

# **Delaware District III Sussex County, Delaware**



## **Manager's Information Booklet**

**July 31 – Aug 7, 2016**

**[www.bigleaguesoftballws.org](http://www.bigleaguesoftballws.org)**

# Tournament Officials

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<b>Tournament Director</b>	<b>Martin Donovan</b> Home: (302) 856-2203
<b>Assistant Director DE District III Administrator</b>	<b>Nick Lloyd</b>
<b>Operations Director</b>	<b>Dawn Breasure</b> Cell: (302) 245-4434
<b>Secretary</b>	<b>Marcia Wilson</b>
<b>Treasurer</b>	<b>Debbie Hartstein</b>
<b>Safety Directors</b>	<b>David Hare &amp; Paul Scovell</b>
<b>Media Director</b>	<b>Roy Lamberton</b> Home: (302) 629-3221
<b>Umpire Directors</b>	<b>Jim Briden &amp; Bob McVey</b>
<b>Purchasing / Souvenirs</b>	<b>All Out Sports</b>
<b>Program Coordinator</b>	<b>Mary Cahill</b>
<b>Player Services Coordinator</b>	<b>Terri Wyatt</b>
<b>Press Box / Game Changer</b>	<b>Matt Donovan</b>
<b>Transportation Coordinator</b>	<b>Kathie Payne</b> Cell: (302) 236-1198

*To minimize miscommunications, we ask that only Team Manger/Coach contact Tournament Officials*

## A Memo To Big League Softball Regional Directors

The purpose of this letter is to stress the importance of getting the enclosed information to your regional winners. To prevent unnecessary problems, please directly communicate with your winning team. They should familiarize themselves with tournament rules and regulations before arriving in Sussex County. Feel free to photocopy any forms or other information included in this booklet as needed.

**IMMEDIATELY after the final regional game, we ask that you have the manager or designated contact person of the winning team call our Operations Director, Dawn Breasure at 302-245-4434** to provide necessary information for tournament planning, uniforms and housing assignments. After speaking with Dawn by phone, they can send the requested information to her at [Dawn-LLWS@comcast.net](mailto:Dawn-LLWS@comcast.net) to facilitate our final preparations for your arrival.

We plan to have international teams arrive to our area on Saturday, July 30<sup>th</sup>. We have flight schedules from Little League<sup>®</sup> Headquarters for USA teams arriving by plane (Central, Southeast, Southwest and West). All teams traveling by plane will be met by one of our representatives in the baggage claim area at Philadelphia Airport. We ask USA teams arriving by bus or vans to plan to arrive on Saturday, July 30<sup>th</sup>. Contact Dawn Breasure to plan arrival place and time.

At the conclusion of the World Series, teams will return to the motel before travel. Teams traveling by bus or vans are to notify us upon arrival if they will require lodging after the final game.

Please contact me if you have any questions. We look forward to meeting your representative teams!

Sincerely,

*Martin Donovan*

Martin Donovan  
Tournament Director  
302-856-2203

## **Managers of Regional Championship Team**

*Welcome to Delaware and the 2016 Big League Softball World Series!*

Please be sure to call Dawn Breasure at **(302) 245-4434** immediately after winning your Regional Tournament to provide needed information prior to your arrival.

### **Communications with first phone call...**

- ◆ Convey Regional Championship team identity
- ◆ Confirm transportation arrangements and time of arrival
- ◆ Provide number of players/coaches per team and sizes for uniforms
- ◆ Discuss pre-arrival needs for uniforms, rosters and housing
- ◆ Advise of players with food allergies, environmental allergies, and pertinent medical conditions.

### **Items to bring with you...**

- ◆ Eligibility affidavits, including proof of residency/school waivers, if applicable.
- ◆ A medical release form and immunization status for each player to avoid delay in case of an emergency or need for medical treatment.
- ◆ A model release form for each player, required for posting/use of player photos.
- ◆ A credit card to file with the motel in case of missing items or room damages.
- ◆ Your regional banner, received after winning the Regional Tournament for your team to carry during opening and closing ceremonies.
- ◆ Any other banners representing your team's state, district, province or country.

## **Eligibility Verification**

Equipment checks, affidavit verification, birth certificate verification, and medical screening & records review will be completed as each team arrives. Please have all equipment, rosters and forms ready and available for inspection upon arrival.

## **Tournament Orientation Meeting**

A tournament orientation meeting will be held on Sunday, July 31<sup>st</sup> for all managers, coaches and tournament officials. Information regarding tournament rules will be discussed and home team status for all games will be determined.

## Welcome Party

A welcome party will be held on Tuesday, August 2<sup>nd</sup> for all players, managers, coaches, team mothers and tournament officials. Party plans include a BBQ, DJ, and dancing! Detailed information will be given at the managers meeting and team mothers meetings on Sunday morning.

## Games

All games will be played at Bruce Layton Field, Comiskey Park and Connie Mack Stadium, located at Lower Sussex Little League in Roxanna, Delaware. Practice fields will be available in surrounding areas. Game schedules are on the website. Rainouts will be played the following day prior to scheduled games. There is to be no showboating after runs or home runs. Teams can high-five, group around home plate, and smack the runner's helmet, but no bombs, or falling on the ground.

All Little League<sup>®</sup> Rules and Regulations must be followed and will be enforced during practice, batting cages, on-field warm-up and games.

## Housing

All teams will be housed in the Comfort Inn in Georgetown, or the Atlantic Inn in Millsboro, Delaware. Each team will have limited rooms at the motel for all players and coaches. Team moms will be housed with the players; they will not be provided with individual rooms or beds. Only female coaches are permitted to stay in the same room as players. Teams are to determine room arrangements prior to arrival, and to provide a list identifying who will be housed in each room.

To promote friendship among teams, **it is MANDATORY for teams to be housed at the motel for the entire week.** Players will not be permitted to stay with their parents. Managers are responsible for player behavior and any missing items or damages to all room occupied by the team. Credit cards on file will be charged & manager notified. The manager may pursue reimbursement from involved player or league.

**Families and Friends** – Families and friends are responsible for securing their own housing arrangements and all related costs.

## Transportation

Team transportation arrangements will be made by Little League® Headquarters. Any team changing travel reservations will be responsible for the payment of any additional fees.

Teams arriving at local airports will be met by a World Series Committee representative in the baggage claim area. **Please call Kathie Payne at 302-236-1198 as soon as your plane lands.**

The World Series Committee representative will board the teams for transit to the check-in site. For our purposes, the term “team” will refer to players, manager and coaches listed on the official roster and one assigned team mom. Teams will be responsible for handling of all luggage/equipment bags.

Due to scheduling needs and the number of teams arriving on the same day, **teams will NOT be able to stop en route to eat.** Food will be available once teams arrive at check-in. **Buses will transport teams from the airport to the check-in site non-stop.**

Transportation of teams to and from the fields will be provided by local buses. There is limited transportation available once you arrive at your housing unit. Teams will be provided bus transportation to the beach area and shopping outlets on your day off. If a team would like to secure rental vehicles at their own expense, they are advised to do so at the airport where they will be arriving as there is limited availability at the tournament housing site.

Parents are responsible for their own transportation. Under no conditions are parents permitted to travel on the team bus unless they are part of the official roster or fulfilling the role of team mom.

Delaware District III responsibility for players ends when players are departing the World Series at the conclusion of the tournament or when boarded on team buses returning to the airports. Any exceptions must be discussed on arrival.

## Team Mother

Teams are asked to appoint **ONE** team mom who will be responsible for the players' well-being and behavior when not on the field, monitor/supervise players in the motel and pool area, gather uniforms for laundry, clean team table after meals, and assist with collections during team games. The team mom will be housed in the team rooms with players (no private rooms, sorry). Meals and transportation will be provided with the team once the team arrives. **The team mom must attend Team Mom Meetings or forfeit the opportunity to be housed with the team. Air transportation or any other means of transportation from the regional/home site to Delaware is not included, and is the responsibility of the Team Mom.** Team mothers must be screened with a formal background check. Once you assign a team mom, have them complete a Little League® volunteer background check form (found on Little League website) and submit immediately on arrival. Note: If a team mother fails the background investigation, Delaware District III will assume no further responsibility for the individual re: food, housing or local transportation.

## House Rules

Daily inspections of motel rooms will be conducted by World Series Committee representatives. Teams are responsible for making beds and daily cleaning; maid service and linen change will take place every other day. Team Managers will be responsible for any missing items or damages to the motel. Please encourage your team members to treat all furnishings and contents with the utmost respect.

## Food

**Players, Managers, Coaches and Team Moms** – Meals will be provided daily.  
**Families and Friends** – We encourage traveling family members and friends of your team to patronize restaurants that have supported the tournament through the purchase of ads in the program booklet.

## Safety and Security

Security and administrative personnel will be on site at the motels at all times. All World Series staff members have completed background checks.

We trust that your players' behavior will be a reflection of the champions that they are. Please let us know immediately if any serious problems arise.

Parents are permitted to visit the players in the motel lobby, but are not permitted in the rooms. Players may travel with parents only with full permission of the team manager.

Medical attention is available for **PLAYERS, MANAGERS OR COACHES with game-related injuries**. An Athletic Trainer and EMS Services will be available at the fields during all scheduled games.

**Little League<sup>®</sup> insurance is accidental insurance not personal insurance. Also note, Little League<sup>®</sup> insurance is secondary insurance; your primary insurance will be billed first. Any injury or illness that is not game-related or World Series related will be the personal and financial responsibility of the individual.**

Emergency facilities are nearby if the need arises. Please notify Delaware District III of any players who have previously been injured or who might need special care. Any injury that occurs on or off the field while you are here must be reported immediately.



## Check-in Procedures

- ♦ A World Series representative will greet you as you arrive, and will guide you through check-in procedures.
- ♦ The Welcome area will be divided into two lines – one for coaches and managers, and the other line for team players and team mom.
- ♦ Please ask your team to remain together during check-in and to be prompt with requests for uniform fittings, roster checks and photos to aid us in completing the check-in process for all teams in a timely manner.
- ♦ Coaches and managers must remain with World Series personnel during the eligibility verification processes.
- ♦ If teams have a return flight scheduled, please present a copy of your flight schedule for World Series personnel to review.
- ♦ All equipment bags and equipment will be inspected during check-in. Equipment not in compliance with Little League® regulations will be confiscated by the umpire committee and not returned until the end of the tournament.
- ♦ Model Release Forms must be submitted on arrival. Failure to do so will prohibit photos or interviews with your team for the duration of the tournament. Model Release Forms are on the next page for photocopying or may be downloaded from the Little League® International website (LittleLeague.org).

## Uniforms

Teams will be issued uniforms upon arrival. Full uniforms must be worn to all games and ceremonies. Each player and coach will also receive an official World Series jacket. Uniform cleaning will be explained at the Team Mother's meeting.

**Managers and coaches are required to wear coach's polo shirt (provided) and their own black or khaki pants or shorts without cargo style pockets during games. Jeans, sweats, or mesh-type shorts/pants are not permitted.**



Little League Baseball®, Incorporated  
2016 Model Release and Waiver

**PARTICIPANT UNDER 18**  
This section to be completed by the **parent or guardian of a minor**, if minor is under the age of 18 years

I, \_\_\_\_\_  
(Full Name of Parent or Guardian)

of \_\_\_\_\_  
(Address, City, State and Zip Code)

the  Parent  Guardian of \_\_\_\_\_  
(Name of Player/Participant)

hereby consent, grant and give my permission to Little League Baseball, Incorporated (hereafter "LLB") and any third party which LLB determines in its sole discretion to be appropriate including, but not limited to, any and all sponsors and/or licensees of LLB a royalty free, irrevocable license, to use, exploit, adapt, modify, reproduce, distribute, publicly display and publicly perform, throughout the world in any and all forms whether now known or later developed, the image, name, voice, or likeness of the above listed minor in any and all commercial exploits or ventures, promotional materials or announcements, publications, media releases, or advertisements, electronic or otherwise ("Work(s)"), in perpetuity, and waive any and all rights to the same. I acknowledge and agree that neither the above listed minor nor I will receive any compensation whatsoever if such image, name, voice, or likeness appears in any Works, or from any proceeds of any utilized Work. I acknowledge and agree that any use of such image, name, voice, likeness or resulting Work is solely the property of LLB in perpetuity. In addition, I acknowledge and agree that LLB may, without my permission or advance notice to me, supply such image, name, voice, likeness or resulting Work to, or for any use and/or publication by, any third party which LLB determines in its sole discretion to be appropriate.

\_\_\_\_\_  
(Signature of Parent or Guardian) (Date)

**PARTICIPANT OR ADULT OVER 18**  
This section to be completed by an **individual participant** over the age of 18 years

I, \_\_\_\_\_  
(Full Name of Participant)

of \_\_\_\_\_  
(Address, City, State and Zip Code)

hereby consent, grant and give permission to Little League Baseball, Incorporated (hereafter "LLB") and any third party which LLB determines in its sole discretion to be appropriate including, but not limited to, any and all sponsors and/or licensees of LLB a royalty free, irrevocable license, to use, exploit, adapt, modify, reproduce, distribute, publicly display and publicly perform, throughout the world in any and all forms whether now known or later developed, my image, name, voice, or likeness in any and all commercial exploits or ventures, promotional materials or announcements, publications, media releases, or advertisements, electronic or otherwise ("Work(s)"), in perpetuity, and waive any and all rights to the same. I acknowledge and agree that I will not receive any compensation whatsoever if such image, name, voice, or likeness appears in any Works, or from any proceeds of any utilized Work. I acknowledge and agree that the use of any such image, name, voice, likeness or resulting Work is solely the property of LLB in perpetuity. In addition, I acknowledge and agree that LLB may, without advance notice to me, supply such image, name, voice, likeness or resulting Work to, or for any use and/or publication by, any third party which LLB determines in its sole discretion to be appropriate, without my permission.

\_\_\_\_\_  
(Participant Signature) (Date)

Note: This form can also be found on the Little League® Website

# 2016 Big League Championship Game Rules

**Pool Play Round:**

Pool play will be used to advance four teams from each pool to the Championship round (thus eliminating 2 of the 10 teams from the Championship competition). A defined tie breaker system will be used, if necessary, to determine which teams will advance to the Championship round and their position in their Pool.

**Championship Round:**

This round will determine the World Series Championship from among the 8 teams that advance out of the pool play round. At this point, pool play results have no further bearing on the 8 remaining teams, regardless of their losses in the Pool Play round.

The Championship round will be conducted under a single elimination tournament format. In the quarter-finals, the winner of Pool “A” will play the fourth place team from Pool “B,” the second place team from Pool “A” will play the third place team from Pool “B,” the second place team from Pool “B” will play the third place team from Pool “A,” and the winner from Pool “B” will play the fourth place team from Pool “A”. Winners will advance through the bracket and ultimately meet in the final game for the Big League World Series Championship.

**Consolation Round:**

This round is scheduled to give each team at least 5 games. Teams playing in this round **cannot** get back in the Championship round.

**Tie Breaker:**

1. If two teams tie for 1<sup>st</sup> place after Pool Play, these teams play in the Championship Round, with the Pool winner determined by head to head competition between those two teams.
2. If two teams tie for 2<sup>nd</sup> place after Pool Play, the 2<sup>nd</sup> place team will be determined by head to head competition between those two teams in Pool Play.
3. If three teams tie for 1<sup>st</sup> and one team has defeated the other two in Pool Play, that team is determined the 1<sup>st</sup> place team. The 2<sup>nd</sup> place team is determined by head to head competition of those two teams in Pool Play.
4. If three teams tie for 1<sup>st</sup> place and there is no clear victor from head to head competition, the 1<sup>st</sup> place team is the team with the lowest runs given up percentage (total runs given up divided by the total innings played). The 2<sup>nd</sup> place team is determined by head to head competition of those two teams in Pool Play.
5. If three teams tie for 2<sup>nd</sup> place and one team has defeated the other two in Pool Play, that team is determined the 2<sup>nd</sup> place team. If there is no clear 2<sup>nd</sup> place team from head to head competition, the 2<sup>nd</sup> place team is the team with the lowest runs given up percentage (total runs given up divided by total innings played).

**Runs Given Up**

**Pool “A”**

Asia-Pacific  
Canada  
Central  
Southeast  
West

	Game 1	Game 2	Game 3	Game 4	Game 5	Game 6

**Pool “B”**

DE District III  
East  
EMEA  
Latin America  
Southwest


## Media Contacts

We make it easy for your fans back home to follow the success of your team as full information is available at [www.BigLeagueSoftballWS.org](http://www.BigLeagueSoftballWS.org). We can provide your local TV, radio or newspaper contacts with daily updates if you provide us with their name and email address; bring this list with you to the orientation meeting.

## Web Posting of Rosters

We ask that you email your rosters to [media@BigLeagueSoftballWS.org](mailto:media@BigLeagueSoftballWS.org) as soon as possible. This will allow us to post your team on our Web site for immediate viewing. Please use this email address to report corrections to the web posting.

## Radio / TV Broadcasting

The complete media guide is available on our website. Contact Media Chairperson Roy Lamberton for approval of play-by-play radio broadcasting. Representatives of championship teams wishing to broadcast games should call Roy Lamberton by phone at (302) 629-3221 as soon as possible to discuss radio hookups. Semi-final and final Big League Softball World Series games will be televised by ESPN/ESPN 2 or its affiliates on August 6<sup>th</sup> and 7<sup>th</sup>.

## Game Scores

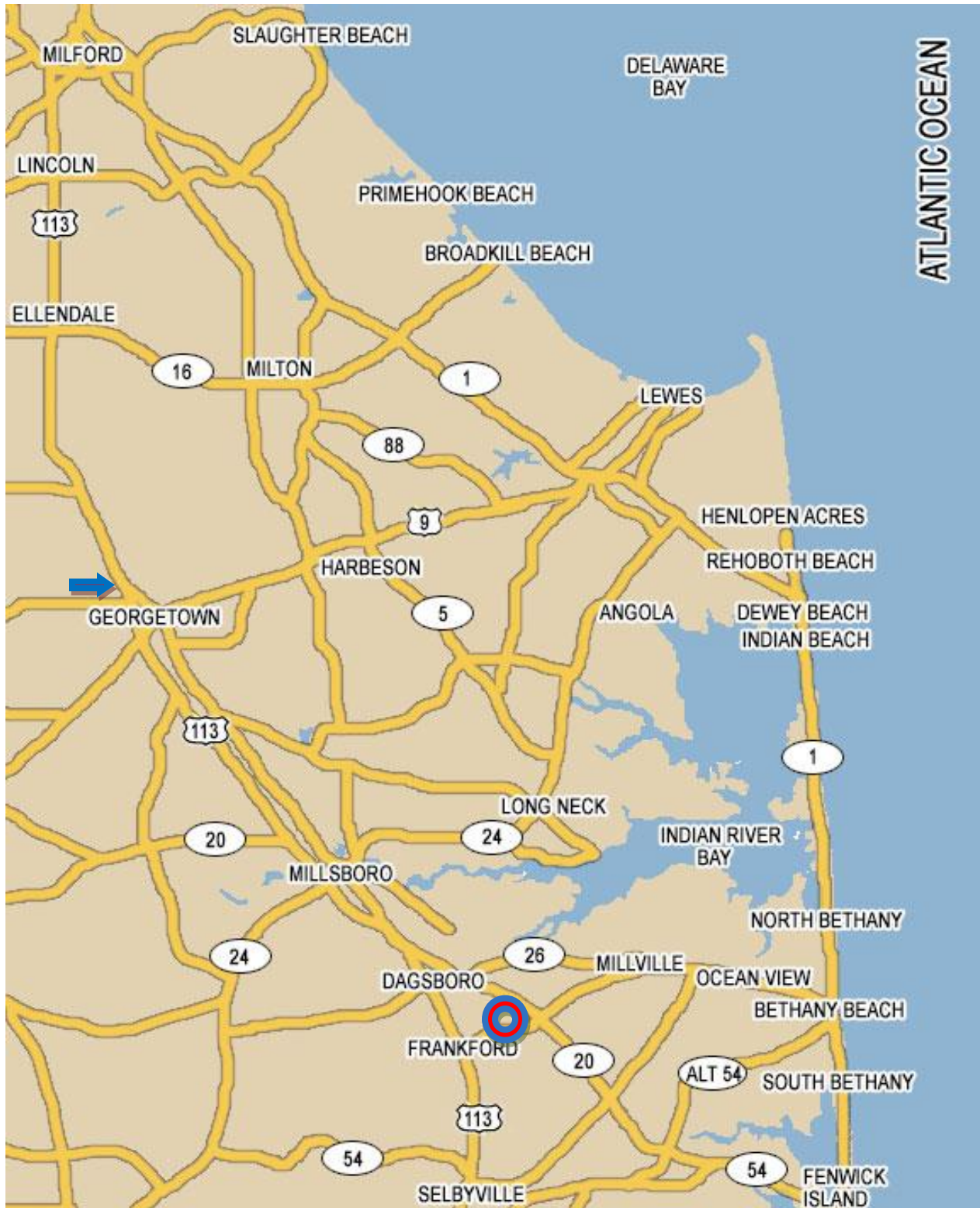
Inform parents, fans, and community that all game scores can be accessed on the Internet through the World Series Home Page at [www.bigleaguesoftballws.org](http://www.bigleaguesoftballws.org)

Web scoring will also be available through Game Changer – details will be provided upon arrival; link is available on our website.

Be sure to follow us on Facebook and Twitter!  

On Facebook, “Like” Little League Big League Softball World Series, Twitter handle is @LLSftballWSDE. We use hash tags #llblws and #bigleaguesoftballws

# Big League Softball World Series



*Map showing location of World Series Housing (blue arrows) and location of Lower Sussex Little League Complex (bullseye), site of the Senior & Big League Softball World Series Tournaments in Sussex County, Delaware*