



BASEBALL TOURNAMENT CONVENORS GAME DUTIES

1. **ARRIVE EARLY!!** You should arrive 1 hour before the first game if you are responsible for signing teams into the tournament and 30 minutes prior to all other games.
2. As soon as both teams arrive, introduce yourself to the managers and answer any questions about special tournament rules or offer to find the answer if unsure.
3. Make sure that all the necessary paper work is completed before the team plays a scheduled game.
4. For OBA tournaments, give each team a line-up card to be filled out and returned to you as soon as possible.
5. Conduct the flip for "HOME" team with the team traveling the furthest distance having the call.
6. Assign home team's scorekeeper as the official scorekeeper.
7. Make sure that the Official scorekeeper receives the line-up cards or batting order from both teams.
8. Handle any problems (not handled by the umpires), which may occur during the game. Call the Tournament Coordinator (330-1565 or 323-3549) for any questions or problems that you cannot answer. **All rule interpretations MUST be made by the Tournament Coordinator ONLY.**
9. At the end of the game:
 - **Make sure that both coaches and both umpires have signed the game sheet.**
 - Give each team a copy of the game sheet, including the pitching records.
 - If one of the teams is finished in round-robin play make sure that you keep them at the park until you get confirmation from the Tournament Coordinator.
 - If one of the teams is finished playing, thank them for coming and check that they didn't have any problems or concerns.
10. If the umpires have any problems or if there was any injuries in the game, (i.e.: ejections) remind them to file a written report before they leave the diamond. If there is any reportable physical contact with an umpire, call immediately to the Tournament Coordinator to report the incident and how it was handled.
10. **Complete the following:**
 - Phone the Tournament Coordinator with the score and the pitching record
 - File all paperwork in appropriate files prior to leaving the park.
 - Make sure that the convener for the next game has arrived before you leave the park.

TOURNAMENT COORDINATOR
330-1565 or 323-3549