

Tournament

Management Methods for a Successful
International Tournament



Session objectives

- Provide an overview of the International Tournament management responsibilities of the D.A.
- Discuss suggested strategies for tournament administration and operation
- Review tried and true best practices for tournament administration and operation

The D.A. Role in the Tournament is Crucial.

They are responsible for preparation, administration, guidance, and oversight at the district and/or section and state levels. The D.A. provides a **valuable** service to the leagues and the community.



Management Methods for a Successful International Tournament

- Pre-Tournament
 - Preparing Schedules
 - Selecting Game Sites
 - Tournament Staff
 - Reviewing Affidavits and Supporting Eligibility Materials
- Post-Tournament
 - Survey Leagues/Districts for Feedback
 - Preparing Teams for Next Level
 - Mileage Reimbursement
- Tournament
 - Inclement Weather
 - Forfeits
 - Protests
 - Awards/Banners

Pre-Tournament Responsibilities

- Preparing Schedules
 - Choosing the tournament format
 - Communicating the information
 - Confirming tournament enrollment
 - Handling changes
- Selecting Game Sites
 - Communicate expectations
 - Tournament Expenses/Funding - Who's responsible?
 - Volunteer availability
 - ASAP eligible
 - Lights
 - Condition of fields and facilities (restrooms, concessions, parking)
 - Hotel accessibility/availability (state tournaments)

Quick Tip from the Field:

“Before the tournament season, I will review with the League Presidents. Typically, my pre-tournament president meeting. I will review the manager expectations with the League Presidents so they are aware of what I'm expecting come tournament time. I also review expectations with host sites and umpires. This can be done through email and/or a scheduled meeting, usually both. I also review expectations at my manager briefing. This covers everything from pre-game directions to bathroom breaks.”

- Roman Jones, GA-5



Pre-Tournament Responsibilities

- Tournament Staff
 - Hold training sessions on tournament rules and proper protest procedures
 - Ensure that each staff member is clear on his/her duties/responsibilities
 - Umpires
 - Game operations (official scorekeeper, pitch count for baseball, etc.)
 - Presentations available on LLU
 - Appoint a site director for each game site
 - Have communication plan for when D.A. is not on site

Quick Tip from the Field:

“I appoint a District staff member to be a Tournament Director. I have talked to them about how to run the tournament. I have directed them on how to handle a protest if I am on site, a well as if I am not. If they’re unable to resolve the protest they are to get/call me directly and I will try to resolve the issue over the phone. If the protest continues, then I (and only I) call the tournament protest line. I make every effort to make sure I’m available during District Tournaments. I rotate locations as required and make myself available.”

- Derek Lisby, IN-7



Pre-Tournament Responsibilities

- Reviewing Affidavits and Supporting Eligibility Materials
 - Hold district-wide meeting prior to tournament to share expectations with league officials
 - Solicit assistance of district staff
 - Plan for multiple dates/locations for documentation checks
 - Be prepared with a ‘mobile office’ (laptop, 3-in-1 copier/printer/scanner)
 - Avoid waiting until day of team’s first tournament game to check documentation
 - Know what steps to take if there are documentation issues



Tournament Responsibilities

- Inclement Weather

- Develop an emergency plan for each site, have it in writing and communicate it to staff.
- Be prepared to adjust schedules(dates/times) when necessary
 - In advance, tell coaches how you will communicate changes
 - Always get confirmation that any schedule changes have been received by each impacted team

*Once the tournament has started, any alterations to tournament format must be approved by the Tournament Committee

Quick Tip from the Field:

“At the start of each tournament ,each coach signs in and gives us at least two different contact numbers so that we can communicate any changes to them and ensure that each team is aware. We will either do a group text and/or call each team to inform them of any such changes.”

- Michael Marler, LA-3



Tournament Responsibilities



- Forfeits
 - Can only be ruled by the Tournament Committee
 - Must call your respective Regional protest line
- Protests
 - Educate staff to follow proper chain of command and understand what is protest-able.
 - When possible, work together to avoid entering into a protest situation.
 - When the local decision is not accepted, elevate the protest to the Regional level quickly to avoid in-game delays.

Tournament Responsibilities

- Awards/Banners
 - Secure the official Little League Championship Banners for District/Section/State champions
 - Consider organization as a state to purchase state championship banners from state association dues
 - When it comes to trophies/plaques/medals/rings, provide consistent awards across tournaments in the state



Post-Tournament Responsibilities

- Preparing Tournament Champion for Next Level
 - Familiarize yourself with State/Regional Tournament Packet
 - Review the information with Tournament Champion
 - Promptly send any requested information to State/Regional Tournament Host
- Mileage Reports
 - Confirm mileage is correct (one round trip)
 - Submit once team has concluded Tournament Play - No need to wait until September 15 deadline

Quick Tip from the Field:

After reviewing the next tournament level packet, promptly reach out to State/Region Host to address any questions. Also, review the packet with District Staff, so more people are prepared to answer questions from the tournament champions, if the D.A. is not available.

- Bob Hudlow, OR-1



Post-tournament responsibilities

- Survey Leagues/Districts for Feedback
 - Include time in your fall District and State meetings to review tournaments
 - Send out an online survey to parents/coaches/league officials for feedback on various aspects of tournament
 - Gather the information and use it to improve upon future tournaments