



**Dear Youth Baseball Association:**

The Minnesota Sports Federation extends a special invitation to your community to serve as a host for a 2017 state tournament(s).

Hosting an MSF Tournament is an excellent way to involve a local group in a fund raising project and at the same time support youth baseball in Minnesota.

During the 2016 season, several hundred teams participated in MSF Qualifiers and State Tournaments from all over the state of Minnesota. The year of 2017 promises to be another great one for baseball enthusiasts.

With this bright forecast ahead, we ask that you submit your bid for the tournament package(s) of your choice. Please carefully review all the enclosed information especially the number of fields required. **The deadline for bids is January 5, 2017.** An earlier response would be appreciated.

Reminder: The MSF requires HOSTS to block hotel rooms (approximately 10 hotel rooms for each out of town team expected) and also name a housing coordinator to assist participating teams. (Please include hotel information and map to your facilities with your bid application)

**State tournament hosts must have a tournament headquarters cell phone and utilize their association/tournament website to post schedule changes due to inclement weather in a timely fashion.**

Thank you for your past and continuing support of MSF Baseball. Should any questions arise, feel free to contact Dan at [dan@msfl.org](mailto:dan@msfl.org) or (651) 558 - 6562.

Sincerely,

Dan Bradley  
Program Administrator

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Executive Director





## MSF BASEBALL STATE TOURNAMENT FACILITY REQUIREMENTS

In order to assure all teams participating in the MSF State Championships have a quality experience, the following standards are required when bidding for a tournament. If your facility does not meet these site requirements, it is possible that a tournament may not be awarded (contact the MSF).

These site requirements are in addition to the conditions listed in the contract.

### Site Requirements:

- 1) Host shall provide regulation playing areas and equipment.
- 2) Host shall provide drinking water and adequate rest facilities within a short walking distance (seven teams per stall - portable if necessary).
- 3) Four foot high fences are required (eight foot high is recommended). Fence, base and pitching distances shall be:

<b>AGE DIVISIONS</b>	<b>FENCE LENGTH MINIMUM</b>	<b>MAXIMUM</b>	<b>PITCHING DISTANCE</b>	<b>BASEPATHS</b>
10-Under Division	200'	300'	46'	60'
11-Under Division	200'	300'	46'	65'
12-Under Division	250'	300'	52'-54'	75'
13-Under Division	275'	400'	52'-54'	75'-80'
14-Under Division	300'	400'	60'6" (mound)	90'
15-Under Division	300'	400'	60'6" (mound)	90'

NOTE: Hosts which have facilities which vary slightly from these requirements should contact the MSF before submitting a bid.

- 4) All fields shall have a watering system available which produces a lush full presence of green manicured grass. Infields shall be firm with grass and/or proper agri-lime soil mixture.
- 5) Foul poles on all fields.
- 6) Sufficient seating on each field.
- 7) Host shall provide facility maintenance between each game.
- 8) If temporary fencing is used, it shall be of the safety variety with soft, pliable posts and with the top/bottom rail attached (no snow fence).

# MINNESOTA SPORTS FEDERATION AND HOST COMMUNITY TOURNAMENT AGREEMENT

Listed below are the responsibilities for state tournaments sponsored jointly by the Minnesota Sports Federation and the host sports community.

## MSF RESPONSIBILITIES

1. **MSF** shall collect and retain the team entry fee.
2. **MSF** shall provide a lump sum payment to the tournament's contracted umpires association for the payment of game officials.
3. **MSF** shall provide tournament awards. Awards other than those supplied and/or authorized by MSF may not be given.
4. **MSF** shall provide baseballs for game use (2 new and 2-3 used per game).
5. **MSF** shall formulate and disseminate pertinent information to teams.
6. **MSF** and HOST shall agree upon a Tournament Manager from the host organization to oversee the entire operation of the tournament and rule on eligibility matters and situations not specifically covered by rule. The Tournament Manager shall have ultimate authority for making decisions relative to all aspects of the tournament.
7. **MSF** shall designate an Umpire in Chief (UIC) who shall, after consultation with the Tournament Manager, rule on all protests of game rules. The UIC shall be responsible for making all game assignments.
8. **MSF** shall provide official tournament bracket boards. Duplicates of the draw should be posted at all playing locations not located at the main site.
9. **MSF** is not responsible for damages occurring to host equipment or facilities.
10. **MSF** shall provide post-tournament publicity.
11. **MSF** manager shall report tournament results to the designated individual immediately following the completion of the tournament for release to major newspapers.
12. **MSF** will automatically supply the host organization with memorabilia on consignment for which they will receive a 10% of the gross. Hosts are prohibited from selling any souvenirs not supplied or approved by the Minnesota Sports Federation.
13. **MSF** manager shall submit a tournament report to the MSF the Tuesday following the conclusion of the tournament. This report includes general information and final evaluation. Manager shall also submit a completed copy of the tournament draw, all official rosters and game scorecards.
14. **MSF** reserves the right to cancel this agreement should the host organization or city not meet all requirements or if not enough teams are entered in the tournament.
15. **OTHER CONDITIONS:**

## HOST RESPONSIBILITIES

1. **Host** shall collect and retain all concessions and gate revenues.
2. **Host** shall appoint a "tournament host" who is mutually agreeable with the MSF and who is responsible for the host responsibilities at the tournament site. In addition, the host shall assist the Tournament Manager by accomplishing specific requests. The Tournament Host and Manager may not be connected with the tournament as a manager, coach or umpire.
3. **Host** shall provide a coordinator for each site when multiple playing sites are used. Scorecard retrievers shall also be provided for sites other than where the tournament headquarters is located.
4. **Host** shall charge each team a \$150.00 Gate Fee for the weekend. No other gate or parking fees are allowed.
5. **Host** shall provide MSF with a map to all tournament sites.

6. **Host** shall designate and supply a tournament headquarters building at the main tournament site which includes a table and sufficient area for team check-in. If a building is not available, the host shall provide a large tent, motor home or equivalent.
7. **Host** shall provide tournament headquarters with a cell phone which has the capability to post schedule changes to the association website due to inclement weather.
8. **Host** shall provide MSF with suggestions for an Umpire in Chief (UIC) and other umpires from the area. It will be up to the UIC which/if any local officials are to be utilized.
9. **Host** shall provide facility maintenance a minimum of every other contest or sooner if directed by the Tournament Manager or MSF representative.
10. **Host** shall provide regulation playing areas and equipment.
11. **Host** shall provide emergency, maintenance, ticket, parking, concessions, ball shaggers, score card runners and additional personnel as needed.
12. **Host** shall provide drinking water and adequate rest facilities within a short walking distance (portable toilets if necessary).
13. **Host** and Manager shall conduct the awards ceremony.
14. **Host** shall not conduct any additional contests (e.g. home run hitting, free throw, etc) **without the permission of the MSF.**
15. **Host** shall not assess participants in the tournament for parking or admission. (Participants include umpires, players, coaches and tournament personnel.)
16. **Hosts** within a one hour drive of the MSF offices shall arrange to obtain designated materials from the MSF offices. Hosts further away shall call to make arrangements for a meeting half way between the Host and MSF. These materials include souvenirs, trophies, game balls, banners, scorecards and team check-in slips, etc. These designated items shall be picked up by the host at MSF offices at least two days in advance of the tournament. Hosts must return any reusable items to MSF offices by the **Tuesday afternoon** following the tournament in order for these materials to be re-issued.
17. **Host** may provide a tournament program that incorporates the tournament schedule, MSF logos, sponsors, advertisements (no tobacco, alcohol or other sponsors deemed inappropriate by the MSF). A program is recommended but optional.
18. **Host** shall make arrangements for and provide pre-tournament news releases to local media.
19. **Host** shall provide competent scorekeepers for applicable sports. Scorekeepers shall be at least 16 years old, with a preference for knowledgeable adults being assigned these duties.
20. **Host** staff are all volunteers and shall attend a pre-tournament meeting for training purposes, scheduled prior at least one week prior to the event.
21. Out-state **Hosts** shall block 10 hotel rooms per team (\$60-100 per four occupancy) in their city to accommodate out of town teams. These blocked rooms may be released no sooner than two weeks prior to the tournament. The host organization must appoint a housing coordinator, (complete below), whose name and phone number will be published on the cover letter to assist teams in obtaining lodging.

## TOURNAMENT

## DATES

## HOST ORGANIZATION

We hereby agree to the conditions herein.

Host Representative \_\_\_\_\_ Date \_\_\_\_\_ MSF Representative \_\_\_\_\_ Date \_\_\_\_\_

Designated Tournament Host: \_\_\_\_\_

Phone \_\_\_\_\_

Designated Housing Coordinator: \_\_\_\_\_

**MINNESOTA SPORTS FEDERATION  
TOURNAMENT BID APPLICATION**

**YOUTH BASEBALL STATE TOURNAMENT**

**Tournament Packages Bid:** \_\_\_\_\_ **Date(s)** \_\_\_\_\_  
 1st Choice \_\_\_\_\_ July 21-23, 2017 \_\_\_\_\_  
 2nd Choice \_\_\_\_\_ \_\_\_\_\_  
 3rd Choice \_\_\_\_\_ \_\_\_\_\_

(Attach another sheet if necessary.)

**Proposed Site:**  
 Complex Name \_\_\_\_\_ City \_\_\_\_\_  
 Complex Phone (        ) \_\_\_\_\_

**Host Organization:**  
 Organization Name \_\_\_\_\_ President \_\_\_\_\_

Bid submitted by: \_\_\_\_\_ Organization Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H)(        ) \_\_\_\_\_ (W)(        ) \_\_\_\_\_ E Mail \_\_\_\_\_

I have thoroughly read and understand the requirements of my bid to host a MSF event:

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**ADDITIONAL BID INFORMATION**  
(Complete the appropriate responses)

**A) PLAYING AREAS**

Complete below the playing areas available for use. List these areas in the order of recommended use, placing the best areas first.

<u>Usage Order</u>	<u>Field #</u>	<u>Field Name</u>	<u>Fenced</u>		<u>Fence Length</u>	<u>Lighted</u>		<u>Mounds</u>	
1 <sup>st</sup>	_____	_____	yes	no	_____	yes	no	yes	no
2 <sup>nd</sup>	_____	_____	yes	no	_____	yes	no	yes	no
3 <sup>rd</sup>	_____	_____	yes	no	_____	yes	no	yes	no
4 <sup>th</sup>	_____	_____	yes	no	_____	yes	no	yes	no
5 <sup>th</sup>	_____	_____	yes	no	_____	yes	no	yes	no
6 <sup>th</sup>	_____	_____	yes	no	_____	yes	no	yes	no
7 <sup>th</sup>	_____	_____	yes	no	_____	yes	no	yes	no
8 <sup>th</sup>	_____	_____	yes	no	_____	yes	no	yes	no
9 <sup>th</sup>	_____	_____	yes	no	_____	yes	no	yes	no
10 <sup>th</sup>	_____	_____	yes	no	_____	yes	no	yes	no

**B) Personnel/Facilities**

Are the following items which are required under provisions of the MSF Contract available?

<u>Personnel</u>			<u>Facilities</u>		
Tournament Host	Yes	No	Playing Areas	Yes	No
Housing Coordinator	Yes	No	Maintenance Equipment	Yes	No
Maintenance	Yes	No	Restroom	Yes	No
Emergency	Yes	No	Headquarters Building	Yes	No
Concessions	Yes	No	Concessions Area	Yes	No
Ball Shaggers	Yes	No	Lodging Requirements	Yes	No

Explain below if you answered "no" to any of the above items:

\_\_\_\_\_

**C) Supplemental Information**

Provide below any additional information which you feel may be pertinent to this application:

\_\_\_\_\_

D) Complex/Concessions Telephone Number (or cell phone of on-site Tournament Director)

\_\_\_\_\_

E) Address of association website where schedule changes due to inclement weather will be posted:

\_\_\_\_\_

F) Host and Housing Personnel (Must be completed and accurate)

Name of person serving as Tournament Host: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
Email Address: \_\_\_\_\_

Name of person serving as Housing Coordinator: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
Email Address: \_\_\_\_\_

Hotel/# of Rooms \_\_\_\_\_ / \_\_\_\_\_  
Hotel/# of Rooms \_\_\_\_\_ / \_\_\_\_\_  
Hotel/# of Rooms \_\_\_\_\_ / \_\_\_\_\_  
Hotel/# of Rooms \_\_\_\_\_ / \_\_\_\_\_

\*Please attach a list of hotel contacts

G) Do you have someone who is willing to fill the paid position of Tournament Manager? Yes No  
(Tournament Manager only performs Manager duties and may not be a participant)

H) Can you assist the MSF in contacting and securing the umpires' association in your area? Yes No

**Submit Bid Application and Tournament Agreement to:**

**MSF Baseball • 118 12th Ave N. • South St. Paul, MN 55075 • dan@msf1.org • (651) 558 - 6562**