Tournament Site Preparation Guide

Tournament Game Preparation Guide

- We are required by District 10 and Little League to prepare the field and surrounding area as per their guidelines. We have prepared this guide to help volunteers properly setup up the field to host a Distict 10 Little League Tournament game and ensure the safety of players and the approval of the D10 Tournament Game Director.
- Please follow this guide for setup and takedown for tournament games at Chantilly Park

Tournament Game Preparation Guide

- Field must be ready (dragged, raked, lined, watered) 45 minutes prior to game time
- Lining:
  - Must have fair lines to pole (even with bags)
  - 1st base line runner's lane
  - Batter's box
  - Catchers "box" trapezoid
- Gates need to be closed
- Table set up

- Yellow plastic chain marking off bullpen and dugout areas
- Yellow plastic chain with (2) bucket stanchions around officials/scorers table area
- Yellow plastic chain around area behind backstop – to Preston Pierce sign
- Officials Tables (2 narrow adjustable height tables) & 4 chairs
- Tarps over 1st base bleachers to include officials area
- Tarps over 3rd base bleachers to

Pre-Game | Chains

All chains are in plastic box. Please keep each set of chains in-tact (do not take apart).

Pre-Game | Field Prep Material

String, paint, chalk, and liner machines are in the field supply Knaack box
Batter's box template is behind the field supply Knaack box
Hose is in field supply Knaack box

Pre-Game | Non-Field Prep Setup

Materials found in and return to CP2 bleacher Knaack box

- Yellow plastic chains
- Tables (2)
- Chairs (4)
- RST tournament balls (put box of 1 dozen on table)
- Canopy
- Tarps
- Fans
- Electric cords
- Sound system
- Scripts, pitch count, copies
- Emergency/backup scorebook

Pre-Game | 3rd Base Dugout Chains

1) Connect top connector
2) Loop around pole and link back to chain
3) Connect to fences

Pre-Game | Backstop Area Chains

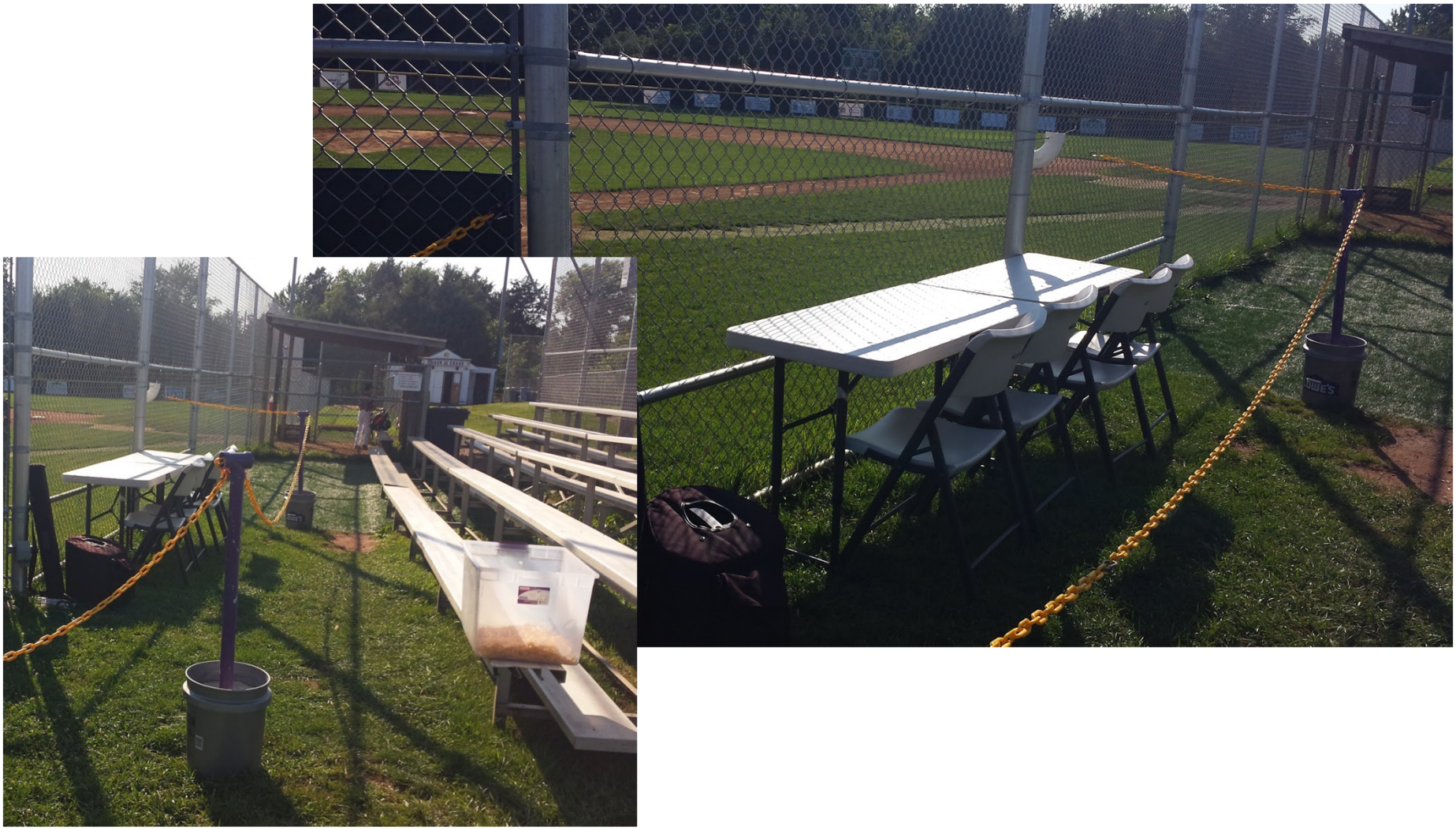
Please do not disconnect individual chain segments
1) Connect end D-Rings to fence
2) Connect middle D-Rings to Preston Pierce sign eye hooks

Pre- Game | 1st Base Dugout –Chains

1) Connect end d-ring to back of dugout fence
2) Connect other d-ring to bullpen fence

Pre-Game | Officials Area Chains, Table, & Chairs

Place bucket stanchions – to stretch chain.
Leave open at end (drop excess chain in bucket)



Pre-Game | Official's Area – Table, Chairs, and Tarp

1) Two adjustable height tables – raised to second position

2) Four chairs

3) Attach tarp tight to fence along horizontal pole

4) Use long bungees to stretch tarp tight – no folds or droops – and attach to foul ball fence

Tarps need to be attached as tight and close as possible to the field fence first with shorter bungees

Try to attach bungees to each grommet – or a rope run through the bungees to distribute tension

Use longer bungees to attach to protection fence behind 1st base bleachers

Use longer bungees and/or ropes to attach tarps on 3rd base side to bleacher posts

Very important to stretch the tarps tight so as to minimize flapping

Pre-Game | Sound System & Scoreboard

1) Unplug scoreboard controller from charger (in Snack Shack)

2) Power on scoreboard (30 min before game)

3) Power on controller

4) Set up sound system (no later than 35 min before game)
    1) Remove outer cover
    2) Remove speaker from base
    3) Install speaker extensions and speaker on top (please be sure to engage the mounting rails)
    4) Plug in in microphone cord and mic
    5) Microphone sound check
    6) Plug in audio cable and music device
    7) Check music playback
    8) Cue National Anthem
    9) Set mic volume at <TBD>
    10) Set audio device volume at <TBD>

    < Need to be about an inch from mic to be able to hear it well>

National Anthem & Between-Innings Music

My iPod is with the sound system

2 National Anthems are available at top of Baseball_Playlist1

1) USAF Tactical Band – Classic instrumental version
2) Benita Charles – stirring vocal version

Pick 1 of these two – do not use any other versions – especially live versions or drunk singer versions

In-game/between innings music – no head banger, raunchy, or explicit language – this is a family setting with young kids to older grandparents

Pre-Game / Post-Game| Sound System

1) Please take care of the sound system
    1) Slide speaker parts together and apart carefully
    2) Return all cords and mic stand to pouch
    3) Place at least three feet from announcer
    4) Do not drop mic in mud or on ground
    5) Protect the system from rain

Pre-Game | Field Prep

NEVER PAINT LINES WITHOUT A STRING

1) If needed – remove base, wipe, and paint – OFF THE FIELD – ON AN OLD TARP (do not make paint marks on ground – anywhere)

2) Rake smooth the 1st and 3rd base paths (to the grass) and entire plate area and drag infield dirt area

3) Place 1st and 3rd base bags in grass

4) Water plate area and base paths (to the grass) to enable paint to adhere

5) Always run string down first base line to grass (assuming outfield lines still good) with string lined up on RIGHT edge of base mount. Place the spike at end of string in the grass outside the dirt circle surrounding home plate

6) Place batter's box template and press down after aligning properly with plate and the first base line (see diagram)

- **Base lines DO NOT enter the batter's box at corners (see diagram next page)**

7) Measure 9' from point of plate along string behind plate for end of catcher's box

Pre-Game | Field Prep (2)

NEVER PAINT LINES WITHOUT A STRING

8) Apply line marker (paint) starting from point of catcher's box to back of batter's box – then start again at front of batter's box

- **Line Marking Material must be applied TO THE LEFT of the string**
- **It must line up with string and edge of base**
- **Shake, then align paint can nozzle properly for max width of line**

9) Always run string down third base line to grass (assuming outfield lines still good) with string lined up on LEFT edge of base mount. Place the spike at end of string in the grass outside the dirt circle surrounding home plate

10) Place batter's box template and press down after aligning properly with plate and the third base line (see diagram)

- **Base lines DO NOT enter the batter's box at corners (see diagram next page)**

11) Measure 9' from point of plate along string behind plate for end of catcher's box

12) Apply line marker (paint) starting from point of catcher's box to back of batter's box – then start again at front of batter's box

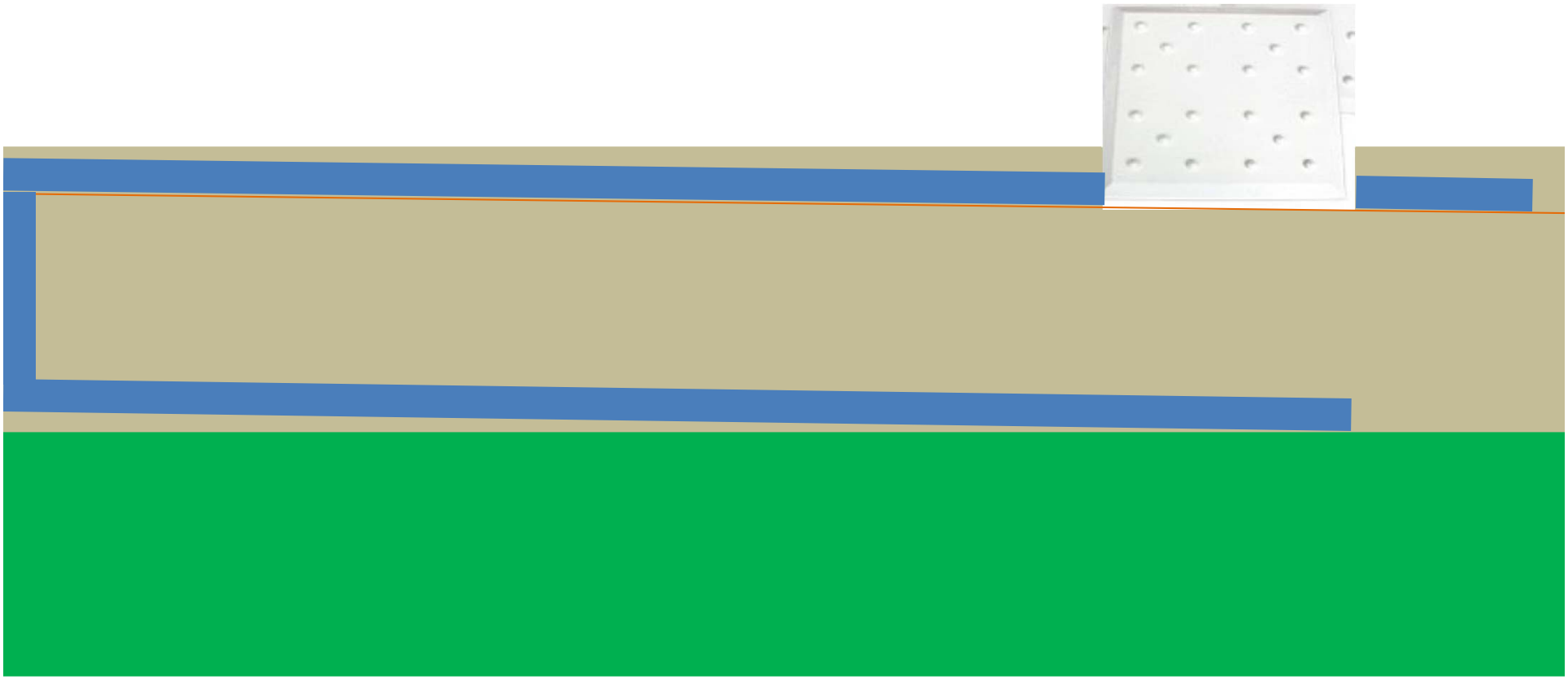
- **Line Marking Material must be applied TO THE RIGHT of the string**
- **It must line up with edge of base**

Pre-Game | Field Prep (3)

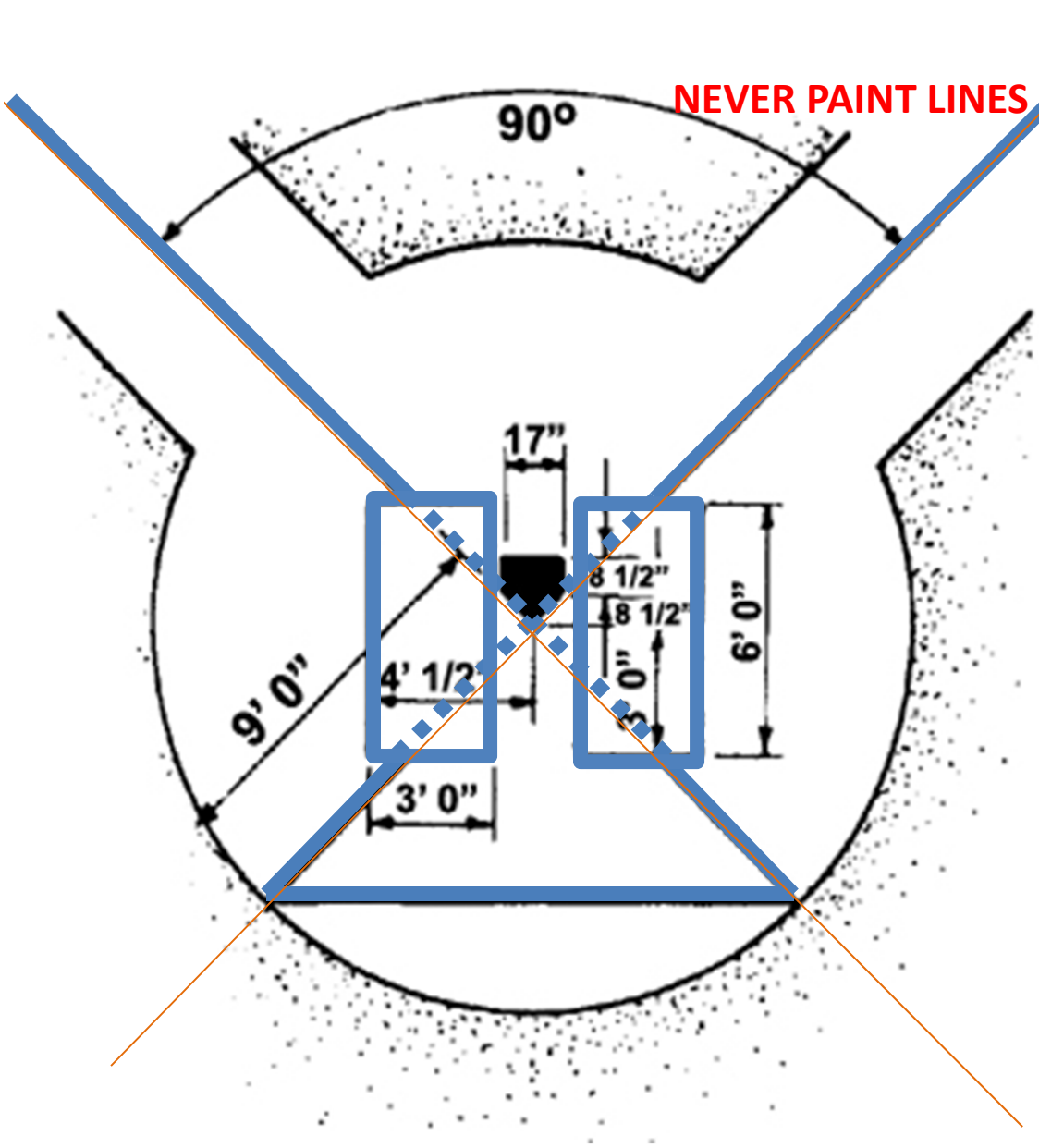
NEVER PAINT LINES WITHOUT A STRING

13) First Base Running Lane - starts in base path 30 feet from 1st base (about = to pitching rubber) to back of 1st base (closed off) – run along very edge of grass & base path (see diagram below)

14) If needed, refresh the coach boxes at 1B and 3B



NEVER PAINT LINES WITHOUT A STRING



String

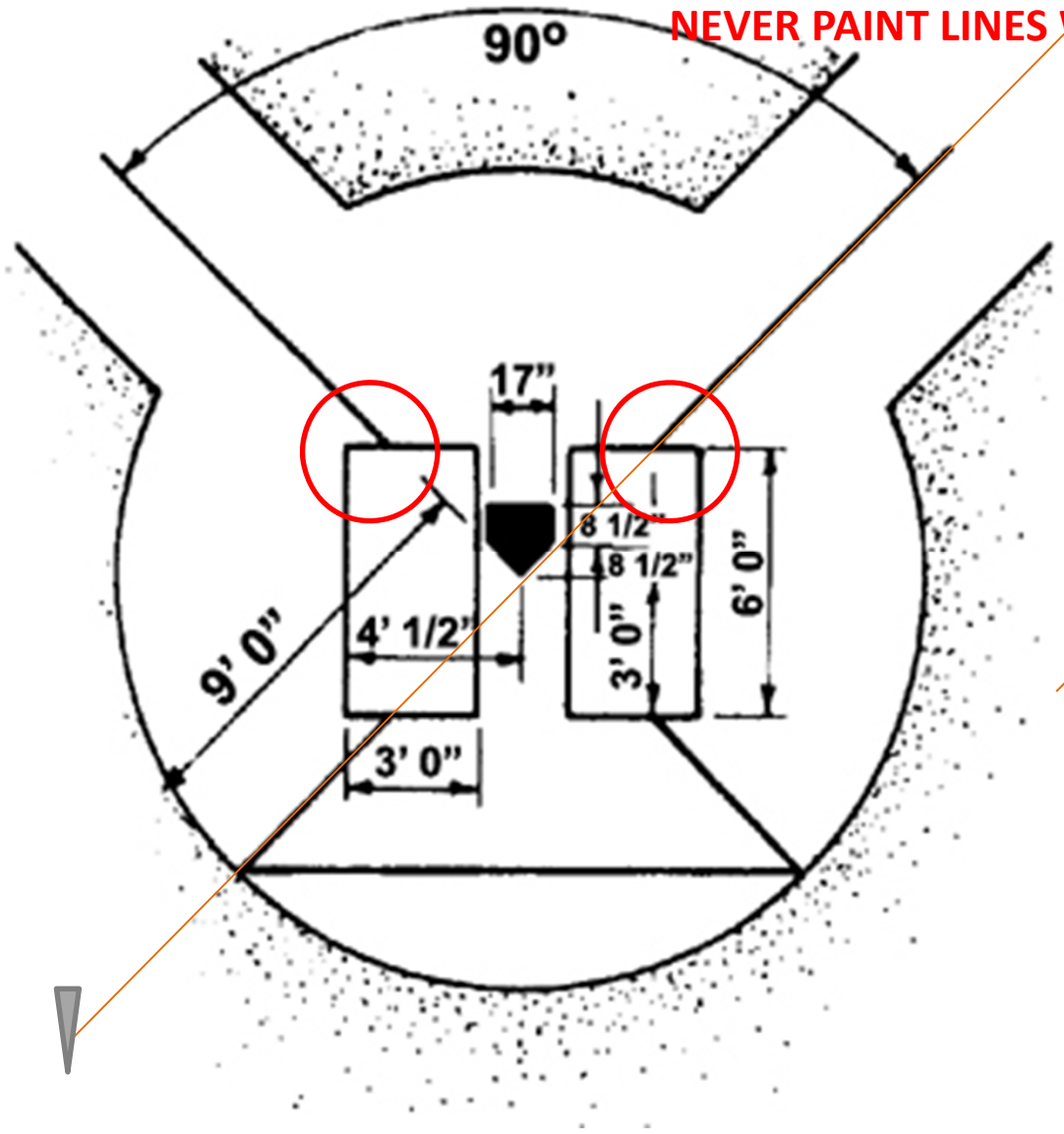
Paint/Chalk

Please only use paint on grass

Whenever possible, use paint instead of chalk on dirt – may require watering down base path and plate area first

Paint/Chalk only to left of string on 1st base line (right of string on 3rd) – no line on side of bag – edge of bag is the line

NEVER PAINT LINES WITHOUT A STRING



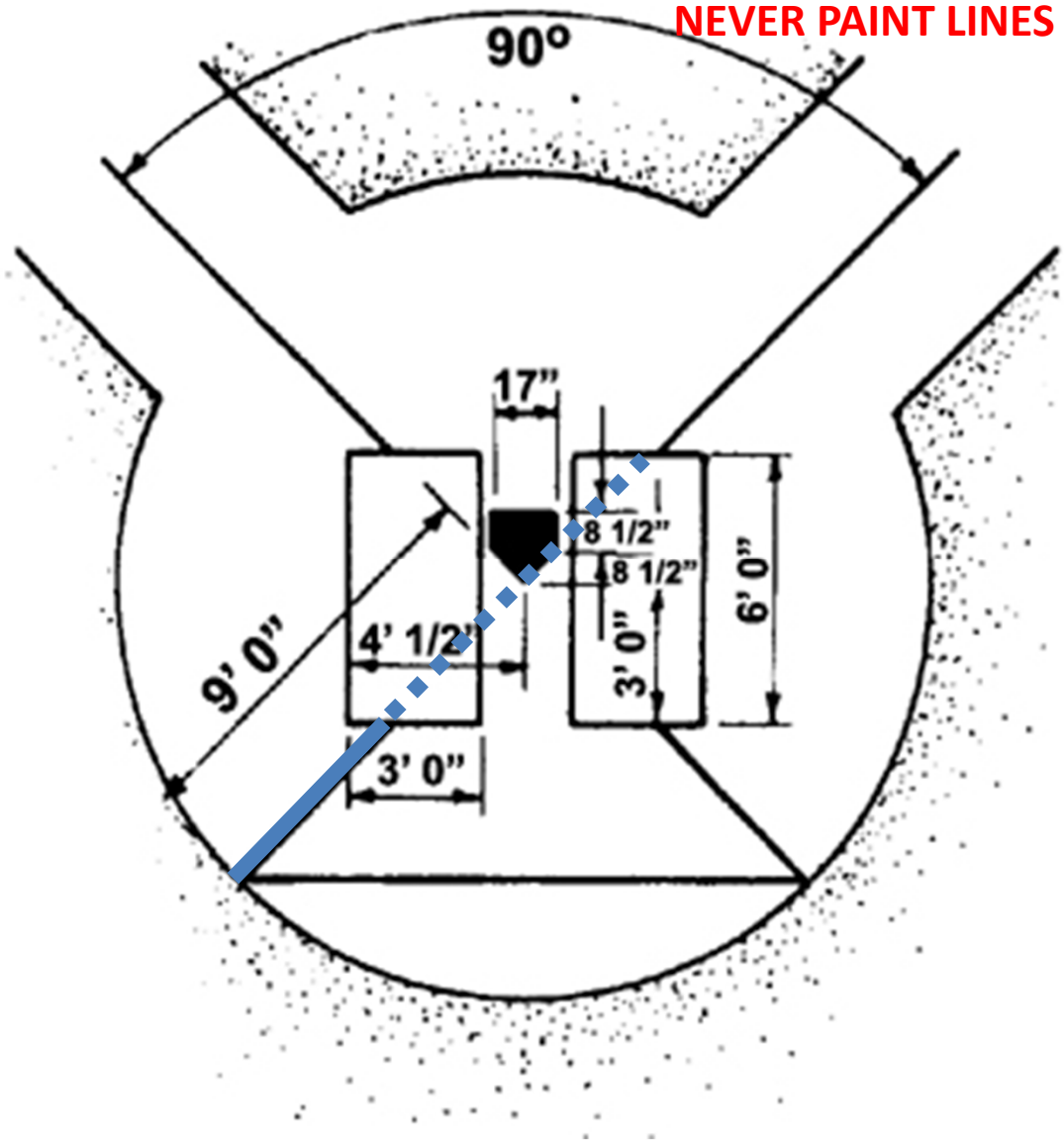
Please note that the 1st and 3rd base lines should not intersect the corner of the batter's box

Place the spike at end of string in The grass outside the dirt circle surrounding home plate

Align the string with the outer edge of the plate and the outer/lower edge of the base Mount (that's where side of bag is)

Paint/Chalk only to left of string on 1st base line (right of string on 3rd) – no line on side of bag – edge of bag is the line

NEVER PAINT LINES WITHOUT A STRING



Catcher's box extends line 9' from back point of plate

Paint base coach boxes

If you paint the bases, please do so off the field and on something (old tarp, plastic, cardboard…) so you don't leave paint marks on the ground.

Paint/Chalk only to left of string on 1st base line (right of string on 3rd) – no line on side of bag – edge of bag is the line

Post-Game | Backstop –Chains

Please do not disconnect individual chain segments
1) Disconnect end D-rings from fence
2) Disconnect middle D-Rings from Preston Pierce sign eye hooks
- Entire chain stays together

Post-Game | Officials Area Chains

DO NOT DISCONNECT CHAIN SECTIONS

Please just move buckets – with chains still connected – up against fence

Post-Game | 3rd Base Dugout Chains DO NOT DISCONNECT CHAIN SECTIONS

1) Disconnect top connector
2) Unlink, remove from pole, and link back to chain
3) Disconnect from fences

Entire chain stays together

Post-Game | Chains

DO NOT DISCONNECT CHAIN SECTIONS

Place all chains in plastic box and return to bleacher Knaack box

Post-Game | Trash Removal

Please collect all trash from dugouts, field, bleachers, surrounding areas
Please empty all trash barrels into the dumpsters

Post-Game | Field Work

1) Fill all holes & rake the mound toward the center

2) Fill all holes & rake the plate area to the center

3) Rake the base paths in line with the base paths (not across)

4) Drag the infield

5) Rake and fill holes in bullpen mounds

6) Return all tools to where they belong

7) Close and lock the Knaack boxes

Post-Game | Sound System & Scoreboard

1) Return scoreboard controller to shelf in Snack Shack and plug in charger

2) Power off scoreboard

3) Break down Bose system
    1) Remove top speaker and carefully slide into position on base unit
    2) Remove speaker extensions, separate and place in bag
    3) Place base unit cover over base unit
    4) Place power cord, microphone cord, mic, audio cord, and mic stand in pocket on base unit cover.

In-Game Personnel Requirements

1) The league is required to provide personnel to work the table when hosting a game
   Must not cheer or coach while at the table and you can't have friends visiting/hanging out distracting you

2) Official Scorekeeper

3) Official Pitch Counter

4) Announcer – must be an adult or HS student
   1) Verify pronunciation of all player, coach, umpire, D10 names
   2) Unbiased and simple announcing. This is not about the announcer.

VIRGINIA LITTLE LEAGUE DISTRICT 10
DISTRICT TOURNAMENT HOST REQUIREMENTS

The Host League is required to prepare the fields:

	Clear any debris from the field.
	Fill any ruts/holes.
	Mow the grass.
	Drag the infield.
	Remove any safety hazards
	Mount the bases and lay down the field markings according to the diagram in the rule book for that sized field. This includes foul lines from home plate to the foul pole, batter's and catcher's boxes, coacher's boxes, and the three foot runner's path on the first base line.
	Ensure the American Flag is available and properly displayed.

Field preparation should be completed NO LATER THAN forty-five (45) minutes prior to the scheduled start time of the game. Once the field is prepared and accepted by the Tournament Game Director, it should be secured until the teams take their scheduled infield practice.

The Host League is required to set up the Official's Area:

	Designate the area for the Official's table and mark the area so that it is not deemed to be a common spectator area.
	Provide a table with ample space for at least four officials to work.
	Provide at least four chairs. These are for the announcer, scorekeeper, pitch counter and Tournament Game Director. If other "official" persons are in this area, they will have to stand or additional chairs will need to be provided.
	Connect and test the public address system.
	Ensure the capability to play the National Anthem exists. Locate the beginning of the anthem and have the media ready to be played on cue during the opening ceremonies.
	Provide an emergency scorebook for the Official Scorer incase the Tournament Game Director does not have their official book. Preferably, the book should have space for at least three player entries per batting order slot
	Have copies of the announcer's script ready to be filled in when the appropriate information arrives at the table.
	Provide water for the umpires and game staff.

The Official's area should be set up and functional NO LATER THAN forty-five (45) minutes prior to the scheduled start time of the game. This area is only to be occupied by the staff working the game, and any official dignitaries as may be designated by the Tournament Game Director. It is to be considered a businesslike neutral area; i.e., NO cheering, jeering or any other partisan activity will be tolerated there.

See reverse side

RLS Sep, 2013

The Host League is required to provide the following:

	An official scorekeeper who has knowledge as to how one keeps a scorebook and a familiarity with the Tournament Rules.
	An official pitch counter who is familiar with the tournament pitching rules.
	An announcer to control the opening ceremonies, announce batters and substitutions, present the hat collection announcement in the middle of the third inning, on a sixty foot field, and fourth inning, on a ninety foot field, and provide any other information to the spectators that may be needed.
	At least six new baseballs that meet Little League specifications (RST). Additional used balls should also be available.
	A first-aid kit, including cold compresses, for the treatment of injuries.
	Rest room facilities.
	Snack Bar volunteers.

Although it is not a formal requirement, the tradition within the District has been for the Host League to provide a snack and a soft drink after the game to the players, managers, coaches, and umpires.

See reverse side