



## COACHES INFORMATION PACKET

Base Wars July 19-21st, 2019



---

# Tournament Time, LLC

Date: July 19-21st, 2019

Facilities: Hurricane, WV and surrounding areas

Entry Fee: 8U – Division \$250.00 9U-12U – Division \$350.00 13U Division & Up \$450.00  
\*No Team will be considered in the tournament until entry is paid in full. Once a team has entered tournament and paid entry, refund policy will apply.

Spectator Admission: DAY PASS will be available for \$5.00  
(Please inform spectators/parents there will be an armband required for entry each day the must be worn at all times) **No Exceptions**

Registration: All coaches will need to sign in their coaches before their first game of the tournament and receive a coach's pass (they must be worn the entire tournament). You will be given three coaches pass. It is your responsibility to keep up with your passes. If you can't present pass at gate you will be required to pay. **No Exceptions**. You will need to check in with the tournament director on site. You must turn in your roster before your first game. Only the head coach needs to be present or someone appointed by the head coach with all available information. All partial monies must be completed at this time.

Rules of Play: The rules of play will be the National High School Federation of Baseball / Softball except where amended by Tournament Time, LLC. Please click rules link to download additional copy of the rules.

Schedule / Results: Schedule will be posted the Wednesday before the tournament weekend. Results will be updated live. Visit [www.tournamenttimesports.com](http://www.tournamenttimesports.com) and select your tournament to view schedule and results.

Tournament Format: Two pool play games. Teams will be seeded into a single elimination tournament bracket from pool play games.  
\*Each team or any given team may be required to play more than one game per day in pool and bracket play.

Dugout Rules: Home team will be required to provide an official book keeper. The visiting will have the option to provide a score clock keeper. Please remove all trash from bench area after the game.



---

## Tournament Time, LLC



- Awards:** 1<sup>st</sup> place will receive a team trophy as well as individual awards. 2<sup>nd</sup> place will receive individual awards. (Silver and Bronze Divisions will only receive 1<sup>st</sup> place individual awards and 2<sup>nd</sup> place individual awards.)
- Team Documentation:** Each team is required to carry with them for the duration of the tournament the birth – certificate for each player on his or her team. Failure to provide such documentation may result in player or team disqualification.
- Protest:** All Protest has a fee of \$100.00 cash.
- Code of Conduct:** Players', coaches' and spectators conduct should be above reproach, on and off the field. Misbehavior or misconduct may result in disqualification from the tournament. Coaches listed on the official team roster are responsible for the conduct of their players and any damages incurred to the facilities used by the players.
- Hit your Own Balls:** This is a Hit your own balls tournament. Each team is required to provide two baseball or softballs prior to each game.
- Make all Checks Payable:** Tournament Time, LLC  
443 Palmer Avenue  
Logan WV, 25601
- Contact Info:** Chad Hatfield 304-688-4893  
Doug Williamson 304-687-6540  
  
info@tournamenttimesports.com



---

## Tournament Time, LLC

### **ZERO TOLERANCE POLICY**

To: All Coaches  
From: Tournament Time, LLC  
Regarding: Conduct

This memo is to inform you that Tournament Time has a **ZERO TOLERANCE POLICY** fighting.

We ask that you meet with your parents, athletes and fellow coaches and advise them that any act of aggression will be met with severe consequences for the respective team and club. Please know and understand that formal criminal charges will be pursued. In addition, the team will be suspended from any Tournament Time competition both state and national levels.

Please advise the fans that if a fight breaks out, the tournament director or referee's will clear the gym of all spectators if deemed necessary and no refunds will be given.

Also, advise the parents they are prohibited from offensive or hostile language towards the coaches, athlete's, referee's, umpire's or other parents before, during or after the games. Disorderly behavior will not be tolerated.

Coach it is your responsibility to maintain your teams sportsmanship. We suggest you print this memo and distribute it to your parents and athletes'. This includes state and national competition, fighting or disorderly conduct will not be tolerated.



---

# Tournament Time, LLC

➤

## Baseball Rules and Regulations:

Tournament Time, LLC (TT) Tournaments follow National Federation High School Rules for all tournaments unless otherwise specified below.

➤ **Registration**

All teams registered for the TT Baseball tournament must submit a completed roster form and be registered before their first game.

➤ **Eligibility**

Player's birthdates must meet the age requirements of their respective age divisions. A player's tournament age is based on the age they are as of April 30<sup>th</sup> 2019. Players cannot be double rostered in the same age division and may only play up on a team of the same organization (no special scheduling will be offered). Each team must bring a photo copy of the official state-issued birth certificate for each player. The team manager must keep the birth certificates of all players on him at all times. If any player does not have his birth certificate, he/she cannot participate in the tournament.

If a team caught using a player that is older than the cutoff for the division, that team will forfeit every game that player has played in. *All teams are to check in at the front gate of the respective venue that you are scheduled to play. (Rosters must be submitted online before the tournament starts)(You will not be permitted to start your first game until your full roster is submitted online.) (View Your Event Information at [www.tournamenttimesports.com](http://www.tournamenttimesports.com) to see where you need to Register.)*

➤ **Refund Policy**

Tournament Time will charge a minimum administration fee equaling 10% of your entry fee, for **all** refunds. If you call on or before 20 days in advance prior to tournament date you will be refunded 75% of your entry money. If you call on or before 12 days in advance prior to tournament date you will be refunded 50% of your entry money. If you call inside the 12 day window or after schedule and brackets have been posted there will be no refund given. No refunds or transfer of funds from tournament to tournament.

➤ **Weather Cancellations**

There is a chance a tournament could be rained out. Please be aware that Tournament Time will charge a minimum administration fee equaling 10% of the entry fee, for **all** refunds if tournament is completely rained out. 1 game played = 50% refund of entry money; 2<sup>nd</sup> Game Started = No Refund.

➤ **Adverse Weather**

The Tournament Time Tournaments will be played in adverse weather conditions. The format may be changed to lesser time limits or fewer innings to complete the tournament. In this case we will revert back to the last full complete inning to determine the result. The pool play could also be altered. Players and Coaches expect these conditions when entering the tournament.

➤ **Start Time**

Before entering a tournament, make sure your team has no other conflicts on listed tournament dates. Tournament Time, LLC cannot accommodate any special game time request! Teams need to be checked in and register 1hr and 30 minutes earlier than their scheduled time to play, teams are to be prepared to play 30 minutes prior to their scheduled game time, if the tournament is ahead of schedule games will be played earlier than scheduled times.

➤ **Reserved Spot**

Your team will not be confirmed into any tournament until full payment is received prior to the tournament scheduled being released. *Penciled teams are not confirmed, teams not paid in full are not confirmed and will not be added to the schedule.*



---

# Tournament Time, LLC

Rules and Regulations Continued .....

➤ **Protest Fee**

- 1) Judgment calls by the umpire cannot be protested, rules only may be protested, and must be decided before resuming play.
- 2) A \$100 cash protest fee must be presented to the tournament director at the time of the protest.
- 3) A protest is only "Official" if accompanied by the \$100 and done before the next pitch.
- 4) If the protest is upheld, then the \$ 100 will be refunded

➤ **Home Team**

Home team will be determined by coin flip in pool play, in tournament play the higher seed will be given the choice of visitor/home. **Home team is required to keep the official book. Visiting team will have the option to keep scoreboard.** Pitch cards will be kept by the home team and must be turned in to the director's table. **(Must be signed by each teams' head manager. It is the home team's responsibility to turn pitch cards in to the tournament Director.)**

➤ **In Field Warm Up**

All teams are encouraged to warm up as much as possible before game time. No pre-game infield.

➤ **Time/Game Limit**

All tournament games in pool play and tournament play will have a time limit. Championship games will not. The time limits are as follows: Time starts after the coin toss and/or the umpire pregame discussion. **(Start of a new inning will begin when the last out is recorded of the previous inning)**

- ❖ 8U 1 hour and 15 minutes 6 Innings
- ❖ 9U-12U 1 hour and 45 minutes 6 Innings
- ❖ 13U – High School 1 hour and 50 minutes 7 Innings

**Pool Play Only**

If a new inning has started prior to the time limit, then that inning will finish. No new inning can start after the time limit. Games can end in a tie. Umpires will announce the start time right after the coin toss & pregame rules discussion.

**Tournament Play.**

Games can't end in an tie, regular baseball will be played until we have a winner.

The game will be considered a complete game after the home team bats in the bottom of the 1<sup>st</sup> inning. If a game should be called due to darkness, or weather, and the 1<sup>st</sup> inning has not been completed, the game will restart where it left off. (In the event of weather the tournament director can and may alter this format)

**\*\*\*TIME LIMITS MAY CHANGE DUE TO WEATHER\*\*\***

❖ **Playoffs/Tie Breakers**

Seeding results will result from pool play record.

In the event that teams are tied after pool play, the following process will be followed:

- ❖ Head to Head (only if 2 teams are tied. 3 or more, go to next tie breaker)
- ❖ Fewest Runs Allowed
- ❖ Runs Scored
- ❖ Coin Flip

**TT reserves the right to re-seed teams in the 1<sup>st</sup> round of single elimination play to prevent teams from playing the same team as Pool Play**



---

# Tournament Time, LLC

➤  
*Rules and Regulations Continued .....*

## ➤ **Pitching**

The amount of Outs a pitcher can pitch through the tournament:

9U - 12U = Allowed 27 outs per tournament with a **MAX** of 18 outs per day

13U - High School = Allowed 30 outs per tournament with a **MAX** of 21 outs per day

⚡ (If a player is protested for pitching more outs than allowed in a given day or in the duration of the tournament that player then becomes ineligible. All games will be forfeited from the game in which the player become ineligible.)

- Scorecards must be signed by both team managers to eliminate outs pitched validation problems, turn into tournament director table after the game.
- No Limit on the number of appearances
- 5 warm-up pitches per inning
- Once a player is removed from the mound, he/she cannot return to the mound in the same game in 9U-12U Division. (13U – Up follow National Federation High School Rules)

## ➤ **Balks**

There will be no warnings on balk calls. Umpire discretion may be used on younger ages.

## ➤ **Re-entry**

Defensive: Each team will be allowed unlimited substitutions in the field.

8U – fields 10 players (4 outfielders – no rovers)

9U – High School – fields 9 players

Offensive:

Teams are allowed to bat 9 players, the entire lineup or anywhere in between, based on the coach's decision.

\*\*8U Teams will bat 10 players, the entire lineup or anywhere in between, based on the coaches decision

If a player is injured batting in the line-up and the team has no subs, then it will be counted as an out each time the injured player is supposed to bat.

## ➤ **Scorekeeping**

1. Each team's manager must prepare 1 written copy of his lineup listing first and last names and numbers of all players and substitutes prior to each game. Lineups then must be provided to the opposing team's manager.
2. The Official Scorebook is to be kept by the home team. Both teams should confer after each inning to confirm the score.
3. A completed score sheet must be filled out and signed by the home team manager after each game and presented to the tournament director.

**Please make sure this is done so that we can make sure we stay on top of the scores and post the results ASAP.**

## ➤ **Baseball Cleats**

Metal spikes are allowed only in divisions 13U and older. Please be aware that some games in the 13U thru High School could be played on a portable mound. Please note that if games are played on turf or portable mounds please be respectful of the complex and wear turf shoes or molded cleats only (**No Metal Cleats on Portable Mounds in all divisions**).



---

# Tournament Time, LLC

*Rules and Regulations Continued.....*

## ➤ **Bat Restrictions**

Tournament Time Sports™ will not be changing the bat policy for 2018. We will adopt the new USABat stamped bat in along with our current bat rules. So, all bats that are USSSA, Little League, Cal Ripken, and Pony approved containing 1.15bpf stamp and new USABat stamped are approved bats for our tournaments in 2018.

Exceptions to this rule:

1. Big barrel bats containing the 1.15bpf stamp can be played in 8U – 10U.
2. Big barrel bats containing the 1.15bpf stamp cannot be played in 11U – 12U if pitching distance is 46' mound.
3. Big barrel bats containing the 1.15bpf stamp can be played in 11U – 12U if the pitching distance is 50' mound.
4. YBBCOR 2 5/8" Big Barrel bat containing the USABat stamp will be allowed in all divisions 8U – 12U regardless the pitching distance.
5. 13U able to use (-8) (-5) (-3) only, during spring and summer events.
6. 13U able to use (-11) (-10) (-8) (-5) (-3) or YBBCOR 2 5/8" containing the USABat stamp during fall tournaments after August 1.
7. 14U able to use (-5) or (-3)
8. 15U thru High School will follow National High School Federation Rules (-3) only.

## ➤ **Dugouts**

Please help keep the tournament fields and common areas clean. Please be sure to pick up all your team's trash after the game.

## ➤ **Ejections**

- 1) All ejections are at the umpires' discretion.
- 2) NO WARNINGS will be given to coaches, players, or fans for unsportsmanlike or unruly behavior.
- 3) Upon ejection, the coach, player, or fan must completely leave the premises. Failure to comply will result in a team forfeit. They may return to the next game played.
- 4) Any coach, player, or fan ejected from more than one game will not be permitted on the premises for the rest of the tournament.

## ➤ **Forfeited Games**

Forfeited games are will be recorded 5-0 in favor of the wining team.





---

# Tournament Time, LLC



*Rules and Regulations Continued.....*

➤ **Mercy Rule**

8U Age Divisions – (max 6 runs per inning) (unlimited runs in last inning)  
15 after 3 innings 10 after 4 innings 8 after 5 innings

9U-12U Age Divisions (max 9 runs per inning) (unlimited runs in last inning)  
12 after 3 innings 10 after 4 innings 8 after 5 innings

13U-15U Age Divisions (max 9 runs per inning) (unlimited runs in last inning)  
15 after 3 innings 12 after 4 innings 10 after 5 innings 8 after 6 innings

Last Inning to be defined as:

8U – 12U = start of the 6<sup>th</sup> inning before the time limit or (start of a extra inning after the time limit – only applies to tournament play)

13U – High School = start of the 7<sup>th</sup> inning before the time limit or (start of a extra inning after the time limit – only applies to tournament play)

➤ **Format Alterations**

Tournament Time, LLC reserves the right to alter, change, or abbreviate tournament formats, when necessary, in order to complete the tournament. This includes, but not limited to, shortening times limits in order to maintain the game schedule and to ensure all games.

➤ **Baseballs**

All teams hit your own balls, teams' choice. Umpire will ask for 2 baseballs at the start of each game per team.

➤ **Courtesy Runners**

Courtesy Runners for catcher only must follow re-entry rule and may be used regardless of # of outs. If there are no players available on the bench, then you may use the last recorded out as a courtesy runner.



---

# Tournament Time, LLC

Rules and Regulations Continued.....

➤ **Division Rules**

8U

- ❖ Ten defensive fielders (6 infielders/ 4 outfielders: no rovers) will be used with free defensive substitution throughout game. If you choose to play only 9 players that is ok. If you have more than 10 kids on the roster, it is the coach's decision to bat more or sub in/out.
- ❖ 6 pitches or 3 strikes per at bat. At bat continues if 6th pitch is fouled off and will continue if player continues to foul off last pitch.
- ❖ 3 outs or 6 runs scored complete an inning. All games will be 6 innings
- ❖ Batted ball that hits pitching coach is declared dead and all runners will get 1 base.
- ❖ No bunts allowed. Infield fly rule will NOT be in effect.
- ❖ Defensive team can have one coach on the each foul line, in the outfield, but shall remain in foul territory not to interfere with the offensive base coach.
- ❖ Umpires shall call "Time" after every play and declare the ball dead. "Time" shall be called as soon as the lead runner is not attempting to advance.

9U-12U

- ❖ Portable Mound may be used and is live if a ball hits the mound. (if portable mound is used please have pitchers where tennis shoes.) (Base distance Varies. Where 46/60 is played there will be no leads – Where 50/65 or 50/70 is played there will be leads)
- ❖ Dropped third strike is an Out. (except where open bases (leads) are being played)(11U-12U will play drop third strike)
- ❖ No head first slides unless it is back to a base. (Except where open bases (leads) are being played)

13U - Highschool

- ❖ Portable Mound may be used and is live if a ball hits the mound. (if portable mound is used please have pitchers where tennis shoes.)

Age Division	Base Distance	Pitching Distance	Game Length	Time Limit	Steals
8U	60 feet	46 feet	6 inning game	1hr 15min	Closed Base
9U – 10U	60 feet	46 feet	6 inning game	1hr 45min	Closed Base
11U-12U	70 feet	50 feet	6 inning game	1hr 45min	Open Base
13U	80 feet	54 feet	7 inning game	1hr 50min	Open Base
14U – UP	90 feet	60 feet	7 inning game	1hr 50min	Open Base

Note: Some Facilities could have portable mounds, skinned infields, turf fields or other conditions that may apply. There may be other fields at complexes where the tournament is being held that may be set up by the grounds crews for other games not pertaining to the tournament. Please respect the field crews and do not allow your teams on these fields. Thank You.



---

## Tournament Time, LLC



*Rules and Regulations Continued.....*

➤ **Uniforms**

Numbers necessary, matching uniforms recommended.

➤ **No Show**

Teams that no-show will forfeit their entry fee and may be subject to suspension from competition in Tournament Time, LLC events for the following season.

➤ **Decisions**

Tournament Time, LLC shall have all final decision on all tournament question

➤ **Tournament Specifics**

There may be specific Rules for different tournaments. Please review Event Information tab to see if your tournament has Specific Rules (Example: Base paths change for age divisions due to different facilities)

**WE KNOW YOU HAVE A CHOICE, THANK YOU FOR  
PLAYING IN OUR TOURNAMENTS!**



---

# Tournament Time, LLC

## Tournament Time, LLC Official Roster Sheet

### Base Wars Presented by Tournament Time, LLC

***Payment Must be made up front to be considered in the tournament!!!***

Team Release: **COACH MUST READ THIS FORM AND THE SEPARATE TERMS AND CONDITIONS BEFORE SIGNING!**

I also accept the fact that games may be played in adverse weather conditions due to the nature of the event. I also release any rights to photographs taken and give permission for my name and my team name to be used for any news or promotional purposes.

Coach Signature: \_\_\_\_\_

Coach Cell Phone for Tournament contact: \_\_\_\_\_

Coaches' Name: \_\_\_\_\_

**(Please List Three Coaches that will sign in at the Gate)**

Team Name: \_\_\_\_\_

Address: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**MUST BE COMPLETED IN ENTIRETY AND TURNED IN AT THE TOURNAMENT TO THE DIRECTORS TABLE BEFORE YOUR FIRST GAME IS PLAYED!!!**

**Roster checks will be handled as official protests with the appropriate fees.**



---

# Tournament Time, LLC

## Tournament Roster

Team Name \_\_\_\_\_

Division \_\_\_\_\_

Head Coach \_\_\_\_\_

	Players Name	Players Uniform Number	Players Current Grade (for basketball) Or Birth Date (for baseball/softball)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			



---

# Tournament Time, LLC

This roster will be used as the official tournament roster. Nothing can be added or changed on this roster after you play your first game.

## **WAIVER OF LIABILITY, RELEASE, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

For and in consideration of PARTICIPANT'S registration with Tournament Time, LLC (hereafter, collectively referred to as "TT") and PARTICIPANT'S being allowed to participate in the Tournament Time event and member team activities, PARTICIPANT or PARTICIPANT'S parent(s) or legal guardian(s) on behalf of PARTICIPANT (if PARTICIPANT is a minor or has a legal guardian) relinquishes and waives any and all claims and causes of action for personal injury, property damage or wrongful death in connection with, relating to or arising from any and all TT events and member activities, wherever and however such personal injuries, property damage, or wrongful death occur. In the language which follows, any reference to a "PARTICIPANT" includes the PARTICIPANT and any and all of the PARTICIPANT'S parent(s) or guardian(s) signing on behalf of such PARTICIPANT and "TT Activities" means any TT events and member team activities.

To the best of his or her knowledge, PARTICIPANT acknowledges, understands, has full knowledge of, and assumes all risks inherent in each and all TT Activities and understands that such sports and activities involve risks to PARTICIPANT, including possible bodily injury, partial or total disability, paralysis, death and other injuries and damages which may arise there from. PARTICIPANT further acknowledges and understands: (a) that such risks and dangers may be caused by the negligence of PARTICIPANT or negligence of others, including the "RELEASEES," identified below; and (b) that there may be risks and dangers in connection with or relating to TT Activities not known or reasonably foreseeable at the present time.

PARTICIPANT acknowledges, understands and assumes the risks arising from use of or presence in or at facilities or premises in or at which TT activities take place. PARTICIPANT further acknowledges, understands and agrees that included within scope of this Agreement are any claims or causes of action (a) arising from the performance or failure to perform maintenance or inspection or to supervise or control such facilities or premises; (b) relating to failure to warn of dangerous conditions existing in or at such facilities or premises; (c) arising from negligent selection, appointment or retention of any RELEASEES; and (d) arising from negligent supervision or instruction of or by any RELEASEES.

**PARTICIPANT UNDERSTANDS AND AGREES THAT AN EXPRESS PURPOSE OF THIS AGREEMENT IS TO EXEMPT, WAIVE AND RELEASE RELEASEES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE AND WRONGFUL DEATH CAUSED BY NEGLIGENCE, INCLUDING ANY NEGLIGENCE BY ANY RELEASEES.**

PARTICIPANT expressly acknowledges and agrees that the activities at the event in which he or she is participating are dangerous and involve the risk of serious injury and/or death and/or property damage. PARTICIPANT further expressly agrees that the foregoing release, waiver, and indemnity provisions are intended to be as broad and inclusive as is permitted by the law of the state in which the event is conducted and that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect.

"RELEASEES" mean Tournament Time, LLC, and each of its respective affiliates and any sponsoring associations, member teams, event hosts, other PARTICIPANTS, coaches, officials, sponsors, advertisers, and owners and operators of facilities and premises used for TT Activities, and any and all officers, directors, agents, employees and representatives of any of the foregoing.

PARTICIPANT agrees that if any claims or causes of action relating to PARTICIPANT'S personal injury or wrongful death or for property damage relating to or arising out of any TT Activities is made or commenced against any RELEASEES, PARTICIPANT shall defend, indemnify and hold harmless such RELEASEES from such claims or causes of action and all damages and liabilities relating thereto, including reasonable attorneys' fees and costs and expenses to defend.



---

# Tournament Time, LLC

**PARTICIPANTS AGREE THAT:**

Before participating in a TT Activity, they will inspect the facilities, premises and equipment to be used, and if they believe that anything is unsafe, they will immediately advise their coaches or supervisors of such conditions and refuse to participate.

Before participating in a TT Activity, teams will have the proper team insurance to cover the said team in its entirety.

It may be necessary to play games in adverse weather conditions due to the nature of the particular event.

PARTICIPANT ACKNOWLEDGES THAT HE OR SHE (A) HAD READ THE ABOVE PARAGRAPHS;

(B) HAS NOT RELIED UPON ANY REPRESENTATIONS OF ANY RELEASEES WITHOUT REASONABLE VERIFICATION OR INQUIRY;

(C) HAS, TO THE BEST OF HIS OR HER KNOWLEDGE AND TO HIS OR HER SATISFACTION, BEEN FULLY ADVISED OF THE RISKS AND POTENTIAL DANGERS OF TT ACTIVITIES; AND

(D) SIGNS THIS AGREEMENT VOLUNTARILY, UNDERSTANDING THAT THIS AGREEMENT IS NECESSARY IN ORDER FOR AMATEUR SPORTS EVENTS, SUCH AS THE TT ACTIVITIES, TO EXIST IN THEIR PRESENT FORM.

Privacy Statement

Coach/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



---

# Tournament Time, LLC

## TOURNAMENT TIME, LLC PROTOCOL FOR RESPONSE OF SCHOOLS/COMMUNITY-BASED YOUTH ATHLETIC ORGANIZATION REPRESENTATIVES IF PLAYERS EXHIBIT SIGNS, SYMPTOMS OR BEHAVIORS CONSISTENT WITH A CONCUSSION DURING PRACTICE OR COMPETITION

1. Coaches (employed or volunteer) and other persons in roles of authority shall remove any player that shows signs, symptoms or behaviors consistent with a concussion from the activity or competition.
2. The school/community-based youth athletic organization shall have the player examined. If the designated health care professional determines that the student has not sustained a concussion, the player may return to the activity or competition.
3. The head coach shall be responsible for obtaining clearance from the designated health care professional.
4. If the school/community-based youth athletic organization does not have access to a designated health care professional or if the school/community-based youth athletic organization's designated health care professional and suspects that the athlete may have sustained a concussion, the only means for an athlete to return to practice or play is complete an evaluation by a licensed medical doctor and present a signed "Concussion Return to Play" (RTP) clearance.

### Signs/Symptoms of Concussion

Signs (observed by coach) Symptoms (reported by athletes)

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness, even briefly
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall
- Headache
- Fogginess
- Difficulty concentrating
- Easily confused
- Slowed thought processes
- Difficulty with memory
- Nausea
- Lack of energy, tiredness
- Dizziness, poor balance
- Blurred vision
- Sensitive to light and sounds
- Mood changes – irritable, anxious or tearful





---

## Tournament Time, LLC

### **Suggested Concussion Management:**

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

1. No athlete should return to play or practice on the same day of a concussion.
2. Any athlete suspected of having a concussion should be evaluated by an appropriate health-care professional that day.
3. Any athlete with a concussion should be medically evaluated and cleared by an appropriate health-care provider - licensed medical doctor, osteopathic physician - prior to resuming participation in any practice or competition.
4. A Concussion Return to Play (RTP) form must be provided by the returning player to the tournament organization. This document should outline a step-wise protocol for return to practice or competition and should include provisions for delayed RTP based upon return of any signs or symptoms.



---

# Tournament Time, LLC

## TOURNAMENT TIME, LLC CONCUSSION RETURN TO PLAY FORM

This form is adapted from the Acute Concussion Evaluation care plan on the Centers for Disease Control and Prevention website ([www.cdc.gov/injury](http://www.cdc.gov/injury)). All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the youth athlete following a concussion injury. **Please initial any recommendations selected.**

Athlete's Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

**This return to play plan is based on today's evaluation.** Date of Evaluation: \_\_\_\_\_

Care plan completed by: \_\_\_\_\_ Return to this office /Time: \_\_\_\_\_ Return to school on (date): \_\_\_\_\_

### RETURN TO SPORTS:

1. Athletes should not return to practice or play the same day that their head injury occurred.
2. Athletes should never return to play or practice if they still have ANY symptoms.
3. Athletes, be sure that your coach and/or athletic trainer are aware of your injury, symptoms, and has the contact information for the treating health care provider.

The following are the return to sports recommendations at the present time:

PHYSICAL EDUCATION: \_\_\_\_\_ Do Not Return to PE class at this time. \_\_\_\_\_ May Return to PE class.

SPORTS: \_\_\_\_\_ Do not return to sports practice or competition at this time.

\_\_\_\_\_ May gradually return to sports practices under the supervision of the health care professional for your school or team.

\_\_\_\_\_ May be advanced back to competition after phone conversation with treating health care provider.

\_\_\_\_\_ Must return to the treating health care provider for final clearance to return to competition. -OR- \_\_\_\_\_ Cleared for full participation in all activities without restriction.

**Treating Health Care Provider Information (Please Print/Stamp)** Please check:

\_\_\_\_\_ Medical Doctor (M.D.) \_\_\_\_\_ Osteopathic Physician (D.O.) \_\_\_\_\_ Clinical Neuropsychologist w/ concussion training

Provider's Name: \_\_\_\_\_ Provider's Office Phone: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_ Office address: \_\_\_\_\_

### Gradual Return to Play Plan

Return to play should occur in gradual steps beginning with light aerobic exercise only to increase your heart rate (e.g. stationary cycle); moving to increasing your heart rate with movement (e.g. running); then adding controlled contact if appropriate; and finally return to sports competition. Pay careful attention to your symptoms and your thinking and concentration skills at each stage or activity. After completion of each step without recurrence of symptoms, you can move to the next level of activity the next day. Move to the next level of activity only if you do not experience any symptoms at the present level. If your symptoms return, let your health care provider know, return to the first level and restart the program gradually.

Day 1: Low levels of physical activity (i.e. symptoms do not come back during or after the activity). This includes walking, light jogging, light stationary biking and light weightlifting (low weight – moderate reps, no bench, no squats).

Day 2: Moderate levels of physical activity with body/head movement. This includes moderate jogging, brief running, moderate intensity on the stationary cycle, moderate intensity weightlifting (reduce time and or reduced weight from your typical routine). Day 3: Heavy non-contact physical activity. This includes sprinting/running, high intensity stationary cycling, completing the regular lifting routine, non-contact sport specific drills (agility – with 3 planes of movement.) Day 4: Sports specific practice.

Day 5: Full contact in a controlled drill or practice.

Day 6: Return to competition

