



**VIRGINIA LITTLE LEAGUE DISTRICT 10
TOURNAMENT GAME DIRECTOR CHECKLIST**

Arrive at the game site at least forty-five minutes prior to the game's scheduled start time. By this time, the Host League should have the field prepared, the teams want to know where to setup, and you need to get to work.

	Inspect the field, making sure that the bases are secure, and that the field markings are laid down according to the rule book diagram for that sized field. These markings include 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. There is NO ondeck circle, or ANY ondeck area, at a sixty-foot field.
	Identify any holes/gaps in the fencing or terrain that might come into play during the game.
	Once the field is accepted, it should be secured until the teams take their scheduled infield practice.
	Meet with both managers and ensure that there has been a valid coin toss to determine which team will be "Home" and which will be the "Visitors." Home team will occupy the first base dugout.
	Obtain and secure each team's affidavit and lineup.
	Review each affidavit to make sure that all prior entries make sense.
	Identify any ineligible pitchers.

Tournament Game Director Supplies:

	Coin for the Coin Toss.
	Scorebook, pen, and pencils.
	Copy of opening ceremony announcers script.
	Emergency baseballs.
	Envelope for the Collection.
	Little League rule book for appropriate level of play.
	Cellular Phone.

The Host League is to supply:

	An Official's table in an area that is marked so as not to be deemed a common area.
	A supply of approved game balls.
	An official scorekeeper (Needs each team's starting lineup thirty-five (35) minutes before game time).
	An official pitch counter
	A public address announcer.

	A working public address system.
	A copy of the National Anthem with the media located at the beginning of the anthem, so that it can be played on cue.
	Hospitality volunteers who can be of service to the spectators, take up the collection, work as grounds keepers, etc.
	Access to first aid supplies and a telephone to be used in the event of an emergency.

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PREGAME ACTIVITIES

	Have a copy of the local ground rules and become familiar with the reasons for those rules.
	Ensure PA announcer's script is filled out. This includes getting starting lineup and the name of each team's representative.
	Have a copy of the Little League Pledge available to be read by either a member of the "Visiting" team or the PA announcer.
	Thirty minutes before the start of the game, the "Visiting" team takes their ten minutes of infield practice. The "Home" team takes their practice twenty minutes before the start of the game.

SHOWTIME

	Start the opening ceremonies ten minutes before the scheduled game start time.
	Follow the District approved script. If VIPs in attendance, introduce them.
	Meet at home plate with the managers, coaches, captains, and umpires.
	Make any required special announcements.
	ANNOUNCE ALL PITCHER ELIGIBILITY.
	Address any weather/environmental concerns.
	Formally turn the game over to the umpire-in-chief and step back. Do not leave the area until the umpires have completed their instructions in case of any questions.

DURING THE GAME

	Observe the game, but maintain a low profile. Be prepared in the event that you are asked to get involved with a protest.
	Monitor ALL substitutions. We want to stop problems before they happen.
	Discretely inform the umpire-in-chief if you observe infractions on the field.
	Observe crowd reactions/behavior. Use the league representative to help with decorum issues outside the fence to keep them from getting inside the fence.
	Get the collection taken up, but note that timing is important. Most of the folks have arrived by the middle of the third inning, but use your judgement to determine if the collection should be taken earlier/later.

AFTER THE GAME

	Complete the back of the affidavit, making sure that ALL pitchers used in the game are listed and that the FINAL SCORE is listed correctly.
	Return the affidavit to the team's MANAGER only! He must initial in the space identified.
	As soon as possible send a test message to (703) 407-8271 providing the game level and number, winning team, score and defensive innings played by each team.
	Follow up with an email to valldist10@cox.net which forwards the Tournament Individual Game Results Form.