



Regional Tournament  
**Host Manual**

**American Legion Baseball**

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# INTRODUCTION

This booklet is designed to give the Local Hosting Committee insight into the operation of an American Legion Regional Tournament; a general knowledge of the responsibilities; and the duties of each person who participates in the planning and running of the Tournament as a local volunteer from the Host City.

This manual is not to be construed as the “final word” in the American Legion Baseball tournament program. Each tournament has a unique atmosphere created by the community, organizing group and volunteers. As the year progresses, the Local Chairperson will receive many memorandums from our National Headquarters Staff describing the methods and means of accomplishing the tasks in much greater detail.

This manual is to be considered as a basic outline of areas of responsibility for the personnel concerned. You will receive periodic mailings on our Regional Tournament policies and procedures throughout the year. This will lead us to our final goal, a successful American Legion Regional Tournament.

NOTE: Throughout this booklet the reader shall see the words “to be designated” and “to be determined” following specific subjects. “To be designated” means that National Headquarters will inform the Local Chairperson of this data according to existing American Legion policies. “To be determined” means that this information will be mutually agreed upon by the Host Post and National Headquarters through discussion of the topic by officials representing both parties.

# ORGANIZATION

In the planning for any event of the size and scope of an American Legion Regional Tournament, the first step is the formulation of a “key” group of volunteers. This group will perform the “lion’s share” of all tasks which must be accomplished in order for a Regional Tournament to be a success.

Of course, within this group there is always a “key person,” the one person to whom Headquarters can refer all matters not specifically covered under the duties and responsibilities of the many others involved. We call this person the LOCAL CHAIRPERSON. This person serves as general Chairperson of the local non-profit corporation organized for hosting The American Legion Regional Tournament and must be a person familiar with baseball tournament operation.

Directly under the Local Chairperson we have six DIVISION DIRECTORS, each of whom is responsible to the Local Chairperson for a major division of organization. In no specific order of importance, these six divisions are: ADMINISTRATION; FINANCE; MANPOWER; OPERATIONS; PUBLIC RELATIONS; and STADIUM.

Following is a listing of committees by Division:

- **Administration Division**  
Communications; Tournament Information, Etc.
- **Finance Division**  
Advertising; Tickets; Souvenirs; Concessions; Housing and Feeding, Etc.
- **Manpower Division**  
Ticket Personnel; Program Sellers; Maintenance, Etc.
- **Operations Division**

Activities and Schedules; Transportation; Host Groups; Medical; Etc.

- **Public Relations Division**

Ceremonies; Banquet; Parade; Decorations; Publicity, Etc.

- **Stadium Division**

Personnel; Parking; Traffic; Security; Venue, Etc.

The Local Chairperson, the six Division Directors and the officers of the corporation make up the general TOURNAMENT COMMITTEE, which is the corporate body hosting The American Legion Regional Tournament.

Please refer to Addendum A for an organizational chart further clarifying your position in the local tournament structure.

## **LOCAL CHAIRPERSON**

This individual has supervisory authority over all phases of local tournament operation, serves as a “general Chairperson” over all Division Directors, presides at all meetings of the Tournament Committee, and attends meetings of divisions and/or committees within divisions to advise, direct and make assignments where she/he deems necessary. Final responsibility of this individual is to National Headquarters for all (even the smallest or most insignificant) details necessary to make this Regional Tournament as successful as those of the past.

In addition, this individual is responsible for making sure that the Tournament Committee meets each and every obligation as outlined in the Regional Tournament Contract.

This person cannot serve as a Committee Chairperson or Division Director so that she/he may be more flexible to oversee the entire operation.

## **DIVISION DIRECTOR**

### ***ADMINISTRATION DIRECTOR***

This individual has supervisory authority over the Communication Chairperson, the Headquarters Chairperson and the Information, Reservations and Registration Chairperson, presides at all division meetings, attends all committee meetings within the division to advise and direct as necessary, and serves as a member of the Tournament Committee. Final responsibility for all operations of this division is to the Local Chairperson.

### ***FINANCE DIRECTOR***

This individual has supervisory authority over the Advertising Chairperson, the Ticket Chairperson, the Souvenir Chairperson, the Concessions Chairperson and the Housing Chairperson, presides at all division meetings, attends all committee meetings with the division to advise and direct as necessary, and serves as a member of the Tournament Committee. Final responsibility for all operations of this division is to the Local Chairperson.

## **MANPOWER DIVISION**

This individual has supervisory authority over the Ticket Personnel Chairperson, Ushers Chairperson and the Program Sellers Chairperson, presides at all division meetings, attends all committee meetings within the division to advise and direct as necessary, and serves as a member of the Tournament Committee. Final responsibility for all operations of this division is to the Local Chairperson.

## **OPERATIONS DIRECTOR**

This individual has supervisory authority over the Activities and Schedule Chairperson, Transportation Chairperson, Host Group Chairperson and Medical Chairperson, presides at all division meetings, attends all committee meetings within the division to advise and direct as necessary, and serves as a member of the Tournament Committee. Final responsibility for all operations of this division is to the Local Chairperson.

## **PUBLIC RELATIONS DIRECTOR**

This individual has supervisory authority over the Ceremonies Chairperson, Banquet Chairperson, Decorations Chairperson and Publicity Chairperson, presides at all division meetings, attends all committee meetings within the division to advise and direct as necessary, and serves as a member of the Tournament Committee. Final responsibility for all operations of this division is to the Local Chairperson.

## **STADIUM DIRECTOR**

This individual has supervisory authority over the Personnel Chairperson, the Parking, Traffic, Security Chairperson and the Venue Chairperson, presides at all division meetings, attends all committee meetings within the division to advise and direct as necessary, and serves as a member of the Tournament Committee. Final responsibility for all operations of this division is to the Local Chairperson.

# **ADMINISTRATION DIVISION**

## **COMMUNICATIONS COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Communications Committee, presides at all committee meetings, and attends all Administration Division meetings. Final responsibility for all operations of this committee is to the Administration Division Director.

## **COMMITTEE FUNCTIONS**

This committee is responsible for providing necessary communication apparatus and related equipment (phones, faxes, computers, local access to Internet Service) for use during the Regional Tournament.

Basic areas of responsibility and provisions are:

- Public address system - for field and Banquet
- Telephone for press box (1) listed number
- Public telephones within stadium - Available for public use

- Local access to Internet Service (Press Box) for the use of the official Scorekeeper selected by National.
- Local Headquarters Office - to receive telephone calls to stadium, monitoring same, thus, eliminating most calls to the press box

**NOTE: All telephones and Internet lines must be installed by August 1**

- Copy machine - for Tournament Director's use to make media and Scout kits
- National Headquarters telephone (1) - (numbers to be established by Aug. 1) - cellular phone if possible
- Fax machine (1) for press and Tournament Director's use (number to be established by Aug. 1)
- Umpire field telephone to press box
- Dugout telephones - from dugouts to press box
- Tape player or CD player - for use on public address system for playing of anthem and other music
- The Communications Committee will perform other duties as assigned by the Local Chairperson.

### ***TOURNAMENT INFORMATION COMMITTEE CHAIRPERSON***

This individual has supervisory authority over the Tournament Information Committee, presides at all committee meetings, and attends all Administration Division meetings. Final responsibility for operations of this committee is to the Administration Division Director.

### ***COMMITTEE FUNCTIONS***

Upon request, this committee is responsible for providing continuous flow of information to anyone interested in the Regional Tournament. It shall be done during the months leading up to the Tournament and they will also assist with hotel-motel reservations in advance for those persons wishing to attend the tournament.

Basic responsibility and provisions are:

- Procedure for reservations - should be written out in advance. (fan welcome packet as well as welcome packet for team)
- Chamber of Commerce materials - to be available at the hotels during registration.

**Establishing an Internet web page is an extremely useful communications tool. The committee needs to establish a web presence. We recommend you work closely with the local Visitor's Bureau and Chamber of Commerce who can provide helpful information to out-of-town fans. Links to Convention Bureau, hotels, and tourist attractions is important. Addendum B is a sample web site for your information.**

- The Tournament Information Committee will perform other duties as assigned by the Local Chairperson.



# FINANCE DIVISION

## **TICKETS COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Tickets Committee, presides at all committee meetings, and attends all Finance Division meetings. Final responsibility for all operations of this committee is to the Finance Division Director.

## **COMMITTEE FUNCTIONS**

This committee is the financial backbone of the entire Tournament & is responsible for:

- Conducting a successful ticket campaign (the most important task) as outlined in the contract.
- Setting ticket prices.
- Establishing a ticket booth at the Ballpark for daily sales.
- Bringing remaining tickets to the field each day in order for them to be sold.
- Numbering all ticket books.
- Establishing an area where teams not playing in the game can be seated.
- Establishing an area where American Legion Baseball officials and guests can be seated as a group. The number of reserved seats for use by National Headquarters is 40 (includes scouts, staff and umpires).
- Filing a Monthly report with the Finance Director and the Tournament Chairperson on the progress of ticket sales as of that date.
- The Ticket Committee will perform other duties as assigned by the Local Chairperson.

## **ADVERTISING COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Advertising Committee, presides at all committee meetings, and attends all Finance Division meetings. Final responsibility for all operations of this committee is to the Finance Division Director.

## **COMMITTEE FUNCTIONS**

Primarily, the Advertising Committee is concerned with selling local and state advertising for use in the Tournament Program-Yearbook and on the outfield fence.

This committee is responsible for conducting a successful advertising sales campaign providing the following:

- Price structure and sizes.
- Copy deadline for all ads.
- The scorecard insert - (Usually provided by a service club or a local soft drink bottler. They will pay for the printing of this insert. It will be printed the week the teams arrive).
- Alcoholic beverages and tobacco advertising is prohibited. No advertising can be accepted for any product, service, etc. that can be construed as being harmful to the welfare of youth.
- The Advertising Committee will perform other duties as assigned by the Local Chairperson.

## **SOUVENIRS COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Souvenirs Committee, presides at all committee meetings, and attends all Finance Division meetings. Final responsibility for all operations of this committee is to the Finance Division Director.



## **COMMITTEE FUNCTIONS**

The Souvenirs Committee is responsible for the selection of suitable souvenir items that will produce revenue for the Regional Tournament Committee and for sales during the Regional Tournament.

This committee is responsible for the following:

- To establish a list of suitable souvenirs. National Headquarters reserves the right to approve all souvenir items.
- Locations for sales - strategically placed “stands” also “hawkers” circulating throughout grandstands and bleachers.
- Price structures - consult with National staff prior to establishing prices; experience of past Tournaments is valuable.
- Chairperson is responsible for completing Souvenirs sales report and forwarding to National Headquarters within 30 days of the completion of the Tournament.

**Note: Use of a Legion emblem and name (The American Legion or American Legion Baseball, Legion Ball terminology) is copyrighted and must be approved, in advance, by the National Adjutant if any merchandise is sold at the souvenir stand. Please see Addendum C for further information.**

**The American Legion has a long-standing policy of requiring merchandise to be “made in America.” Items, such as baseballs, that are not manufactured in America are exempt. Example – permission to embroider or silk-screen an American Legion logo on a shirt made outside this country WILL NOT be given. Members of The American Legion believe strongly in buying “made in America” products.**

- The Souvenirs Committee will perform other duties as assigned by the Local Chairperson.

## **HOUSING COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Housing Committee, presides at all committee meetings, and attends all Finance Division meetings. Final responsibility for all operations of this committee is to the Finance Division Director.



## **COMMITTEE FUNCTIONS**

The Housing Committee is primarily responsible for determining a satisfactory site for housing of visiting team managers and coaches (2 coaches per team; 18 players per visiting team). A housing memorandum is located in back of manual as Addendum D.

Hotel rooms necessary for hosting Regional Tournament:

- \*Staff - 3 singles
- \*Teams - 55 doubles and 15 singles for the first four nights of the tournament; 20 doubles and 6 singles for days five and six and 5 doubles and 4 singles after the final game.
- Out of town fans, professional scouts and college coaches - 100-200 rooms
- \*Umpires - 4 singles - Wednesday through Wednesday (to be housed at separate facility if possible)

\*National is financially responsible for and will set up master bill.

### **Daily breakdown of rooms for teams, staffs and umpires:**

Tuesday	0 doubles	3 singles	(director - asst. & scorekeeper)
Wednesday	35 doubles	18 singles	teams arrive
Thursday	35 doubles	18 singles	start of tournament
Friday	35 doubles	18 singles	
Saturday	35 doubles	18 singles	
Sunday	20 doubles	9 singles	four teams depart
Monday	20 doubles	9 singles	two teams depart
Tuesday	5 doubles	4 singles	

**Wednesday**      **Championship team departs for World Series**

### **CONCESSIONS COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Concessions Committee, presides at all committee meetings, and attends all Finance Division meetings. Final responsibility for all operations of this committee is to the Finance Division Director.

### **COMMITTEE FUNCTIONS**

The Concessions Committee can add greatly to the financial success of the Regional Tournament since the Regional Tournament Committee retains all profit from the concession stands.

This committee is responsible for providing the following:

- Types of food and drink - establishing a list of all food and drink items to be sold at the concession stands.
- Price structure - establish a list of all good and drink items that is normally charged during the regular season.
- There should be at least three strategically located concession stands at the ballpark. The concession lines should not interfere with a walkway for others.
- The Chairperson is responsible to complete and forward to National Headquarters a Concession stand report within 30 days of the completion of the Tournament.
- A list of prices must be visibly posted where everyone can see them.
- The Concession Committee will perform other duties as assigned by the Local Chairperson.



### **FINANCE DIVISION POLICIES**

#### **Tickets - in and out.**

- workers entry - National will forward passes for volunteer workers (stadium personnel, concessions, souvenirs, ticket personnel) entering.
- press, Scout entry - National provides entry of qualified press representatives and major league scouts by pass.
- printing tickets - Host Post will print and pay for printing of all tickets; a sponsor should be obtained.
- Advertising - no adverse ads - alcohol, tobacco in souvenir program.

### **Souvenirs - emblem approval**

- National must approve any use of American Legion emblem on souvenirs.
- one group - salesmen should be service club, fraternal or civic organization. All sales personnel should be mature.

### **Concessions - no alcohol.**

- one group - sales personnel should be a homogeneous group; i.e., Auxiliary, service, fraternal, civic organization. All sales persons should be mature.

Financial settlement to National Headquarters is due 30 days after the conclusion of the Tournament.

### ***PROVISIONS BY HOST POST REGIONAL TOURNAMENT COMMITTEE***

- Change for ticket booths
- Cash boxes
- Change aprons
- Cash bags
- Bank
- Checkbook
- Petty cash for local Headquarters
- Expense vouchers

### **FINANCIAL FACTORS - Finance**

#### **Local**

- Souvenirs - all profits to Host Post Committee
- Concessions - all profits to Host Post Committee
- Contributions and gifts - to be discussed as per contract
- Program ads - all profits to Host Post Committee
- Program printing - all profits to Host Post Committee
- Program sales - all profits to Host Post Committee
- Ticket printing - assumed by Host City
- 40 Game Tickets for National Tournament Director

#### **National Headquarters**

- Team, staff travel, lodging and feeding
- Umpires travel, lodging and feeding

# **MANPOWER DIVISION**

## ***TICKETS PERSONNEL COMMITTEE CHAIRPERSON***

This individual has supervisory authority over the Tickets Personnel Committee, presides at all committee meetings, and attends all Manpower Division Meetings. Final responsibility for satisfactory operation of this committee is to the Manpower Division Director.

### ***COMMITTEE FUNCTION***

This committee is responsible for providing all manpower necessary for the sale of tickets before and during every game of the Tournament at the stadium.

Basic areas of responsibility and provisions are:

- Sellers - Two (2) people per session at each booth.
- Collectors - Two (2) people per session at each gate.
- Total number per session - dependent on number of gates and booths.
- All Ticket Personnel must report to the stadium one-half hour prior to starting time of the first game of the session for which assigned.
- The Ticket Personnel Committee will perform other duties as assigned by the Local Chairperson.

## ***PROGRAM PERSONNEL COMMITTEE CHAIRPERSON***

This individual has supervisory authority over the Program Personnel Committee, presides at all committee meetings, and attends all meetings of the Manpower Division. Final responsibility for satisfactory operation of this committee is to the Manpower Division Director.

### ***COMMITTEE FUNCTIONS***

This committee is responsible for providing all manpower necessary for the sale of Tournament Program Books before and during every game of the Tournament.

Basic areas of responsibility and provisions are:

- Sellers - It is important that enough sellers are present, especially, during the initial weekend.
- Hours - All sellers are to report to the stadium at least one-half hour prior to the first game of the session for which assigned.
- The Program Personnel Committee will perform other duties as assigned by the Local Chairperson.

## ***SOUVENIR SELLERS COMMITTEE CHAIRPERSON***

This individual has supervisory authority over the Souvenir Sellers Committee, presides at all committee meetings, and attends all meetings of the Manpower Division. Final responsibility for the satisfactory operation of this committee is to the Manpower Division Director.

### ***COMMITTEE FUNCTIONS***

This committee is responsible for providing all manpower necessary for the sale of souvenirs before and during every game of the Tournament.

Basic areas of responsibility and provisions are:

- Hours - All souvenir sellers are to report to the stadium at least one-half hour prior to the first game of the session for which assigned.

- The Souvenir Sellers Committee will perform other duties as assigned by the Local Chairperson.

### ***CONCESSIONS COMMITTEE CHAIRPERSON***

This individual has supervisory authority over the Concessions Committee, presides at all committee meetings, and attends all meetings of the Manpower Division. Final responsibility for the satisfactory operation of this committee is to the Manpower Division Director.

### ***COMMITTEE FUNCTIONS***

This committee is responsible for providing all manpower necessary for the sale of concession items in the concession stands, the grandstands, and bleachers before and during every game of The American Legion Regional Tournament.

Basic areas of responsibility and provisions are:

- Number - dependent on the number and size of the concession stands.
- Hours - all concession assistants will report to the stadium one-half hour prior to the start of the game of the session for which assigned.
- The Concession Committee will perform other duties as assigned by the Local Chairperson.

## **OPERATIONS DIVISION**

### ***TRANSPORTATION COMMITTEE CHAIRPERSON***

This individual has supervisory authority over the Transportation Committee, presides at all committee meetings, and attends all meetings of the Operations Division. Final responsibility for satisfactory operation of this committee is to the Operations Division Director.

### ***COMMITTEE FUNCTIONS***

The Transportation Committee is responsible for providing all forms of transportation necessary to the operation of the Regional Tournament.

Basic areas of responsibility and provisions are:

- Teams - 3-4 buses for use by out of town team.
- Staff Cars - 2 cars for use by Headquarters staff.
- Gasoline - make provisions for the above cars to be gassed at a local station and signed for by the respective drivers. Local committee pays for gas for staff cars.
- Team and Adult activities - sufficient number of buses, coordinate with Activities and Schedule Chairperson.
- Shuttle system - some form of transportation from motels, hotel to stadium for visitors (optional);
- Airport, train, bus - transportation from nearest airport for visiting officials, dignitaries, umpires (roster of volunteer drivers).
- The Transportation Committee will perform other duties as assigned by the Local Chairperson.

## **HOST COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Host Committee, presides at all committee meetings, and attends all meetings of the Operations Division. Final responsibility for the satisfactory operation of this committee is to the Operations Division Director.

### **COMMITTEE FUNCTIONS**

The Host Committee is primarily responsible for making teams welcome to the Host City for as long as they are in the Tournament.

Basic areas of responsibility and provisions are:

- Service Club Hosts - each service club may wish to adopt a team and act as that team's official host.
- Provide scheduled activities, sightseeing tours, movie passes, sponsor a meal, etc., for teams during off times. Permission from the National Tournament Director, as well as the team manager, is required prior to departure of any trip.
- Map - street map of city; minimum 8 1/2 x 11 inches.
- Restaurant directory - listing of all restaurants and locations.
- Church directory - listing of all churches and locations.
- List of medical facilities - please include information about trainer, hospitals, dentist office, and doctor's offices willing to assist and treat injured players.
- Pre-orientation meeting - before teams arrive, National staff will meet with Host to outline their responsibilities.
- A memorandum listing suggested host duties is attached (see Addendum E). A Welcome Packet List is included as Addendum F.
- The Host Committee will perform other duties as assigned by the Local Chairperson.

## **ACTIVITIES AND SCHEDULE COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Activities and Schedule Committee, presides at all committee meetings, and attends all Operations Division meetings. Final responsibility for operations of this committee is to the Operations Division Director.

### **COMMITTEE FUNCTIONS**

This committee is responsible for deciding upon and providing a schedule of "extracurricular" activities for both teams and visiting adults. All who attend the Tournament from out of town will take with them a better understanding of that part of the country they visited. This committee is also responsible for providing all practice fields and establishing a practice schedule.

Basic areas of responsibility and provisions are:

- Adult tours and events - organize interesting historical, educational and/or informational tours of the local area and its industries.
- Team trips - organize and plan for historical, educational and/or informational trips for visiting team members.
- Practice fields - are to be maintained on a daily basis. Each team should be assigned a separate practice field each day of the tournament.
- Warm-up fields - provide a separate field for the teams waiting to play the second game of each doubleheader; available every day. Batting practice is very important for all teams.
- Recreation schedule - develop a schedule of local recreation to be made available to the players; to include swimming (with manager's consent), bowling, movies, etc.



- The Activities and Schedule Committee will perform other duties as assigned by the Local Chairperson.

### **MEDICAL COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Medical Committee, presides at all committee meetings, and attends all meetings of the Operations Division. Final responsibility for the satisfactory operation of this committee is to the Operations Division Director.

### **COMMITTEE FUNCTIONS**

The Medical Committee is responsible for providing adequate medical treatment, personnel and facilities throughout the Tournament.



Basic areas of responsibility and provisions are:

- Certified Trainer - at least one certified trainer is a tremendous help. If possible, have the trainer meet the teams at orientation and let the head coach know of their services.
- Doctors - Paramedic - at least one doctor, or paramedic, must be at a designated location at least one-half hour before and throughout every game of the Tournament.
- Ambulance - to be available at the stadium at least one-half hour before and throughout every game of the Tournament.
- First aid equipment - emergency first aid equipment must be available.
- List of doctors - provide a list of cooperating doctors and dentists with their hours and addresses for distribution to Tournament Director.
- The Medical Committee will perform other duties as assigned by the Local Chairperson.

### **OPERATIONS POLICIES**

- Host Committee needs to attend the Team Orientation sessions.
- National will set the curfew for all players.

### **OPERATIONS PROVISIONS BY NATIONAL HEADQUARTERS**

National will provide for transportation of the participating teams to the Tournament site or nearest major airport. This airport must have regularly scheduled flights. Flights must include regularly scheduled jet service of DC-9 or 737 equipment.

- Printing of Game Schedules.
- Printing of Team Orientation.

### **FINANCIAL FACTORS**

- Local Gasoline costs for all Team Transportation provided during the Tournament.
- Buses for teams to be transported to and from the designated airport and for transportation on tours.
- Shuttle systems from motels to stadium for visitors.



# PUBLIC RELATIONS DIVISION

## **CEREMONIES COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Ceremonies Committee, presides at all committee meetings, and attends all Public Relations Division meetings. Final responsibility for the satisfactory operation of this committee is to the Public Relations Division Director.

### **COMMITTEE FUNCTIONS**

The primary responsibility of the Ceremonies Committee is to coordinate all ceremonies and honorary activities providing sites, equipment and necessary local dignitaries.

The committee's areas of responsibility follow:

- Banquet - date to be designated, local dignitaries.
- Opening Game Ceremonies - with National Tournament Director's approval.
- Closing Game Ceremonies - as directed by National Tournament Director.
- Personnel - responsibility for having necessary local personnel as outlined.
- Entertainment - banquet, opening game, pre-game, each night. (Sportsmanship Code will be recited before each game, we recommend you utilize key sponsors to lead the code. Also, National Anthem will be played prior to each game. If possible we suggest you obtain qualified singer for each game.
- The Ceremonies Committee will perform other duties as assigned by the Local Chairperson.



## **BANQUET COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Banquet Committee, presides at all committee meetings, and attends all meetings of the Public Relations Division. Final responsibility for satisfactory operation of this committee is to the Public Relations Division Director.

### **COMMITTEE FUNCTIONS**

The Banquet Committee is primarily responsible for the planning of the Tournament Banquet, which welcomes the players to the Host City.

Basic area of responsibility are:

- Date - Wednesday evening preceding Regional Tournament start
- Time - to be determined. (We suggest no later than 7:00 p.m.)
- Site - to be determined
- Cost - to be determined - (National will pay cost of teams, umpires, Tournament Directors and guests) (Approximately 165)
- Number attending - (usually 300-350)
- Personnel - ushers, servers
- Type Food - to be determined
- Program - shall be approved for accuracy and Legion protocol by Tournament Director



- Seating - special reserved seating for all teams and VIPs
- Menu - to be determined by local committee
- Decoration - to be determined by local host committee
- Banquet Invitations - to be handled by local host committee - It is the responsibility of local host committee to issue invitations to State and National Legion Officers; i.e. State Commander; State Adjutant; State Baseball Chairperson; National Officers residing in your state; any Past National Commander located within 400 miles. We recommend you contact and work with the State Baseball Chairperson and State Adjutant to determine the number of invitations as well as obtain address of individuals to be invited.
- The Banquet Committee will perform other duties as assigned by the Local Chairperson.

### ***PUBLICITY COMMITTEE CHAIRPERSON***

This individual has supervisory authority over the Publicity Committee, presides at all committee meetings, and attends all Public Relations Division meetings. Final responsibility for satisfactory operation of this committee is to the Public Relations Division Director.

#### ***COMMITTEE FUNCTIONS***

Considered a “must” in any event of this scope, the Publicity Committee holds a key position in the promotion of this Tournament. This Committee is responsible for all newspaper, radio and television coverage prior to the Tournament on the local and state levels.

In addition to regular publicity production, this committee must provide for the following:

- Pre-tournament speaking engagements - prior to the Tournament, organize a group of service club speaking engagements for Tournament Chairperson.
- Governor’s, Mayor’s and other selected VIP’s’ pictures and letters - welcoming letter and their photo (for program book).\*
- Committee picture - all committee chairmen, division directors and officers in a group.
- Local-state news releases - Publicity Committee produces and places same; Tournament Director with local assistant is to provide national coverage as well as selected releases that are sent to the local media.
- The Publicity Committee will perform other duties as assigned by the Local Chairperson.
- \*National Headquarters will provide photo and welcome letter from National Commander, Americanism Chairperson, Commissioner of Baseball, National and American League Presidents, as well as photos and biographies of National staff and umpires.

### ***DECORATIONS COMMITTEE CHAIRPERSON***

This individual has supervisory authority over the Decorations Committee, presides at all committee meetings, and attends all Public Relations Division meetings. Final responsibility for the satisfactory operation of this committee is to the Public Relations Division Director.

#### ***COMMITTEE FUNCTIONS***

The primary responsibility of the Decorations Committee is to provide necessary decorations for all occasions and sites having to do with the Regional Tournament.

The committee’s areas of responsibility are:

- Banquet - head table, bunting, etc.

- Courtesy car signs - distinctive signs designating those cars to be used by staff, etc., as officials cars; should include name of dealer providing car.
- Official's parking signs (Stadium) - signs to designate separate parking area; staff closest to entrance gate.
- Stadium - decorations at entrance, press box, etc.
- Local Headquarters - large outside sign designating Tournament Headquarters; also bunting, etc.
- Store windows - signs, posters, etc.
- Entrances to town - on all roads leading into Host City use signs, billboards (donated); make sure signs are large.
- Ticket booth signs - coordinate needs with Ticket Chairperson; signs to include prices.
- The Decorations Committee will perform other duties as assigned by the Local Chairperson.

### ***PUBLIC RELATIONS POLICIES***

- No alcoholic beverages to be served at the banquet or inside the ballpark.
- Radio, TV, Press - all properly identified working members of the press are allowed to cover the Regional Tournament from the press box. National Headquarters reserves the right to prevent or allow members of the press to cover the Tournament.
- Professional and College Baseball Scouts - same as press.

### **FINANCIAL FACTORS**

#### **Local**

- Banquet tickets - advertising on back.
- Scoreboard advertising.
- Souvenir Menu - advertising.
- Decorations for banquet - possibly donated.
- Invitations for VIP's - to be determined by host committee work with state officers
- Banquet - food possibly donated.
- Hall - no charge for banquet site.
- Guest Speaker - transportation, housing and feeding.
- Banquet tickets - exact number to be determined prior to banquet.

## **STADIUM DIVISION**

### ***PERSONNEL COMMITTEE CHAIRPERSON***

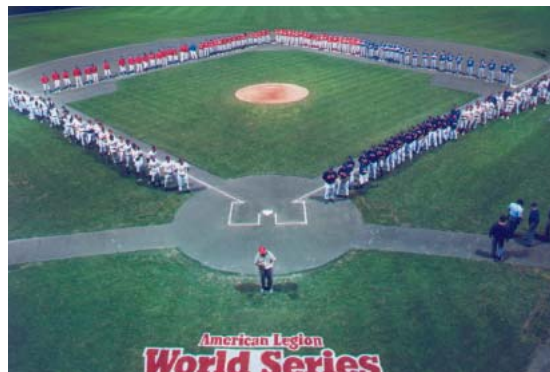
This individual has supervisory authority over the Personnel Committee, presides at all committee meetings, and attends all Stadium Division meetings and all Tournament Committee meetings. Final responsibility for all operations of this committee is to the Stadium Division Director.

## **COMMITTEE FUNCTIONS**

All personnel who serve as volunteer workers under this committee, as listed below, must be at the stadium an hour prior to starting time of the first game of each day.

This committee is responsible for having in attendance at all games the following:

- Electrician - A qualified electrician capable of handling any and all electrical failures which are possible at the stadium.
- Ground crew - A crew of not less than four responsible people to maintain the playing field prior to and during the Tournament.
- Ball persons - Three (3) PERSONS per game - at least 12 years of age - in uniform to shag foul balls behind home plate as well as down each foul line..
- Bat persons - Two (2) PERSONS - at least 12 years of age - in uniform. One bat boy/bat girl to be assigned to each of the two (2) participating teams, if needed.
- Equipment manager - A person to take charge of baseballs, rosin bags, bases, etc.
- Press box announcer - A person experienced in announcing baseball games; i.e., line-ups, etc. The same person should be assigned for the entire Tournament. A special manual has been produced to assist the announcer.
- Scorekeeper - Selected by National Headquarters.
- Scoreboard operator - A person experienced in the operation of the electric scoreboard. The same person should be assigned for the entire Tournament.
- Umpires - Selected by National Headquarters.
- The Personnel Committee will perform other duties as assigned by the Local Chairperson.



## **PARKING, TRAFFIC, AND SECURITY COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Parking, Traffic, and Security Committee, presides at all committee meetings, and attends all Stadium Division meetings. Final responsibility for all operations of this committee is to the Stadium Division Director.

### **COMMITTEE FUNCTIONS**

This committee is responsible for providing all uniformed personnel for parking, traffic control and security of personnel, finances and physical facilities utilized during the Regional Tournament.

Areas of responsibility are:

- Stadium - Uniformed parking attendants and internal patrols. Also provide and patrol a special parking area for staff, local officials and handicap parking. Escort staff members making nightly deposits of gate receipts. Provide and enforce special parking for concession suppliers trucks. Traffic control before and after game.
- Banquet - Uniformed parking attendants, traffic control, internal security.
- The Parking, Traffic, and Security Committee will perform other duties as assigned by the Local Chairperson.

## **VENUE COMMITTEE CHAIRPERSON**

This individual has supervisory authority over the Venue Committee, presides at all committee meetings, and attends all Stadium Division meetings. Final responsibility for all operations of this committee is to the Stadium Division Director.

## **COMMITTEE FUNCTIONS**

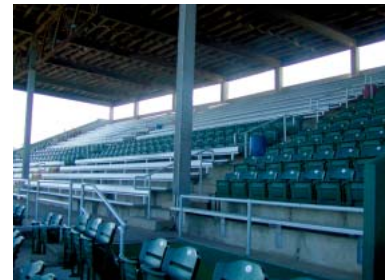
This committee is responsible for providing and maintaining the actual playing site of the Regional Tournament in all its many aspects.

Basic areas of responsibility and provisions are:

- Bullpens
- Sufficient lighting
- Scoreboard
- American Flag - optional to fly State flags
- Press box
- Numbering reserved seats
- Interior fence
- Exterior fence
- Public drinking fountain
- Dugouts
- Dugout drinking water
- Distance signs for outfield fence
- Gatorade in dugouts
- Infield tarp
- Entry gates
- Placement of liability signs (Addendum G)
- Music (either live organ or tape music)
- Bleacher Directions
- The Venue Committee will perform other duties as assigned by the Local Chairperson.
- Ticket booths
- Number of reserved seats
- Number of general admission seats
- Number of other areas
- Field office - for use by National staff
- Team name signs for scoreboard
- "Home" and "Away" dugout signs
- First aid kit
- Umpire quarters
- Public toilet facilities
- Ticket booth signs
- Rosin bags
- Bat racks
- Stadium liability insurance
- National Anthem record
- Gatorade signs
- Seating signs for grandstand

## **STADIUM POLICIES**

- No practices on the Tournament field by any team.
- No white or multi-colored signs behind the pitcher's mound. (There must be a dark green background in centerfield.)
- National Tournament Director will control Press Box.
- No bullpen in centerfield.
- The "home" dugout is to be on the third base side.
- Only emergency announcements on the public address system.
- Stadium personnel must wear distinctive identification shirts.
- Umpires are under the direction of National Tournament Director.





## **STADIUM PROVISIONS BY NATIONAL HEADQUARTERS**

- Umpires provided by National Headquarters
- Line-up sheets
- Professional rules and regulations
- Protest Committee
- Press and Scout Credentials
- Tournament Schedule

## **FINANCIAL FACTORS - STADIUM**

### **LOCAL**

- 20 dozen baseballs - 12 dozen paid for by local committee. Baseballs are selected and shipped by National Headquarters
- Team and local transportation (to and from ballpark, restaurants, practice fields and tours)
- Field, lights ...
- Equipment....scoreboard, field covers, rosin bags, bases, bleachers
- \$1,000,000 liability insurance...(Since your team is required to purchase insurance from S. A. Van Dyk for your local team, this insurance will provide one million dollars of liability coverage except for transportation).
- Parking...suggested “no charge”
- Decorations... possible no cost
- Advertising on fence .... permanent or temporary
- Electrician...services possibly donated
- Installation of press box, home plate, dugout and Headquarters phone (1)
- Staff and umpires transportation

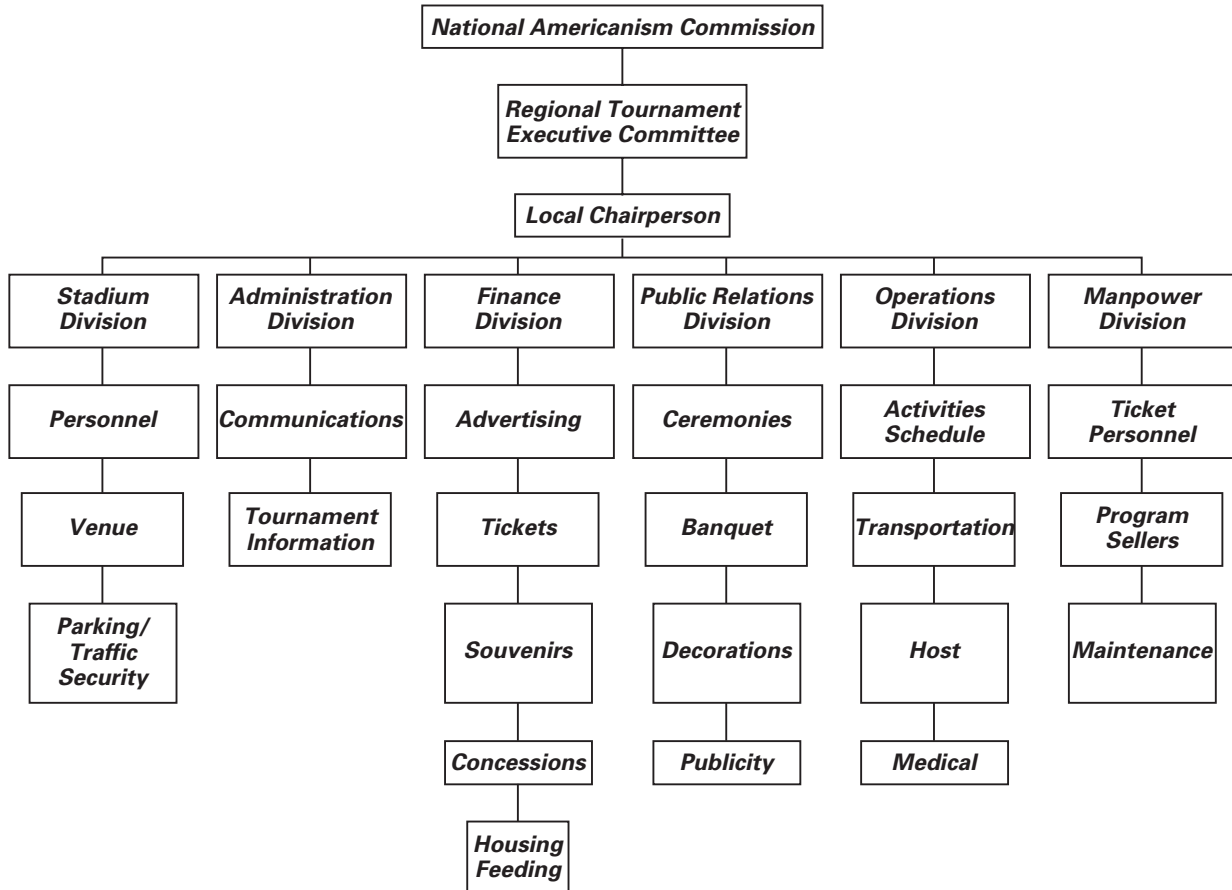


### **NATIONAL HEADQUARTERS**

- Teams housing and feeding
- Umpires' housing and feeding
- Line-up sheets, etc.
- Trophies and banners

# Addendum A

## Regional Tournament Committee Structure





## Addendum B

### SAMPLE WEB PAGE



## Addendum C

### **American Legion Emblem and Baseball Logo Copyright**

Below is a copy of The American Legion Emblem and American Legion Baseball logo. A copy or computer image copy may be obtained from the National Baseball Coordinator.

The American Legion, a not for profit veterans organization, was established by an Act of The United States Congress. Congress gave The American Legion sole and exclusive rights to have and use the name in carrying out its purpose (Section 48, Title 36, USC).

Only the National Adjutant, or his designated representative (American Legion Emblem Sales), may give authority to use the registered names, emblems, or logos of the American Legion, in accordance with trademark law and National Executive Committee resolutions.

No officer or member of a Post, County, District, Department, or other unit of The American Legion, has the authority to grant the right to manufacture, reproduce, or deal in items bearing the name, emblem, or logos of The American Legion or any colorable imitation thereof.

If you have a need for shirts, caps, pins, tacks, signs, stickers, etc. ask American Legion Emblem Sales first. Call them toll-free at 1-888-453-4466. American Legion Emblem Sales will either produce the items for you, or, as a designated representative of the National Adjutant, grant permission to have them made with an authorized manufacturer. Call American Legion Emblem Sales at: 1-888-453-4466.



# Addendum D

The American Legion  
P. O. BOX 1055  
Indianapolis, Indiana 46206

## AMERICAN LEGION BASEBALL HOTEL PROCEDURES AND INSTRUCTIONS

The purpose of this memo is to give the Hotel Staff a better understanding of our procedures, the number of rooms required and how billing procedures are handled.

The American Legion Baseball Program wishes to thank you in advance for your assistance with our 20\_\_ Regional Baseball Tournament. The American Legion has been hosting these tournaments since 1925. This tournament is one of eight National Tournaments. The tournament will consist of seven State Champion teams, as well as a local host team. This is an Olympic Pool Play Tournament consisting of 15 games total. Starting on Wednesday, August \_\_, a banquet with approximately 350 players and fans will kickoff our tournament. The local chairman is completely responsible for banquet arrangements. The first game will be on Thursday, August \_\_ and the last game should be on Monday evening, August \_\_. The champion will go to The American Legion World Series.

### ***Pre-Check In***

- Tuesday, August \_\_ - Tournament Director, Assistant Tournament Director and Official Scorekeeper arrive at site.
- Wednesday, August \_\_ - Teams and umpires arrive. Teams are housed four players per room and the coaches get a single room each, since they will have their wives with them.
- The Tournament Director, along with the local housing committee, will inspect every room prior to the teams' arrival on Wednesday. The Tournament Director will also inspect each room prior to the teams' departure.

### ***Orientation***

**Each team will be given a tournament orientation on Wednesday, August \_\_, before the tournament director issues room keys.** We require a small conference room with 50 chairs, (theater style, with aisle), and a head table with three chairs. Please have the room available from 10:00 a.m.-5:00 p.m. This orientation room should be made available at no charge. A rooming list of teams and players assigned to those rooms will be given to the front desk after orientation. **(Sample attached.)** One key per room is issued to the Room Captain and to coaches at the orientation.

### ***Daily Managers Meeting***

A daily coaches meeting will be held Friday, Saturday, Sunday and Monday. The Tournament Director will establish the time with hotel personnel. We request that coffee and Danish rolls be delivered daily to this room. The Tournament Director will be responsible for payment. A small room should be set up for this daily meeting, (sometimes the Tournament Director's suite is large enough) that will involve no more than 12 individuals.

## Billing Procedures

National Headquarters will forward to your hotel, **on August 1**, a check in the amount of **\$10,000.00** as a deposit for the rooms. We request that you invoice this office for the balance at the conclusion of the Tournament. When the final bill is sent to National Headquarters, we request a breakdown by team. **For example:**

Minnesota	7 Rooms x \$65.00 per day x 4 days	\$1,820
Iowa	7 Rooms x \$65.00 x 6 days	\$2,730
Wisconsin	6 Rooms x \$65.00 x 4 days	\$1,560
	Coffee w/Danish x 6 days	\$ 216
	TOTAL	\$6,326

Our Tournament Director will review and approve the final billing prior to his departure.

## Room Requirement:

Tuesday, August __		3 SGLS
<i>(Two rooms comp for Tournament and Assistant Tournament Director during the Tournament.)</i>		
Wednesday, August __ — Teams Arrive	35 DBLS	18 SGLS
Thursday, August __	35 DBLS	18 SGLS
Friday, August __	35 DBLS	18 SGLS
Saturday, August __	35 DBLS	18 SGLS
Sunday, August __	20 DBLS	9 SGLS
Monday, August __	20 DBLS	9 SGLS
Tuesday, August __	5 DBLS	4 SGLS
Wednesday, August __ - Championship Team and Tournament Directors checkout		
	TOTAL	281 Rooms*

*\*The total of rooms will increase if we experience any type of rain delay, or delay in getting teams home and we request that you do not over book your facility during this Tournament. This is a guideline on the number of rooms.*

If umpires have been assigned to the same hotel, then four additional single rooms from August \_\_ to August \_\_, 2002 will be needed. Please check with local chairman on umpire housing.

National Headquarters is responsible for room and tax of all teams and umpires. Each team is responsible for paying all incidental charges prior to checking out.

**We request that all phones and any pay TV devices are turned off in the players and coaches rooms. These devices may be turned on only if coach or parent establishes credit with hotel.**

### **Miscellaneous:**

Approximately 50 professional scouts and 100 to 300 out-of-town fans will attend this tournament. These individuals are responsible for making their own reservations. This office will provide your hotel's telephone number and address to all interested parties. We request that, if you charge a different rate, to inform us of what that will be so that we may send the correct information to every team, fan and scout.

The players and coaches are given \$18.00 per day meal money. Any assistance you wish to provide toward discount meals is most appreciated. Coupons are great and can be given to teams upon arrival.

If your facility has a web site, please send me your web address and we will be happy to establish a link from our tournament web page to your web address. We have found this does assist out of town fans and parents in making earlier reservations.

We are positive you and your staff will enjoy these young players. Our experience with them is always enjoyable.

We look forward to working with you and your fine staff.

James R. Quinlan  
Program Coordinator  
American Legion Baseball  
Telephone: (317) 630 -1213  
Fax: (317) 630-1369  
Jquinlan@legion.org

cc: Tournament Directors  
Local Tournament Chairmen  
Tournament Manual



**Please Print**

# American Legion Baseball Tournament Rooming List

Team Name \_\_\_\_\_ State \_\_\_\_\_

City \_\_\_\_\_ Sponsor \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ Room # \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_ Room # \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_ Room # \_\_\_\_\_

11. \_\_\_\_\_ 12. \_\_\_\_\_

13. \_\_\_\_\_ 14. \_\_\_\_\_ Room # \_\_\_\_\_

15. \_\_\_\_\_ 16. \_\_\_\_\_

17. \_\_\_\_\_ 18. \_\_\_\_\_ Room # \_\_\_\_\_

19. \_\_\_\_\_ 20. \_\_\_\_\_ Room # \_\_\_\_\_

Team Manager

Coach

21. \_\_\_\_\_ 22. \_\_\_\_\_ Room # \_\_\_\_\_

Coach

Coach

**Please Print**

The American Legion shall only be financially responsible for certified players and the Team Manager and (1) Coach listed on National Form #1. Additional personnel traveling with the team shall be responsible for their own reservation and costs.

<b>12 players or less &amp; 2 Coaches = 3 Doubles &amp; 2 Singles</b>
<b>13 to 16 players &amp; 2 Coaches = 4 Doubles &amp; 2 Singles</b>
<b>17 to 18 players &amp; 2 Coashes = 5 Doubles &amp; 2 Singles</b>

# Addendum E

The American Legion  
P. O. BOX 1055  
Indianapolis, Indiana 46206

## **AMERICAN LEGION BASEBALL SUGGESTED HOST DUTIES**

On behalf of The American Legion, National Americanism Commission, we wish to thank you for assisting our kids. As a host, your duties are crucial to the success of this tournament. You will find your “duties” very enjoyable and rewarding. These young men are tremendous athletes, several will play Major League Baseball someday and many more will earn a college scholarship for their efforts at this tournament. You will discover that being associated with your team is a lot of fun. I know you will enjoy your association with them. Here are a few suggestions we have for you.

1. Meet the team at the motel or airport. (The local Chairperson will know which teams are flying to the tournament site.) Have a Welcome sign, with your club’s name on it.
2. Have a welcome packet that lists key telephone numbers where you can be reached in case of an emergency. Maps of the area, points of interest, and discount tickets for restaurants, bowling and movies are always great. It is very helpful if you have a list of doctors, dentists or sports trainers who can help in case of an injury to a player. (We have had players who have had an abscessed tooth at 2:00 a.m. in the morning and needed treatment. As host, you will be the first one a coach will call.)
3. Know where the nearest laundry mat is and directions. Your team will need to do laundry each day.
4. Some teams will only be in town four days while others will spend six days. The team will only play one game each day with the exception of rain delays. Your group may consider taking the players to a mall, movie theater or even on a sight seeing trip. Most coaches appreciate these arrangements, while others politely say no. If you want to make an offer, be sure to work out the arrangements with the coach, as well as with the National Tournament Director.
5. Many hosts, in the past, have arranged a breakfast, picnic or pizza party for these young men. Again, please work out the arrangements with the Head Coach and National Tournament Director. The American Legion provides \$18.00 meal money, per player, per day.
6. Transportation, to and from the ballpark, practice fields and restaurants, is the most difficult, expensive and important responsibility for the local committee. Any assistance you can provide to the team and the local committee will be appreciated. Many hosts will provide a bus and driver for their team.
7. Many host clubs can help provide a cheering section for their team by purchasing tickets and selling them to their members. These young men really appreciate a good cheering section.
8. One duty that will be a tremendous help for that team who wins the Regional Tournament is to arrange to have their championship patches sewn on their uniform prior to departing to the World Series. The Tournament Director has 50 patches for two complete sets of uniforms.

These are only a few ideas for you to consider. Many times, the simple ideas work the best. Last year, at one tournament the Jaycee wives baked homemade cookies for the players. Homemade cookies and milk after a game is a great treat.

We have had great support from civic groups and we are sincerely appreciative. The time and effort your group provides to these young baseball players will make their memory of this tournament and your community a long lasting one.

The American Legion  
National Americanism Commission



# **Addendum F**

The American Legion  
P. O. BOX 1055  
Indianapolis, Indiana 46206

## **AMERICAN LEGION BASEBALL WELCOME PACKET LIST**

The purpose of this list and the Welcome Packets your committee assembles should be designed to answer any questions visiting fans may have ahead of time. The packets should also try to promote interest and encourage fans from the other states to come to the Tournament. Ten packets must be at National Headquarters by June 30. We recommend that these Welcome Packets include:

- Welcome letter from Tournament Chairperson.
- Letter should give location, telephone numbers and rates of hotel that the fans can call for hotel/motel reservations.
- Hotel/motel telephone numbers and address where teams will stay.
- Telephone number of the press box, to get scores.
- Telephone number of local Tournament Chairperson to call if they have any questions.
- Map of the city.
- Those Regionals that utilize an airport, for teams and fans, information on the airport, i.e., location, which airline, shuttle service, to and from airport, etc.
- Tournament schedule of games.
- Discount coupons for local restaurants.
- Point of interest - sightseeing tours.
- Campground information.
- Ticket information - cost.
- Names and telephone numbers of host designated for each team.

## **Addendum G**

# **– ATTENTION – American Legion**



## **Baseball Fans**

All Persons entering the ball park assumes all risk and danger incidental to the game of baseball whether occurring prior to, during or subsequent to the actual playing of the game, including specifically (but not exclusively) the danger of being injured by thrown bats and thrown or batted balls and agrees the participating teams, players and team officials are not liable for injuries resulting from such causes.

The American Legion  
National Americanism Commission  
Indianapolis, Indiana



## A Message To Our Fans

Fan enthusiasm and support are a great part of baseball and active cheering is encouraged. The American Legion baseball program is dedicated to providing a safe and positive environment for both the player and fans.

You are requested to be considerate at all times of the feelings of the players and sensitivities of those fans seated around you. Hopefully, this request is all that is necessary. The American Legion will enforce this request in the following manner.

1. The use of aerosol air-horns or whistles will not be permitted, during an American Legion baseball game. Persons using an air-horn or whistle will be removed from the ballpark.
2. Persons entering the playing field or throwing or attempting to throw objects on the field also will be subjected to immediate ejection and criminal prosecution.
3. Persons using obscene or abusive language or engaging in any other antisocial conduct, offensive to those around them will be asked to cease this conduct. If the offensive conduct persists, those involved will be subject to ejection from the premises.

Your cooperation is appreciated and we hope you enjoy the game.

**The American Legion  
National Americanism Commission  
Indianapolis, Indiana**

**ANNOUNCEMENT**

***to be given at least once during the course of each game by the P.A. announcer.***

The American Legion requests that you return any ball hit or thrown into the stands to \_\_\_\_\_ . The spectator assumes all risks incidental to the game of baseball, including specifically (but not exclusively) the risk of being hit by bats or balls. Any bat thrown or ball hit or thrown into the stands can be dangerous and spectators should be alert at all times to avoid being hit.

**SUGGESTED SIGN**

***to be placed on every gate leading onto the playing field***

Attention: it can be dangerous on the playing field. All persons entering the playing field with or without the permission of the American Legion assume all risk of injury from thrown bats, thrown or batted balls and any other hazards.

**SUGGESTED MESSAGE**

***to be printed on the back of each ticket sold***

The holder of this ticket assumes all risk and danger incidental to the game of baseball whether occurring prior to, during or subsequent to the actual playing of the game, including specifically (but not exclusively) the danger of being injured by thrown bats and thrown or batted balls and agrees the participating clubs or their officials, agents, and players, are not liable for injuries resulting from such causes.

# Addendum H

The American Legion  
P. O. BOX 1055  
Indianapolis, Indiana 46206

## AMERICAN LEGION BASEBALL SAMPLE MEMO

**DATE:** April 2, 2002  
**MEMO TO:** Local Tournament Umpires  
**SUBJECT:** Additional Host Duties

We are requesting your assistance to help the out-of-town umpires to be more comfortable during their stay at the National Tournament. Listed below are a couple of ideas that can be arranged ahead of time to help make the umpire's task more enjoyable.

1. Help arrange transportation to and from ball park, as well as, to and from airport for those umpires who fly to the tournament site.
2. Have a map available upon arrival giving directions from the motel to ballpark. Also, include sites of interest, laundry facilities, restaurants, etc. Mark the number of miles to ballpark from the motel.
3. Either locate laundry facilities for umpires to wash uniforms each evening or if possible, have a spouse wash them. Past experience shows that other umpires will chip in for a nice floral arrangement or treat her to a meal at a nice restaurant.
4. Arrange for cold soft drinks/water in dressing room after each game. If weather is very hot have something cool to drink during the game. If weather is very hot, have ammonia water available.
5. If the stadium does not have a dressing room, we would appreciate you arranging for an air-conditioned trailer or RV. We do not want umpires to dress out of the trunk of a car in the parking lot. After a game, the umpires need a place to cool off and relax, especially between a doubleheader.
6. Arrange, with the Local Tournament Chairperson, for ball boy/girl to chase foul balls inside the ballpark, as well as bring new baseballs to umpire. Note: Ball boy/girl must wear helmet and should be at least 12 years old and aware of the dangers. Give CLEAR instructions, we do not want anyone hurt.
7. Arrange with the Tournament Director to have two dozen baseballs rubbed down and in a ball bag prior to each session.
8. If possible, arrange for souvenirs for each umpire such as T-shirts, caps, pins and programs. Local Chairperson should be able to donate these items. **Ask local Chairperson once, if the Chairperson does not provide a souvenir shirt, don't ask again.**

The American Legion appreciates your assistance as the Tournament host umpire. The extra effort to serve your out-of-town crew is appreciated.



James R. Quinlan  
Program Coordinator  
American Legion Baseball

# **Addendum I**

## **– Sample Contract –**

### **20\_\_ AMERICAN LEGION BASEBALL TOURNAMENT AGREEMENT**

THIS AGREEMENT made and entered into this the FIRST day of JANUARY 20\_\_, by and between THE AMERICAN LEGION NATIONAL HEADQUARTERS AND AMERICAN LEGION POST 99 of ANYTOWN, USA.

WITNESSETH THAT:

In consideration of Ten Dollars (\$10.00) each to the other in hand paid, receipt of which is hereby conclusively acknowledged, and other good and sufficient consideration including these presents and the awarding of the 20\_\_ \_\_\_\_\_ REGIONAL Tournament of American Legion Baseball to POST 99 by THE AMERICAN LEGION NATIONAL HEADQUARTERS, which tournament is to be played at ANY STADIUM on AUGUST \_\_-\_\_, 20\_\_.

I. AMERICAN LEGION POST 99 (hereinafter called HOST) hereby agrees:

1. To obtain, without cost to THE AMERICAN LEGION NATIONAL HEADQUARTERS, a suitable baseball park, and backup ball park in case of rain delays, with lights for night games, for the playing of all games to be included in the above tournament schedule, together with all park help (including groundskeepers and ball shaggers); sufficient ticket sellers, ticket takers, spectators; and sufficient police for the purpose of maintaining order at the park and of supervising parking and traffic.
2. To provide without cost to THE AMERICAN LEGION NATIONAL HEADQUARTERS qualified medical personnel and equipment at each scheduled tournament game to render care for any participant or spectator should an emergency arise.
3. To provide to THE AMERICAN LEGION NATIONAL HEADQUARTERS, office space near or in the ball park, a copier, fax machine and three telephones, (one for radio hook-up, one for newspaper use and a third (cellular is preferred) for the tournament director's exclusive use at the ball park and which will not be available to the general public. To also provide to THE AMERICAN LEGION, two courtesy cars for National Tournament Director & Assistant.
4. To charge an admission price to all Regional tournament games consistent with prices usually charged at ANY STADIUM and to make an accurate daily accounting to the representative of the National Americanism Commission directing the tournament, of all such admissions and admission tickets sold for all tournament games.
5. To sponsor and pay for a pre-tournament banquet without cost to THE AMERICAN LEGION NATIONAL HEADQUARTERS. THE AMERICAN LEGION NATIONAL HEADQUARTERS, agrees to pay for banquet tickets for the participating teams and coaches, National Tournament staff, umpires & Distinguished Guests, at the net cost to the sponsoring committee.

6. To arrange and underwrite without cost to THE AMERICAN LEGION NATIONAL HEADQUARTERS, Pre-Game Ceremonies and extra-curricular activities for the competing teams in the tournament provided that all such functions are subject to the prior written approval of the Tournament Director.

7. To provide without cost to THE AMERICAN LEGION NATIONAL HEADQUARTERS, suitable practice fields for the participating teams.

8. To remit to the NATIONAL TREASURER, THE AMERICAN LEGION, at Indianapolis, Indiana, \$\_\_\_\_\_. The remittance shall be made within Thirty (30) days after the conclusion of the tournament.

9. To furnish to THE AMERICAN LEGION NATIONAL HEADQUARTERS all local transportation for teams; to nearest MAJOR AIRPORT and return, to hotels and return, from hotels to ball park and return, and from restaurants and return, at all tournament games. This includes practice sessions.

10. To purchase from THE AMERICAN LEGION NATIONAL HEADQUARTERS, 12 dozen official baseballs needed for the tournament. The National Americanism Commission selects these baseballs.

11. To furnish to THE AMERICAN LEGION NATIONAL HEADQUARTERS, a certificate(s) evidencing insurance in amounts equal to those set forth below:

General Liability	\$1,000,000 combined single limit
Personal Liability	\$1,000,000 combined single limit
Contractual Liability	\$1,000,000 combined single limit
Personal Injury AND	\$1,000,000 combined single limit
Property Damage	
Medical Payments	\$50,000 per individual

Said insurance shall name THE AMERICAN LEGION NATIONAL HEADQUARTERS, as an additional insured and shall provide for the defense of THE AMERICAN LEGION NATIONAL HEADQUARTERS, its officers, employees and agents and shall be considered prior to any other insurance. Said insurance certificate(s) shall provide that it may not be canceled without giving ten (10) days advance written notice to The American Legion National Headquarters, P.O. Box 1055, Indianapolis, Indiana 46206-1055, Attn: National Americanism and Children & Youth Division Director.

12. In addition, and not in substitution for the foregoing insurance coverage, to indemnify and hold harmless THE AMERICAN LEGION NATIONAL HEADQUARTERS from and against any and all claims, suits, losses, damages or liability whatsoever, including all costs (including reasonable attorney fees), expenses and charges.

13. To comply with the provisions of Resolution No. 30 adopted by the National Executive Committee at its regular meeting in Indianapolis, Indiana, May 9-10, 1984, a copy of which is attached hereto as Exhibit A.

14. To provide up to five whole pages in the Regional Tournament Souvenir Program Booklet for National Headquarters use. These pages will be used for promotional information, advertisement as contracted by the National Headquarters. The National Americanism and Children & Youth Division staff shall make determination of use of these five pages.

15. To provide to the National Headquarters, ten (10) copies of the Regional Tournament Souvenir Program Booklet for their use and distribution.



II. THE AMERICAN LEGION NATIONAL HEADQUARTERS hereby agrees, in its discretion:

1. A. To authorize and pay the round trip ground transportation of the teams participating in the tournament and/or  
B. To authorize and pay the round trip airline transportation of participating team to the nearest major airport, (this does not include airline transportation to a regional airport unless it is financially advantageous to the National Headquarters). In the event this alternative is chosen by The American Legion, the host Post shall provide ground transportation to the host from the nearest major airport as set forth in paragraph I.9.
2. To set the playing schedule.
3. To pay the fees and expenses of tournament umpires and official scorers to be selected and assigned by THE AMERICAN LEGION NATIONAL HEADQUARTERS.
4. To pay for adequate and suitable housing facilities for the housing of the officially participating teams, which shall include not more than eighteen (18) registered players and two (2) adult officials for each team, which housing facilities shall be arranged for or provided by HOST.
5. To pay for three (3) substantial meals daily for registered players and team officials of the competing teams except host team.
6. Housing facilities and menus are subject to the inspection and approval of the duly authorized representative of THE AMERICAN LEGION NATIONAL HEADQUARTERS.

III. By mutual agreement by both parties for the good of the tournament:

1. It is mutually agreed that The American Legion National Headquarters does and shall enter into sponsorship agreements, transactions, and contracts with various groups, companies and corporations and that such agreements, transactions, and contracts shall be fully honored by Local host, and that local host shall not enter into agreements, transactions and contracts with any groups, companies and corporations without written permission of The American Legion National Headquarters. **The Host further agrees that, as relates to hosting the Regional Tournament, that they will not grant rights to any third party in connection with the advertising, promotion or sale of products in the sports beverage category (which shall include carbonated and non-carbonated sports drinks, sports beverages, isotonic, and electrolyte and fluid replacement beverages). The Host will indemnify and hold harmless The American Legion National Headquarters from and against any and all liability, damages, expenses, or charges of any type resulting from a breach of this paragraph.**
2. It is mutually agreed that the distribution of Complimentary Admissions or Complimentary Admission Tickets shall be done with the approval of the representative of the National Americanism Commission directing the tournament.
3. It is also mutually agreed that Professional Major League Scouts and members of the media will not be charged admission to any game supervised by the National Americanism Commission and that 40 tickets with seating behind home plate will be set aside for Professional scouts.
4. This agreement constitutes the entire understanding of the parties hereto and may not be changed or modified unless such change or modification is reduced to writing which writing shall have been executed by the parties hereto. This agreement incorporates and includes the result and conclusion of all negotiations, meetings and discussions between parties concerning this agreement and all facets of the Tournament arranged pursuant to it.

5. The parties hereto mutually recognize, accept and agree to the sole, exclusive and final jurisdiction of The American Legion National Baseball Appeals Board over any and all disputes or disagreements which might arise under this Agreement, the tournament of The American Legion Baseball Program.

In the event any dispute or disagreement whatsoever concerning this agreement, the tournament mentioned in this Agreement or The American Legion Baseball Program should arise, said dispute or disagreement shall be referred to The American Legion National Baseball Appeals Board for decision. As noted above, The American Legion National Baseball Appeals Board shall have sole, exclusive and final jurisdiction over all such disputes or disagreements. Said decisions by The American Legion National Baseball Appeals Board shall be final and conclusive.

6. It is further agreed that there shall be no other mechanism for resolving said disputes or disagreements and that decisions of The American Legion National Baseball Appeals Board may be enforced by any court with jurisdiction. This paragraph is specifically intended to provide a forum to resolve any and all disputes and disagreements without the need to refer to the Courts except for enforcement of decisions by The American Legion National Baseball Appeals Board.

IN WITNESS WHEREOF, THE AMERICAN LEGION NATIONAL HEADQUARTERS AND AMERICAN LEGION POST 99 have set their hands this the FIRST day of JANUARY, 20\_\_.

ATTEST: THE AMERICAN LEGION  
NATIONAL HEADQUARTERS

\_\_\_\_\_ by \_\_\_\_\_  
NATIONAL ADJUTANT NATIONAL COMMANDER

ATTEST:

\_\_\_\_\_ by \_\_\_\_\_  
TOURNAMENT CHAIRPERSON POST COMMANDER  
AMERICAN LEGION POST 99 AMERICAN LEGION POST 99