



Cloverdale Minor Baseball

Tournament Director Job Description

General Duties

- Locate tournaments through other leagues & the internet for Mosquito and older divisions (sometimes Tadpole). Most leagues have their dates for tournaments set early.

Cloverdale has the **Rodeo Tournament** on the May long weekend. We usually host 8-10 Mosquito teams, 6 Pee Wee "A" teams, and 6 Bantam "AA" teams.

We also host the **Boullanger Tournament** on the July long weekend for summer ball teams. We like to host 10 Mosquito "A" teams, 6 Pee Wee "AA" teams, and 6 Bantam "A" or "AA" teams. Contact the President to discuss what the entry fee will be for teams entering these tournaments.

A **Tadpole Summer League Tournament** is also hosted by Cloverdale usually in late July. This is handled by the Tadpole summer ball coaches.

- Get the names of the division coordinators from the registrar, secretary or our website
- Gather information from coordinators on which teams wish to travel, and which teams wish to stay at home and host.
- Get teams booked for traveling tournaments as soon as possible as most fill quickly. Contact the treasurer and get entry fee paid to other clubs. Try to avoid trade offs as this is very difficult to track on the books.
- Get schedule for traveling teams as soon as available and get this information to the team coaches.

Tournament Hosting Duties

- Book all teams that are coming and collect entry fees (these are to be given to the treasurer).
- Inform Cloverdale teams that they will be responsible for concession and to contact the concession manager for schedule times.
- Do schedule and relay information to all teams with rules and contact sheet. Schedule should be given to concession manager so that they can do their schedule.
- Have schedule, scoreboard and rules to post on bulletin board at concession the first day of the tournament.
- Book umpires or ask the umpire coordinators to assist you in this. Also decide on an Umpire-in-chief (usually one of the senior umpires will do this if asked).
- Organize scorekeeping-usually home team will keep score and this will be official unless there is a dispute. Have score sheets and pitching records sheet done and ready to be handed out to each team before their first game. All score sheets (home and visiting teams) should be handed in to the tournament director after each game.
- Set up a dispute staff. This staff should be an odd number and consist of yourself, umpire-in-chief, and 1-3 others (these can be executive members, directors or senior coaches-however do not use coaches that are playing in the tournament).
- Keep standings up to date.
- If possible set up a grounds crew who will be responsible for setting up the diamonds, raking between games, putting away all equipment and bases at the end of the day, and covering the pitching mounds with tarp if rain is threatening. The grounds crew is usually formed from coaches and parents from the participating Cloverdale team(s).



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- The Tournament director should be on site during the entire tournament. They should greet the visiting teams as they arrive for their first game to collect rosters and answer any questions they may have.
- Hand out trophies and medals. We usually have trophies for 1st and 2nd place teams and MVP awards for 1 player from each team per game.