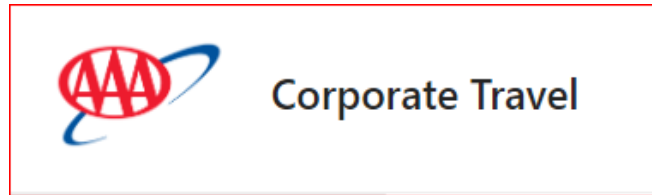
2. Pay costs for teams that rent (2) two - 15 passengers vans and gas (receipts required). If teams own their own 15-passenger van – reimburse them \$2 per mile (\$1 per van) for single round trip.

Because of several variables, we recommend the Tournament Director contact the National Office prior to issuing any reimbursement checks.

Travel Agent (airlines) Phone Contacts

American Legion Baseball Phone Contacts

The following numbers are for all Regional and World Series staff and team air travel:



Please use the below contact information for the American Legion Baseball Regionals, and World Series.

The AAA Corporate Travel Group Desk is open Monday-Friday 8:00am-6:00pm EST

Phone: 1- 844-696-6370

Email: GroupAir@AAA-AlliedGroup.com

[For emergency \(only\) after hour assistance, please reach out to 1-800-354-4514.](tel:18003544514)

Telephone and Scoring Instructions

1. Please call or email National on Tuesday, **August 5th**, after all competing teams have checked in with the following info:
 - Team strength – breakdown is to include number of players and (2) two coaches.
 - Verify and send a list of key local telephone numbers, directors phone number, press box phone number.
 - Provide any special email address.
 - The national office will create a list and fax or email information to all sites.

2. Each Regional Tournament will score every game Live on the Web.
 - Official Scorer will score the game on the computer using special software provided by this office.
 - The Local Tournament Committee is responsible for providing the Internet access service and phone line.
 - We recommend this be a local Internet provider service (IPS) vs. AOL (America Online). The official Scorer will need local IPS software, phone number.
 - If there is a breakdown with Internet, you should be prepared to fax the box scores to the national office, which will allow us to post scores.

Section Two

- National Tournament Rules
- Game Guidelines
- Team Line-up Procedures
- Batting Order (Line-up) Sheets
- Pairings and Tiebreaker Explanation



National Tournament Rules

National Tournament Rules and Polices are in the back of this manual and have been distributed to each participating team.

Pre-game schedule

Home team batting practice: Begins 1 $\frac{3}{4}$ hours prior to game time/ends 1 $\frac{1}{4}$ hours prior to game time.

Away team batting practice: Begins 1 $\frac{1}{4}$ hours prior to game time/ends $\frac{3}{4}$ hours prior to game time.

Please dispose of all trash before leaving the dugout after the game.

We request that teams leave the dugout area immediately after the game so that the next team can begin pre-game preparation without delay.

- | | |
|--|------------|
| • Home – Infield | 9:20 A.M. |
| • Visitor – Infield | 9:30 A.M. |
| • Ground Crew | 9:40 A.M. |
| • Plate Conference | 9:50 A.M. |
| • Announce line ups (players to lines) | 9:55 A.M. |
| • Code of Sportsmanship | 10:00 A.M. |
| • National Anthem | 10:02 A.M. |
| • Game Starts | 10:05 A.M. |

The second game of a doubleheader is to start approximately 45 minutes after the conclusion of the first game.

Additional Game Guidelines

1. Instruct coaches and umpires to keep the game moving. Do not allow any undue delaying tactics.
2. Instruct players and coaches to stay in the dugout or coaching box.
3. The Tournament Director is the final authority in determining whether a game should be postponed for any reason. Consult with the umpires before postponing a game due to weather conditions. Suspended games must be completed before another game is started, even if the game must be completed the next day.
4. At the daily coaches meeting the Official Scorer is to provide each coach with a report of “innings pitched” for both his team and his opponent.

5. Do not start game before scheduled time. Radio and TV Stations operate on split-second schedules. It is better to be two minutes late starting than one minute early. A good announcer can “jawbone” for two minutes, but he cannot start talking until his line is open.

We suggest that visiting Legion dignitaries, such as Department Baseball Chairmen, Past National Commanders or local State or Post Commanders, be invited to give the Code of Sportsmanship.

- The National Anthem shall be played prior to each game.
- Have an individual from the Post or a VIP recite the Code of Sportsmanship on the field before each game.
- Remind the Public Address Announcer to read the “Liability Warning” at least once during each game.

Team Line-up Procedures

1. Teams will report to baseline as announced prior to each game.
2. Introductions as follows: Starters-Manager-Coach (by name and position) and the balance of the team.
3. Line up on base paths facing the crowd (teams are not to stand on chalk line).
4. When both teams are all on the base path – Players and Coaches are to uncover, hold their hat in their right hand and then place their hat over their heart. Players are to face the speaker for the Code of Sportsmanship. Invite the fans to join with the teams in repeating the Code of Sportsmanship.
5. When the National Anthem is completed, the teams will return to the dugout or defensive positions. (If the Color Guard is on field - do not break from the lines until the Color Guard has departed the playing surface.)
6. Any player or coach or umpire failing to give proper respect during the National Anthem will be ejected from the game.

Batting Order (Line-up) Sheets

1. Two sets of line-up sheets must be completed and given to the Plate Umpire & Official Scorer prior to start of infield of home team.
2. Coaches must PRINT the LAST NAME and THEN the FIRST NAME of starters and the Scorer would appreciate if all the players would be listed.
 - a. NOTE: Official Baseball Rules only require the starting line-up be listed. The players’ number and position shall also be list. Instruct non-starters to be placed at the bottom of the line-up sheet.
3. Player(s) not listed on the National Form #1 are not eligible to be placed on the line-up sheet.
4. Line-up sheets (in quadruplicate) will be distributed at Daily Managers meeting.

Copies go to:

1. Umpire-In - Chief
2. Opposing Coach
3. Official Scorer
4. Public Address Announcer
5. EXTRA copies will be distributed to Professional Scouts and media

NOTE: If an error is made, the batting order card furnished to the Umpire-In-Chief is official and may not be changed. A starting pitcher listed on the official card must pitch to at least one batter unless he is injured (See Official Baseball Rules). Any other player listed is “in the game.” He may be replaced in the starting line-up but is barred from further participation in that game.

Regional Pairings & Tiebreaker Explanation Sheet

Enclosed are the pairings and game schedules for your tournament.

Pairings cannot be changed. Because the starting times have been published on the Internet – stay with schedule as published. (Obviously, rain dictates different starting times).

The American Legion utilizes a double elimination tournament.

We suggest you study **Form #8** (which is in the tournament rules and policy) examples in advance to prevent problems.

Section Three

- Pre-Game Ceremonies
- Public address Manual
- Daily coaches Meeting
- Umpire Instructions
- Scorer Instructions
- Team Transportation
- World Series Transportation
- Media & Scout Registration
- Closing Ceremonies Diagram & Instructions



Pre-Game Ceremonies

Any pre-game opening day ceremonies will probably come prior to the feature game, (Game #4), opening night, since the Host team will be competing. Keep these ceremonies to a maximum of 20 minutes.

The Local Host is encouraged to have pre-game ceremonies. They must get the Tournament Director's approval prior to hosting program events.

Make up a schedule and keep it. If necessary, set an earlier time for infield practice for both teams. Be sure to notify, in advance, the teams involved so there will be no confusion. A conference at home plate should be held routinely while the ground crew is working and prior to opening ceremonies.

Public Address Manual

We have included a manual to assist the Local Tournament Announcer. We have also provided sample procedures as well as sample announcements for the tournament. The purpose of this manual is to provide consistency and to give each National Tournament a professional appearance.

These sample announcements are not mandatory; however, we believe they will provide consistency throughout the country.

Daily Coaches Meeting

1. Arrange for a daily conference (7:00 A.M. is a good time) for all managers, coaches, local officials (Transportation Coordinator, Host Coordinator, Umpire Crew Chief, etc.), Official Scorer and others YOU deem essential. This meeting may not be needed for the first day of play.
2. Determine "Home" and "Visitor" teams for the day by coin toss.
(Third Base is Home Dugout - First Base is Visitor Dugout). **The Host team retains their home dugout.**
3. Distribute batting order forms.
4. Distribute pitching records.
5. Discuss any problems that may have arisen.
6. Whenever appropriate, have information available about returning home for any teams, which could be eliminated that day. Discuss team departures, room checks, TRAVEL WAIVERS etc.
7. Distribute meal money or meal tickets.
8. Discuss the previous day's activities.
9. Review the day's game schedule.
10. Review practice fields and transportation needs.

11. Review with the Umpire in Chief and the Official Scorer any previous day's situations or problems.

Umpires Instructions and Expenses

1. Umpire expense forms will be completed on site. The Tournament Director will issue expense forms and issue checks to umpires at the end of the tournament. Any expense more than \$25 is to be documented.
2. Umpire Crew Chiefs have been provided with one (1) copy of the Official Baseball Rules.
3. At the conclusion of the tournament, the Tournament Director, Assistant Director, and Umpire Crew Chief are to complete the **Umpire Evaluation Sheets Form #96** for each umpire and include these Evaluation Sheets with your final report to National Headquarters. We are asking you to **RANK each umpire from 1 to 6** with #1 as the highest.

Official Scorers Instructions and Expenses

1. Scorer expense forms will be completed on site. The Tournament Director will issue expense forms and issue checks at end of the tournament. Any expense more than \$25 is to be documented.
2. All National Tournaments will utilize a computer-scoring program, which has been supplied to the Official Scorer appointed by this office.
3. The Official Scorer, in consultation with the Tournament Director, may appoint an assistant Scorer. A few Scorers appreciate extra assistance, while other Scorers are more comfortable without any interference. Assistants are very useful in duplicating line-up sheets for posting and the scouts and assisting in emailing or faxing the game results to National Headquarters. Assistant Scorers will not receive a tournament fee.

Team Transportation

1. The National Office will authorize the transportation for the teams to the tournament via the team manager. When teams have round-trip airline tickets, do not re-route any of them. The teams must use the tickets as issued.
2. At orientation, pick up (if any) unused and/or return airline tickets from the team manager. Return all unused airline tickets to the National Office. If any airline tickets were unused, please notify the National Office. Have the team manager relinquish the return airline tickets to the Tournament Director for safekeeping until needed for return travel. (Most airline tickets are E-tickets, therefore there may not be a ticket.)

3. No player is permitted to arrive independently at the tournament site or return home with a parent or guardian without prior authorization from National Headquarters. **Travel Form #28**
4. Players that must go directly to college from the tournament site must make their own transportation arrangements.

World Series Transportation

1. Your Regional Tournament winner will compete in the 2025 World Series in Shelby, NC.
2. All departures for the Regional Tournament Champions are scheduled on Tuesday, **August 12th**, and will not be changed unless inclement weather delays your tournament.
3. The Host Organization will meet the team at the hotel.

REGIONAL CHAMPIONS TRANSPORTATION:
These are the team's arrangements to the World Series:

Oakland, CA to Shelby, NC Tuesday, Aug 12	Airlines/ flight	City	City	Depart	Arrive
	SW#4267	SMF	MDW	10:10 AM	4:05 PM
	SW#482	MDW	CLT	6:05 PM	9:05 PM

Media and Scout Registration

Please use the News Media, College Coaches and Major League Scout Registration Sheets. We want a record of those individuals to whom team material was distributed. These sheets are to be returned to National Headquarters along with your Tournament Report.

Professional Scout Registration

- All Professional Scouts will receive free game tickets as they register.
- All Professional Scouts will be issued a packet containing:
 - i) Two days' worth of game tickets, (four sessions). Note: Scouts prefer to sit behind home plate to the right. Please set aside a special area for Scouts where they will have a clear view of home plate and first base.
 - ii) A copy of all Team Rosters.
 - iii) A copy of the game schedule.
 - iv) Any other promotional material available from host city.
- These packets are not to be distributed to the public.

News Media

News Media Representatives are entitled to all items listed under Scout Registration. The Tournament Director will provide members of the media with a tournament pass. You will provide media packets, copy of rosters, schedule of games, and history at no charge.

- Media packets are not to be distributed to the public.

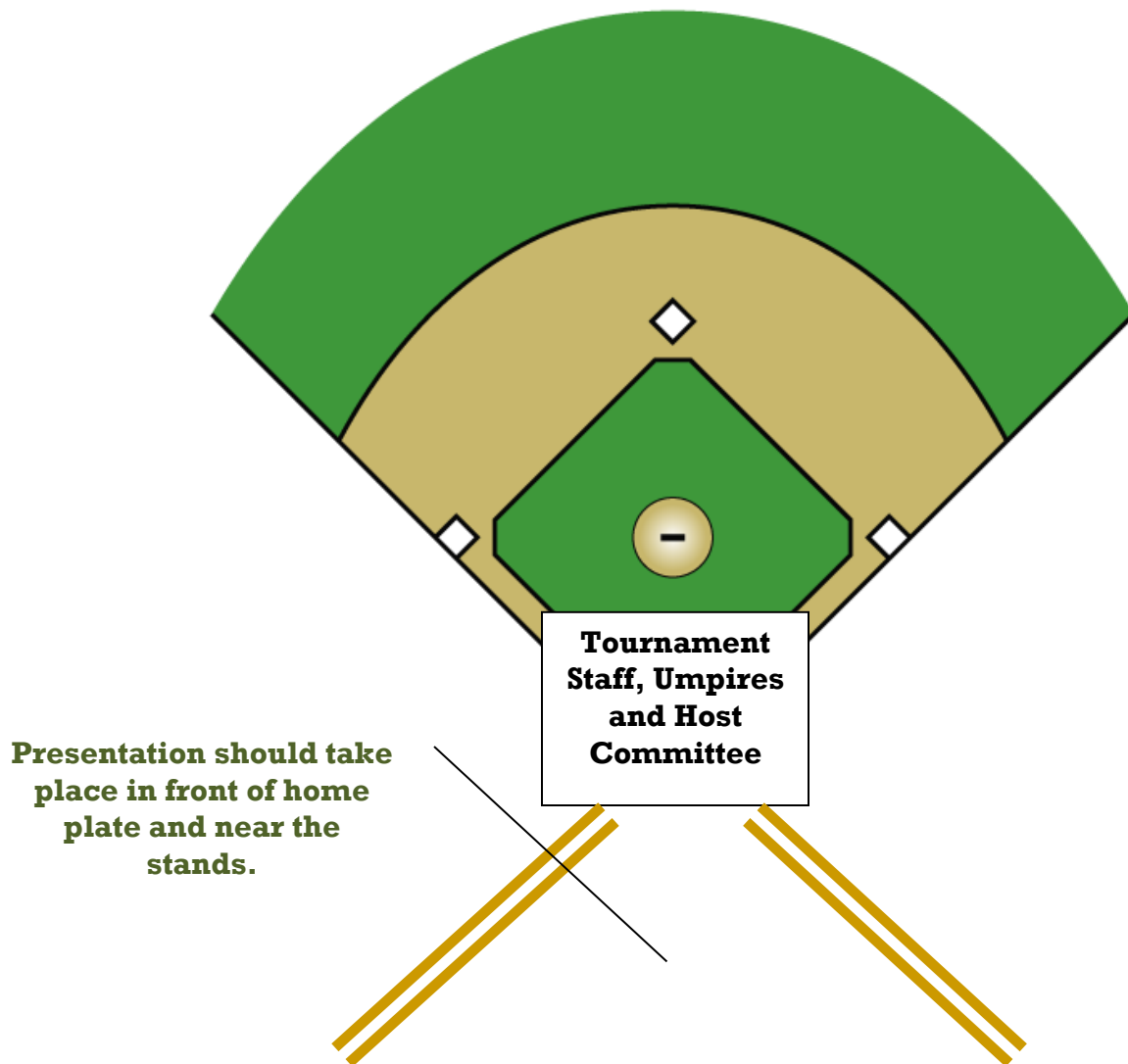
It is hoped that the local Public Relations Coordinator will assist the local media outlets. The Public Relations Coordinator should have a list of all local media contacts and telephone numbers to relay box scores and stories about the Tournament.

The local Public Relations Coordinator should be ready to assist out of state media who will need box scores for their Department Coordinator as they progress in the Tournament. The Official Scorer should assist you in creating media packets as well as personally provide two meal coupons per day to members of the media.

College Coaches

1. College Coaches are entitled to all items listed under Scout Registration.
2. College Coaches should receive complimentary tournament tickets when registering.
3. College Coaches should register on the Scout Registration Sheets.
4. The Tournament Director will issue a tournament pass to College Coaches.

American Legion Opening Ceremonies Diagram

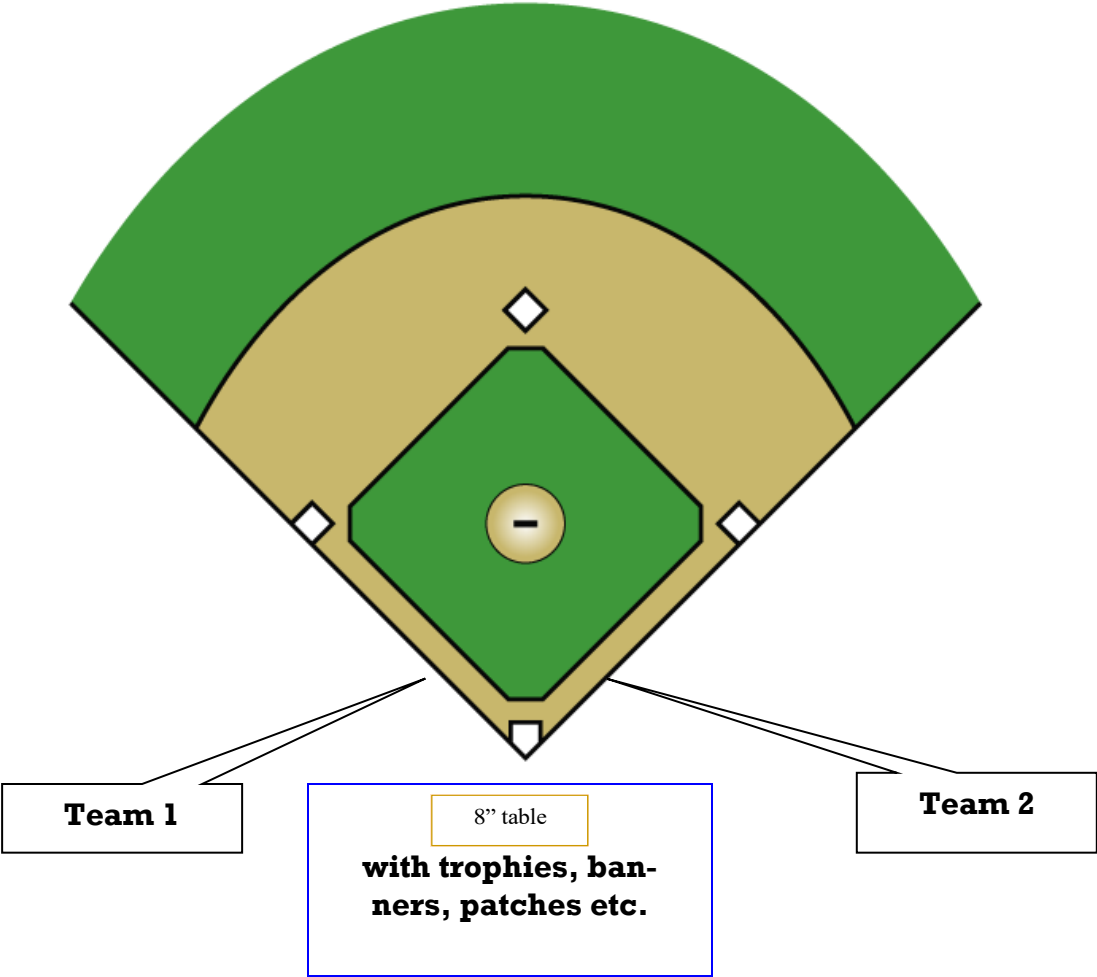


Tournament Director is responsible for Opening Ceremony, which will be held at the wishes of the Host Committee (most prefer game 4). Arrange for field microphone.

At opening ceremony

1. Umpires will be introduced
2. Host Committee Key Chairmen will be introduced
3. National staff shall be introduced
4. All eight teams shall be introduced
5. Sportsmanship code read
6. National Anthem played
7. First Pitch tossed

American Legion Closing Ceremonies Diagram



The Tournament Director is responsible for setting up and shall be as the Master of Ceremonies of the Closing Ceremonies. You will need to secure the assistance of the local Coordinator for a microphone and table near home plate. You and your assistant will wear your Legion or SAL Garrison cap.

Closing Ceremonies

Thank the fans for attending and supporting the Regional Tournament.

Thank, recognize, and present Certificates of Appreciation to:

1. Umpires (allow umpires to disappear after taking bow)
2. Scorer
3. Local Post & or Host
4. Local Host Committee Chairman - Ask to say a few words
5. Assistant Tournament Director

Items to be presented at Closing Ceremonies:

Whenever possible – involve the local committee – other Department Chairmen – Past National Commanders & State Commanders to physically present the awards. Ask an individual in advance to make the presentation. The Highest-Ranking Legionnaire should present the Championship Trophies.

1. Regional Runner up Patches
2. Regional Runner up Banner
3. Regional Runner-up Trophy

Politely allow the Regional Runner up team to leave the field before presenting the awards to the Regional Champion.

4. Tournament MVP – Diamond Backpack
5. Present Diamond Regional championship shirts to Regional Champions
6. Regional Championship Patches
7. Regional Championship Banner
8. Regional Championship Trophy
9. Announce where the World Series will be held – make any last-minute remarks and comments.

Section Four

- Items Shipped to Site
- Banners and Trophies
- Patches
- Regional Souvenir Shirts
- Team Orientation and Certification
- Team Orientation
- Orientation Conclusion
- Sample Orientation Script
- Post Tournament Checklist



Items Shipped to Local Coordinator

1 Championship Trophy-	for presentation at closing ceremony
1 Runner-up Trophy-	for presentation at closing ceremony
1 Championship Banner-	for presentation at closing ceremony
1 Runner-up Banner-	for presentation at closing ceremony
50 Regional runner-up Patches – in box	for presentation at closing ceremony
50 Regional Championship Patches- in box	for presentation at closing ceremony
200 Regional Pins-	presented to players at the banquet or orientation
168 Regional shirts-	presented to each player and 2 coaches at orientation
Md – 24 per site x 3 per team	
Lg – 72 per site x 9 per team	
XL – 64 per site x 8 per team	
XXL – 8 per site: 1 per team	
20-doz Diamond baseballs-	to be delivered to the Tournament Director for safekeeping
1 Diamond Backpack for MVP	
2 Diamond Banner-	to be displayed at the ballpark
8 Diamond baseball buckets-	give one bucket each to team at orientation

Regional Banners, Trophies

The Regional Championship and runner-up Banners and Trophies have been shipped directly to the Local Host Committee.

Check immediately upon arrival to be sure both trophies have been received and that the trophies are accessible to you for presentation at the final game.

Regional Champion Patches

50 Regional Runner-up and Champion shoulder Patches were placed in the supply box shipped to the local chairperson. Pick them up on arrival with the other tournament supplies. Give all 50 patches to the winning team and arrange for the patches to be sewn onto the uniforms before departing for the World Series.

Regional Souvenir –Shirts

168 Regional souvenir shirts have been shipped to the local Tournament Coordinator. These shirts are gifts to the players and will be distributed at the Team Orientation. Shirts are to be worn at the banquet.

Team Orientation and Certification of Paperwork

A conference room should be made available for the orientation of teams upon their arrival. Such orientations should not be rushed and as uniform as possible for each presentation so that all teams receive the same message. Room assignments should be made at this time and room keys, or cards distributed accordingly.

Remind managers and coaches they are responsible for the conduct of their teams, including any damage to their quarters. Whoever is assigned to a room is responsible for all loss and/or damage regardless of who may have caused it. Each coach can then work out any problems with his team. Room numbers for each member of the team should be indicated on your copy of **ALB Form #25 - Team Rooming List**.

Verify the authorized strength of each team by checking the **ALB Form #18 - Report of the State Champion**, submitted by the Department Chairman. Indicate the authorized strength on the housekeeping report. Extra personnel shall pay for their own room, banquet ticket and transportation. At some time during the tournament, we suggest you compare lineup cards against **ALB Forms #1, 2, 25, and 51**.

The adult team manager, immediately upon their arrival in the Tournament City, shall deliver the following papers to you:

- A duplicate copy of the Official Certification of the Department Champion. (**ALB Form #18**)
- A copy of the Team Certificate of Entry (**ALB Form #1**).
- Driver License, Original or State Certified Copy of each Player's Birth Record or Approved American Legion Baseball Player ID Card.
- Acknowledgment And Understanding of Risk Management Policies, **ALB Form #4**
- Rooming List, **ALB Form #25**.
- Player's Emergency Information Form, **ALB Form #2**.
- Travel Waiver, **ALB Form #28**
- Collect American Legion applications from the winning team manager.

All forms are required before the team is permitted to play.

PHOTOCOPIES OF ALL PAPERS have been forwarded to National Headquarters by the appropriate Department Baseball Official and will be checked. Any question or protest concerning a team or individual player should be referred to National Headquarters.

Team Orientation

A coach and team orientation are the most important thing you can do to ensure a successful tournament. This is a time to instill a sense of pride for being part of a National Regional Tournament. Establish the fact that YOU and your staff are there to see that the tournament is conducted under the rules and regulations that are established by the National Americanism Commission.

We suggest the players and coaches understand that you have only two basic objectives:

- (1) To Ensure fair play so neither team gains an unfair advantage over the other; and
- (2) To provide for the safety of the participants. If we accomplish these two objectives, the winning and losing will take care of itself.

Prior to the Teams Arrival: Make sure you have met with the housing management and inspected each room. Notes should be made of any conditions that might be considered as “team damage” upon checkout.

- Collect room keys or electronic cards from the hotel and inform the Hotel Manager that they will be issued by you. Provide the Front Desk with a rooming list.
- Arrange for a conference room to meet with the teams individually. The orientation room should accommodate approximately 40 to 50 people.
- Team Arrival: When possible - Meet individually with each team and coaching staff on arrival and PRIOR to checking into the hotel.
- Welcome them on behalf of the National Commander and Host Committee.
- Introduce the National Staff and Host Committee. (The Host Coordinator, Host Group and Transportation Coordinator should be present.)
- Roll Call - Room checklist.
- Pick up and return any extra airline tickets. (Note: If any airline tickets were not used, the team is responsible for the payment of these tickets.)
- Collect medical release forms, Form #1, birth certificates and National Forms.
- Team Conduct: Review American Legion Rule 7 – Sportsmanship & Conduct. It is important that players and coaches understand that our rules of conduct are to be adhered to both on and off the field, and most important, at the housing facility. (Discuss suspension and reinstatement procedures.)
- Housing Management - Rules and Regulations: Review the rules and regulations that have been agreed upon by you and the housing management.
- Pool Regulations and time of closing.
- Curfew - especially regarding the teams that play late games.
- Laundry Facility - both on and off site.
- Dress Code - in restaurants and lobby.

- Phone & TV expenses - make sure that the players, coaches, and hotel staff knows that each team is responsible for incidental expenses and that these expenses must be paid for prior to departure.
- Discuss emergency procedures in case of fire or other natural disaster. Check with hotel management about those procedures.
- Game information:
 1. Review the tournament game schedule.
 2. Pre-game practice schedule - 7 minutes maximum for each team (Home Team first; Visiting Team second).
 3. Pre-game ceremonies & introductions. (Remind players of importance of providing proper respect during the National Anthem.)
 4. Check uniforms - color - field teams in contrasting colors, if possible.
 5. Professional Baseball Rules - Remind them of exceptions - Blood Rule, Slide Rule and Ten-Run Rule.
 6. Explain the Pitching Rule.
 7. Practice sessions: Discuss arrangements for practice sessions. This should be worked out in advance with the local committee.
- Transportation: Transportation can make or break a good tournament. It is most important to have the teams at the game site on time. Introduce the local Transportation Committee Coordinator. Discuss what arrangements have been made to transport the teams locally.
- Meal procedures and allowances: Make sure the coaches and players know in advance what the meal procedures and allowances are.
- Time and Place of meal allowance distribution _____.
- Coaches meeting: Announce time and places of all meetings that coaches are expected to attend. Failure to attend - Team will automatically be Visiting Team. Failure to attend second meeting will result in forfeiture of meal monies.
- Pre-tournament meeting with umpires (usually after the banquet if time permits) _____.
- Announce Daily Coaches Meeting. Time and place. _____
- Announce Opening Ceremony information
- Banquet Announcements - **IF THE LOCAL COMMITTEE HOSTS A BANQUET**
 1. Time, Place, and Guest Speaker
 2. Transportation
 3. Dress Code –
 - a. **NO Blue Jeans or Sandals (open toe shoes).**
 - b. **Teams will wear Legion Baseball Souvenir Shirt to the banquet.**
 - c. **Players are required to have dress or golf shorts of an appropriate length and clean athletic shoes.**
 - d. **If a team fails to adhere to our dress code, the team manager will be suspended 1 or 2 games.**

4. Local Points of Interest. Try to have information regarding local restaurants, movie theaters, parks, and other points of interest.

Orientation Conclusion

1. Issue room keys/electronic cards to the team manager according to the rooming list.
2. Verify team strength – Compare Form 18 and Form 51. (**Note to play at National Regional, players must have competed at the state tournament as certified on ALB Form #18**).
3. Deliver the allotted number of Legion souvenir shirts to the team manager.
4. Make other final announcements.
5. Make copies of the rooming list for the hotel, National Staff, Local Coordinator, and Team Coach. (Minimum of five copies)



Sample Orientation Script

May I have your attention please? My name is _____
I am the Tournament Director and the person to my side is
_____, the Assistant Tournament Director. First, I want
to congratulate you on being one of the final 8 teams to make it to the
_____ Regional tournament. Just to let you know,
you have already made quite a statement for yourselves. Within the
past two weeks, the number of American Legion Baseball teams na-
tionwide has gone from 4,000 to 64, and you are one of the final 64.
That is a huge achievement and each of you should be proud of your
accomplishment. Next week at this time there will be just 8 teams
left and I hope that you are one of the eight.

The American Legion spends over \$1,000,000 hosting our national
tournaments. We are the only youth program that pay for all the
expenses for travel, hotels, & meals. The American Legion is
committed to ensuring the best team wins this tournament. We
have a very strong commitment to fair play on the field and
sportsmanship being always demonstrated.

I want you to listen to me because I want to ensure that everyone
understands a couple of important instructions. There are two items
that we will not tolerate.

The first is showing any disrespect during the National Anthem.

The second is failing to abide by any written or verbal instructions.

Last year there was a team that chose not to show up for the open-
ing ceremony. If we have any blatant disrespect that embarrasses
The American Legion, I have the authority to suspend anyone from
this tournament and I have the authority to send a manager, coach,
or a player home.

Coach - I need from you: birth certificates, Form 1, Form 2, ANY TRAVEL WAIVERS Waiver Form 28, your birth certificates, and a \$200 deposit to cover any damages that may occur by your team.

1. Coach, what is your team's strength?
2. I will be paying your meal money based upon your team strength plus two coaches.
3. I am going to pass out a form that I want each coach and player to sign. (**ALB Form #51**).
4. Do you have any players that will be arriving late? Do we have late travel waivers on those players?

There is a 12 o'clock, midnight curfew. What this means is that I expect every player to be off the streets and out of the hotel lobby and in their room at midnight. There is one exception to this rule. If you play the late game and that game ends after 10 o'clock, then I will give you two hours to get into your room; however, I expect you to keep it quiet. The penalty for missing bed check will be an automatic one game suspension. This means that you will miss the next game.

I also want to ask that starting at 10 p.m. to keep the noise down. There are other guests in this hotel. If anyone is seen consuming alcohol or alcoholic containers are found in a room, then all players occupying that room will no longer participate in the tournament and will be sent home on the next available plane or bus. I hope that I do not have to apply any of these rules to any one of you.

The American Legion also has a **no girl rule** in the player's room. The rule is simple – if a member of the tournament staff sees any females, (girlfriends, moms, grandmothers, etc.) the entire room will be sent home. The players can have all the friends they want if they visit in the lobby of the hotel.

The Ground Rules are:

1. Hand out a set of Ground Rules

2. Hand out a set of Tournament Rules. (Coaches receive a copy of tournament rules and policies, however giving them another set are wise)
3. As a reminder, here are a few of the rules we want every player and coach to understand:
4. Third base will be the home team dugout.
 - a. The host team will retain their home dugout.
5. We will flip for home and away daily.
6. There is a 10 Run Rule, after 7 innings.
7. All games will start at the scheduled time, with the second game of the double header starting about 30 to 45 minutes after the finish of the first game.
8. Teams will be given 7 minutes of infield practice.
9. The batting cages at the park cannot be used while a game is being played.
10. The American Legion does not use a re-Entry Rule or Courtesy Runner Rule.
11. The American Legion uses the Designated Hitter Rule as outlined in the Official Baseball (Pro) Rules.
12. The American Legion also uses several NCAA Safety Rules, such as the Slide Rule, Blood Rule and Bat Rule.

Coach, there will be a manager meeting each morning starting at _____ A.M. in the _____ room located on the _____ floor. The first meeting will be on Friday morning. You will be given your meal money for the day. We will flip to determine who is home or visitor. We will establish practice field times for those teams that wish to practice. The local transportation chairperson will be in there to assist you with pickup times. The umpire crew chief will brief you on any rules that he wants you or your team to follow. We will also determine what colors each team will be wearing so the teams have contrasting colors. If you or your representative are late to the meeting or do not attend, then your team will automatically be visitors.

The banquet is going to take place TONIGHT, starting at _____ P.M.

Your team should be ready to go at _____ P.M. because that is when the buses will pick you up in front of the hotel.

You will be given banquet tickets for your team strength plus two. If anyone else wants a ticket, they can buy a ticket from me for \$_____.

Each player is to wear the special Tournament shirt The American Legion is providing to you. As was indicated in the written instructions to your coaches, NO one will wear blue jeans or sandals – open toe shoes. Players may wear khaki pants or dress shorts.

If any player forgot his dress shoes or clothes for our banquet, the coach would need to make a special trip to the local mall and use the team's meal money to buy the proper pants.

There will be a coach's meeting immediately following the banquet to determine home and visitors for Thursday's games and I will also give you meal money for Thursday.

Tomorrow night PRIOR to game #_____ there will be a grand opening ceremony that all teams will participate in.

Prior to the start of each game, every team member will be announced and will line up on your respective base line. When you line up, please stay off the chalked foul line. The Code of Sportsmanship will be given, followed by the National Anthem. Please remove your baseball caps and stand at attention during both the code and anthem. I do not want any of you talking, wearing your cap backwards, and goofing around. If there is a color guard on the field, you cannot move until the color guard has marched off the field.

It is expected that each of you will show respect during the playing of the National Anthem. It is important to keep in mind that this is an

American Legion tournament and there are many Legionnaires in the stands that will be watching you and your actions.

If, and when your team is eliminated from the tournament, you will be sent home on the next available plane or bus. If any team member is going directly from here to college or is going to be transported by a parent, then that player needs to obtain a travel release.

In our 90 years of history, we have not had a disaster such as a fire. However, we must decide to handle any man-made or natural disaster. Coaches, I am going to hand to you our emergency evacuation procedure sheet. If there is an emergency, the first step is to contact the front desk and they in turn will alert the police or Fire Department. Our next step is to get all the players and coaches out of the hotel and our third step is to rendezvous or meet at: _____. Coaches are expected to count noses and to account for all your players.

The American Legion uses that same philosophy. The American Legion spends 1 million dollars hosting these national tournaments. We are the only youth baseball program that provides meals, transportation, and housing. The hotel bill for all 8 regional tournaments will exceed \$160,000. The meal money we provide to feed 1,280 players and coaches will exceed \$100,000. Transportation to the 8 regional sites will exceed \$300,000.

My job during the tournament is to ensure that every team has a fair and level playing field. The rules and policies are voted on by the members of the National Baseball Subcommittee. If I do not enforce the rules, then I must explain why.

I hope I will not have to suspend anyone at this tournament.

In closing, I want each of you to have a good time and enjoy yourselves. You are a championship team, and you are going to play in the

best tournament in the country. You earned the privilege to be here because of a lot of hard work. The American Legion and our 2.2 million members are very proud of what you have accomplished.

Coach, do you have any questions?

Post-Tournament Check List

1. Pay your Staff, Umpires and Official Scorer for miscellaneous expenses.
2. Make final payments to the hotel(s) and double check with housing facilities regarding possible damage claims.
3. **ALB Form #50 Room Clearance Form** must be signed by the hotel staff for each team and such clearance statements must accompany your report to this office.
4. Ensure that transportation remains available for meals, as well as the trip to the airport for departure to the World Series.
5. Ship to the National Office **10 copies of the souvenir program books**, which are required by contract.
6. Maintain contact with the team manager to provide additional assistance as required. Requirements may include medical aid, check cashing needs, and travel assistance for team members' parents.
7. Provide the winning Team Manager with the Tournament Newsletter, Host Tournament Packet and Fan packet. (You may want to share fan packets to the final two teams for fans to make advance housing and airline ticket arrangements.)
8. Have the Team Manager call the World Series Media Coordinator on Monday for a pre-tournament interview.
9. Pay the Regional Champion Team Manager (**\$40.00 per player and two coaches**) for meals all day Monday & Tuesday, and two meals on Wednesday. The World Series Staff will pay for the banquet on Wednesday evening.
10. Arrange for the regional winning team to have both sets of patches sewn onto their uniforms prior to their departure for the World Series. (Local cleaners or men's clothing stores may do this at no charge.)
11. The Local Host Committee is responsible for the Regional Championship Team's transportation to the airport. Either the Director or the Assistant Director should remain at the tournament site until the championship team has departed for the World Series.
12. Send out thank you letters if possible before you depart.
13. Take a final bow and **COLLAPSE**.

Section Five

- **Forms**
- **Contracts**
- **Contact Information**
- **Evaluation Forms**
- **Etc.**

