

16U World Series Instruction Package



Pittsfield, Massachusetts
July 30th- August 5th 2014
Gerald S. Doyle Memorial
Park

[16U Web Link](#)



Congratulations

Dear Team Manager:

Congratulations on participating in the 2014 16u Babe Ruth Softball World Series in Pittsfield, Massachusetts. This information package needs to be carefully reviewed today by you and should be shared with your team members and followers coming to the World Series. It will be a great tool to help prepare you, your team and team followers on everything you need to know prior to arriving in Pittsfield, Massachusetts.

I will be at your team orientation as well as taking part in the World Series. I look forward to meeting you and your team, and I'm confident that with your efforts in reviewing this information package, we will be able to provide your team an excellent experience at the World Series.

Rob Connor
National Commissioner
Babe Ruth League

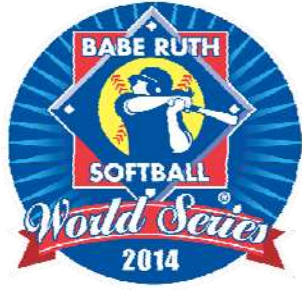


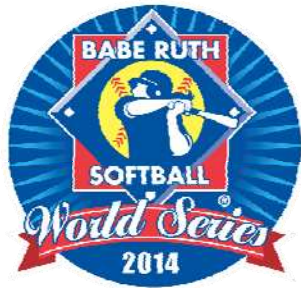
Table of Contents

- Team Credentials
- Contacting Headquarters for World Series Travel
 - Local Transportation
- Hotel Accommodation
- Uniform Patches
- Program Book Advertisement
- State Flag
- Orientation Meeting
- Coach's Breakfast
- Opening Ceremonies
- Tickets
 - How To Order
- Checklist



Team Credentials

- Managers and Coaches must present a valid driver's license and present proof of automobile liability insurance with the name of carrier and policy number.
- Per 2014 Babe Ruth League Softball Rules and Regulations – Tournament Regulations 11.04, the following documents will be required by the World Series Credentials Committee before your team is permitted to participate in World Series games:
 - Birth documents or records as specified by Rule 0.04 (1) for each of the tournament team players.
 - Official Tournament Team Rosters certified and signed by your League President, District and State Commissioners (or as if applicable).
 - Babe Ruth League, Inc. Letter of Tournament Eligibility.
 - Certificates of Coverage of your league's Group Accident and League Liability insurance policies. (If the policies were not purchased through Babe Ruth Headquarters, please make certain your group is covered for out of town tournament competition. Refer to Rule 0.01 (6).
 - Consent for Treatment forms for each of the tournament team players.
 - Coaching Certification I.D. Card or Certificate for team manager and coaches.
- Please refer to the Local League Guide (or the Babe Ruth League website to view a PDF of the Local League Guide) which includes directions on how to assemble your tournament credential book.



Team Credentials

How to Assemble Your Tournament Credentials

Step 1

Access your account at BabeRuthLeague.org. Your league president or appointed officer will be able to help you with gaining access to your account.



Step 2

Start your Credentials book by using a 1/2" ring binder that you can find in an office supply store.

Step 3

Place clear sheet protectors for the documents inside the binder. When using Babe Ruth ID Cards, use "business card" sheet protectors to hold the cards inside the binder. Quick Note: Babe Ruth ID Cards are available for purchase through your roster tool. Simply select the players you need ID Cards for and supply the shipping information. You can have your cards sent back Next Day Air, 2nd Day Air or regular Ground.



Step 4

Insert your league's LOE (Letter of Eligibility). This is approved by your State Commissioner and available once approved for printing from your league's Data Center account. If you don't have the option to print the LOE, contact your State Commissioner. Commissioners will not be able to approve LOE's until after June 5th of each year. See LOE section for step-by-step instructions on obtaining your LOE.



Step 5

Insert a copy of your tournament team roster in the binder. If you have any Add/Drops that are made on your tournament roster after June 30th, please be sure to put the Add/Drop form as well as your approved letter from Headquarters approving your Add/Drop in the binder. Quick Note: Only Add/Drop forms that are with a letter from Headquarters giving specific approval are valid. Also, remember



that when you drop a player you can only add one player. Your roster must stay the same size throughout the tournament trail. You must have an official roster from BabeRuthOnline.com.

Step 6

Insert a copy of your league's Certificate of Insurance for Accident and Liability Insurance. If you have Babe Ruth insurance and your league took both Accident and Liability coverage with Babe Ruth, they will both appear together on the certificate form.

Step 7

Insert your Babe Ruth ID Cards. Quick Note: Remember to order your ID Cards when doing your rosters online. You may use original birth certificates in place of ID Cards; however, notarized copies of birth certificates will not be accepted. See ID Cards section for ordering instructions.



Step 8

Insert Consent for Treatment forms. You can print out Treatment Forms from the Babe Ruth Website! Quick Note: Be sure to have 1 Consent form for each player on the roster. The Consent for Treatment form can be found under League Resources on BabeRuthLeague.org.



Step 9

Place a printed copy of your team photo, in uniform, in your binder. Please remember that this photo may also be used for program books and other publications as you advance in the tournament trail. Make sure to have a good photo taken. Quick Note: You will be uploading a photo when you do your rosters online as well. Remember only players and coaches that are on the official tournament roster are permitted in the photo.

Step 10

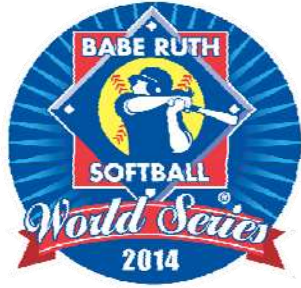
Place Certificates of Certification for each manager and coach that has successfully completed the Coaches Certification Program. Quick Note: Visit www.baberuthcoaching.com for information on how you can enroll in this superb training program.

Step 11

Check List

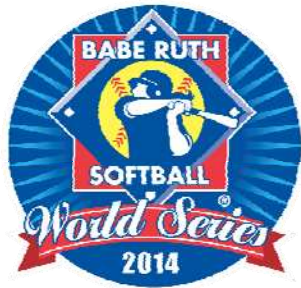
- Did I order Official Emblems or the Cap Emblem option for my players and coaches?
- Do I want to order District, State or Regional Champion and Runner-Up Pins?
- Does my team have the schedule for games as well as the contact numbers for the host league and tournament director?
- Did I send all of my required paperwork to Headquarters?
- Do my coaches have copies of the rule book?
- Do my team managers and coaches have rule books?





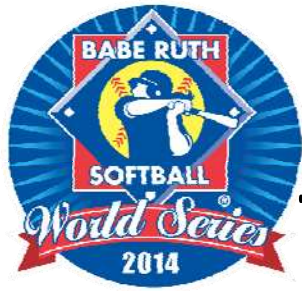
Travel

- At the conclusion of the regional tournament, the **team manager ONLY** must immediately contact Joe Smiegocki at Babe Ruth Headquarters in Trenton, New Jersey (800-880-3142 or 609-695-1434) for further instructions concerning team travel, housing and other important details.
- The team travel arrangements for the players, manager and coaches will be made by BR Headquarters. It will be your responsibility and expense to obtain transportation to and from the designated travel area (airport, train station, etc.). Guam, Hawaii and the Virgin Islands will be responsible for their transportation arrangements and the cost from Guam, Hawaii and the Virgin Islands, to the origination airport selected by Babe Ruth League, as well as the Regional site, to and from the mainland.
- All team members (**up to 15 players, 1 manager and 2 coaches – Team Composition Rule 11.02**) must arrive and depart as a team. Any player, manager or coach who leaves the World Series prior to or after the team leaves will do so at their own expense. (No bat boys/girls will accompany teams.)
- Please note that any and all baggage fees are at your own expense. Each individual traveler must be prepared to pay these fees on both the outbound and return flights. We advise you to check with your airline before you travel to obtain the current baggage terms and rates, as well as the regulation for carry-on bags.



Travel

- The airlines request: (1) passenger's name as it appears on the ID to be used at airport check-in; (2) date of birth; (3) gender; and (4) the type of photo ID to be used at airport check-in when booking a reservation for air travel. Enclosed is an **Airline Information Form** for you to complete for every member of your team traveling to the World Series. This form must be returned ASAP to Joe Smiegocki at Babe Ruth Headquarters via fax at 609-695-2505 or via email at joe@baberuthleague.org. (We suggest you review current airline regulations for a list of accepted forms of ID and travel document requirements for adults and children).
- Arrive at the airport two hours before your scheduled departure time. Give yourself enough time to check your baggage and move through security lines.
- Any team member's ticket that has been finalized by Headquarters and then is subsequently not used, must be paid for by the team or league. This ticket, once paid, becomes the property of the individual and can be used at a later date. All airline terms, fees and additional cost for changing that ticket will apply and be at the individual's expense.
- All teams are anticipated to return home the day following the championship game. If your team is eliminated prior to the championship game, a World Series Task Force Member will advise you on your return travel as soon as possible. Joe Smiegocki will attempt to change your return flight so that you depart earlier. However, this may not always be possible. Please be aware of this and know that we will do our best to get you home sooner, but the airlines control the flights.



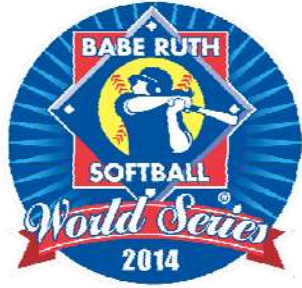
Local Transportation

- Each regional championship team will be provided with an **automobile** for use while at the World Series. The designated driver (must be a member of the coaching staff) is the **ONLY** person permitted to drive the automobile, and the **ONLY** passengers permitted are the other members of the coaching staff. The manager and coaches of each team must present a valid driver's license and proof of automobile liability insurance with the name of carrier and policy number to World Series Headquarters prior to the loaning of the automobile. **CARS CANNOT BE TAKEN OUT OF THE WORLD SERIES AREA.**
- All rentals will be available on site. However, some World Series sites will provide the teams with a stipend for a secured rental. In this instance, the team will have an option of accepting the stipend or using it for a lower- or higher-rated rental. Please check with the World Series site to see if they will be offering a stipend.



Hotel Accommodations

- Each participating team, as well as the team followers, must reserve their rooms and stay at one of the official hotels blocked for the World Series.
- Mickey Murphy at 1-413-212-9379 for official hotels of the 2014 Softball 16U World Series. You must state in an official World Series hotel in order received travel, car and hotel room.



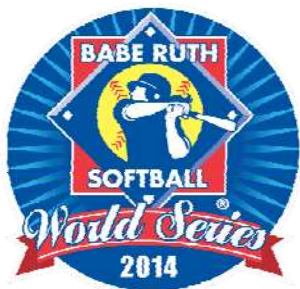
Uniforms

- All uniforms worn by the players and coaching personnel must contain two softball emblems:
 - Official Babe Ruth Softball emblem (which is to be worn on the left sleeve of the uniform or on the left chest for sleeveless uniforms)
- Official Softball World Series emblem (which is to be worn on the right sleeve or right chest for sleeveless uniforms).
- The World Series official emblems will be sent to your League President prior to your team's date of travel to the World Series. One patch will be provided for each player, the manager and the two coaches.
- Any additional patches needed for second uniforms are available for purchase on the Babe Ruth website for a cost of \$3.00 each plus shipping and handling. Additional patches can also be purchased and applied free of charge at the merchandise tent at the World Series site.
- Patches are heat sealable and do not require to be sewn on the uniform.
- **All uniforms worn for World Series play or warm ups on the field prior to the game must contain the World Series patch.**



Order World Series
Patch here

<http://store.baberuthleague.org/world-series-patch-softball>



Program Advertisement

- Each team is able to purchase an ad in the Program Book. Please contact the respective Host President for details.
- Go to:
www.pittsfieldgirlssoftball.com
- For further questions email:
info@pittsfieldgirlssoftball.com



State Flag

As a participating team at the World Series we will need you to bring your state flag with you. This flag must be 3'x5' in size, no bigger or smaller is accepted. The flag will be hung at the park for the time your team is participating at the World Series. You will provide the flag when arriving for Team Orientation. Once your team is eliminated from play the flag will be lowered and returned to you at the end of the day's games

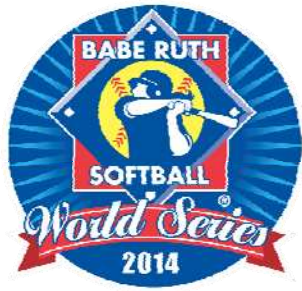


5-feet



3-feet

Must Be brought to the World Series Orientation



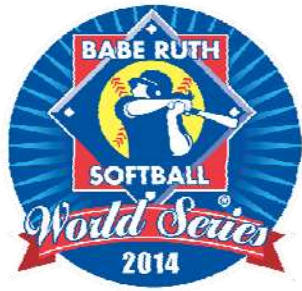
Orientation Meeting

When your team arrives from travel you will be taken to your hotel where you will be able to check in and get unpacked. Players and coaches will be then get into full uniform because your World Series experience at the site will now get started. At designated times that will be provided to you , you will be taken to the Orientation Meeting which will have a couple of different features to it this year. Players and coaches (that are on the roster) will have their official World Series individual and team photos taken . These photos will be used on the World Series website and used with the player and coach bio forms that are also included in this packet for you to complete. After having your photos taken, you will meet the media. That's right, your players and team manager will be in the media room to meet with reporters that will be on hand to meet and greet you and your team. Afterwards, you will then have your team orientation, where you will meet other teams that had similar report times as well as meet the World Series Task Force and volunteers that will be running the operations of the World Series. Finally, you will get a view of all the World Series awards that will be presented after the games have been completed. Take plenty of photos!



Items you must bring
to the
World Series
Orientation

- Player Bio Forms (each player)
- Coach Bio Forms (each coach)
- Photo Release Forms (each player)
- Automobile Form (manager)
- Team Credential Book
- State Flag



Coach's Breakfast

The Coach's Breakfast will be for the one manager and two coaches that appear on the official tournament roster, which will be followed by a rules meeting and ground rules at the main playing field with the umpires. At this meeting, you will be able to review rules as well as procedures that go on at the World Series. You will also be introduced to the volunteer National Umpire Association umpires that will be working the World Series as well meet additional local officials that will be giving the you the latest information needed to make your stay and experience a good one.

Location:

Berkshire Hill Country Club
500 Benedict Rd.
Pittsfield, Massachusetts

Report Time:

8 AM Sharp for Breakfast



Items you must bring to the
Coach's Breakfast

Hotel Check In Report

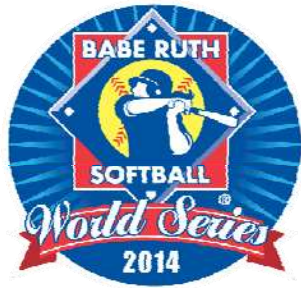


Opening Ceremonies

Pittsfield, has an exciting evening planned for your team at the World Series. You will be part of Babe Ruth League History as you join the other teams in opening the 2014 16U Babe Ruth Softball World Series. All teams will gather for introductions to kickoff the World Series.



- Each team will be introduced and walk in together.
- Each team prior to going out on the field will be presented with their championship banner to walk out with.
- **Teams are not permitted to bring other banners or flags on to the field for opening ceremonies however they are permitted to hang them up at each game in a designated area by the dugout that we will show you at the site.**
- **Teams will have a report time and will not be leaving the playing field until the ceremonies are 100% completed.**



Tickets

This is a sample ticket **Do Not Print**

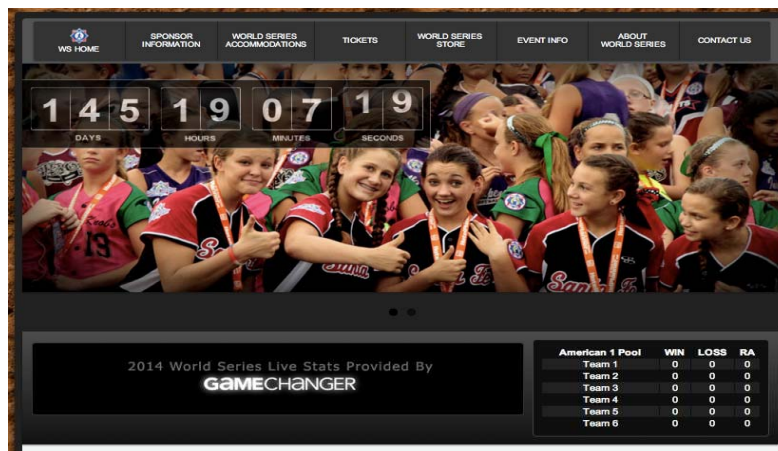
Four types of tickets will be available:

- Adult Individual Day Ticket
- Adult Tournament Pass
- Children's (Ages 5-12) Individual Day Ticket
- Children's Tournament Pass

Tickets will be available July 2014



Click "Tickets" on the tool bar of the World Series home page to order yours





Checklist

- Team Credentials Submitted
- Travel Arrangements Booked
- Hotel Secured
- Uniform Patches Ordered
- 3'x5' State Flag

Must Be Completed &
brought to the World
Series Orientation



Player BIO for Web

Jersey Number _____

Player Name _____

City, State _____

Position (Pick Primary and Secondary) _____

Favorite Pro Team _____

Favorite Pro Player _____

Favorite Food _____

Where I want to go to college _____

When I grow up, I want to be _____

As part of the World Series website, each player will have a photo taken in Full Uniform at the World Series Orientation Meeting. The Team Manager should have every player's form at the time of check in at the meeting. Please do not have players complete as part of your preparations for travel to the World Series site.

Must Be Completed & brought to the World Series Orientation



Coach BIO for Web

Coach Name _____

City, State _____

Favorite Pro Team _____

Favorite Pro Player _____

Favorite Food _____

Favorite TV Show _____

Special Talent _____

As part of the World Series website, each player will have a photo taken in Full Uniform at the World Series Orientation Meeting. The Team Manager should have every player's form at the time of check in at the meeting. Please do not have coaches complete as part of your preparations for travel to the World Series site.

Must Be Completed & brought to the World Series Orientation



Photo Release Form

I, _____ hereby give my permission to **Babe Ruth League, Inc.** to use my child's photo, image, or likeness for marketing, publicity, promotion and advertising purposes, including print advertising, direct mail, billboards, video, and web publishing, in association with Babe Ruth League, Inc. **Child's**

Name _____

Team Name _____

Uniform # _____ **Color(s)** _____

I hereby release Babe Ruth League, Inc. from any liability arising from the use of said photographs, images, or likeness

Signed: _____ **Date:** _____

Parent/Legal Guardian of: _____

Street: _____

City, State, Zip: _____

Phone: _____

Must Be Completed & brought to the World Series Orientation



Automobile Form

In order to be provided with an automobile for your team, you must complete this form and have it your team's Orientation Meeting. The manager will submit this form to a member of the World Series Task Force. The vehicle is provided for your use for only approved World Series activities. In addition, the driver must return the vehicle with a full tank of gas or will be charged to fill the car plus any other fees.

DRIVER INFORMATION

Name of Driver:

Address:

Telephone Number:

Driver License Number:

License Expiration Date:

Insurance Company Name:

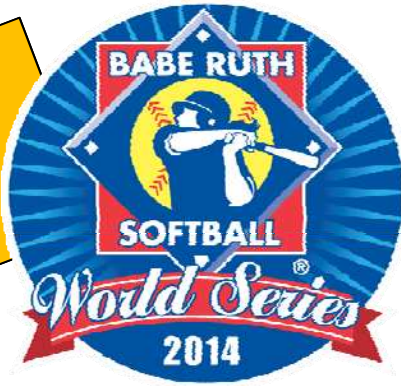
Policy Number:

I understand that the use of this car is strictly for use at the Babe Ruth World Series and in accordance with the Rules and Regulations set forth by the Babe Ruth League, Inc., regarding such. This automobile is not to be used outside of the geographical area permitted by World Series Regulations. I also swear that my driver's license is valid and my personal automobile liability insurance is in force.

VEHICLE ACCEPTED BY:

_____ **DATE:** _____

Must Be Completed & brought to the World Series Coach's Breakfast



Hotel Check In Report

Team Players, Managers, Coaches and all Team Followers are required to stay in the approved designated hotels in order to have your team participate in the World Series. Please be sure to list all names that are staying in the hotels that are associated with your team.

| First Name | Last Name | (P) Player (M-C) Coach (F) Follower | Room Number | Hotel |
|------------|-----------|-------------------------------------|-------------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Must be completed with the Host Site who will help secure your hotels



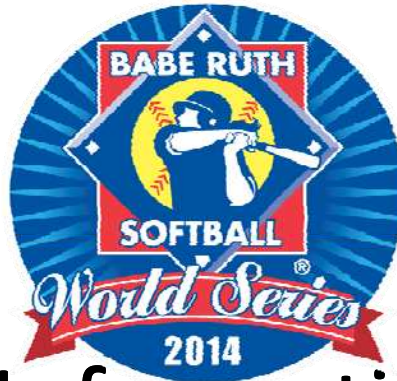
Hotel Reservations

Team Players, Managers, Coaches and all Team Followers are required to stay in the approved designated hotels in order to have your team participate in the World Series. Please be sure to list all names that are staying in the hotels that are associated with your team.

TEAM NAME _____ STATE _____

Reservations Coordinator for Your Team _____
Phone No. (H) _____ (D) _____ (Cell) _____ Fax: _____ Email: _____

| NAME | # IN PARTY | | SMOKING PREFERENCE | | ROOM TYPE | | ARRIVAL DATE | DEPART. DATE | CREDIT CARD INFORMATION | | |
|------|------------|-------|--------------------|-----|-----------|--------|--------------|--------------|-------------------------|----------------|-----|
| | Adult | Child | Smoke | Non | Single | Double | | | Card Type | Account Number | Exp |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |



Airline Information Form

As part of the Secure Flight Program, the airlines request the passenger's name as it appears on the ID to be used at airport check-in, date of birth, gender and the type of identification they will be using at check-in before a ticket can be purchased. Therefore, please complete the following information for every member of your team (players and coaching personnel) that will be traveling to the World Series. Email this completed form to Joe Smiegocki at Joe@BabeRuthLeague.org or fax it to 609-695-2505

TEAM NAME _____
 CITY _____
 STATE _____
 NAME OF WORLD SERIES ATTENDING _____

| <u>NAME AS IT APPEARS ON ID</u> | <u>DATE OF BIRTH (MM/DD/YYYY)</u> | <u>GENDER</u> | <u>TYPE OF ID TO BE USED AT AIRPORT</u> |
|---------------------------------|---------------------------------------|---------------|---|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ |
| 6. _____ | _____ | _____ | _____ |
| 7. _____ | _____ | _____ | _____ |
| 8. _____ | _____ | _____ | _____ |
| 9. _____ | _____ | _____ | _____ |
| 10. _____ | _____ | _____ | _____ |
| 11. _____ | _____ | _____ | _____ |
| 12. _____ | _____ | _____ | _____ |
| 13. _____ | _____ | _____ | _____ |
| 14. _____ | _____ | _____ | _____ |
| 15. _____ | _____ | _____ | _____ |
| 16. _____ | _____ | _____ | _____ |
| 17. _____ | _____ | _____ | _____ |
| 18. _____ | _____ | _____ | _____ |
| 19. _____ | _____ | _____ | _____ |
| 20. _____ | _____ | _____ | _____ |
| 21. _____ | _____ | _____ | _____ |