

**PONY BASEBALL & SOFTBALL
NORTHWEST REGION**



TOURNAMENT TEAM HANDBOOK

TABLE OF CONTENTS

Introduction.....2
Forms and Tournament Team Resources.....2-3
Tournaments.....3
Forming Tournament Teams.....4
Entering Sanctioned Tournament Play.....4
Eligibility for Tournament Teams.....4
Completion of Tournament Team Eligibility Affidavit & Team Book...5-6
Rules.....6-8
Additional Observations on Tournament Play.....8
Completion of Tournament Team Eligibility Affidavit.....8-10
Final Thoughts-----10-11

INTRODUCTION

This handbook is provided to assist tournament team coaches in preparing for play in the sanctioned tournaments that lead ultimately to the World Series. Thank you for the time and effort you will expend on behalf of Pony Baseball and the kids and communities that you serve. Your role is important, not only to your league and the players on your particular tournament team, but in the vitality of Pony Baseball. This handbook was developed to provide an orientation for you. However this document alone is insufficient. It is suggested that you view this as a first step. If this is your first time coaching or managing a Pony tournament team, it is suggested that you speak with others who have done so in the past to get their perspective and assistance as you prepare for tournament season.

It is important that you take the time to familiarize yourself with the intricacies and formalities of sanctioned tournament play. This will help avoid misunderstandings and avoidable frustration for you, your players and your parents.

FORMS AND TOURNAMENT TEAM RESOURCES

All of the forms and information can be found on the Pony Northwest Region Website. The website can be found at <http://www.ponynorthwestregion.org>. On the Information Links menu, click on Northwest Region Tournament Information link.

WEST ZONE SPONSORED BY **DICK'S SPORTING GOODS**

HOME BASEBALL (NORCAL) BASEBALL (SOCAL) BASEBALL (STATES) GIRLS SOFTBALL DOCUMENTS & PUBLICATIONS TOURNAMENTS INFORMATION TECHNICAL SUPPORT REGISTRATION / AFFIDAVITS

WELCOME TO THE PONY NORTHWEST REGION
Serving Alaska, Idaho, Montana, Oregon and Washington

INFORMATION LINKS

- NORTHWEST REGION LEAGUE CONTACT INFORMATION
- **NORTHWEST REGION TOURNAMENT INFORMATION**
- NORTHWEST REGION PONY DIRECTORS
- NORTHWEST REGION PALOMINO LEAGUE
- NORTHWEST REGION THOROBRED LEAGUE
- DUGOUT CAPTAIN
- TOURNAMENTS
- 2018 PONY INTERLOCK SCHEDULE
- 2018 COLT INTERLOCK SCHEDULE

PONY : Every Player Wins

This will take you to the webpage with tournament information, forms and resources.

NORTHWEST TOURNAMENT INFORMATION		
NORTHWEST REGION TOURNAMENT INFORMATION		
DOCUMENT	BRIEF DESCRIPTION	CLICK TO OPEN/DOWNLOAD
Tournament Team Manager/Coach Handbook	Information regarding managing a Pony tournament team. Must read for all tournament team coaches.	<i>Being Revised</i>
Team Book Requirements	Summary of items which must be included in your tournament team notebook	Click Here
Medical Release Form	Medical release form that meets Pony Baseball requirements	Click Here
Northwest Region Team Commitment Form	Required for Northwest Region tournament teams regarding commitment to purchase airline tickets for Zone tournaments and continue in all tournaments	Click Here
Group Travel Manifest Form	Form required from Region Tournament winners for airline ticket manifest	Click Here
Pinto Player Pitch Supplemental Rules	Supplemental rules for West Zone Pinto Player Pitch games	
Pinto-7 Machine Pitch Supplemental Rules	Supplemental rules for West Zone Pinto-7 Machine Pitch games	
Concussion Protocol & Sudden Cardiac Arrest Awareness Forms	Forms required to comply with Washington Concussion Protocol and Sudden Cardiac Arrest Awareness	Click Here
Tournament Team Eligibility Affidavit for Shetland through Pony	TTEA is required for all tournament teams. This is the TTEA for Shetland, Pinto, Mustang, Bronco and Pony	Click Here
Tournament Team Eligibility Affidavit for Colt and Palomino	TTEA is required for all tournament teams. This is the TTEA for Colt and Palomino	Click Here

TOURNAMENTS

There are separate so-called sanctioned tournaments for each of the following age groups:

- Mustang-9
- Mustang
- Bronco-11
- Bronco
- Pony-13
- Pony
- Colt
- Palomino

The Tournament level for the beginning of sanctioned tournament play depends upon the number of teams entering sanctioned tournament play. In general, we have the following possible tournaments at each level of play:

1. District
2. Sectional
3. Regional
4. Zone
5. World Series.

FORMING TOURNAMENT TEAMS

Your local league will determine the methodology for forming tournament teams. There is no limit to the number of tournament teams that each league can enter into sanctioned tournament play. Likewise the local league determines its own methodology for selection of players and coaches for its tournament teams.

ENTERING SANCTIONED TOURNAMENT PLAY

Each league is responsible for entering its teams in sanctioned tournament play. The Region Director or his/her designee provides the appropriate information to each league president along with the deadlines for entering teams into tournament play. After receiving the information from the leagues, your Pony Directors are then responsible for determining which tournaments will be needed in order to complete tournament play for the Region. Each Region has its own unique issues and methods of conducting tournament play. While the tournament formats and rules are standard across the West Zone, there are differences across each Region. To enter a team into sanctioned tournament play, the league must advise the Region Director (or his/her designee) of the number of teams for each level of play and pay a Zone fee and a tournament fee for each team by the designated deadline.

The Region Director forwards the Zone fee to the West Zone and the Region Director forwards the tournament fee to the tournament host.

ELIGIBILITY FOR A TOURNAMENT TEAM

In order to enter teams into sanctioned tournament play, the league must be duly registered with Pony Baseball, properly enter their teams in tournament play and pay all required fees for tournament play. In order for a player to be eligible for sanctioned tournament play, the player must:

1. Be of proper age
2. Reside within the league boundaries
3. Have participated in at least one-half of the player's team's games in the league division represented
4. Comply with the rules and requirements of the local league for tournament team participation

COMPLETION OF THE TOURNAMENT TEAM ELIGIBILITY AFFIDAVIT & TEAM BOOK

Each team must complete and submit a properly executed Tournament Team Eligibility Affidavit (TTEA), along with the required documentation in a Team Book. Additional information regarding completion of the TTEA will be covered later in this handbook.

Each player on your tournament team roster, must be listed on your TTEA. The name on the TTEA must match the player's birth document. Your TTEA must list at least 12 eligible players. You may have up to 15 eligible players at Shetland, Pinto, Mustang, Bronco and Pony and up to 18 eligible players at Colt and Palomino.

The Team Book, must contain the following items in the following order:

1. TTEA (Original and 2 copies), properly completed and signed by your league President. Further Instructions regarding completion of the TTEA is included later in this handbook.
2. Copy of league's proof of insurance showing Pony Baseball Inc. as an additional insured. You will need to get this from your league.
3. Tournament Team Commitment Form
4. The following items for each player on your roster in same order as listed on the TTEA:
 - a. Copy of Birth Certificate or other birth documentation. See Pony Rule 4-H for acceptable forms of birth documentation.
 - b. Medical Release Waiver
 - c. Verification of Player's home address (Copy of a utility bill or other such document which shows parent's residence address)
 - d. For Palomino Only: Palomino Player Contract
 - e. Lystedt Act Acknowledgement
 - f. Sudden Cardiac Arrest Act Acknowledgement

The documents for each player should be in one sheet protector. Please keep the individual player documents, in the sheet protectors, in the same order as listed on the TTEA.

Once you have properly completed and submitted the TTEA, had it signed by the league President, and compiled the Team Book, you must have the affidavit checked by a Pony Director prior to the tournament. It is vigorously suggested that you complete the team book as soon as possible. **Do not wait until the last minute.** You need to have time to correct any errors or omissions, as you cannot play without having your TTEA and Team

Book examined and approved by a Pony Director. While your Pony Directors will be as helpful as possible, understand that lack of prior planning on your part does not necessarily constitute an emergency on their part.

Your Team Book, including your TTEA and accompanying Pitching Affidavit accompanies you to all sanctioned Tournament games and meetings. It is always open to inspection by a Pony Field Director.

For each tournament, there will be a Pre-Tournament meeting. Your entire coaching staff should attend the meeting. You must bring your Team Book to the Pre-Tournament Meeting for inspection and approval. You will be provided with information regarding the time and location of the Pre-Tournament Meeting. The tournament rules will be discussed, the individual tournament brackets will be provided, some coin flips may take place if appropriate and additional information will be provided at the Meeting. Failure to attend the meeting is not an excuse for not having required information or complying with requirements.

RULES

During the season, local leagues add their own local rules to meet their individual needs; however during sanctioned play, these local rules are not valid and do not apply to sanctioned tournament play. Pony Baseball plays by the Official Rules of Major League Baseball (commonly referred to as Official Baseball Rules), unless there is a Pony rule, which supersedes the Major League Rule. The Pony Tournament Rules, which are located in blue section at the end of the Pony Rule book, supersede the “regular” Rules and Regulations.

It is your responsibility as a coach to read and understand the rules. Do not presume that you know the rules. Read them. In particular, read and understand the tournament pitching rules. This will be critical to your success in tournament play. You should review the current year’s Official Rules of Major League Baseball and Pony Rules and Regulations. Copies of each have been provided to your league and are available online. You should obtain copies from your league officials.

We have listed areas that have been problematic for coaches in the past. They are not listed in any particular order and are not meant to be an exhaustive list of rules. These are just the ones that seem to cause the most problems for coaches, based upon our experience.

- 3rd Base Dugout is always for the home team
- No “courtesy runners”

- There is no so-called “slide or avoid” rule. Sliding rules are outlined in OBR 6.01(i) and (j).
- Some leagues have mandatory playing time rules, There are no such Pony rules.
- No team batboy/batgirl or scorekeeper allowed in the dugout. Only the players and coaches listed on the TTEA are allowed in the dugout or on the field with the players.
- During sanctioned tournament games, Pony takes a very literal view of OBR 4.06. The purpose is to insure that the coaches and players do not receive outside help. In short, we want to keep the game on the field and out of the stands. Therefore, a player or coach can be ejected for talking to a spectator before or especially during the game. It is the coaches’ and player’s responsibilities to keep track of the game, not to have spectators provide information to them. We have no desire to be draconian and punish players because a family member says hello to them, but when the conversation interferes with or influences the game, the line has been crossed and action should be taken. No outside scorekeepers giving information to coach and players. WARN YOUR PARENTS/FANS. Do not put yourself and your players in jeopardy of ejection because a parent/fan cannot keep from talking to you or your players.
- No jewelry (except for medical alert)
- Lineup Cards must be ready 1 hour prior to the game. (Get instructions at Pre-Tournament Meeting)
 - a. All players must be listed on the lineup card as either starters or substitutes
 - b. Full names as listed on TTEA must be on lineup card with uniform numbers and starting positions.
- No time limits on games
- No phones or other communication devices are allowed on the field or in the dugout. You may have 1 laptop or tablet for scoring with communications disabled.
- Appeals & protests must be done before the next pitch is thrown. The Decisions Committee handles protests. When there is a protest, the game is stopped; the decision committee will confer and will render a decision. The decision of the committee is final.
- All players and coaches must be in uniform. Uniform means “identical,” “without variations in detail.” In other words, they have to be the same. All players and coaches must wear a properly affixed tournament patch as required by Rule T-

3B.

ADDITIONAL OBSERVATIONS ON TOURNAMENT PLAY

If you have not yet done so, or if your league has not done so for you, order your tournament team patches now, in plenty of time for the beginning of tournament play. All players and coaches must wear the tournament team patch. Players and coaches without patches are not eligible to be on the field of play. As stated previously in this handbook, get your Tournament Team Eligibility Affidavit and other items for your Team Book together and completed as soon as possible. Make sure that your players, their parents and your fellow coaches are committed to be with you for the entire course of the sanctioned tournament season. There are time and financial commitments. Teams must be committed to “going all the way,” which could mean playing into August, depending upon how far your team progresses in tournament play. It is frustrating for your players and parents to be ready for a tournament and be forced to forfeit a game or series of games because enough players do not show up to compete. Once you have completed and submitted your TTEA there are only very specific circumstances that allow you to substitute players (See Rule T-6). If your players (and their parents) and fellow coaches are not committed to traveling to the Zone Tournament and potentially the World Series, then those players and coaches should not be included on your roster. You should not enter sanctioned tournament play if you are not committed to continue in the tournaments.

Airline tickets have been purchased for the winning teams to travel to the Zone Tournament. The team winning the Regional Tournament is required to purchase the airline tickets. The winning team must also provide of list of travelers with full names, dates of birth and gender as required by TSA. More information will be provided at the Pre-Tournament Meeting.

COMPLETION OF THE TOURNAMENT TEAM ELIGIBILITY AFFIDAVIT

The Tournament Team Eligibility Affidavit (TTEA) is the primary document that identifies the members of your tournament team. There are two different TTEA documents:

- TTEA for Shetland through Pony
- TTEA for Colt & Palomino.

The TTEA is a Word document that you must download from the Northwest Region Tournament Information Page. Download the appropriate TTEA for your tournament team.

You must list all members of your tournament team, players and coaches, on the TTEA. To correctly complete the TTEA, follow the instructions provided below. Your TTEA

must be completed on your computer. Handwritten TTEAs will not be accepted.

After downloading and opening the TTEA Word document, enter the following information at the top of the TTEA. Most of these items appear self-explanatory, but history dictates otherwise.

1. Check the appropriate age division: Mustang-9, Mustang, Bronco-11, etc
2. Enter your league name (for example: South Sound Baseball, MTYAA Baseball, North Seattle Baseball, etc).
3. Enter your league’s primary location, city, state and zip code.
4. Enter your league’s insurance carrier and the policy numbers for your required league liability and accident policy numbers. For some carriers the policy numbers are the same, but others have different policy numbers for each policy.
5. Enter your tournament team’s name (for example: Lakewood Chargers, Maltby Leopards, North Seattle Northstars, etc)
6. For Zone: enter West.

2018 BASEBALL TOURNAMENT TEAM ELIGIBILITY AFFIDAVIT

Shetland 4 or 5
 Shetland
 Pinto-7
 Pinto
 Mustang-9
 Mustang
 Bronco -11
 Bronco
 Pony-13
 Pony

This copy must be carried to all games and must be presented for examination upon request to the opposing managers or tournament officials one hour before each game. Failure to do so may result in forfeiture. DO NOT START ANY TOURNAMENT GAME WITHOUT A DECISIONS COMMITTEE. All protests must be settled by the Decisions Committee before play resumes. Under no condition will protests be accepted after a game is completed.

League Name: _____ Location: _____ City: _____ State: _____ Zip: _____
 Insurance Co.: _____ Accident Policy #: _____ Liability Policy # _____ Team Name: _____ Zone: _____

Uni. #	Player's Full Name (as per documentation)	Birthdate (MM/DD/YYYY)	Street Address	City	State	Zip	Reg. Season Team
00/12	John David Doe	09/09/2008	123 Anystreet Road	Anytown	PA	12345	Pirates
01/1							
01/2							
01/3							
01/4							

2018 TOURNAMENT TEAM ELIGIBILITY AFFIDAVIT

COLT
 PALOMINO
 THOROGBRED

This copy must be carried to all games and be presented for examination upon request to the opposing managers or tournament officials one hour before each game. Failure to do so may result in forfeiture. DO NOT START ANY TOURNAMENT GAME WITHOUT A DECISIONS COMMITTEE. All protests must be settled by the Decisions Committee before play resumes. Under no condition will protests be accepted after a game is completed.

League: _____ Location: _____ City: _____ State: _____
 Insurance Co.: _____ Accident Policy #: _____ Liability Policy # _____ Year: _____

Uni. #	Player's Full name	Birthdate	Address	City / State	Zip Code	League Team	Signature Players 18 yrs +
00/12	John David Doe	09/09/1993	1234 Diamond Ave Apt 33	West Covina, CA	91722	Chargers	
01/1							
01/2							
01/3							
01/4							

You will next enter the information about your players. Please list your players in alphabetical order. Here is the information required for each player on the form:

1. Uniform Number – You will see that there are spots for 2 different uniform numbers for each player. Some teams have 2 sets of uniforms with different numbers. If your team only has one set of uniforms or multiple sets of uniforms, but the players’ numbers are the same, you only need to enter the uniform number once for each player.
2. Player’s Name – Enter the Player’s name exactly as it appears on the player’s birth document. For example if the player’s birth document lists his/her name as *Thurston Longwood Rockefeller Howell III*, then you must enter the name exactly as it appears on the document. Don’t just enter *Thurston L.R. Howell*.
3. Birthdate – Self explanatory—enter as it appears on birth document

4. Address, City/State, Zip – Player’s home address. No PO Boxes or PMBs. Must match the Proof of Address document in the team book.
5. League Team – Enter the player’s team during the regular season.
6. Player’s Signature: The Colt & Palomino TTEA has a spot for the player to sign- you can ignore this – it is no longer required.

You will next enter information regarding the coaching staff. Enter the names, addresses, e-mails and phone numbers for your coaches. You can have up to three coaches for your team. One of the coaches is identified as the Business Manager. This is a leftover term from past years. The bottom line is that you can have up to three coaches and these are the only persons allowed on the field with the team. Coaches must be at least 18 years of age.

MANAGER: <input type="text"/>	FULL ADDRESS: <input type="text"/>	EMAIL: <input type="text"/>	PHONE: <input type="text"/>
COACH: <input type="text"/>	FULL ADDRESS: <input type="text"/>	EMAIL: <input type="text"/>	PHONE: <input type="text"/>
BUS. MGR: <input type="text"/>	FULL ADDRESS: <input type="text"/>	EMAIL: <input type="text"/>	PHONE: <input type="text"/>
*COACH: <input type="text"/>	FULL ADDRESS: <input type="text"/>	EMAIL: <input type="text"/>	PHONE: <input type="text"/>

Mth coach for Shetland, Pinto Machine Pitch and Pinto Coach Pitch Only

I hereby agree the above named league will comply with the Rules and Regulations governing tournament play set forth by PONY Baseball and Softball, and will abide by the decisions of the Division Director, Tournament Directors and Decisions Committees in all matters.

On the bottom left of the TTEA you must identify whether any of your coaches or players require any accommodations for disabilities. Please identify any requests for accommodation and identify needs for sign language interpreters in this session. Also, please contact Ken Hawkins, Region Director, regarding any of these issues.

PONY players who, because of a disability, need a reasonable modification to PONY's rules, policies, or practices in order to participate fully and equally in PONY games should describe in the space below the modification needed and how the modification would avoid discrimination, including how the modification will address the player's disability. (Note that PONY may refuse any request that will result in a fundamental alteration to an essential aspect of PONY's program.) Attach additional page if necessary.

PONY players who are deaf or substantially limited in hearing may use a sign language interpreter, or other auxiliary aid, during games. PONY and/or the local league shall ensure that any such player who requests a qualified sign language interpreter is provided with such an interpreter free of charge. If a player prefers instead to select and pay for his or her own sign language interpreter, or use an acquaintance as an interpreter (i.e., a family member), this is permitted under PONY rules. If you need a sign language interpreter, or other auxiliary aid, Please provide the following information:

Describe the auxiliary aid that would provide effective communication based on your communication needs:

Do you want PONY and/or the local league to ensure that you have a qualified sign language interpreter free of charge? Yes No

If you are providing your own sign language interpreter, please provide that individual's contact information here: (Name, address, phone)

Lastly, your league President must sign and date the TTEA and enter his/her address, phone number and e-mail address. Your league President in attesting that the information on the TTEA is accurate and that all players meet the eligibility requirements for tournament teams.

League will not institute legal action against PONY Baseball/Softball or any of its representatives.
I certify that the dates of birth of players listed above are correct and have been substantiated by birth documents examined by me, that the address of each player is listed correctly, and that each player lives within the boundaries of the league.

Signed by League President (or league representative)	Date	Address	City	State	ZIP	Phone	Email Address
---	------	---------	------	-------	-----	-------	---------------

FINAL THOUGHTS

Again, thank you for your commitment to your players, your league, your community and to Pony Baseball. We understand that the administrative requirements can be frustrating. We suggest that you get started early to gather all of the required paperwork.

We wish the best of luck to each team entering sanctioned tournament play. Tournament play is exciting and everyone is playing to win, however, in the end only one team will progress to the Zone Tournament at each age level and only one team from the Zone will advance to the World Series. Disputes may arise. We all work hard to ensure that the rules are applied in an unbiased manner and that all teams are treated equally. At the end of the day, we are supervising a group of young men and women playing a game. As exciting as it may be, it is a game and not a life or death matter. Please help your players and fans by maintaining a positive example. The example shown by coaches will be reflected in their players and fans. Please keep this in mind as you lead your teams in tournament play.