

Minnesota American Legion Baseball Proposal & Contract for Hosting a State Tournament



Please check division:

I Sr. I Jr. II Sr. II Jr. I-A

Today's date: _____ Year desiring to host: _____

SECTION 1

BID:

The American Legion Department of Minnesota and its Baseball Committee welcome and thank posts or baseball associations interested in hosting a Minnesota American Legion Baseball state tournament. The committee stands ready to assist you. This tournament has a history of success achieved through community spirit and sportsmanship.

PROCEDURES: This proposal must be filled out prior to bidding on a tournament, and it becomes a contract when signed. Parties may sign once the Baseball Committee accepts the bid. If a bid has been approved inadvertently without a contract, then a contract must be filled out and signed by the host and the state baseball director or appointed tournament director promptly.

To host, the Minnesota American Legion Foundation requires a signed hosting contract in place and in the hands of the baseball secretary by June 1 in order to receive any Baseball Committee funding.

TOURNAMENT: This bid is for the Minnesota American Legion Baseball state tournament indicated at the top of this document. Please enter the information below:

Name of community hosting this tournament: _____

Name of post or baseball association (i.e.: host): _____

CEO of host organization: _____

Name of host baseball team: _____

Tournament dates (month, days, year): _____

Number of teams in the tournament: _____

Structure (double-elim, single-elim with consolation, pool, etc.): _____

Number of ballfields needed: _____

Names of ballfields: _____

UPON ACCEPTANCE OF BID: The state baseball director and representative will sign the contract and ensure it gets to the baseball secretary. The baseball secretary then shall provide the host with the standard State Tournament Finance Statement spreadsheet.

The Baseball Committee reserves the right to inspect facilities and require changes (such as a poor-quality field, dangerous traffic problem and, of course, weather-based situations).

At the state tournament preceding hosting of the tournament, the host should have a representative present to observe how that host conducted its tournament.

Hosts are expected to have a representative at the fall or spring Baseball Committee meeting following acceptance of the bid to explain how work is coming along. Also, hosts are expected to attend a fall meeting after the tournament to report how the tournament went and to share the State Tournament Finance Statement.

ADDRESS:

**Minnesota American Legion Baseball
20 West 12th Street Room 300A
St. Paul, MN 55155**

CONTACT INFO:

**Office Phone: 651-291-1800
Baseball Secretary: 651-424-4612
Email: tengstrom@mnlegion.org**

SECTION 2

MENTORSHIP

Minnesota American Legion Baseball is not about winning or losing. It's not about titles, trophies and personal glory. It's a mentorship program that teaches the national pastime, sportsmanship, respect for fellow participants, respect for the sacrifices of veterans, love of

country, sound temperament and fitness. Running a positive experience for all participants, from players to fans to volunteers, is the mission.

The "Star-Spangled Banner" must be sung or played before each game of the tournament. It also must be played before the championship game.

A color guard from a local American Legion post is encouraged for participation at the first game of the tournament and before the championship game. In exchange, its members receive free admittance to all games.

The field supervisor or an appointed substitute reads the American Legion Code of Sportsmanship before each game, with players standing along appropriate baselines.

All American Legion Family members with a valid, current membership card shall be admitted for free. To be sure, this requirement includes American Legion, American Legion Auxiliary or Sons of The American Legion members bearing cards. It also does not mean all veterans get in free, unless the host decides to allow them.

SECTION 3

FINANCES

It is recommended that the host keep tournament funds in a separate checking account from its operating account, for the ease of accounting.

REVENUE

The host may use the following general guideline for generating revenue:

1. Ticket sales (i.e.: gate receipts).
2. Advertisements in a program.
3. Program sales.
4. Sponsorship banners in the outfield or around the ballpark.
5. Concessions.
6. Souvenirs.
7. Donations.
8. Photography, video streaming, other media.

Alcohol sales are allowed, but the field supervisor or tournament director reserves the right to suspend alcohol sales under any circumstances.

Any host may find new and innovative means for raising funds not listed here.

EXPENSES

Expenses Paid by Host Committee:

1. Baseball ballpark(s) and any associated fees. Tournament director may require lights. The fields must be fenced and able to handle crowds. The fields shall be dragged and lined before each game. Fields must have adequate and available toilet facilities. Concessions must be available for fans to purchase. Infield practice before games shall be 10 minutes.
2. Baseballs: Diamond D-I with American Legion emblem. (Estimate 1 dozen per team.)
3. Rosin bags.
4. Fresh drinking water in all dugouts.
5. Public address system, announcers and scorekeepers for each game. Teams may enter results in GameChanger, but the official results are in the hands of the official scorekeepers. Scorekeepers should have all applicable rulebooks on hand. Hosts are encouraged to consolidate tournament GameChanger results by creating a tournament tab in the system.
6. Medical equipment and personnel services available for all players, fans and volunteers. A complete first aid kit will be available at each field.
7. A room for registration and a pre-tournament meeting (typically a post or hotel).
8. Printing expenses: program, booklet, tickets, local sponsor banners. Program must feature bracket pairings and team rosters, as supplied by the Baseball Committee. (The baseball secretary often has filler content: program history, commander greeting, past brackets, etc.)
9. **Scheels requirements:** Scheels is the official sponsor of our state tournaments and must be afforded space on a program's back cover. The host must hang a committee-supplied large Scheels banner where it can be viewed from the bleachers, preferably the outfield fence. Any further banners are welcomed. Announcers must say, "This trip to the mound is sponsored by Scheels, your destination for sporting goods, clothing, hunting and fishing gear." A Scheels staff member is offered to toss the first pitch of the title game and will assist with decorating players with medals. The host committee is not allowed to seek sponsorships with any other sporting good suppliers. When a Scheels representative arrives, guide the person promptly to the tournament director.
10. Tournament promotion expenses.
11. Associated costs of scorekeepers, ball shaggers, announcers, ticket takers, volunteers.
12. Umpire costs: going rate per umpire per game, with a maximum of two games per day. (Umpires receive no housing, mileage or other gratuities.) Host negotiates "going rate" with an umpire association or, sometimes, multiple umpire associations. See Section 4: Umpires & Rules.
13. Upfront cost of lodging teams, up to 18 players and 2 coaches per team, on National Form 1 outside the 60-mile radius (based on Google maps, from ballpark to base school; see state

rulebook for more on the rule) and the Baseball Committee staff. (See Item 7 in Expenses Paid by MALB Committee.) Players are to be housed four to a room maximum. A team with a full roster would have 5 rooms for players and 1 for coaches. Teams are responsible for lodging of additional team personnel such as batboys, bus drivers, managers and statisticians. When teams are eliminated, the tournament director is the final authority on removing them from tournament expense.

14. A large tournament bracket board for the main field so fans can follow results offline. (Of course, host may also post results to its website, Facebook page or other desired media.)

Additional Expenses Paid by Hosts of Senior Tournaments:

15. Banquet hall rental and food costs for banquet.

16. Space for a meeting among coaches and tournament leadership. (Often, this place is one and the same as the banquet hall and happens prior to the banquet itself.)

17. Information about the tournament for the secretary to include in the Winner's Packets. All information (except the bracket) must be completed by the Fourth of July.

Additional Expenses Paid by Host at Div. I Sr. Tournament:

18. A headquarters office space for Baseball Committee staff at or near Field 1, to be approved by the tournament director.

19. Team photos at check-in.

About Photography:

19-A. Team photos during registration prior are common at all state tournaments, but only required for the Div. I Sr. because the Central Plains Regional Tournament needs them. The team photos are provided to the coaches, players and even posts. This work often is handled in many ways: a direct payment, a volunteer shutterbug, an enterprising photographer selling action images but giving away team photos for no charge, etc. The means by which team photos are handled can be negotiated. If there is an expense, the host covers it.

About Meal Money:

20. The Minnesota American Legion Baseball Committee no longer requires meals or meal payments at tournaments, as this has gone by the wayside across the youth sports landscape. However, a local host may choose on its own to provide meals, meal money or even coupons for local sponsor restaurants as a source of tournament revenue.

Expenses Paid by Minnesota American Legion Baseball Committee:

1. Trophies, plaques and medals, as determined by the Baseball Committee.
2. Minnesota American Legion Baseball Rulebooks, 1 per team, plus extras for host and staff.
3. Lineup cards.
4. Full price of banquet meal for dignitaries invited by the Baseball Committee and meal cost of Baseball Committee volunteers attending banquet, to be paid upfront or in arrears based on the tournament director's headcount.
5. Full lodging cost of dignitaries invited by the Baseball Committee, to be paid in arrears upon the secretary receiving hotel receipts. Exception: When a dignitary also is working the tournament as part of the Baseball Committee's volunteer staff.
6. Half the cost of lodging for teams and the Baseball Committee's staff, with a cap of \$10,000 for an 8-team tournament, \$15,000 for a 12-team tournament and \$20,000 for a 16-team tournament, to be paid in arrears upon the secretary receiving hotel receipts.
7. A registration process when teams arrive on the afternoon before the tournament. Room assignment forms and other pertinent materials will be handed out at registration. Each team must post a \$500 damage deposit, to be retained by the tournament director, until checkout.
8. At least one large Scheels banner for the host to hang in a location visible from the bleachers at each field. (The committee staff may bring additional Scheels banners for good measure.)
9. An online full tournament bracket, with a full schedule of games, for downloading or printing. Results will be posted at minnesotalegionbaseball.com.
10. Rosters for printing in the host's tournament program.

Expenses Paid by Minnesota American Legion Baseball Committee at Senior Tournaments:

11. Scouting sheets for press and scouts, to be available at the main field.
12. Winner's Packets, which the secretary sends via email to substate tournament directors to give to the winners of each substate so parents, players, coaches have information. All information (except the bracket) must be completed by the Fourth of July.

Expenses Paid by Minnesota American Legion Baseball Committee at Div. I Sr. Tournament

13. Reimbursement of \$10 per team member for meals at banquet, with 1 team not to exceed 18 players and 2 coaches. (All others must buy tickets from the host at full price.)

AFTERWARD

When the tournament is complete, an accurate and complete accounting of the tournament shall be presented to the Baseball Committee at the time of the Fall Meeting, usually held in October, using the standard State Tournament Finance Statement. A representative of the Host Committee shall be on hand to explain the accounting. All revenue and all expenses shall be itemized for this final accounting.

SECTION 4

UMPIRES & RULES

1. The host assigns umpires to their respective games. However, the host may turn over this task out to the tournament director. There will be a minimum of two umpires per game. Umpires may work up to two games on a single tournament day.
2. Host determines umpires through negotiating with umpire associations. However, the host may turn over this task out to the tournament director. See Section 4: Finances for umpire pay.
3. Umpires report to and are responsible to the Baseball Committee's field supervisor, who may step in to make clear the proper set of baseball rules are followed.
4. This is a state tournament, and umpires are expected to make their decisions clear to fans via speaking toward or signaling toward the announcer.
5. The field supervisor will ensure teams provide lineup cards to the umpires.
6. Umpires shall have in their possession the Minnesota American Legion Baseball Rulebook, or the mobile app showing the rulebook, and a recent copy of the MLB Rulebook. Umpires should be aware of the rule differences among Legion, high school and college baseball.
7. National American Legion Baseball, Minnesota American Legion Baseball and Major League Baseball rules will be used throughout this tournament. Umpires and field supervisors should be able to find rulebooks in the hands of the official scorekeeper at each ballfield.
8. Major League scoring procedures will apply.
9. Differences in opinion in rules and their application arising from recent changes shall be determined by the tournament director.

SECTION 5

PRESS & PRESSBOX

1. Press credentials are to be honored as passes at the gate. Members of the press are to report to the tournament director or field supervisor.
2. The host will provide space in the pressbox for announcers, scorekeepers and, if necessary, scoreboard operators. They shall have priority. Local press seeking pressbox space will be served on a first-come-first-served basis.
3. The press is an important part of the success of the tournament, and every effort should be made to accommodate them in their job. Treat them with respect.

SECTION 6

BANQUET

1. Senior tournaments are required to have a banquet; junior tournaments are not. However, if a junior tournament holds one, the same contract requirements apply.
2. The host determines the location of the banquet. It shall take place in the evening of the day prior to the first game.

3. The host shall furnish a master of ceremonies and a featured speaker. Time shall be provided to the Baseball Committee for Hall of Fame inductees and other award recipients.
4. The host team is expected to attend the banquet and be treated the same as other teams in the tournament.
5. The Pledge of Alliance will be performed at the opening of the banquet.
6. Scheels must be recognized and thanked for sponsoring the tournament. American Legion state-level and district-level dignitaries, along with any local elected officials, will be recognized. Having a color guard is not required, but it is encouraged. Color guard members eat free.
7. The host committee may promote the banquet to the general public in an effort to sell additional tickets to fund the event.
8. Host determines dress code for the banquet. If no dress code is stated, the default attire is polo or sport shirts, dress pants, shoes and socks.
9. See Section 3 for how funding is divided.

SECTION 7

INDEMNITY

Both parties understand and acknowledge that the very nature of baseball has hazards that can cause serious injury and/or death. Both parties have read American Legion Baseball's privacy policy, drug and alcohol policy and fan conduct policy (available at legion.org/baseball/resources) and the full text of the American Legion Rulebook and the Minnesota American Legion Baseball Rulebook.

In consideration for the privilege to participate in American Legion Baseball through Minnesota American Legion Baseball, the host hereby releases, discharges, relinquishes and agrees not to take legal action against, hold harmless and indemnify The American Legion, The American Legion Department of Minnesota, Minnesota American Legion Foundation and Minnesota American Legion Baseball, as well as officers, agents, volunteers, representatives, employees, sponsors, participants, players, agents, coaches, managers, drivers and others connected to all levels of American Legion Baseball from any claims, demand, actions and cause of action of any sort, arising out of this tournament.

This agreement and any attempted litigation arising from it shall be governed exclusively by and through the law of the State of Minnesota. Both parties agree to submit to the jurisdiction of the courts of the State of Minnesota. Both parties agree to make reasonable attempts to resolve differences prior to pursuing any litigation.

