



Lorain County Hot Stove

2025 Hot Stove Tournament Site Guide

Fields

- Baseball Field Dimensions
 - Farm Minor and Class I – 60' bases, 40' mound
 - Class HH – 60' bases, 46' mound
 - Class H – 65' bases, 46' mound
 - Class G – 70' bases, 50' mound
 - Class F – 80' bases, 55' mound
 - Classes EE-E-D – 90' bases, 60'6" mound (must have an actual mound)
- Softball Field Dimensions
 - All softball uses 60' bases
 - Farm Minor and Major – 28' mound
 - Class A – 35' mound
 - Class B – 40' mound
 - Classes C and D – 43' mound
- An area surrounding the dugouts, including scorekeeping area behind the plate, will need to be marked off with paint or chalk, where only players, coaches, umpires and tournament officials are permitted.
- Field care prior to and between games to include but not limited to, re-marking lines, resurfacing batter's boxes and pitching areas.

Staffing

- A site director will be needed for communication with tournament officials. This duty may be shared with a backup site director as well. *There will always need to be a site director present at the site during all games.* Site director will collect all game-related paperwork for collection by Tournament Director.
- ***An official score keeper and field director (field judge) must be assigned for each game by the site director.***
 - Score keepers are the official recorder of the game. All lineups must be given to the score keeper as well as any changes made during the game. Score keepers must be well versed in the proper way to score a baseball/ softball game.
 - Field director is responsible for ensuring spectators remain outside the restricted area as well as ensuring foul balls are returned to the umpires. Field director will also act as a conduit between the game being played and tournament officials.
 - Score keepers and field judges may not offer any assistance to teams that would be determined to be an unfair advantage and must remain impartial during all games.
 - Score keepers are paid \$20 cash, field directors are paid \$10 cash.
- Field care personnel to ensure fields are taken care of between games.
- A protest committee is to be posted at each site. If a protest is made during a tournament game, the game will stop and 5 people from the listed protest committee will be convened to hear the protest under the guidance from Lorain County Hot Stove or Ohio Hot Stove officials. It is suggested to have several people on this list to ensure at least 5 people are present at the site for all games. Members of the Lorain County Hot Stove or Ohio Hot Stove Executive Committees may not serve on any protest committee.
- A site head umpire to assist in scheduling officials as well as communicate with Umpire-in-Chief is also required.



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- Well-stocked, fully staffed and reasonably priced concession stand must be open for all tournament games.
- Ensure that complementary food and beverage be available for all tournament volunteers, umpires, score keepers, field judges, and county / state board members. It is advisable that coolers be placed at each field for umpires, score keepers and field judges.
- Organized parking with any signage needed to ensure parking is orderly. It is highly advisable that sites designate a special parking section for umpires and tournament officials.
- A large tournament sign will be provided by Lorain County Hot Stove and must be displayed at or near the main site entrance.

Administration

- A binder containing all rosters will be provided to each site. These binders are to be kept secure and the contents are confidential as they contain personal information. Site directors will need to secure the binders and ensure only trusted, select people have access to it. The binder must be returned to the tournament director after the tournament is completed at a site for the season.
 - Binder will contain descriptions for Tournament Site Director, Score Keeper and Field Judge along with examples of paperwork that will need to be completed.
 - Laminated copies of job descriptions as well as examples and game balls needed will also be included.
 - A current list of background checks will be provided.
 - Tournament bracket printouts will be included.
- Game balls, large tournament brackets, umpire/ score keeper/ field director money, awards and paperwork will be supplied by Lorain County Hot Stove.
 - A list of the correct game balls will be provided to ensure each class uses the correct game ball. Please keep used baseballs and softballs for use in future games.
 - If awards are to be given after any game, awards will be delivered or picked up prior to game day.
 - Large bracket sheets will be provided to each site for the Classes their site will host.
 - Sites must display these brackets for public viewing
- Site directors will be asked to coordinate getting game paperwork to their site. This may entail dropping off or picking up paperwork after games are completed for the day or prior to games starting for the day.
- A master list of all games per site will be distributed that will show game matchups, times, dates and field assignments as well as the number of umpires, score keepers and field judges required per game.
- A chart of start times, home team infield times and away team infield warmup times will be provided. Each team gets as much as 15 minutes, and as little as 5 minutes, of infield warmup time prior to scheduled game start and will vary based on the field schedule. Times should allow visiting team to be off the field by 5 minutes prior to scheduled game start time.
- Score sheets to be used for each game will be provided to sites.
- Ejection forms will be provided to each site.

Finance

- A check will be provided to each organization hosting tournaments for the full amount of money required to host the tournament.
- It will be the responsibility of each site to cash checks to pay cash to umpires (\$60 per umpire, per game,) score keepers (\$20 per game) and field judges (\$10 per game.)



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- Best Practice – Assemble envelopes with cash prior to each day and include with game packets. You will need twenties and tens.
- Sites will be responsible for returning all unused funds after the completion of all tournament games.

Paperwork and Procedures

- Each game will require the following paperwork:
 - Tournament Game Form, 1 per game
 - Score sheet
- It is strongly encouraged that a folder (game packet) be assembled for each game on each field that will include:
 - Tournament Game Form
 - Score sheet
 - Umpire, score keeper and field judge cash envelopes
 - Sharpened pencils
 - Red pen or pencil
 - Eraser
 - Special field ground rules if needed
 - Rule book
- Teams are required to check into tournament headquarters no later than 30 minutes prior to scheduled start time. Site director or designee will:
 - Request manager's copy of official roster
 - Managers will have a color, paper copy
 - OHSBL State stamp will be on all Hot Stove Baseball rosters, Class I through D
 - LCHS Stamp will be on all other rosters
 - Managers must produce their roster
 - Compare roster against roster on secured web site to ensure they match. Only the official roster online can be used as the official roster. Contact tournament director if there are discrepancies.
 - Teams may not add players at tournament check in for any reason.
 - Using official roster, verify all coaches listed have a green highlight to show that they have cleared a background check.
 - Ask manager with higher seed if they choose to be home or away team
 - Mark teams in proper locations on Tournament Game Form
 - Ask manager if any coaches need to be added to their staff for the game
 - If a coach on a roster has a red/ pink highlight, they are not cleared to coach and may not participate as a coach in the game.
 - If a coach is marked with red/ pink highlight and manager states that they have been subsequently cleared, consult the background check list. Locate the coach's name and verify they have a CLEARED status.
 - If a coach is being added, consult the background check list. Locate the coach's name and verify they have a CLEARED status.
 - If a coach is not cleared on the roster or a coach that is to be added is not on the background check list, they may not coach. Contact Pat Anderson or Lou Vasi if manager protests this discrepancy.
 - Tell manager that they must include first name, last name, jersey number and position on lineup they submit to official score keeper.



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- Assistant coaches must also check in, along with the head coach. All cleared coaches will be given the wristband of the day. This wristband must be worn by anyone that enters the dugout or field of play.
- Alert managers to their infield warmup times and give any special instructions as to areas to warm up or other game-related information.
- Complete Tournament Game Form with home and away teams as well as Site, Field Number, Class and Date and place with game paperwork.
- Give entire game packet to score keeper or field judge
 - Managers will receive a copy after the game has been completed.
- Post-game paperwork will need to be returned to the tournament headquarters after each game and clipped together.
 - Score sheets must be signed by all umpires with final score clearly marked. Score keeper and field judge name must also be printed on score sheet.
 - Completed Tournament Game Form
 - Score keeper must print name and sign
 - Each manager must sign to attest the information is correct
 - Yellow copy given to Home Manager; Pink copy give to Away Manager
 - They must bring this form to their next tournament game.
 - Completed Ejection Form(s) if applicable
- A group text will be established to communicate all final scores, so please update the ground once a game is completed so that online and paper brackets can be updated.
- Update large paper bracket boards with scores and winner's advanced to proper location on the board.
- Sort all completed post-game paperwork by field and time and hold for tournament director.
- Sites will be given Tournament Game Forms and pitching cards for all Saturday games prior
- Tournament Game Form and extra Pitching Record cards will be provided
- Sites will be responsible for returning all Saturday and Sunday completed game paperwork to Palmer Field as soon as possible once all games at a site are completed for the weekend.

Weather and Communications

- A text thread will be established each day with all sites as well as admin
- In the event of weather or delays, please communicate with the group
 - Try to ascertain/ estimate how long fields may be down
 - Site director should communicate with effected managers
 - Rescheduling will be done by LCHS/ OHSBL Executive Committees
 - Official brackets will be updated online

Tournament Bids

- Communities wishing to host Hot Stove tournaments must complete a [Tournament Bid Form](#) and submit it, either electronically or a paper copy, no later than the March County Meeting, which is Sunday, March 16, 2025.
- Bids will be reviewed and sites that are awarded tournaments will be notified in April, so that they can begin preparing.