

PLEASE READ AND FOLLOW THIS GUIDE

**DISTRICT 16, NEW JERSEY 2017  
LITTLE LEAGUE BASEBALL & SOFTBALL  
TOURNAMENT DIRECTOR GUIDELINES AND INSTRUCTIONS**  
[www.District16NJ.org](http://www.District16NJ.org)

**Game Score Notification Procedure**

Upon completion of the contest:

**Both Teams and Host SHALL Call the score into District 16:**

Baseball and Softball Call In # is **(609) 597-4189**

Leave message on the answering machine if call not picked up.

You must leave messages stating, and only stating:

- 1) League: Baseball or Softball
- 2) Division: 8/9/10 - 9/10/11 - 10/11/12 (Little League) - Junior - Senior
- 3) Game Site Location
- 4) Winning Team Name (League) and score
- 5) Losing Team Name (League) and score

**Both Teams and Host MUST call the information into the District at the number provided within one hour of the game completion. This information IS NEEDED to update the brackets for the next game. Many times there is less than 24 hours before the next game. Please make this call immediately after the game.**

**Media Notification Procedure**

The Winning Team will report the score of all games to the local newspaper.

Within this notification, please include the score, winning pitcher and losing pitcher, highlights (including remarkable player accomplishments from losing team). Have first and last names and proper spelling of all players.

The Press of Atlantic City 609-272-7210 or Email to Sports@PressOfAC.com

**Tournament Umpire Policy**

**(See Individual Tournament Brackets for Identification of Which Games the District will be responsible for supplying the Umpires. This MAY change as tournament proceeds.)**

**When Sites are Supplying Umpires**

During the initial rounds of District 16 tournament play, EACH GAME SITE shall facilitate the presence of TWO competent, impartial umpires at the game. Please direct the umpires to be at the game site approximately 45 minutes prior to start time to meet up and converse with his/her partner. The choice of responsibilities (plate / bases) for the umpires shall be managed by the **Site Tournament Director (STD)**. If only one umpire is present at the game site within 20 minutes prior to the start of the contest, that umpire may automatically assume the plate position and begin donning the gear. Each participating team shall bring **(\$50.00 Little League and Below /// \$60 Junior League and Above)** with them to the game site, and provide this fee to the STD at the time of the coin toss, if not before, along with game ball(s). **We would ask that any such supplied umpire NOT have a direct association to the team or its players, nor in any form or fashion, have any apparent conflict.**

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If, by chance, a site errs and enlists the service of umpires for a game where the District has also supplied the umpires, the District Umpires will officiate the game.

If for some unforeseeable reason, a second umpire is not available from the STD, the game may be played with one umpire. In such an event, the umpire shall receive a (\$60 game fee for LL and Below /// \$70 game fee Junior League and Above), and the remaining monies shall be evenly returned to the participating teams.

Once a game has started, which is defined as during the exchange of lineups during pre-game conference, the umpire crew shall NOT be changed outside of an injury related issue. If the contest begins with one umpire, it shall be completed with one umpire, unless an agreement is reached with the STD and both team managers prior to the start of the game that a late arriving umpire will be joining in when he arrives. In the event of an injury to a lone umpire, the STD shall objectively remedy the situation.

### When District is Supplying Umpires

For participation in games where the District is supplying the umpires (see brackets), each team must travel to these games with **(\$50.00 Little League and Below /// \$60 Junior League and Above)** for the umpires. These funds shall be turned over to the STD during the coin flip or moments thereafter. If three umpires are utilized, the umpires shall divide the joint \$100 fee, \$34/\$33/\$33 for Little League and Below, or the \$120 fee at \$40 each for Junior League and Above.

### Umpires for Section 4 Games

Teams are not required to pay any umpire fee during participation in any SECTION 4 game played in District 16, or any other District. For Section games played in District 16, any umpire fee (\$50 / \$60 per) will be supplied by the SITE league, and will thereafter be credited to the site leagues District account, by the District. (This fee has been built into the tournament team entry fee paid to the District, thus evenly distributing the costs to all leagues.)

### Non-Compliance Notification

The District asks that any STD or Team Manager send an email to the District Umpire-in-Chief / Assistant Tournament Director, to advise of any non-compliance with this umpire policy so the matter can be addressed. Bill Scull – [D16UIC@comcast.net](mailto:D16UIC@comcast.net) / 609.374.2856

## Provision of Baseballs and Softballs

- 1) Each team **MUST** provide either 2 RS-T baseballs or 1 approved softball to the on-site tournament director for use in the game. The approved baseballs **MUST** be marked RS-T.
- 2) **EACH GAME SITE MUST** have an extra supply of approved RS-T baseballs or softballs on site in the event more than 4 Baseball or 2 Softballs are needed. In prior seasons, a few sites did not have the proper baseballs at their sites. League administrators, **PLEASE** make certain you have these available to your STD.
- 3) In the event that any team does not show up to the game site with the approved **NEW** game balls, that team will be **REQUIRED** to pay the STD **\$10 per ball** prior to the start of the game. The STD shall make certain this fee is given to the league president or treasurer. This policy is in no way deemed to imply that it is acceptable for a team to intentionally fail

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to bring the appropriate approved game balls. Sanctions may be applied by the District to any team/league deemed to be intentionally or chronically failing to comply with this mandate.

4) The District asks that any STD send an email to the District Umpire-in-Chief / Assistant Tournament Director, to advise of any non-compliance with policy so the matter can be addressed. Bill Scull – [D16UIC@comcast.net](mailto:D16UIC@comcast.net) / 609.374.2856

### Host League Mandates

Every host Site Tournament Director shall have a copy of the 2017 Tournament Rules and Guidelines and a copy of the 2017 Little League Rule Book for the League (Baseball/Softball) being played. The referenced Tournament Rules and Guidelines can be found on the District 16 website. Each host league STD must also have readily at hand, telephone numbers for Police and Emergency Medical Services, should their assistance be required.

Host leagues MUST also supply:

- **A SITE TOURNAMENT DIRECTOR**
- **An Official ADULT Scorekeeper**
- **A Dedicated ADULT Pitch Counter (Baseball Only)**
- **An ADULT Public Address announcer**
- **A Scoreboard Operator**

#### Public Address Announcer

- Teams should be directed to line up in front of their respective dugouts at the foul lines as each player is announced.
- Line-ups should be announced five (5) minutes before the start of the game.
- The visiting team shall be announced first.
- Use the full name of the player, no nicknames.
- Announce the players, manager and coaches.
- Play the National Anthem.
- Say the Little League Pledge.

### Before the Game Begins

- Teams should arrive at their game field at least one (1) hour before the published game start time.
- As soon as the teams are present, the STD will flip a coin in the presence of an official team representative. The winner will choose either 1) home / away, **or** 2) have the choice of dugouts. The loser will then have the opportunity to select the category not chosen by the winner. **Facilitating the coin flip event one hour before game is paramount so that the teams can get set up in their respective dugouts. In the event that the team manager or a coach is not present within a reasonable amount of time prior to the game, the “official team representative” at the coin flip can be ANYONE from the team, including a parent or a player. If an official team representative does not make their presence known to the STD within forty-five (45) minutes of the game start time, the STD shall appoint a team representative and facilitate the coin flip, with the team present calling the flip. If the team present wins the flip, they get choice. If the team that does not have a representative present from their team, but one was supplied by the STD wins the flip, they will be**

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**assigned as the home team and the opposing team chooses their dugout. Please note: If the team manager is not present one hour prior to the game, it is up to them to make certain a representative for their team for the purpose of the flip identifies themselves to the STD. It is NOT the responsibility of the STD to seek them out.**

- **From the moment the coin flip has been completed, NO ONE** other than the manager, coaches and players listed upon the affidavit shall be allowed **within the confines of the playing field**. This prohibition includes parents, non-playing youth, and “alternate” coaches, of which there are none.
- Each team will immediately supply baseballs/softballs to the STD as per the previously detailed policy.
- Each team is to immediately supply the STD with the mandate umpire fee. (District Games Only)
- The team’s **Certified Eligibility Affidavit** must be given to the **STD** at Host Field upon arrival at the field. After it is checked the STD will give the Affidavit to the Official Score Keeper who will keep the Affidavit of both teams and will fill in the back of each as directed in the Tournament Rules and be sure appropriate signatures are made on affidavit.
- The STD **shall be certain** to **note all pitch counts/innings** for each and every pitcher, on each team.
- The STD shall be certain to **note any ejection upon the affidavit** of the team from whom the player/coach was ejected.
- STDs should make every effort to go over the affidavits with the umpire(s) so that ineligible pitchers do not pitch, and players/coaches ejected in the previous game are not on-site and do not participate.
- Please be sure to **Return the Affidavit** to the teams after the game. Teams must review the affidavit to assure its accuracy including signatures **prior to departing the complex**. Ultimately, it is the responsibility of the individual team managers to ensure that their team’s affidavit is properly and fully complete prior to departing from the game site. Therefore, it is firmly recommended that the team manager go to the score box to review and retrieve their affidavit personally (DO NOT send a representative).
- Managers **MUST** have their official Line-ups into the STD / Official Score Keeper **at least 20 minutes** before the game time. Since the official score keeper must transpose this information into their official score book, **it is NOT ACCEPTABLE** to hand it to them moments before the game.
- Each team’s official line-up shall be completed in copies of FOUR. **Make certain the line-ups are complete, and legible, and include names, numbers and position indicators.**  
Distribution: 1) Official Scorer 2) Umpire in Chief at pre-game conference 3) Opposing Manager 4) Manager providing copies keeps a copy for their own team.
- Each Team Manager shall ensure that their player’s **bats and helmets** are lined up outside of the dugout along for fence for inspection prior to every game. As per rule, helmets are NOT allowed to have stickers or paint on them.
- At the District 16 level, **professional attire** is required. Professional attire includes a collared shirt and closed toe shoes. Shorts are allowed as long as they present a professional appearance.
- **Curfew**: No inning shall start after 12:00am in the 8-9-10, 9-10-11 and 10-11-12 divisions, 12:30am in the Junior division, and 1:00am in the Senior division. An inning starts the moment the third out is made completing the previous inning.
- **Warm-Up Time**: Teams who arrive within the proscribed time should be allowed fifteen to twenty minutes to have infield practice. Any team that is not ready to participate in warm-up exercises in time, risks having this warm-up time diminished, or ever denied. It is the role of the STD to manage this aspect. Again, to facilitate meaningful warm-up times, the District

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recommends the teams be present to conduct the coin flip and begin their pre-game preparations one hour prior to the game start time. This will necessitate the STD and related crew to be present at the site approximately 75 minutes prior to the game start time.

**Note: When a game is scheduled to be played upon the same field after an ongoing game, it is imperative that the succeeding game be started as close to the published start time as possible. In an instance where time is running short, the STD shall identify and provide a suitable and equal alternate location for the incoming teams to warm up, outside the actual game field. The most important aspect is that each team is provided the same opportunities. If there is only one area, it MUST be shared. If there is only one batting cage, it either must be shared or prohibited from use entirely. If there is no suitable alternate location, the STD shall manage and reduce each team’s warm-up time accordingly.**

**Suggested Warm-Up Schedule:**

<u>Game Start Time</u>	<u>12:00pm</u>	<u>5:30pm</u>	<u>7:00pm</u>
Visiting Team	11:00-11:20	4:30-4:50	6:00-6:20
Home Team	11:20-11:40	4:50-5:10	6:20-6:40
Ground Crew	11:40-11:50	5:10-5:20	6:40-6:50
Announcements / Umpires	11:50	5:20	6:50

**Use of Pitching Mound**

**Under NO Circumstances shall a team be allowed to have their players pitch from the mound prior, during, or after warm-up activities.** As per existing rules and regulations, each team pitcher shall be given the appropriate time to warm up prior to each inning, at the direction of the umpire.

**To Begin the Game**

- The Public Address Announcer shall announce the game as follows:
- Each batter in each inning (Team Name) (Players Name) (Players Number) (Position)
- At no time will play-by-play be used in District 16 Tournament Games.
- No balls, strikes or outs are to be announced. No errors will be announced.
- At the end of each half inning the following may be announced; (name of team) (number of runs) (number of hits)
- Spot announcements for the Host League (Refreshment Stand) and tournament information may also be announced between innings or at the official time outs during the game.

**IMPORTANT:** Though a team may be playing at their home field, the STD and related crew members shall serve as **INDEPENDENT** parties. At **NO TIME** shall the STD or related crew members provide any additional information to their own team. The announcer shall remain strictly impartial. **AT NO TIME shall the announcer announce the upcoming batter UNTIL that batter is stepping up to the plate,** as managing the lineup is a team’s responsibility, and a related error is an offense that can be appealed, with consequences.

## The Affidavit

- Manager must have at **every game** the 1.) Original affidavit certified by District Administrator, 2.) Certified original player verification form with either the submitted and approved address verification documents or the school enrollment form used to certify the player, 3.) Map (certified by District) with boundaries, including locations of residences for participants, 4.) Any waivers related to participants. See "Tournament Rules" for full text. If a player was certified with the use of the player verification form and associated approval documents from a prior year, that is acceptable as well as long as it is the original and the player has not moved and the original address verification documents used along with the player verification form are attached.
- If a team wants to **add or replace a player** on their Certified Affidavit at a game, you, the STD or a District Official, enter the player's Full Name as shown on the original birth certificate which must then be carried to all games, onto the affidavit. The team manager must also supply proper proofs of residence, original birth certificate, map (marked with new player's location), etc. The District Administrator, Tournament Director (Ray Fix), Assistant Tournament Director (Bill Scull), or STD will check the information and sign. An original player being permanently replaced must be stricken from affidavit via a single black line drawn through the players name and information. A Replaced player may not be reentered on the affidavit. See "Tournament Rules" for full text.
- Replacement of Manager or Coach – A temporary replacement (one game) is permitted for the Manager or Coach but if formally replaced on affidavit may not be reentered. See "Tournament Rules" for full text.
- All teams advancing to Section 4 play must bring to that game all documents required which includes the original affidavit with all ongoing pitching records, the aforementioned documents which are required at EVERY GAME, as well as the Medical Release Form for each player named on the affidavit. These documents will be re-reviewed and re-approved for entry into the Section 4 tournament.

## Managers and Coaches / Other Responsibilities

### Postponements / Wet Fields / Rain

All games will be postponed at the field where game was scheduled. All teams MUST report to the Field where team is scheduled to play. Prior to a game commencing, District 16 has the sole responsibility to postpone a game due to wet fields or other conditions. The President of every League has phone number to reach appropriate District 16 personnel. Authority resides with Umpires once game has started.

- If Game(s) are rained out it is the sole responsibility of the District Tournament Director (Joe Fussner / Ray Fix) or Assistant (Bill Scull) to re-schedule the game.
- **Once a field is considered unplayable, and it is considered that it will not be able to be made playable prior to curfew, 12:00am / 12:30am / 1:00am, each team manager shall meet with the STD and place a call to Ray Fix at 609.339.6255. If Ray can not be reached, place a call to Bill Scull at 609.374.2856. If neither is reached, the STD shall obtain the cell numbers and email addresses of the managers and immediately send an email with this information to both Ray Fix ([RayFix@comcast.net](mailto:RayFix@comcast.net)) and Bill Scull ([D16UIC@comcast.net](mailto:D16UIC@comcast.net)) announcing the circumstances and requesting rescheduling information. If you can include the managers on the email, a reply-all response from either of us will get to everyone.**
- Please note that we NEED this rain-out information right away, as many times, such an event will affect games scheduled to be played the next day.

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- Changes to the schedule will be posted on brackets on the District 16 Web Site.
- Managers should call your League President to obtain changes if not available on web site.

**Protests**

**See “Tournament Rules and Guidelines” for Full Text**

**No Protest shall be considered on a decision involving an umpire’s judgment. Equipment which does not meet specs must be removed from the game.**

**A. The violation or interpretation of a playing rule;**

When a manager claims that a decision is in violation of the playing rules, the following steps must be taken:

1. A formal (verbal) protest must be made to the umpire-in-chief (Plate Umpire) at once by the manager or coach, before the next pitch or play.
2. The umpire-in-chief must immediately call a conference of all umpires working the game.
3. If the problem cannot be resolved to the satisfaction of the managers, the umpire-in-chief shall be required to consult with the **Site Tournament Director** at which time the rule book and tournament rules publication may be referenced.
4. If the managers do not accept the decision of the Site Tournament Director, either manager may elect, without penalty, to discontinue play until the matter is referred to the Regional Headquarters. Either the game umpire-in-chief, or Site Tournament Director shall telephone the **ANY** Regional Headquarters at this time. Under NO circumstances will the manager place the protest call. Either the STD or the game UIC will be responsible for communicating the chain of events to the Regional staff.

**The telephone numbers to all US Regional Headquarters’ can be found upon the first few pages in the rule books.**

5. If the managers do not accept the decision of the Regional Director (or his/her designated agent), either may insist that the matter be referred to the Tournament Committee in Williamsport. The decision of the Tournament Committee shall be final and binding.

**Note 1 - PROTESTS INVOLVING PLAYING RULES NOT RESOLVED BEFORE THE NEXT PITCH OR PLAY SHALL NOT BE CONSIDERED.**

**Note 2 - UMPIRES, TOURNAMENT DIRECTORS AND DISTRICT ADMINISTRATORS DO NOT HAVE THE AUTHORITY TO DECLARE A FORFEITURE UNDER ANY CIRCUMSTANCES.**

**B. The use of an ineligible pitcher; See “Tournament Rules and Guidelines Publication”**

**C. The use of an ineligible player. See “Tournament Rules and Guidelines Publication”**

In the event there is a difference between this document and Little League of America rules and the referenced publication, the publication is to be followed.

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The District Administrator of a given district is responsible for various aspects of the operations of district tournament games that are a part of the International Tournament. The District Administrator may appoint a Tournament Director if the games of a tournament are played at various sites. **For 2017, Assistant District Administrator Ray Fix has been appointed District 16 NJ Tournament Director. Bill Scull, District 16 Umpire-In-Chief, has been appointed as the District 16 NJ Assistant Tournament Director.** The Site Tournament Directors serve as representatives for District 16 at the individual sites.

For additional information related to the Little League of America tournaments go [www.District16NJ.org](http://www.District16NJ.org)