



INGOMAR FRANKLIN PARK ATHLETIC ASSOCIATION



TOURNAMENT POLICIES AND PROCEDURES

February 2005

Don Haddad



It is widely known throughout Western Pennsylvania that IFPAA sponsors, without match, the best traveling teams and traveling team tournaments. Throughout your travels, you will not find better-run tournament teams or tournaments with the kind of elite competition and facilities offered by IFPAA. Everyone affiliated with IFPAA Tournaments should be proud of the association's many accomplishments in this area.

Throughout the years, we have amassed considerable knowledge concerning the running of a first class tournament and the managing of a tournament team, but all too often, this information was not passed down to the new generation of commissioners, managers and directors.

This document was originally adopted by the IFPAA Board of Directors at the December 4, 2003 Board Meeting and amended and restated at the January 6, 2005 Board Meeting, as the Policies and Procedures which will govern tournament baseball at IFPAA. It is meant to be a working document, to be reviewed and modified annually by motions approved by the board of directors as a result of practical experiences gained during future tournament seasons. This is our attempt to collect this information pass it on to the next generation, to try to make life easier and to assist the Commissioners, Tournament Managers and Bracket Directors in continuing IFPAA's long tradition of running first class tournaments.

We will try to be available to answer any question you may have and assist you in running a first class tournament or managing a first class tournament team. Please feel free to contact the Tournament Director, Don Haddad with any questions or comments at the following:

Home Phone: (412)364.4284
Cell Phone: (412)759.1526
Work Phone: (412)391-8356
Home e-mail: haddad27@comcast.net
Work e-mail: Donald.haddad@citizensbank.com

TABLE OF CONTENTS

Section 1 – The Tournament Team	PAGE 4
1. Manager Selection	PAGE 4
2. Tournament Team Opportunities	PAGE 4
3. Tournament Team Description	PAGE 6
4. Player Eligibility	PAGE 8
5. Hoe Teams Are Picked	PAGE 8
6. Fees & Expenses	PAGE 9
7. Uniforms	PAGE 10
8. Manager Binder	PAGE 10
Section II – Tournaments	PAGE 11
1. Fields	PAGE 11
2. Start Dates	PAGE 12
3. Flyer	PAGE 12
4. “B” Tournament Brackets	PAGE 12
5. Snack Shack	PAGE 12
6. Umpires	PAGE 13
7. Tournament Rules	PAGE 13
8. Bracket Determination	PAGE 13
Section III – Summary of Responsibilities Regarding IFPAA Tournaments	PAGE 17

EXHIBITS

Exhibit I	Tournament Manager Selection Policy & Procedure	PAGE 20
Exhibit II	Tournament Field Allocations for 2004	PAGE 21
Exhibit III	Advice from a Former Bracket Director	PAGE 23
Exhibit IV	Tournament Player/Parents Memo of Understanding	PAGE 32
Exhibit V	Medical Release Form	PAGE 34
Exhibit VI	Substance Abuse Policy	PAGE 35

SECTION 1 – The Tournament Team

The traveling tournament teams are an opportunity for IFPAA's best players to participate in tournaments against other leagues' best players. The goal for these tournament teams is to exhibit good sportsmanship, improve skills in a more competitive environment and play to win. The traveling season is unlike the in-house season, as there is no guaranteed playing time and players usually play only a limited number of positions. It is highly recommended that the tournament team manager explain the IFPAA's philosophy and his own particular approach to parents at the tryouts in order to avoid any conflicts or confrontations down the road due to lack of equal playing time or a player's relegation to a specific position for the entire season.

IFPAA fields both "A" and "B" tournament teams in all age groups. In an effort to have as many players as possible participate in tournament ball in the younger age groups, IFPAA fields two "A" teams consisting of an American League Team and a National League Team in the 8, 9, 10, 11 & 12 year old age groups. One other combined (American and National) "B" team is then formed from the remaining players in these age groups. In the 13 and 14-year-old age groups, only one "A" team is formed, with a "B" team being formed from the remaining players.

I. MANAGER SELECTION

Travel Teams

The respective age group's commissioner recommends the manager for approval by the Board. The recommendation must be the result of that respective leagues' adherence to the Manager Selection Policy, attached as Exhibit 1. The Manager recommended as a result of the Manager Selection Policy should be a manager or a coach of one of the in-house teams for that respective age group.

Williamsport Teams

The respective age group's commissioner recommends the manager for approval by the Board. The recommendation must be the result of that respective leagues' adherence to the Manager Selection Policy, attached as Exhibit 1. The Manager recommended as a result of the Manager Selection Policy should be a manager or a coach of one of the in-house teams for that respective age group.

Knights of Columbus Team

The *12-Year-Old Commissioner*, as recognition for his work and dedication to the league, is traditionally asked to manage this team. If the commissioner elects to decline the honor, he may select a replacement. The Board must approve the recommended Manager.

The MANAGER SELECTION POLICY *is set forth in Exhibit 1:*

II. TOURNAMENT TEAM OPPORTUNITIES

American League/National League Traveling Teams

- As a result of our affiliation with Little League Baseball and the size of our League, IFPAA is required to divide the league for "Little League" sanctioned tournaments. Also, IFPAA's long stated policy is for all traveling teams to be divided in a similar manner, consistent with the "Little League" requirements. IFPAA elected to divide the league into an American League and a National League based upon the Julian calendar. This means that all players who have even numbered birth dates are assigned to the **American** League and all players with odd

numbered birthdays are assigned to the ***National*** League. All tournament teams, beginning with the 8-year old level up to and including the 12-year old teams, are divided in this manner for participation in tournaments and for participation in the Western PA League.

- **13 and 14 year old players.**
 - IFPAA is represented in the 13 year old and 14 year old tournaments by a combined tournament team. American and National League designation does not come into consideration at these upper age groups.
- **Player’s age.**
 - The age of a player is determined by that player’s respective age as of July 31 of the current year. For girls’ softball, the age of a player is determined by the respective players age as of December 31 of the preceding year.
 - In leap years, February 29 and March 1 are considered the same date.
- Birth dates for the American League and the National League, based upon the Julian calendar are as follows:

American League Birthdays

2-Jan	1-Feb	1-Mar	2-Apr	2-May	1-Jun	1-Jul	2-Aug	1-Sep	1-Oct	2-Nov	2-Dec
4-Jan	3-Feb	3-Mar	4-Apr	4-May	3-Jun	3-Jul	4-Aug	3-Sep	3-Oct	4-Nov	4-Dec
6-Jan	5-Feb	5-Mar	6-Apr	6-May	5-Jun	5-Jul	6-Aug	5-Sep	5-Oct	6-Nov	6-Dec
8-Jan	7-Feb	7-Mar	8-Apr	8-May	7-Jun	7-Jul	8-Aug	7-Sep	7-Oct	8-Nov	8-Dec
10-Jan	9-Feb	9-Mar	10-Apr	10-May	9-Jun	9-Jul	10-Aug	9-Sep	9-Oct	10-Nov	10-Dec
12-Jan	11-Feb	11-Mar	12-Apr	12-May	11-Jun	11-Jul	12-Aug	11-Sep	11-Oct	12-Nov	12-Dec
14-Jan	13-Feb	13-Mar	14-Apr	14-May	13-Jun	13-Jul	14-Aug	13-Sep	13-Oct	14-Nov	14-Dec
16-Jan	15-Feb	15-Mar	16-Apr	16-May	15-Jun	15-Jul	16-Aug	15-Sep	15-Oct	16-Nov	16-Dec
18-Jan	17-Feb	17-Mar	18-Apr	18-May	17-Jun	17-Jul	18-Aug	17-Sep	17-Oct	18-Nov	18-Dec
20-Jan	19-Feb	19-Mar	20-Apr	20-May	19-Jun	19-Jul	20-Aug	19-Sep	19-Oct	20-Nov	20-Dec
22-Jan	21-Feb	21-Mar	22-Apr	22-May	21-Jun	21-Jul	22-Aug	21-Sep	21-Oct	22-Nov	22-Dec
24-Jan	23-Feb	23-Mar	24-Apr	24-May	23-Jun	23-Jul	24-Aug	23-Sep	23-Oct	24-Nov	24-Dec
26-Jan	25-Feb	25-Mar	26-Apr	26-May	25-Jun	25-Jul	26-Aug	25-Sep	25-Oct	26-Nov	26-Dec
28-Jan	27-Feb	27-Mar	28-Apr	28-May	27-Jun	27-Jul	28-Aug	27-Sep	27-Oct	28-Nov	28-Dec
30-Jan	29-Feb	29-Mar	30-Apr	30-May	29-Jun	29-Jul	30-Aug	29-Sep	29-Oct	30-Nov	30-Dec
		31-Mar				31-Jul			31-Oct		

National League Birthdays

1-Jan	2-Feb	2-Mar	1-Apr	1-May	2-Jun	2-Jul	1-Aug	2-Sep	2-Oct	1-Nov	1-Dec
3-Jan	4-Feb	4-Mar	3-Apr	3-May	4-Jun	4-Jul	3-Aug	4-Sep	4-Oct	3-Nov	3-Dec

5-Jan	6-Feb	6-Mar	5-Apr	5-May	6-Jun	6-Jul	5-Aug	6-Sep	6-Oct	5-Nov	5-Dec
7-Jan	8-Feb	8-Mar	7-Apr	7-May	8-Jun	8-Jul	7-Aug	8-Sep	8-Oct	7-Nov	7-Dec
9-Jan	10-Feb	10-Mar	9-Apr	9-May	10-Jun	10-Jul	9-Aug	10-Sep	10-Oct	9-Nov	9-Dec
11-Jan	12-Feb	12-Mar	11-Apr	11-May	12-Jun	12-Jul	11-Aug	12-Sep	12-Oct	11-Nov	11-Dec
13-Jan	14-Feb	14-Mar	13-Apr	13-May	14-Jun	14-Jul	13-Aug	14-Sep	14-Oct	13-Nov	13-Dec
15-Jan	16-Feb	16-Mar	15-Apr	15-May	16-Jun	16-Jul	15-Aug	16-Sep	16-Oct	15-Nov	15-Dec
17-Jan	18-Feb	18-Mar	17-Apr	17-May	18-Jun	18-Jul	17-Aug	18-Sep	18-Oct	17-Nov	17-Dec
19-Jan	20-Feb	20-Mar	19-Apr	19-May	20-Jun	20-Jul	19-Aug	20-Sep	20-Oct	19-Nov	19-Dec
21-Jan	22-Feb	22-Mar	21-Apr	21-May	22-Jun	22-Jul	21-Aug	22-Sep	22-Oct	21-Nov	21-Dec
23-Jan	24-Feb	24-Mar	23-Apr	23-May	24-Jun	24-Jul	23-Aug	24-Sep	24-Oct	23-Nov	23-Dec
25-Jan	26-Feb	26-Mar	25-Apr	25-May	26-Jun	26-Jul	25-Aug	26-Sep	26-Oct	25-Nov	25-Dec
27-Jan	28-Feb	28-Mar	27-Apr	27-May	28-Jun	28-Jul	27-Aug	28-Sep	28-Oct	27-Nov	27-Dec
29-Jan		30-Mar	29-Apr	29-May	30-Jun	30-Jul	29-Aug	30-Sep	30-Oct	29-Nov	29-Dec
31-Jan											31-Dec

III. Tournament Team Description.

"A" Team

The "A" teams are IFPAA's #1 teams representing the American League and the National League in the 8, 9, 10, 11 & 12-year-old age groups and a combined team in the 13 and 14 year old age groups.

- The American League team, the National League team and the first team from the 13 year old and 14 year old age brackets are to be considered "A" teams and are to participate in ONLY "A" tournaments.

"B" Team

IFPAA's goal is to have as many participants as reasonable playing in tournaments come July. IFPAA has a long tradition of fielding very strong "B" tournament teams. After the "A" teams are announced, the remaining players who were not picked for the "A" teams and those who just want to play "B" ball have the option of trying out for a combined "B" team. These teams play in a wide array of "B" or small league sanctioned tournaments.

- The third team in the under 12 year old age brackets and the second team in the 13 and 14 year old brackets are to be considered "B" teams and may participate in small "A" and "B" tournaments. This philosophy is consistent with how IFPAA determines what team is to be permitted in IFPAA hosted tournaments.
- All players wishing to participate on an IFPAA "B" team must participate at the announced "B" team tryout or make alternative arrangements with both the respective league's commissioner and the "B" tournament coach. After the "B" team is picked, if there are still a sufficient number

of players who did not get picked to play on the "B" team and these players are still interested in participating on a "C" team, IFPAA will support a "C" team. The manager of the "C" team has to go through the same manager selection process as does the "A" and "B" managers. This team is strictly for those players who were **not asked** to participate on either the "A" or the "B" teams.

- Any team established by any other means will not be supported or sponsored by IFPAA.

Williamsport.

- In 2004 Ingomar is celebrating its 52nd year of affiliation with Little League Baseball. Ingomar fields both American League and National League Williamsport Tournament teams at the 10-year-old, 11 year old and 12-year-old age groups. Ingomar participates in PA State District 4.
- Williamsport League Identification numbers are:
 - American League # 238-04-22
 - National League # 238-04-02
- Traditionally the District 4 tournament was structured as a single elimination tournament, however beginning in 2003, the District went to a double elimination tournament.
- The first round of the Williamsport tournament starts at the beginning of July and lasts approximately two weeks under its current double elimination structure. The winner of the District 4 Tournament proceeds to the Regional Tournament, which typically begins the weekend after the District 4 Tournament. The winner of the Regional Tournament, then proceeds to the State Tournament, which begins the weekend after the Regional Tournaments conclude. The winner of the State Tournament then proceeds to the Eastern USA tournament with that winner proceeding to Williamsport.
- Williamsport games take priority over ALL OTHER games, as far as scheduling. The same holds for scheduling Vestal Field. The District Administrator should not be asked to reschedule games due to other tournaments. Pitching rotations should be set up with a priority to Williamsport games.
- All players on the "Little League" teams are required to have the "Little League" patch affixed to their uniforms.
- The Williamsport boundaries are:
 - Marshall (north)
 - Franklin Park (west)
 - Babcock Blvd (east)
 - Ross Twp (south)
 - The Williamsport Manager is required to deliver to the IFPAA President a map of the area detailing the exact address and location of each player being recommended for the "Little League" team. All players need to be confirmed in the boundaries prior to the announcing of the "Little League" teams.
 - The "Little League" teams are not allowed to be announced prior to June 15 of the respective year.
- It is highly recommended that the "Little League" manager and his coaches carefully review all the "Rules and Guidelines for Tournaments" in the "Little League" rule book.

Knights of Columbus.

- The Annual Knights of Columbus Tournament always takes place on the last weekend in June. Our Lady of Olives Council # 3907, Knights of Columbus, Wexford, PA sponsors the annual

tournament. The Annual Tournament is for the benefit of “TRY”, Together for Retarded Youths.” The participating organizations in the tournament are North Hills A. A., BradMar Pine A. A., Ingomar Franklin Park A.A. and McCandless A.A.

- This is a single elimination tournament with the brackets pulled out of a hat. All four teams play on Saturday with the winner playing each other Sunday for the championship. The losing teams play each other earlier Sunday afternoon in a consolation game.
- Ingomar hosts the tournament at Vestal Field. Ingomar is responsible for getting the field in “tournament condition” and manning the snack shack. Each league is responsible for supplying umpires for one of the games. The Umpire Coordinator is responsible for supplying Ingomar’s best umpires for Ingomar’s assigned game. The umpires who do the game **do so without pay**. Four umpires are needed, one for each base. Ingomar has a “Special Coach” who has been in the dugout with Ingomar throughout the history of the tournament. Ingomar’s current special coach is Martin Amrhein. Marty was given a uniform years ago, which he proudly sports at these games.
- IFPAA has special uniforms, which are used exclusively for this tournament. These uniforms are handed out to the team and must be returned for use in subsequent years.
- The first place team is awarded a trophy. The trophy has to be returned the following year and is awarded to the next year’s winning team (like the Stanley Cup). Once a league wins the trophy three times, the respective league gets to keep that particular trophy. Ingomar's goal is always to do our best and to win the tournament.

Note: During the week where a respective age group is hosting an IFPAA tournament, IFPAA Policy prohibits those teams hosting the tournament to sign up and begin tournament play in another tournament, which is starting at the same time, except if one if IFPAA’s Williamsport teams is progressing to the next level of competition.

IV. PLAYER ELIGIBILITY

In order to be eligible to participate in any IFPAA sponsored tournament team a player must participate in at least half of their in-house games by June 15, barring injury or the like. IFPAA’s policy is that a player who participates on an IFPAA tournament team IS NOT PERMITTED to participate on any other traveling, AAU or tournament team, not sanctioned by IFPAA during what is considered the traditional tournament season, i.e. from late June through the beginning of August.

V. HOW ARE TEAMS PICKED?

Williamsport Teams for the 10 year old, 11 year old and 12 year old players.

- The players in each age group vote only for those players in their age group and in their respective leagues (for example, only 12 year old National league players vote for 12 year old National Williamsport players). The vote is handled via a secret ballot coordinated by each league’s respective commissioners and his appointed assistants. The commissioner is to enlist one at large person to witness the vote count. The 10 players receiving the highest number of votes are automatically invited to participate on the Williamsport Tournament Team. The Manager has the option of adding additional players to fill the roster; however, since Little League requires that everyone participate in each game, no more than 12 players per team is recommended.

- Little League rules requires that each player must bat at least one time or play the field for at least three (3) defensive outs in each game, even if the game was shortened as a result of the 10 run rule, rain or any other reason. The Penalty is forfeiture of the game.
- The respective team manager from the 12 year old team has the option of adding one or more players from the 11 year old age group, but only if the player has exceptional ability and would help the team. For example, the 12-year-old National League Manager could add an 11-year-old National League player if the Manager feels that the player will assist the team. Double rostering is not permitted. By that, any 11 year-old player who elects to be rostered on a 12 year old team is not permitted to also be rostered and play on a 11 year old team.
 - This applies only to the 12 year old teams. The 11 year old and the 10-year old Williamsport team are not permitted to add a player on their roster from a younger age group. For example, the 11-year old manager is not permitted to add a 10-year old player and the 10 year old manager is not permitted to add a 9 year old to his roster.
 - This should be done only after discussions with that player's parents and with the parents' consent. It is recommended the Managers do their best to allow the younger players to play within their specific age group.
- All players who wish to participate on a Williamsport Team **MUST** live within the IFPAA boundaries. This same rule **does not apply** to a player who wishes to play on an IFPAA traveling tournament team. That player needs only to participate in IFPAA, as long as he/she plays in over half of his/her in-house leagues games by June 15th of that particular year. (This issue comes into play when players from Brad Mar Pine or McCandless live outside our boundaries, but choose to play for IFPAA. These players often do not understand that they are not eligible to participate in Williamsport sanctioned games even though we do allow them to participate on our travel teams).
- The IFPAA League President has to sign off on all team rosters prior to the team roster being turned in to the District 4 Commissioner.

Traveling Tournament Team

- Tryouts are announced ahead of time and every player in the league is invited to participate in the tryouts. The League Commissioner is responsible to properly advertise and notify all players of the time and dates of the tournament tryouts. At least two tryout dates must be established in case a player is not able to make the first day.
- A player **MUST** attend at least one of the tryouts to be eligible to participate on the team. If a player, prior to the tryout, notifies both the Tournament Manager and the League Commissioner of the respective age group that he will not be unable to attend, they **may** make alternative arrangements for that player.
- The manager is **REQUIRED** to explain to parents both his philosophy and IFPAA's policy on playing time and positions, amount of travel involved, the approximate cost to participate on the team, etc. prior to or at each respective tryout.
- After the tryouts, the manager along with his designated committee selects the team. It is the manager's **RESPONSIBILITY** to personally call all players and notify them as to whether or not they made the team.
- It is required that the selections for the "A" teams be posted at the fields where the players usually play within one week of the final tryout. Those who did not make the team, are encouraged to tryout for the "B" team, and try out again the next year.

Knights of Columbus Team

- For Ingomar, the 12-year-old players select a team of 12-year-old players to participate on the team via a secret ballot coordinated by the 12 Year Old Commissioner and his assistants. The commissioner is to enlist one at large person to witness the vote count. This is a combined team from both the American League and the National League. The 10 players receiving the highest number of votes are automatically invited to participate in the tournament. The Manager has the option of adding up to three additional players, however the goal is for everyone to play, so 11 or 12 players is the recommended number.

BOTH THE WILLIAMSPORT TEAM AND THE KNIGHTS OF COLUMBUS TEAM IS PICKED BY THE PLAYERS IN THE RESPECTIVE AGE GROUP VIA A SECRET BALLOT WITH THE OPTION OF ADDING A NUMBER OF PLAYERS AT THE ELECTION OF THE RESPECTIVE MANAGER. THE RESULTS OF THE VOTE ARE TO REMAIN SECRET AND NO DISTINCTION SHOULD EVER BE MADE OR MENTIONED BETWEEN PLAYERS VOTED ONTO THE TEAM AND THOSE ADDED ON AT THE ELECTION OF THE MANAGER.

OFFICIAL LITTLE LEAGUE TOURNAMENT GAMES HAVE PRIORITY OVER ALL OTHER GAMES. ALL IN-HOUSE GAMES SHOULD BE COMPLETED BEFORE TRAVELING BASEBALL BEGINS!

VI. FEES & EXPENSES

- All expenses associated with the traveling, tournament, Williamsport or Western PA teams will be strictly the responsibility of the families of the players. IFPAA is not responsible nor does it contribute to the cost associated with these teams.
 - IFPAA does waive the Registration Fees for IFPAA teams participating in IFPAA sanctioned tournaments as a reward for the parents running the tournament.
 - The Entry Fee for Williamsport was \$ 75 per team in 2004. All fees are the responsibility of each of the teams.
- The Tournament Team Manager or his assigned business manager is responsible for putting together a budget, assessing each player for his/her share of the budgeted cost of running, dressing and equipping a traveling team and keeping a detailed ledger of all Sources & Uses of Funds for review by the Board or Parents upon request. At the end of each Tournament Season, the Tournament Team Manager is **REQUIRED** to refund all unused funds to the respective players or make an additional assessment if there is a shortfall. The Manager **MUST** provide a final accounting of all funds to the Commissioner and to the IFPAA President or Tournament Director prior to September 1 of that respective year.
- Each player selected on a traveling team is automatically assessed \$20 per player by the league for the cost of insurance, the use of equipment, baseballs and the fields. This payment is required prior to equipment being issued and the beginning of the traveling season.
- If the team elects to use IFPAA supplied tournament pants and hats, each player will be charged for the actual cost of the pants and hat. Again, the payment to the Uniform Director is required prior to the distribution of equipment, balls and, if requested, pants.

VII. UNIFORMS

- Uniforms and hats are to include one of the following; “I”, “Ingomar”, “Ingomar Franklin Park”, “Ingomar Franklin Park Athletic Association” or “IFPAA”. Traditional IFPAA colors are black, gold, white and gray. All uniforms should include a combination of these colors.
 - We are not “NA” or North Allegheny and our tournament uniforms should not identify us as such. We are, however, considered North Allegheny for American Legion baseball.

VIII. MANAGER BINDER

- Each manager is to assemble and carry to each team function, a binder with the following information:
 - Birth certificates of all players
 - Phone chain of all the players listing all contact points for the parents and/or guardians. The manager should have the home phone number, work phone number, cell phone number and pager number of all contact persons in case of emergency.
 - Medical Release Forms - This allows the player to receive medical treatment in the case of an emergency if a parent or guardian is not present. Please see Exhibit VI.
 - Team Rosters – include name, address, age, birth date and uniform number.
 - Source & Use of Funds accountability page.
 - For the older players – “Substance Abuse Policy” must also be signed and retained by the manager. Please see Exhibit VII.
- If the manager for whatever reason is not able to be present at a given event, the assistant manager should have this binder in his possession.

SECTION II – TOURNAMENTS

Ingomar has a long tradition of hosting baseball and softball tournaments for ages 8 through 14 in both “A” and “B” brackets. The recommended tournament structure is Round Robin Bracket play. On an approved basis, double elimination tournaments may still be held. The tournament structure must be determined in February, prior to the Tournament Flyer being posted in early April. AAU teams and Club teams are not permitted to participate in IFPAA sanctioned tournaments.

I. FIELDS

Directions to all fields can be located at: <http://ifpaa.org/Directions/VestalDirections.html> (for Vestal) and <http://ifpaa.org/Directions/BlueberryDirections.html> (for Blueberry).

All tournament brackets begin on a Saturday (Friday if the field is available to start early) and end on or prior to the following Friday. Tournament dates will be as agreed by the Board and posted each year in early April. The Tournament Director will set the dates and distribute the dates to the Directors prior to or at the February Board Meeting. The dates will then be discussed and will be approved by the Board at or prior to the April Board Meeting. The coordination of each bracket will be under the direction of each age group’s Bracket Director.

The assignment of fields is subject to change at the discretion of the Tournament Director and/or the IFPAA President. Field schedules may be modified as a result of conflicts resulting from "Little League Baseball's" request for Ingomar to host games during Williamsport District play.

- Vestal 1 is used for the 12A, 11A, 12B and 11B tournaments, the Knights of Columbus Tournament, and to host Williamsport games, when requested. Williamsport and Knights of Columbus games have preference over any other games.
- Vestal 3 can be utilized for age 7/8, 9/10 and 11/12-year-old girls' softball and also as back-up for 8, 9, & 10 year old boys baseball.
- Blueberry Pony League Field is used for 14A, 13A, 14B and 13B games.
- Blueberry All Purpose Field and the Blueberry Girls' Softball Field will be used for the 10, 9 and 8 year old boys' tournament along with the various girls tournaments.
 - Each year IFPAA hosts an older girls fast pitch tournament. The tournament starts on Friday night and runs through Sunday. The tournament utilizes both the Girls Softball Field and the All-Purpose Field. For 2005, the tournament runs from July 8 to the 10.
 - The Girls' Softball Field does not have a pitcher's mound. A mound will be needed for the 9 and 10-year old boys brackets. Since these tournaments are played back to back, one boys' age group is responsible for building the mound and the other age group will be responsible to take off the mound. Also, the girls' fast pitch team typically removes the mound on the All-Purpose Field prior to their tournaments. The girls' team is responsible for rebuilding the mound that they take off on the All-Purpose field.

IT IS IMPERATIVE THAT THE GIRLS REBUILD THE MOUND IMMEDIATELY AFTER THEIR TOURNAMENT IS CONCLUDED AND THAT THE LAST BOYS GROUP WHO USED THE GIRLS SOFTBALL FIELD REMOVES THE MOUND WHENEVER THEIR TOURNAMENT IS CONCLUDED.

- Blueberry Challenger Field
 - Suitable for 8 year-old boys and 7/8 and 9/10 year old girls' brackets.

Aside from the fields listed above, there are a number of alternative sites, which are suitable for tournament play if additional field time is required; Linbrook and Franklin Boro are examples of available fields.

II. START DATES

EACH TOURNAMENT IS REQUIRED TO BEGIN ON SATURDAY, EXCEPT FOR THE GIRLS FAST PITCH TOURNAMENT WHICH STARTS ON A FRIDAY NIGHT, (Friday if the field is available to start early) AND END ON OR PRIOR TO THE FOLLOWING FRIDAY. IF FOR WHATEVER REASON YOUR BRACKET WAS NOT ABLE TO FINISH ON TIME, YOUR BRACKET NO LONGER HAS PRIORITY TO THE FIELD AND YOU WILL NEED TO WORK WITH THE BRACKET DIRECTOR OF THE NEXT TOURNAMENT TO SEE WHAT TIMES AND DATES THE NEXT BRACKET DIRECTOR CAN MAKE AVAILABLE FOR YOU TO FINISH YOUR TOURNAMENT. THE NEXT BRACKET DIRECTOR HAS **NO OBLIGATION** TO MAKE TIME AVAILABLE FOR YOU TO FINISH YOUR TOURNAMENT; HOWEVER HE IS OBLIGATED TO MAKE EVERY EFFORT TO ASSIST THE OTHER DIRECTOR. IN ADDITION, THERE ARE ALTERNATIVE SITES AVAILABLE TO FINISH VARIOUS TOURNAMENTS.

III. FLYER

THE TOURNAMENT FLYER WILL BE POSTED ON OUR WEB SITE AND MAILED TO THE VARIOUS LEAGUES IMMEDIATELY AFTER THE APRIL BOARD MEETING AT THE LATEST. ANY BRACKETS THAT DO NOT HAVE A BRACKET DIRECTOR NAMED, THAT SPECIFIC BRACKET WILL BE POSTED WITH THAT LEAGUES' RESPECTIVE COMMISSIONER NAMED AS THE CONTACT FOR THAT SPECIFIC BRACKET, AT LEAST UNTIL THE BRACKET DIRECTOR IS APPOINTED.

IV. "B" TOURNAMENT BRACKETS.

IFPAA has a strong tradition of fielding very competitive "B" teams and hosting some of the best "B" tournaments for all age groups.

- The definition of a "B" team is the **SECOND TEAM FROM A RESPECTIVE LEAGUE.**
- The "B" tournament will **NOT** be geared towards the first team from any league. These leagues will be invited to participate in IFPAA's "A" bracket.
- First teams from selected leagues may be permitted to participate in IFPAA "B" Tournaments on an exception basis only as long as the specific age group's Bracket Director and the League Commissioner unanimously recommend the specific league for admittance into the bracket and the recommendation is approved by the Tournament Director and/or IFPAA President.

V. SNACK SHACK

As a part of a respective player's admittance onto a traveling team, **all parents of tournament team players are responsible to assist with snack shack, field preparation, scorekeeping and all other responsibilities that will result from IFPAA hosting tournaments.** IFPAA traditionally hosts both "A" and "B" bracket tournaments for all age brackets.

To help assist with the cost of a traveling team, the team may elect to have various fund raisers such as 50/50 fund raisers during their tournament and used the proceeds to help defray the cost of a traveling team. The team may elect to sell "specialty items" during their tournament. The proceeds will be split, with the team receiving 75% of the net proceeds from the sale of specialty items and the league receiving the remaining 25%. A "Specialty Item" will be described as anything, which is not sold in the snack shack on a regular basis. (Separate cash boxes must be kept if specialty items are sold.)

VI. UMPIRES

Patch Umpires will be used in the 14A, 14B, 13A, 13B, 12A, 12B, 11A, and 10A brackets.

- The Bracket Director is to work through Ed Heckert, Commissioner of the North Suburban Umpire Association in scheduling all games.
- Ed can be reached at (412) 369-7517.
- Umpire fees are currently \$25 per umpire for Pony League games and \$22 per umpire for all other games and are subject to change.

In-house Umpires will be used for the 11B, 10B, 9A, 9B, 8A and 8B tournaments.

- The Bracket Director is to work through the Umpire Commissioner, in scheduling all games.
- The Umpire Commissioner is to compile a list of "Little League" experienced umpires to work the tournament games. The Umpire Commissioner should review this list with the Little

League Commissioner to ensure that all the umpires on the list are acceptable. Umpire pairings should be established as best as possible.

- It is preferred that each umpire for a tournament game is at least 13 years old (a Pony League Player). An umpire under the age of 15 (Colt League Player) should be accompanied by an adult umpire (over 18 years old).
- The umpires are currently paid \$15 per game.

It is recommended that Ed Heckert, Commissioner of the North Suburban Umpire Association and the IFPAA Umpire Commissioner be contacted at least 1 month prior to the beginning of each respective tournament to make sure your respective tournament is on their master schedule and they should then be contacted again at least two weeks prior to the beginning of the tournament with a set schedule. The umpire coordinators do not like games being rescheduled and if you elect to do so you, you will meet resistance, especially from the Patch Umpires.

VII. TOURNAMENT RULES

Tournament Rules for each age group at both the "A" and "B" brackets have to be approved by the IFPAA Board. No changes or modifications can be made without Board approval at or prior to the June board meeting. Any rule modifications should be reviewed with the Tournament Director and the IFPAA President prior to the modification being introduced to the Board. All rules are to be posted on the IFPAA website prior to the beginning to the respective tournament season, no later than June 1 of any given year.

Rules are posted on the IFPAA website in the IFPAA Handbook section, <http://ifpaa.org/handbook.htm>. Look under "Player Rules" and then "IFPAA Tournament Rules."

VIII. BRACKET DETERMINATION

The specific tournament brackets to be held in a given year shall be decided upon by the Tournament Director in conjunction with the appropriate League Commissioners and presented to the Board at or prior to the April Board meeting. This presentation will include:

1. Whether "A" and "B" brackets or only an "A" bracket will be held
2. The maximum number of teams to be allowed in each bracket (8 to 12)
3. Names and contact information for the Bracket Director of the respective bracket. Until a Bracket Director is named, the League Commissioner of the respective age bracket will be named as the contact point and his/her name included in any registration material mailed to respective leagues or included on our web site.
4. The Tournament Director will present a preliminary bracket recommendation to the Board at or prior to the February Board Meeting. All issues or recommended modifications **MUST** be brought up prior to or at the March Board Meeting.
5. The Tournament Director or the League President shall release the Tournament Brackets at the latest, after the April Board Meeting. The tournament information will be posted on the IFPAA web site, mailed to all leagues and arrangements will be made to post the information on the McCandless Athletic Association web site as soon as practicable. The Tournament Director or the League President shall maintain a mailing list of participating organizations and managers from previous seasons.
6. Flyers describing the tournament shall be mailed by April 10. A registration form shall be included in the flyer. All responses should be sent directly to the Bracket Director for their

respective bracket. **Please remember that the only way a team can reserve a spot is with a non-refundable check for the full amount of the registration fee. No spots will be reserved without full payment.**

- As each registration is received, the Bracket Director for that specific bracket shall contact the respective team to confirm or deny their registration.
 - A report of number of entries in each bracket shall be provided by the Bracket Directors of each respective bracket to the Tournament Director and League President by June 15.
 - The full registration fee must be received prior to a team's spot in the bracket being reserved. Immediately after the final registration cutoff, the Bracket Director must deliver these fees along with a list of teams in their respective bracket to the League President or the Tournament Director prior to the beginning of their respective tournament.
 - **No other individual, except for the BRACKET DIRECTOR is authorized to guarantee a tournament slot to any team or league.**
 - If a question exists as to whether a team qualifies as a "B" team, they will not be permitted to participate in the bracket unless that specific team is unanimously recommended for inclusion in the bracket by the Bracket Director along with the respective League Commissioner and approved by either the Tournament Director and/or IFPAA President.
 - Final registration cutoff shall be two weeks prior to the start of each respective bracket. Each Bracket Director shall then provide a list of all paid entries to the Tournament Director and League President, along with all checks turned over at that time. At this point, the bracket configuration should be finalized and each Bracket Director shall hold a "draw" or contact each team to inform them of first round assignments by no later than 1 week before the beginning of play.
 - They should also be provided with the tournament rules, directions to the field along with key contacts, which are primarily the Bracket Directors and their assistants.
7. Using the dates, times and fields assigned to them, the Bracket Directors shall create a preliminary flight board for each bracket (assuming that a full complement of teams will participate). The Bracket Directors shall communicate this information to the Tournament Director by May 31.
8. Bids for trophies shall be solicited by the Tournament Director or League President by March 1, with the exception that the League President is authorized to use the same supplier as the previous year if that supplier confirms a willingness to keep prices the same. Each supplier is to be informed by the Treasurer that no one is authorized to order IFPAA tournament trophies except the League President, or in his absence, the Tournament Director.
- The League President or the Tournament Director shall order all trophies by July 1 based on the rules approved by the Board. Individual Bracket Directors shall be responsible for picking up trophies from the supplier or the Tournament Director.
9. The Tournament Umpire Coordinator shall be appointed by the President and confirmed by the Board no later than the March Board Meeting (see below for duties).
- The Tournament Umpire Coordinator shall be responsible for generating by June 1 a list of potential umpires who meet the qualifications established for each bracket by the Board.
 - Each Bracket Director for the 8A, 8B, 9A, 9B, 10B and 11B tournaments shall provide the Tournament Umpire Coordinator with a schedule of games no later than two weeks prior to the start of the tournament. The Bracket Director shall obtain funds for paying umpires from the Treasurer.
 - Each Bracket Director for the 10A, 11A, 12A, 12B, 13A, 13B, 14A and 14B tournaments shall provide the Patch Umpire coordinator for the North Suburban Umpire Association, Ed

Heckert, with a schedule of games no later than two weeks prior to the start of their respective tournament. It is highly recommended that Ed Heckert be contacted directly by the Bracket Director at least a month prior to the beginning of their respective tournament to make sure the tournament is on Ed Heckert's master schedule. Ed Heckert can be reached at (412) 369-7517. The Bracket Director shall obtain funds for paying umpires from the Treasurer.

10. Each IFPAA tournament team manager must include the name of the Bracket Director for his age group on the roster sheet that is to be submitted to the league when paying the \$20 per player insurance/equipment fees. No equipment or baseballs shall be provided to any tournament team manager unless the fees and roster (including Bracket Director) have been received. The fee is \$20 per player, which covers insurance, use of equipment, two-dozen of baseballs and the use of the fields. Tournament pants and hats may also be purchased at actual cost.
11. The Bracket Directors shall present any proposed changes to the tournament rules at or prior to the June Board Meeting. These changes should be reviewed with the Tournament Director and IFPAA President prior to the Board Meeting. The Board shall make a final determination of the rules to be used for each bracket.
12. Each Bracket Director shall schedule tournament team parents for field and snack shack duty for each game. It is recommended that two parents be assigned for each function for each game and that the parents know that their shift begins 30 minutes before their scheduled game time and ends 30 minutes after the game is over. It is highly recommended that the parents be notified to coordinate their getting teenage substitutes (recommended \$15 per game) to make sure that at least one parent is still going to be there for each assigned shift, both at the field and also in the snack shack. Parents should be assigned in blocks of two games if possible.
13. The Bracket Director (or a qualified representative) must be present at each game in his/her bracket to ensure proper functioning of the tournament and to resolve disputes. Note that the parents responsible for field duty/scorekeeping are not a substitute for the Bracket Director. The Bracket Director is also responsible for ensuring that all IFPAA procedures appropriate to a given field are followed (e.g., locking up equipment and tools, turning off lights, cleaning and closing down the snack shack).
14. At the conclusion of the tournament season, the Bracket Directors shall provide the League Commissioner, Tournament Director and the IFPAA President with a summary report on their respective tournament. Tournament Director shall then provide a reconciliation report listing the number of teams actually playing in each bracket, the number and cost of trophies, and the amount of fees received. **In addition, if specialty items are sold, a check should be made out to IFPAA for IFPAA's 25% of profits made on the sale of specialty items per IFPAA's policy in that regard.** This information is to be reviewed by the Tournament Director for any recommendations for adjustments to entrance fees for the following year or modifications to Policies and Procedures.
15. Any Bracket Director faced with a decision where he or she may have a conflict of interest is required to inform the Tournament Director. An example of a conflict of interest is a decision affecting a team for which a child of the Bracket Director plays. The Tournament Director will decide whether a conflict exists, and, if so, make a ruling and inform the Bracket Director. The Bracket Director will (in either case) inform the parties involved of the decision. Every effort will be made to preserve the role of the Bracket Director as the normal point of contact for

teams involved in a tournament. If the Tournament Director faces a potential conflict, he or she is required to inform the IFPAA President.

16. Any problems which occur during a tournament or with an IFPAA team which are not immediately resolved should be brought to the attention of the Tournament Director or the President, and if needed, get the Tournament Director or President involved to resolve the outstanding issue.
17. Every effort shall be made to obtain donations from sponsors of the IFPAA Tournaments prior to April 1 so that the sponsors can be acknowledged in the tournament flyer.

ANY CHANGES, MODIFICATIONS OR EXCEPTIONS TO THIS DOCUMENT MUST BE APPROVED BY MAJORITY CONSENT OF THE IFPAA BOARD OF DIRECTORS.

SECTION III

Summary of Responsibilities Regarding IFPAA Tournaments

League President or Tournament Director

- February Meeting - Compile list of brackets to be held and recommended dates.
- March Meeting - Appoint Tournament Umpire Coordinator
- March Meeting - Solicit bids for trophies or confirm previous supplier at same price as previous year.
- March Meeting – Confirm tournament sponsor for the upcoming year.
- March Meeting - Propose umpire qualifications, entry fees, minimum teams, trophy rules.
- Prior to the April Board Meeting – prepare final tournament flyer for acceptance at April Board Meeting.
- April Board Meeting – final approval of dates, brackets and field allocations
- April 10 - Mail flyers, post on web site.
- June Meeting - Provide interim report to Board on status of all Tournament Brackets
- July 1 – Accumulate list of all entries
- June 15 - Order trophies.
- October Annual Meeting - Provide final report to Board.

League Commissioners

- February 1 – Determine recommended brackets for upcoming year and communicate such to the Tournament Director.
- March 1 - Request for modifications to the pre-set schedule will be taken under consideration.
- Prior to the April Meeting - Inform Tournament Director of names of Bracket Directors. **If a Bracket Director is not named, the tournament invitations will be released with the League Commissioner named as the key contact until a Bracket Director is determined.**
- May1 through Tournament - Assist Bracket Directors with tournaments.

Bracket Directors

- May Meeting - Propose any rule changes to Board.
- May through July 1 – Confirm registration acceptance to all accepted
- Compile list of registrants.
- June 15 through July 1 - Solicit additional entries, if necessary and desired.
- June 15 - Create preliminary flight board. Provide flight board to the umpire coordinator.
- At least one week prior to the tournament - Schedule "draw" or contact teams with game assignments.
- June 15 through two weeks before bracket start - Schedule umpires.
- June 15 through two weeks before bracket start - Schedule parents for field and snack shack duty.
- Prior to the beginning of the bracket, deliver a list of all teams in a specific bracket along with the checks for each entrance to either the Tournament Director or IFPAA President.
- Prior to bracket end - Pick up trophies from supplier or Tournament Director.
- During tournament - Ensure self or qualified representative present at all games. Ensure proper field procedures are followed.
- After tournament is complete, prepare a brief report to the Tournament Director summarizing the tournament, financials, problems, successes and recommendations.

Tournament Umpire Coordinator

- June 1 - Generate list of qualified potential umpires for each bracket.
- At least one week prior to each bracket start - Schedule umpires.

Tournament Brackets

Typically all tournaments are set up as either a Round Robin Bracket Play Tournament or a Double Elimination Tournament. IFPAA strongly recommends the use of the Bracket format in running a tournament. The bracket structure guarantees each participant 3 games with the top 4 teams moving on to a single elimination tournament. The advantage of a Bracket format is that all the teams play approximately the same number of games. If for whatever reason a Bracket Director elects to utilize a double elimination format, examples of double elimination brackets for use in your tournament is detailed below:

- Double Elimination Bracket for 8 teams [as web page \(HTML\)as PDF file](#)
- Double Elimination Bracket for 10 teams [as web page \(HTML\)as PDF file](#)
- Double Elimination Bracket for 12 teams [as web page \(HTML\)as PDF file](#)

Tournament Executive Committee

Each tournament bracket will have an executive committee to resolve any issues, which arise around that respective tournament. The committee will be made up of the Bracket Director, the League Commissioner and the Tournament Director. If any of the above is conflicted out of the issue, the League President will reside. The League President should always be made aware of any issues of note. It is the responsibility of the Bracket Director to keep the Tournament Director and if deemed necessary by the Tournament Director, the League President up to speed on any issue of note.

History

Written January, 1995 by Bob Murphy. Adopted by BOD February 2, 1995.

Revised November 4, 1997 by BOD to modify trophy purchase procedures.

Revised 1999 by BOD to eliminate tournament fees for IFPAA teams.

Revised December 1, 2003 by Don Haddad to modify the task to what is the current practice.

- The Board of Directors approved these modifications at the December 4, 2003 Board Meeting.

Revised December 1, 2004 by Don Haddad and approved by the Board of Directors at the January 6, 2005 Board Meeting.

EXHIBITS

- Exhibit I Tournament Manager Selection Policy & Procedure**
- Exhibit II Tournament Field Allocations for 2004**
- Exhibit III Advice from a Former Bracket Director**
- Exhibit IV Tournament Player/Parents Memo of Understanding**
- Exhibit V Medical Release Form**
- Exhibit VI Substance Abuse Policy**

EXHIBIT I

Manager Selection Policy and Procedures

This policy relates to all IFPAA teams outside what is traditionally considered the in-house teams; Advanced Baseball, Tournament Baseball, Western PA League, American Legion Teams, Colt League Teams and Advanced or Traveling Softball Teams.

Each age group's Commissioner will create a committee to evaluate the various candidates and the committee will recommend their selection to the respective age groups Commissioner. Based upon the committee's recommendation and the commissioner's personal experience with the various candidates, the commissioner will make his recommendation to the Board for approval. The commissioner's recommendation may differ from that of the committee. At the Board meeting, the Commissioner must detail the Committee's recommendation and if that recommendation differs from the Commissioners recommendation.

The membership of the committee will consist of at least 5 people, none of which should be one of the candidates for tournament manager position. Suggested members of the committee should include:

- Anticipated or already approved In-house managers for the upcoming season
- At large committee members with extensive demonstrated baseball or softball knowledge of the game.

The commissioner is to communicate to all players and their parents, asking for volunteers for the Manager position and also for the Manager Selection Committee. It is recommended that this announcement go out at least 30 days prior to the date the Commissioner plans on recommending the candidate for Board approval. Anyone wishing to be considered for the Manager must submit their name, in writing and include their resume and coaching qualifications. The Commissioners, depending upon the age group, may make recommendations for Manager as early as the December Board Meeting.

Responsibilities of the committee are as follows:

- The committee will receive nominations from the Commissioner as well as from individuals that wish to be considered.
- The committee will review all letters and resumes from respective candidates
- The committee will interview the candidate(s) for manager positions.
- The committee will interview the respective Commissioner to seek his/her input.
- The committee will seek comments from the overall League membership as to the proposed managers.
- The committee will make its recommendation to the Commissioner prior to the date the Commissioner plans on making his recommendation to the Board.

The Senior Baseball Director will be responsible to form a committee to make the recommendation for the American Legion Manager and the 15 Year Old Commissioner will be responsible for the Junior American Legion Manager position.

The Executive Officers will review each committee to ensure its conformance to the Manager Selection Policy and Procedures and act as a mediator as required.

EXHIBIT II

FIELD ALLOCATION 2005

FIELDS/ WEEK	VESTAL	Vestal III	ALL- PURPOSE	GIRLS' SOFTBALL	PONY	Challenger Field
July 1	12B		8A/B	8A/B	14A	
July 9	11B		Softball	Softball	14B	Softball
July 16	11A		9A/B	9A/B	13B	
July23	12A		10A/B	10A/B	13A	

BASEBALL BRACKET DIRECTORS/TEAM MANAGERS

<u>BRACKET</u>	<u>DIRECTOR</u>	<u>ASSISTANT</u>	<u>MANAGER</u>	<u>ASSISTANT</u>
8-American	Dan Reynolds (724)935-0689			
8-National	Dan Reynolds (724)935-0689			
8B	Dan Reynolds (724)935-0689			
9-American	Butch Thieret (412)364-2824			
9- National	Butch Thieret			
9B	Butch Thieret			
10-American	Rich Green 412-367-7942			
10- National	Rich Green			
10B	Rich Green			
11-American	Ami Wessel 412-367-3286			
11-National	Ami Wessel			
11B	Ami Wessel			
12-American	Warren Speicher (412)367-3491			
12-National	Warren Speicher (412)367-3491			
12B	Warren Speicher (412)367-3491			

13A	Kevin Yates (412)635-8284			
13B	Kevin Yates (412)635-8284			
14A	Ron Dassner 724-776-5759			
14B	Ron Dassner	N/A	N/A	N/A

SOFTBALL BRACKET DIRECTORS/TEAM MANAGERS

<u>BRACKET</u>	<u>DIRECTOR</u>	<u>ASSISTANT</u>	<u>MANAGER</u>	<u>ASSISTANT</u>
PONYTAIL SB Age - 7-8				
MINOR SB Age - 9-10				
JUNIOR SB Age - 11-12	Jim Napoli (412)367-0650			
PONY SB AGE – 13-14	Ralph Pagone (412)366-7306			
SENIOR SBAGE 15 -up	Jeff Frey (412)366-9398			

EXHIBIT III

A BRACKET DIRECTOR WHO HAS RUN SOME OF THE MOST SUCCESSFUL IFPAA TOURNAMENTS OVER THE LAST 6 YEARS PREPARED THE FOLLOWING DOCUMENT. THIS DOCUMENT IS FULL OF SUGGESTIONS AND LESSONS LEARNED AS A BRACKET DIRECTOR AND IS TO USED AS A GUIDE AS YOU GO FORTH WITH THE ORGANIZATION AND THE RUNNING OF YOUR TOURNAMENT.

INTRODUCTION

In order to run a successful baseball tournament you will need to have an abundance of cooperation, preparation and imagination.

Cooperation: As the Bracket Director (“BD”), you will need cooperation from the IFPAA, but more importantly from your tournament team parents. Each age group has its own tournament, and the parents of the tournament players are **solely** responsible for running a successful tournament. It is **your** job to see that **your** parents do their **fair share** of the work. Remember, the more they do, the less you have to do. If you let parents off the hook, they **will** take advantage of you, leaving you exhausted and frustrated in the end.

Preparation: You will need to be prepared by having 90% of the duties assigned to the proper personnel and a solid plan for each day of the week. This booklet will help you to be prepared for most of the important situations that will arise during the tournament. Do yourself a favor and follow the guidelines in this booklet. They will help you immensely.

Imagination: You need to expect the unexpected. When those situations arise, you will have to make the best decision that you can, based upon the facts presented. The best advice that we can give is that you **must** make a DECISION. Don’t waffle or wait. Once you make a decision, stick with it. It may not necessarily be the RIGHT decision, but it does not really matter. This is your tournament, and you are the king (or queen). What you say goes. The important thing is that a decision is made based upon the best available facts known to you at the time.

If you don’t know an answer, call the Tournament Director, your commissioner, another bracket director or, as a last resort, another commissioner of IFPAA. They will help you if you ask.

Tournaments will usually begin on Saturday and end by the next Friday. Some tournaments may start on Friday if the preceding tournament is completed early. Plan your schedule around those dates.

MEET WITH YOUR PARENTS

Once the tournament teams are selected, meet with the parents. Probably the best time is when the tournament coach meets with his parents to provide them with information about the upcoming tournament season. (You may have to meet with both “A” teams parents and the “B” team parents). At this meeting you can briefly explain what will be expected and let them know the week that the tournament will take place. **Explain that providing volunteer services is required of each and every parent as part of their child’s commitment to the team.** Their commitment will be from 8-15 hours during that week. They will be expected to get the fields ready, keep the score for games and perform snack shack duties. Explain that you will be providing more information about the tournament as it gets closer in time, but to make sure that they are available during that week.

You should also explain to the managers that Ingomar’s tournament takes precedence over any other tournament and that they are required to avoid scheduling any tournaments to begin at the same time as your tournament is scheduled to start. If you do not make this point clear, the managers will schedule other tournaments and you will suffer because parents will travel to their son’s game rather than perform their duties at your tournament. You will have problems if you do not heed this warning.

OBTAIN BASEBALLS

You must obtain the baseballs that you will be using at the tournament from the IFPAA equipment manager.

STAFFING

You will need to enlist the help of a few very trustworthy individuals in order for your tournament to be a success. These are: (1) a field coordinator; (2) a snack shack coordinator; and (3) assistant tournament director.

FIELD COODINATOR

This individual makes certain that your ball fields are in pristine condition. He/she must:

1. Visit the field the week prior to the tournament and assess the availability of lime, diamond dry, field drags, shovels, rakes, wheelbarrows, garden hoses, and any other necessities. If any of these items are not available, he/she has to find them. Generally, the lime and diamond dry will be found in the c-van at Blueberry. Field drags, shovels and rakes are found in and around the cages or in the boxes. You may have to bring some tools from home. If you do, make sure you mark them with some form of identification.
2. On the day of, or the day after the prior week’s tournament ends, the field coordinator and his/her hand picked team of parents will make sure that the fields are ready to go. Also, if you are heading up the 9 or 10-year old tournament, and your tournament is the first, a pitching mound will need to be constructed on the Girls’ Softball Field. If you are the last, the mound will need to be taken down immediately after your tournament. This includes:
 - a. Filling the boxes with diamond dry and lime. (NOTE: Use the diamond dry sparingly because it is expensive. Contrary to popular belief, you do not have to dump entire

- bags of diamond dry on a single small wet spot for it to be effective. Just dump a little on the water and rake it in. The diamond dry will do the rest.)
- b. Making sure you have lining equipment in working order.
 - c. Utilizing the spool of twine to properly mark and line each field. (If you properly do this the first night, it makes it much easier for the rest of the week.) The dimensions of your fields are the same as those used during your regular season. If you are not sure, contact your commissioner. (Do NOT try to mark the field using your naked eye. It never works. Ingomar prides itself on the appearance of its fields, so do it right.)
 - d. Making sure you have at least two rakes, two shovels per field and at least one working wheelbarrow.
 - e. Making sure that each scoreboard is in working order. Change the light bulbs, if necessary.
 - f. Making sure that the announcing equipment is in working order for each field. (**NOTE:** The scoreboard equipment and the announcing equipment can be found in the Blueberry or Vestal Snack Shack. The boxes should be marked according to the field at which they are used. The electrical box in the snack shack controls the power to the Pony and Girls' Softball Fields. The electrical box at the barn controls the All-Purpose Field scoreboard. The scoreboard equipment at Vestal is also located in the snack shack and is controlled by the electrical box found there.)
 - g. Obtain the field duty schedule from the BD and notify parents of any changes in their field duty obligations. As the week wears on and games are rescheduled, parents will need to be rescheduled too. Remember, it is better to schedule parents for each time slot, whether a game is scheduled or not. It is easier to cancel a parent than it is to find one to fill a time slot.
 - h. Anything else the BD tells you to do.

ASSISTANT BRACKET DIRECTOR(S)

You will need one or two capable assistants to carry out your responsibilities during the times you cannot be present. Although you should expect to spend each weekday evening at the field and both days during the weekend, there are times when it is simply impossible due to work, illness or some other unforeseen event. You may also just need a little break. Meet with your assistants at the beginning of the tournament and explain your game plan. Provide them with the information that they will need to help you run the tournament.

If you are running A and B tournaments at the 8, 9 or 10-year-old level, you should have an assistant to handle the general oversight of one of the two tournaments (If you take A, he/she takes B or vice-versa). This does not mean that you are giving up your final authority and responsibility as BD. It only means that you have someone to help you oversee one of the two tournaments that are taking place at the same time. Generally, B parents should oversee the B tournament and A parents should oversee the A tournament. The Tournament Director or his assistant/designate should be present at every game

(NOTE: A WORD TO THE WISE. At the 8, 9 and 10-year-old level, "B" tournament parents may not always be as enthusiastic about the tournament. As director, you should make sure that you would have the cooperation of the manager and parents before you schedule a "B" tournament. You should also make sure that you have a particular "B" parent to take an assistant bracket director position. If you do not receive the commitment, be wary of scheduling a "B" tournament.

The “A” tournament parents are generally willing to help out with the “B” tournament because there are double the “A” parents (two “A” teams usually). They do not, however, want to be the ones who are primarily responsible for the “B” tournament. There are very few quality “B” tournaments. Thus, it is important for IFPAA to run a “B” tournament if at all possible as it provides a greater opportunity for our kids to compete. Remember, this year’s “B” tournament player is often the one who matures a little later and blossoms into a fine ball player in his teen years. We want to encourage as much tournament play as possible.

This problem does not usually occur at the 11-12 or 13-14 year old levels because the “A” and “B” teams actually run their own separate tournaments with their own individual BD’s at Vestal or the Pony Field.

SNACK SHACK COORDINATOR

This individual makes certain that the snack shack is manned by at least two (2) parents for every tournament game and that there is food to sell. The IFPAA counts on the snack shack for significant fundraising as part of its yearly economic projections. The snack shack coordinator must:

1. Have a working knowledge of the snack shack.
2. Be able to handle money.
3. Provide parents with written and verbal instructions on how to work the snack shack.
4. Make sure that the snack shack is properly stocked.
5. Talk to the previous week’s coordinator to gain an understanding of what is needed in the shack and whether there are any problems that you need to rectify.
6. Reschedule parents as the game times change.
7. Coordinate any fund-raising efforts by team parents who make food donations for the purpose of raising money for their team.
8. Familiarize him/herself with the rules of the snack shack for that particular year.

SETTING UP THE TOURNAMENT

A. NUMBER OF TEAMS

As the Tournament Director, you are responsible for deciding how many teams that you want to have in your tournament. This, of course, will depend upon your age group. Although you can run a 20 team tournament (10 “A’s” and 10 “B’s”) if you have the use of both Blueberry fields for the 8, 9 and 10 year olds, you better hope that you have the best of weather. Otherwise, you could find yourself scrambling for field space at other fields. We recommend that you have a 16-team tournament (8 “A’s” and 8 “B’s” or 10 “A’s” and 6 “B’s”) as this leaves some scheduling flexibility. Ultimately, this is your decision to make. If you are running an “A” or “B” tournament at the 11, 12, 13 or 14-year-old levels, you will only have one field. Again, an 8-team tournament is advisable. Additional teams can be considered if you have the first time slot and start early in the month or the last time slot and finish late in the month.

Once you decide the number of teams, you will fill the slots as the checks and application forms are received from the other tournament teams. IFPAA teams do not pay any fees. Managers will call you asking to “reserve” a space. **IFPAA’s policy is that spots cannot be reserved unless a check is in hand.** Just tell them to send a check and application ASAP, otherwise they may lose out. This avoids two problems. One is being accused of favoritism. The second is that it ensures that the team will not back out. (The checks are non-refundable.)

Managers will find out about your tournament through a web site or through a mailing that they receive from the league. If you keep to the **“first come first served”** rule, it will help you to avoid any problems.

B. BRACKETS

If you elect to run a “round robin bracket” format, it will have to be 2 four-team divisions. If you elect to run a “double elimination tournament”, it will have to be approved by the Tournament Director

You should invite all managers to attend a pre-tournament “draw” meeting where the brackets are picked (randomly). Be sure to separate Ingomar’s two “A” teams (if you have two) into different brackets before you draw the rest of the teams. This way you will not have two IFPAA teams meeting until much later in the tournament. This helps to maintain parent interest and gives the IFPAA teams an opportunity to play kids they do not know. It also helps for the scheduling of parental duties. If anyone questions why, just tell him or her that it is our policy that both Ingomar teams are not placed in the same bracket. This is usually not a problem with the “B” brackets, as there normally is only one “B” team.

Once you have made your selections and set your bracket, make sure you send a copy of the bracket and the rules to each manager ASAP. This will give the manager the opportunity to look at his team’s schedule and make reasonable requests for changes. You should try to accommodate the changes where practicable, especially if your tournament has not yet started. By getting your schedule out ASAP, you eliminate a lot of the last-minute change requests that can drive you absolutely batty. Managers are thankful, because it helps them in scheduling other tournaments. Our rules traditionally state that changes are not permitted, however we do try to accommodate one change per team. If a team tries to abuse this privilege, turn them down or your tournament will get out of hand.

Your initial mailing to each manager should include:

1. The bracket
2. The rules for your tournament which are set by the league for each age group (obtain the rules from the web site);
3. Your name, address, home phone, work phone, e-mail and cell phone; and
4. Directions to your field.

You should obtain the following from each manager:

1. His name, address, home phone, work phone, e-mail and cell phone numbers.
2. The e-mail address and phone numbers of an assistant coach.
3. A team roster with birth dates, addresses and uniform numbers for each player.
4. You don’t have to get copies of the birth certificates, but tell the coaches that they should have copies with them (they usually do) in the event a question is raised about a child’s age.
5. If the team is from a league in which you are not familiar or an AAU team, make sure you also receive proof of insurance for their players. Most of the reputable leagues in this area carry insurance for their tournament players.

C. FIELD AND SNACK SHACK DUTY

You will need to divide up the field and snack shack duty among all of your parents on a relatively equal basis. This means that some “A” parents may handle a “B” game and vice versa (unless the “A” and “B” brackets are being run separately).

The best way to do this is to lay the list of parents out and take one parent off of each list until all of the duties are filled. (Do not include the manager’s family or the manager as they have enough to do. Do include the coaches or you will not have enough manpower). Try to give at least one field duty and one snack shack duty to each family first and then fill in where you need to. Again, do this ASAP, as there will be parents who need to switch. If you can make the changes before the tournament begins, it will be much easier later on. It is also recommended that you schedule parents for two games at a time.

You will then meet with each team individually and provide each parent with a tournament packet containing the following:

1. The brackets;
2. The rules;
3. Snack shack duty list;
4. Field duty list;
5. Team rosters, parents names and phone numbers;
6. Description of field duties;
7. Description of snack shack duties; and
8. Introduction letter.

If the parents of any of your players are divorced, be sure to provide them each with a packet. It is their responsibility to work things out, not yours.

Holding a meeting with parents is critical because it will give you the opportunity to “eyeball” them and explain the importance of their cooperation.

SNACK SHACK COORDINATOR

1. Staffing

The snack shack coordinator (“SSC”) must coordinate staffing and obtain food for the snack shack. The SSC obtains the snack shack duty roster from the BD and makes sure that parents are scheduled for each time slot, whether a game is scheduled or not. There are many games that have switched times. It is much easier to call a parent to cancel a duty than to scrape around trying to find a parent to cover a duty. Make sure that your parents know that CHILDREN (under 13) ARE NOT PERMITTED HELP IN THE SNACK SHACK.

If you are running the 8 or 9-year-old tournaments, most parents will have no snack shack experience. They will need to be trained in how to work equipment and what to do to open, close, stock, etc.

There should be a list of teenagers who will work a snack shack duty for a fee (\$15 per game). Discourage your parents from doing this as much as possible. (Some parents view this as a way to avoid their responsibilities. Teens should only be used when no other option is available.)

Although the teens usually do a great job of waiting on customers, there have been problems with stocking and cleanup. There is nothing worse than coming to perform your snack shack duty on a hot summer day and finding that there is no cold soda or water, or working the last duty of the day when no one has kept up with cleaning the counters or floors.

If it is necessary to hire a teenager to work snack shack or field duty, the two parents assigned should make sure they talk to each other to make sure that at least one parent is there to oversee the job and direct the teenager. Also, teenagers should not be used to perform the last shift of the night and be responsible to clean up the snack shack or prepare the field for the next day's games.

2. Food

Contact the snack shack coordinator for Blueberry or Vestal to check on what the procedures are for stocking food. The person in charge and his/her particular procedures vary from year to year. Sometimes they will do all the purchasing and you will only have to keep the shelves stocked. If they are not available or are unwilling to do this during your tournament, plan on making trips to Sam's Club (or some other store) during the week. Usually, you just need to put your receipts in the cash envelope at the end of the day and either deduct the amount you are owed, or the snack shack coordinator will reimburse you. Once again, this procedure depends on who is in charge of the snack shack. Also, be sure to stop at the bank and obtain a few rolls of change. Even if the person overseeing the snack shack for the year is there to check on the food on a daily basis, on a hot summer day you almost always run out of change. You can always cash them in at the end of the week if you don't use them. Specific procedures for opening, closing and money are located in each snack shack.

If your league would like to make extra money to put toward a party at the end of the year, tournament expenses, Williamsport travel, etc. parents can donate food (muffins, bagels, meatball sandwiches, cookies, etc.) to be sold during the tournament. Depending upon the ambition of your parents, you can make a good deal of money. Usually the younger age groups do very little fundraising. If you are at Blueberry field, check with the other age group working in the snack shack that week. The older age groups usually work the grill. Any money collected from the grill or food that parents have donated is paid directly to that age group, so be sure to keep a separate moneybox. All money collected from the sale of items found in the snack shack is paid to IFPAA. The current policy of IFPAA is that on any extra money earned, 75% goes towards the team with the remaining 25% going towards IFPAA. Also if you elect to do something out of the ordinary, additional parents will need to be scheduled to man the additional activity as two parents are still needed at all times to man the snack shack.

If you are at Blueberry, you will need to talk to the snack shack coordinator for the other age group sharing the snack shack at that time (this is usually the pony team). Make sure that both groups are staffing the snack shack equally! There have been problems in the past with two age groups working together. If you coordinate with the other age group and set the ground rules, you can avoid hard feelings later in the week. (This problem does not exist at Vestal.)

3. Closing the Snack Shack

The last persons to work the snack shack on a tournament day should make sure that the items are restocked. If items are needed to replenish supplies, the workers should prepare a list and give it to the Snack Shack Coordinator. They should also clean up the area, which includes sweeping the floor and mopping-up and wiping down the counters and equipment.

FIELD COORDINATOR

1. Staffing

The Field Coordinator (FC) will obtain the field service schedule from the BD. He/she will make changes to the schedule as the need arises during the tournament. Provide the FC with a set of keys, which open the snack shack and operate the lights.

Prior to the tournament, the FC will have to perform those tasks listed above in order to have the fields prepared and ready to go.

Each field requires two parents who will:

- (1) line and drag the field before the game, which means that the parents should be at the field one-half hour before the game starts;
- (2) keep the score of the game;
- (3) keep track of the pitchers, including the number of innings pitched (each tournament sets a limit on the number of innings that a pitcher can pitch, so a record must be maintained);
- (4) hand out the game balls {two per game given to the umpires};
- (5) operate the scoreboard;
- (6) announce the game and
- (7) empty the garbage.

Be sure to avoid having children operate the scoreboard or the announcing equipment, as they simply do not pay enough attention and are prone to fooling around. The parents who are attending your tournament really appreciate being able to hear their child's name announced clearly and loudly and seeing the correct score on the scoreboard. They also appreciate it if you pronounce their names correctly. That is why it is important to go over the pronunciation of names with the managers prior to the start of the game.

Also, tell the parents that they should avoid rooting for or against the teams that are playing. They are seated by the microphone, and many may overhear their comments.

At the end of the game, be sure that you have the score correctly listed in the book in case scoring is used as a tie-breaker.

Some BD's provide MVP awards at the end of each game (by giving a game ball or special certificate). Although you can leave this to the managers of their respective teams, it is really much easier if the persons who keep score make the selection based upon their own objective criteria.

2. Garbage

Be sure to empty the garbage into the dumpsters on a regular basis. Otherwise, the bees and the smell will become oppressive.

3. Lights

The lights at Vestal are controlled at the panel inside the snack shack. If you do experience an overload and the lights turn off, you may have to reset them. If the lights do not immediately turn back on, give them about 15 minutes to warm-up. You are responsible for turning off the lights at the end of the night.

The lights at Blueberry are on timers. Because of problems with the neighbors, the lights automatically turn off at 10:35p.m., whether you like it or not. At Blueberry, there is a 10:30 curfew when all games must end. If the lights go out while you are cleaning up, you are out of luck and will have to use car headlights. Thus, it is best if you clean up before the lights go out. The Girls' Softball Field light switch and the Pony Field light switch are right next to each other on the little house by the young girls' softball field.

- THE BEST POLICY IS THAT THE TEAM THAT FINISHES LAST ON ANY GIVEN NIGHT IS RESPONSIBLE FOR TURNING OFF THE LIGHTS ON BOTH FIELDS. THIS AVOIDS THE LIGHTS BEING MISTAKENLY TURNED OFF ON THE FIELD, IN WHICH THE GAME IS STILL IN PROGRESS. IF THIS HAPPENS, IT TAKES SO LONG FOR THE LIGHTS TO COOL OFF AND TURN BACK ON THAT THE GAME USUALLY NEEDS TO BE CANCELLED AND YOU WILL NEED TO DEAL WITH A VERY IRATE TOURNAMENT DIRECTOR THE NEXT NIGHT.

4. Field Preparation

Oversee the field preparation. Make sure the fields are properly lined and marked before each game. Check for holes in the infield and outfield to ensure sure footing for the players. Repair the mound after every game as the boys somehow manage to dig giant holes in the mound every single game. At the end of the day, water the mound and make solid repairs. It will save you time the next day and you will have a good mound for the boys to use. Fill and water the sliding areas around each base too.

UMPIRES

Probably the most difficult job facing the BD is related to finding umpires to work your games. The later your tournament, the more difficult it becomes. Many of the umpires are playing in tournaments themselves and they have a difficult time giving you a commitment.

If you are using Patch umpires call the Patch coordinator. If you are using in-house umpires, call the Umpire Coordinator. In either event, make sure that you call them as soon as possible to make these arrangements, as securing umpires is a very important part of running a good tournament.

Once you have in-house umpires lined up, stay on them. We recommend calling them the night before to remind them (although they usually do a good job in showing up). This helps to avoid last minute confusion when someone forgets to show.

EXHIBIT IV

Ingomar/Franklin Park Athletic Association Tournament Baseball Memorandum of Understanding

Welcome to Tournament Baseball. Tournament Baseball at IFPAA is the formation of all-star teams to represent IFPAA in tournaments throughout the Tri-State area along with the Little League World Series Tournament. These tournament teams are formed for those players looking to elevate their level of play, to elevate the competitiveness of the games and to elevate the caliber of coaching and learning. The tournament season is a very intense five or 6 weeks, which can be extremely rewarding and exciting, but it also has the potential to be very disappointing if expectations are not in line with the managers and IFPAA.

Throughout the Tri-state area, IFPAA's Tournament teams participate in a wide array of well-run local tournaments. Some of the better run tournament include our friends at Cranberry, Moon, Upper St. Clair, Plum, PAL, Penn Township, Scott Township, Peters Township, McCandless, Brad Mar Pine, to name a few. The tournaments are generally very competitive and every organization's goal is to **WIN**. Tournaments typically are scheduled to last a week or so, with most teams playing at least three games if the tournament is structured with brackets. Depending upon a team's success, the team could play anywhere from 15 to 30 games in the month of July.

ALL WHO PARTICIPATE MUST COMMIT TO THE FOLLOWING:

Commitment

- A deep commitment to this activity by everyone involved is required to be successful.

Philosophical

- All parents and players must agree with the general philosophy and intent of IFPAA tournament baseball and must sign a Memorandum of Understanding to that effect.

Time

- All participants must be prepared to spend an unusually large amount of time with this activity, far greater than anything in the regular season.

Game

- The number of games normally played during tournament season ranges from 15 to 30 over the span of five weeks from late June to early August. Players and their families must be ready to weather this rigorous schedule.

Attendance

- Attendance is mandatory unless alternative arrangements are made with the manager.

Financial

- The costs for tournament play are borne solely by the players. None of the regular season IFPAA budget goes toward tournament activity. The typical cost for each player can range anywhere from \$150 to over \$250, which are itemized below:

\$ 20 Equipment, insurance, etc.

\$100 Uniforms

\$100 Player's share of entry fees (5 tournaments @ \$200 each)

\$ 30 Miscellaneous for extra tournament, team picnic, pictures, etc.

\$250

This cost does not take into consideration additional cost associated with the Williamsport Team, the Western PA League or tournaments where overnight stays are required.

Ingomar Tournament Volunteer

- IFPAA hosts its own tournaments, some time in July. Each parent is ***required*** to work 4 to 8 games in the snack shack and/or with field preparation and/or at scorer's table. This might even mean missing your own players' game elsewhere while hosting games at home.

Behavior/Ethics

- Tournament Ball, while extremely exciting and rewarding, has a tendency to bring out the worst in human behavior, if left unchecked. That is why every single person involved in this activity, from parents to players to coaches must conduct themselves in the best and most mature, controlled manner. No unsportsman like, outrageous, vulgar, disgusting or otherwise uncontrolled behavior will be tolerated.

The philosophy of the Tournament Team will be different from that of the in-house, regular season teams.

- **Players on a team will not play an equal number of innings.**
- **Players will in all likelihood, not play their favorite positions.**
- **Players, at times may not even get into the game.**

The manager will be responsible for all lineup decisions, and will generally make every effort to get all players in every game. The goal for these tournament teams is to exhibit good sportsmanship, improve skills in a more competitive environment and play to win.

Any player who is permitted by his parents to try out for the Tournament Team should be prepared to make a strong commitment to Tournament Baseball. The parents must be willing to make the financial and time commitments, as well as understand that no minimum playing times or position rotation is guaranteed.

Parents'/Players' Agreement

As parents/players of an IFPAA Tournament Team, I have read the above information and understand the general policies and procedures of Ingomar Franklin Park Athletic Association in regards to Tournament Team formation and play. I also understand and agree to the following conditions:

- ❖ To be supportive of the team
- ❖ To make every effort to attend every game
- ❖ To make sure my child is on time for and attends every practice or game
- ❖ To work my assigned games at either the Snack Shack, with field preparation or at the scorer's table during the IFPAA Tournament
- ❖ To be responsible for all financial obligations for my child, as the IFPAA general budget bears no responsibility for tournament play
- ❖ To conduct myself in a manner that will make my child as proud of me as I am of him

Father's signature_____

Mother's signature_____

Player's signature_____

EXHIBIT V

MEDICAL RELEASE FORM

To whom it may concern:

This is to certify that I, as a parent or guardian of _____, a player on the Ingomar Franklin Park XXX Year Old Traveling Team, hereby grant permission to the adult Manager, Coach, Trainer or Business Manager of the team to obtain medical care, at my expense, from any licensed physician, hospital or medical clinic, for the player named herein at such time as either parent or legal guardian cannot be contacted in person or via telephone. This authorization shall include all League activities, including the period required to travel to and from those activities; and we do hereby waive, release, absolve, indemnify and agree to hold harmless the Ingomar Franklin Park Athletic Association, Little League Baseball, Pony Baseball, Inc., the organizers, supervisors, participants and any person transporting players to and from those activities, for any and all claims arising out of an injury to the player.

Signed: _____
Relationship to player: _____

Signed: _____
Relationship to player: _____

Insurance Information:
Carrier: _____
I.D. Number: _____

Additional Instructions:

EXHIBIT VI

SUBSTANCE ABUSE PLEDGE

In addition to other rules and regulations pertaining to this team, the following pledge is designed to aid you, the participant, in making wise decisions regarding the use and abuse of substances, especially during, but not limited to, the duration of the baseball season.

Today's teenagers have more peer pressure than ever to get involved with unhealthy and/or riskier situations. Substances use and abuse is growing, with alcohol and marijuana leading the way. It takes a strong young person with much support from home to stand up to this pressure when making decisions. One measure of intent and support is to pledge to remain substance free, not only during the season, but as a way of life. We are asking each participant and their parents sign the pledge below. We as coaches/sponsors will do all we can to provide guidance and support in this area.

PLEDGE

I, as a participant of the Ingomar Franklin Park XXX Year Old Traveling Team, pledge that I will remain alcohol and substance free during the season. I understand that the use of alcohol and other substances will affect me physically and be detrimental to my individual performance and thereby the performance of my team. Therefore, if I am caught using alcohol or other substances, it will result in the following:

- I will be expelled from the team, including practice sessions.
- After a period of ten (10) days, I may apply for reinstatement, subject to the completion of guidelines established by the Manager in combination with IFPAA Directors. These guidelines may include, but not be limited to, a drug and alcohol assessment program/classes, and adherence to recommendations made by the drug and alcohol assessment agency.
- I will then be informed as to the decision regarding my possible reinstatement.
- On any second offense, expulsion is immediate and permanent.

PLAYER: _____

I/We recognize our importance in supporting my/our son/daughter in their efforts to remain alcohol and substance free not only during the season but out of season as well, pledge my/our support in this effort.

PARENT/GUARDIAN: _____