

## Cal Ripken/Babe Ruth Southeast Regional Tournament Manager's Tournament Information Package

**2008 Major 12U/60 Baseball**  
**July 23, 2008 - July 29, 2008**  
**Ocee Park Athletic Association**  
**Johns Creek, Georgia 30022**



The Ocee Park Athletic Association wishes to extend a warm welcome to all players and coaches participating in the 2008 Major 12U/60 Southeast Regional baseball tournament. We are honored to be your host for these games and we will do everything possible to ensure your tournament experience is an outstanding one. The format for this tournament is double-elimination and a link to the tournament bracket & schedule are provided in this package. The tournament bracket will be updated nightly during the course of the tournament and will be available on the Southeast Region web site, the host league web site, and at the tournament site.

This information package will provide everything you need to know concerning the tournament including location, bracket, schedule, where to stay, when to check-in, and who to contact if you have any questions. If a question arises that is not covered in this information package, please do not hesitate to contact the local tournament director (Reese Jacobs).

• **Tournament Contact Information:**

Position	Name	Phone	Email
Host President	Wayne Henderson	404.944.3111	<a href="mailto:ebscowayne@aol.com">ebscowayne@aol.com</a>
Local Tournament Director	Reese Jacobs	404.784.1489	<a href="mailto:reesejacobs@comcast.net">reesejacobs@comcast.net</a>
Regional Tournament Director	Eugene Reynolds	256.252.8794	<a href="mailto:reyn1453@bellsouth.net">reyn1453@bellsouth.net</a>
Hotel Coordinator	Yeran Hulun	678.624.3123	<a href="mailto:yeran.hulun@marriott.com">yeran.hulun@marriott.com</a>
Admission Ticket Coordinator	Reese Jacobs	404.784.1489	<a href="mailto:reesejacobs@comcast.net">reesejacobs@comcast.net</a>
Banquet Coordinator	Kathy Robb	770.639.4331	<a href="mailto:krobb1@charter.net">krobb1@charter.net</a>
Host Website		<a href="http://www.oceepark.com">www.oceepark.com</a>	
Host Hotline	Text Alerts	n/a	See below for more info

- **Host Hotel Information:**

The **Marriott Windward Parkway, 5750 Windward Parkway, Alpharetta, GA 30005** is the official host hotel for the tournament. This hotel is unique in that it has more than sufficient rooms to accommodate all teams, their families, and tournament officials. The hotel is located with 10 minutes of the park and is the closest hotel to the tournament site. The host league has negotiated special rates of \$79 for single rooms and \$89 for double rooms which is the lowest rate you will find anywhere within a 30-minute drive of the tournament location. Team check-in on July 23<sup>rd</sup> and the mandatory managers and umpires meeting on July 24<sup>th</sup> will also be held at the host hotel so we highly recommend that all teams and their families take advantage of the designated host hotel:

<b>Marriott Windward Parkway</b>	<b>Alpharetta, GA</b>
----------------------------------	-----------------------

**Booking Rooms at the Hotel:** Each team should appoint a Team Mom or a Hotel Coordinator to handle the room reservations for that team. At the end of this information packet is a 2-page **Hotel Room Block Reservation Form** that can be printed and completed and then faxed or emailed to the hotel. If a team would like the form in Excel format, please email the Host League Tournament Director, Reese Jacobs at [reesejacobs@comcast.net](mailto:reesejacobs@comcast.net) and request a copy of the file. The room request form should be completed with all of the required information and then sent to the Hotel Coordinator at the Marriott, Yerun Hulun. She can be reached at 678.624.3123 and her email address is [yerun.hulun@marriott.com](mailto:yerun.hulun@marriott.com). Below is a map link for the hotel:

<http://www.mapquest.com/maps/5750+Windward+Pkwy+Alpharetta+GA+30005>

Individual families may contact the hotel directly to provide their payment information in order to guarantee the 1<sup>st</sup> night at the hotel or they may provide that information on the hotel room block form. Teams should complete the hotel room block form and send it to the hotel ASAP since the hotel has a July 18<sup>th</sup> deadline for holding rooms for the tournament. After this date, tournament teams will not have priority on hotel rooms but rooms will be available on an as-available basis.

- **Tournament Program Inclusion:**

As soon as the State Tournament is complete, the winning Manager must notify the Host League Tournament Director, Reese Jacobs at 404.784.1489 or via email at [reesejacobs@comcast.net](mailto:reesejacobs@comcast.net). Additionally, since the winner of this Regional will advance for World Series play, each participating team is required to complete an online Regional Participation Form at the National Babe Ruth league web site. Use the following link to reach that form and be sure to complete that form at the same time you notify the Host League Tournament Director:

[http://baberuthcommissioners.com/state\\_champs/statechamp\\_form.html](http://baberuthcommissioners.com/state_champs/statechamp_form.html)

State Champions or other participating teams as selected by the Southeast Regional Commissioner must EMAIL a complete tournament team roster and team photo (.jpg or .png format at least 927 x 1297 pixels) to the Host League Tournament Director, Reese Jacobs at [reesejacobs@comcast.net](mailto:reesejacobs@comcast.net) within 24 hours of the conclusion of the state tournament. Players and coaches location and names within the photo must be included.

**Please Note:** A roster and picture not received by **Noon on July 18, 2008 (Friday)** may not be included in the tournament program. Please email as soon as possible since we want to be sure to have all teams included in the tournament program.

- **Opening Ceremonies and Team Picnic, July 23<sup>rd</sup>, 6:30pm:**

All teams are required to attend Opening Ceremonies which begin at 6:30pm on Wednesday, July 23<sup>rd</sup>. The ceremonies will take place at Ocee Park Field #2. The Team Picnic will immediately follow the Opening Ceremonies at 7:30pm on Field #1 which is adjacent to the field being used for Opening Ceremonies. All teams are required to attend the Opening Ceremonies and the Team Picnic. Team photos will be taken at the Opening Ceremonies during the parade of teams. All teams should bring with them a state flag with recommended minimum dimensions of 3' x 5'. Teams are welcome to bring with them an additional banner such as a team roster banner or state champion banner. The Opening Ceremonies are free of charge and are open to the public. The Team Picnic is free to all players, coaches, and managers of the participating teams. Tickets for the Team Picnic may be purchased on-site for family members. The picnic will be a barbeque dinner catered by Shane's BBQ of Alpharetta. Adult tickets are \$10 and tickets for children 12 and under are \$7.

- **Team Photo (Opening Ceremonies):**

Each team will be photographed during the Opening Ceremonies. Teams may be photographed with their state flags, team banner, or any combination they desire. Only uniformed players, coaches, the team manager, as well as any uniformed bat boys or girls will be permitted in the official team photo. Team photos will be available for preview and order during the tournament for delivery via mail within 3-4 of the conclusion of the tournament.

- **Tournament Admission (Gate Fees & Passes), Advance Purchase:**

Each team will be issued an official tournament pass for each player, coach, and the team manager as identified on the official team roster. These passes must be used to gain entry to the tournament site. Coaches and the manager should wear them at all times. Parents and family members may purchase tournament passes in advance (see Advance Order Form) or they may purchase them on-site. Any passes that are pre-ordered will be provided to the team manager for distribution along with the tournament passes for the team at the Team Check-In Meeting on July 23<sup>rd</sup>. Tournament pass and daily admission fees for the tournament will be as follows:

Tournament Pass - \$10 (all ages, good for entire tournament)  
Daily Pass - \$5 (Adults, 18 years of age and over)  
Daily Pass - \$3 (Youth, over 12 but under 18 years of age)  
Daily Pass – Free (Youth, 12 years of age and under)

Tournament passes may be purchased on-site or in advance. Daily passes are only available for purchase on-site and are color coded for specific days and therefore not available for advance purchase. Contact the Admission Ticket Coordinator, Reese Jacobs at 404.784.1489 or [reesejacobs@comcast.net](mailto:reesejacobs@comcast.net) prior to your arrival if you have questions.

- **Tournament Banquet (Team Picnic):**

A Team Picnic will be held at 7:30 PM, July 23, 2008, at Ocee Park, Field #1, following the conclusion of the Opening Ceremonies. All players and coaches are required to attend the Opening Ceremonies and the Team Picnic. Umpires, host families, dignitaries, and special guests are invited to attend at no charge as well. Plans for the Team Picnic include a guest speaker that the players will thoroughly enjoy meeting and hearing speak.

Any family members of a player wishing to attend may do so at a nominal cost - \$10 for adults and \$7 for children. Guest tickets for the picnic may be purchased on-site the day of the event or they may be purchased in advance on the team pre-order form. Any pre-purchased picnic passes will be provided to the Team Manager at check-in for distribution to the families of the players.

Team Picnic questions should be addressed to the Banquet Coordinator, Kathy Robb, at 770.639.4331 or [krobb1@charter.net](mailto:krobb1@charter.net) prior to your arrival.

- **Team Reporting Instructions:**

**All teams are to report for check-in on July 23, 2008 at 3:00 PM.** Check-in will be conducted at the host hotel, **Marriott Windward Parkway, 5750 Windward Parkway, Alpharetta GA 30005**. Please be prepared to provide your completed [Regional Tournament Pre-Arrival Checklist](#) and Tournament Team Credentials Book. Team credentials will be thoroughly checked and the credential notebooks will be retained by the Host League Tournament Director until the conclusion of the tournament or until a team is eliminated from tournament play, whichever comes first. Team check-in will conclude by 5:00pm. Team Managers will be provided any pre-order items such as tournament passes, t-shirts, programs, and team picnic passes at check-in. Teams will also receive their official tournament credential passes that must be worn at all times. State flags will not be collected from each team at check-in as has been done in other Regionals since the flags will be used by the teams in the Opening Ceremonies. State flags will be collected following Opening Ceremonies for use during tournament play and will be returned to the teams at the same time as their credentials notebook.

- **Team Arrival Requirements:**

All players and coaches MUST arrive as a team and remain on-site during the team

check-in process. A team member who is not present at the check-in will be removed from the roster and will be ineligible to compete during the Southeast Regional Tournament. Any absences or deviation from this must be prearranged, through a Request for Exception to your State Commissioner. An approval or disapproval will be issued by the Southeast Regional Commissioner (a copy of which must be placed in the team tournament book). This must be done prior to arrival. In addition, the tournament committee is to be made aware of the approved request prior to the team's arrival. No other exceptions to this rule will be made. **Be sure that you have a waiver for any player, coach, or manager that is unable to be at check-in with the team otherwise those individuals will be removed from the tournament roster.**

- **Tournament Team Credentials Book:**

All credentials must be in a loose-leaf binder notebook in the order of the [Tournament Team Credentials Checklist](#). The Credentials Checklist must be signed by the appropriate State Tournament Commissioner for that state prior to Regional Tournament participation.

Note: This tournament is the beginning of Level 3 of your tournament participation. Your book should have been checked at least twice before this tournament. Please be aware that **NO TEAM OR PLAYER WILL BE ALLOWED TO PARTICIPATE IN THE REGIONAL TOURNAMENT WITHOUT THE PROPER CREDENTIALS.**

- **Tournament Identification Cards:**

Players and managers will be provided with an official tournament pass upon check-in. Players and managers are to carry these with them throughout the duration of the games and should also carry some other form of official identification with them at all times except when in uniform.

- **Pre-Tournament Meeting:**

A mandatory meeting for all managers and coaches, tournament umpires and officials has been scheduled for **July 24, 2008, 8:30 AM**, at the host hotel, **Marriott Windward Parkway, 5750 Windward Parkway, Alpharetta GA 30005**. The meeting will last about 45 minutes. The Regional Tournament Director appointed by the Region Commissioner will review all playing rules for the tournament and answer any questions. At least ONE member of each team's coaching staff is REQUIRED to attend this meeting. No players or parents are authorized to attend. Following the conclusion of the pre-tournament meeting, attendees will visit the tournament venue for an on-field review of ground rules.

- **Practice Fields and Indoor Practice Facility:**

Practice times and field locations with directions will be available at check-in. All practices will be conducted at the tournament venue. Teams are not permitted to practice except as scheduled by the Host Tournament Director. The host league has a special arrangement with a local indoor hitting & practice facility that will

permit the use of that facility in the event of inclement weather at significantly reduced rental rates. For team interested in utilizing this indoor facility for team practice, the facility is named **Grand Slam Sports Center** and is located at **10985 State Bridge Road, Alpharetta GA 30022**. The center is located about 7-10 minutes from the host hotel and about 5-7 minutes from the tournament venue.

- **Tournament Game Location:**

Tournament games will be played at Ocee Park (all games on Field #2). Directions will be provided at check-in but a map link is provided below. The address of the park is **10900 Buice Road, Johns Creek, GA 30022**.

<http://www.mapquest.com/maps/10900+Buice+Road+Alpharetta+Ga+30022>

- **Game Schedules:**

Official tournament brackets will be distributed at check-in. However, you may visit the Southeast Region web site at the link below to and download a copy at any time.

[http://brlseregion.com/tournaments/baseball/brackets/2008/pdf/2008\\_12-60s.pdf](http://brlseregion.com/tournaments/baseball/brackets/2008/pdf/2008_12-60s.pdf)

The Official Babe Ruth Tournament Bracket has been used to schedule games (and the order in which they are played). However, weather or other conditions may necessitate a bracket being changed up to the start of the tournament and during the tournament. Managers should verify their first games scheduled while attending check-in. Be sure to follow your team's schedule at all times. Managers, coaches and players must attend all scheduled practice sessions, tournament games and other official events unless excused by the tournament director or assistant.

Changes to the game schedule due to inclement weather will be made as soon as possible. Managers will be notified by tournament officials via the cell phone/pager numbers provided at check-in. Players, family members and fans can determine what if any scheduling changes have occurred by registering with the Southeast Regional 12U60 text message alert system (see below for instructions). Changes will be posted as soon as they are made, on the field site and on the web site.

- **Team Alert & Notification Test Message System:**

The host league has implemented a special text message alert system specifically for use with the Major 12U60 Southeast Regional tournament. All team managers are required to register for this service and instructions will be provided at team check-in regarding the registration process. Coaches, players, and family members are also welcome to register for this service. **To use the service, a text message containing the keyword SEReg1260 is sent to the number 79704.** This will register the sending cell phone with the alert service. The host league will use this service to send notification regarding game cancellations or delays, schedule changes, game results, and other important information. Note that depending on the cell phone service plan used by an individual, there may be a per-message charge

incurred each time a message is broadcast by the host league. An individual may de-register from the broadcast service at any time by following instructions at the end of any of the broadcast messages.

- **Game Results:**

Game results will be posted on at the field after each game. The results will also be posted on the Regional Website at the conclusion of the days events.

- **Umpires:**

Three (3) Babe Ruth Baseball (NUA) certified umpires will be scheduled to officiate each game except for the semifinal and final games, where four (4) umpires will be scheduled. During all games, the umpires are in control of the playing field. George Cavander is the designated Umpire in Chief for the tournament and he will be present at the July 24<sup>th</sup> manager's meeting to address tournament rules and to answer any questions regarding officiating for the regional tournament.

Coaches and players are to refrain from arguing or showing disrespect to the officials under any circumstances. If a Manager or player is asked to leave the game by an umpire, Babe Ruth or tournament official, they must leave the tournament complex immediately. Failure to do so can result in actions against the entire team, including removal from the tournament.

- **Coin Toss and Infield Practice:**

The tournament will use a double-elimination format and in double-elimination play the home team is decided by the flip of a coin by the tournament director or another designated tournament official at least 40 minutes prior to game time. The home team will take the third base dugout.

Each team will have a total of 10 minutes for infield and outfield practice prior to the start of their game. The visiting team will begin practice 30 minutes prior to game time and the home team will practice 20 minutes prior to game time. Teams must be ready to take the field for infield practice when notified by tournament officials or will lose whatever time they do not use. Please ensure you allow teams finishing a game to completely vacate the field and dugouts before your team moves onto the field. Infield practice is available subject to schedule. If necessary, teams will be directed to adjacent fields, Fields #1 and #4, to conduct infield practice prior to their games on Field #2. This may be necessary in order to ensure that the game schedule is not impacted by infield practice prior to the game. The Host Tournament Director will make the decision regarding whether infield practice is permitted and where infield practice will be conducted and this will be communicated to the team managers at least one hour prior to the start of their game.

- **Pre-Game Announcements:**

Players and umpires will be announced 10 minutes prior to each game. For each game, the visiting team will be announced first, with players and coaches taking their places along the first base line as announced. The home team will be introduced next, its players and coaches taking their places along the third base line. The starting lineup will be announced first, followed by the names of those players who are designated as reserves for the game and the batboy or batgirl, coaches, and manager. The umpires then will be announced followed by the playing of the National Anthem.

- **Official Pre-game meeting:**

The tournament director or another tournament official will discuss ground rules with the managers and umpires at home plate prior to each game.

- **Lineup Sheets:**

Official lineup sheets (4-part) must be completed with player jersey number, first and last name, and position (if a starter) and with distribution to the official scorer, chief umpire, opposing team manager, and retain. Changes in the lineup are to be made to the plate umpire first and then all other parties.

- **Playing Field and Dugouts:**

Only managers, coaches, players, tournament officials and tournament approved batboys and batgirls are allowed in the dugout and in the fenced playing area. Under NO CIRCUMSTANCES will anyone else be allowed inside the playing field. This includes parents, team scorekeepers, and fans. Water and cups will be provided in each dugout prior to the start of all games.

- **Field Rules:**

In addition to the offense base coaches, the batter, on-deck batter, the base runners, and the nine (9) defensive players on the field, only (in the designated area) a warm-up pitcher, catcher, and safety monitor will be permitted outside of the dugout.

Throwing or unnecessary abuse of any equipment or baseball property will not be permitted.

Smoking (includes smokeless tobacco) is not allowed on the premises; eating and drinking are not permitted on the playing field.

Alcohol is strictly prohibited and is not allowed on the premises.

Players must remain within the fenced area of the playing field during all games

and is not allowed to mingle in the stands or with the spectators.

A player ejected or removed for an infraction of the playing or field rules will remain in the dugout until the game is completed, unless the umpire indicates otherwise.

The use of foul language by players is discouraged. The use of foul language within the playing field is not allowed and will be dealt with accordingly by the umpires assigned to the game.

Ocee Park is a City of Johns Creek municipal park and as such is subject to rules and regulations set forth by the City. Any special City rules or regulations that are not covered in this packet will be addressed at the team check-in meeting.

- **Uniforms:**

Uniforms must meet the requirements contained in Rule 1.11 (Baseball). In addition, no two players on the same team will wear the same number. For consistency, players and coaches must be assigned the same uniform number throughout the tournament regardless of the number of uniforms the team uses during travel. The Cal Ripken Baseball (or Cal Ripken Hall of Fame) shoulder emblem must be securely attached in accordance with the current Cal Ripken & Babe Ruth Rule Books (Baseball). If teams choose to wear an Official State Champions Babe Ruth patch, it must be securely attached to the right sleeve of the uniform. All players, managers, and coaches are to be dressed in accordance with Babe Ruth requirements.

NO player, manager or coach, or batboy/batgirl will be allowed on the playing field or in the dugouts unless in a complete acceptable uniform. At no time are blue jeans allowed (or shorts for baseball). There are NO exceptions.

As a team representing your league and your state you are expected to maintain a neat appearance at all times, on and off the field. When not involved in a tournament game, you may dress informally and comfortably. Players are to wear or carry with them at all times their official tournament pass recognizing them as a tournament participant.

Note: Beginning in 2008, teams may wear the new Cal Ripken Baseball, Babe Ruth Baseball, and Babe Ruth Softball Logo Ball caps in lieu of the shoulder emblems. All players must be the same on a team. No mix matches.

- **Protest Committee:**

All tournament games will be played in the presence of the Tournament Director and a Protest Committee. Any protest must be resolved prior to continuing play. Decisions by the protest committee are final without appeal. The Protest Committee will consist of at least three members designated by the tournament

director. Seats will be reserved for the members of the committee for each game.

- **Scorekeeper:**

The official scoring record for each game will be maintained by the official scorekeeper designated by tournament officials. This book will serve as the official record of the tournament. Teams may designate their own scorekeeper but in doing so must understand that their book will not be taken into account if issues arise. Team assigned scorekeepers may not be in the dugout or on the playing field for any reason. They are to refrain from interrupting the flow of a game for any reason.

- **Batboys and Batgirls:**

Teams may provide ONE batboy or batgirl if they so desire. A team designated batboy or batgirl must be identified on the team roster at the start of the tournament and changes cannot be made. All batboys and batgirls must be in uniform for each game, and must wear a helmet anytime they leave the dugout. Teams are to provide uniforms for their designated batboy or batgirl. Batboys and batgirls are to remain within the playing field and dugouts for the duration of all games and are not to enter and exit the field at will. Managers are responsible for the behavior and safety of their batboys and batgirls during games.

- **Team post-game meetings:**

Teams are to immediately depart the fields and dugouts upon the conclusion of games. This includes removing all equipment and trash. No team is to conduct a post meeting with their players within the fenced playing field.

- **Fan Behavior:**

The team manager will be held responsible for the behavior of their fans. Fans are not to enter the playing field at anytime for any reason and are to display a positive attitude to all teams, players, umpires and officials. Managers are to immediately handle problem fans if the need arises. Managers are reminded that umpires have the authority to take action against a team due to the actions of their fans.

- **Player Expectations:**

Our goal is to help all players perform at the peak of their abilities while enjoying the competition, camaraderie, and distinction that go along with playing in a Regional Tournament. At the same time, you have an obligation to everyone involved to be on your best behavior at all times. If you have a problem that can't be resolved by your coaches, please contact Tournament Officials. They will try to help.

- **Conduct and Disciplinary Code:**

Your conduct must be above reproach both on and off the field. Any misbehavior or

misconduct not only could cause your disqualification from the tournament but could also lead to the disqualification of your team. Types of bad conduct that could lead to disqualification:

- The use of profane or indecent language.
- Fighting or other aggressive behavior toward your teammates, coaches, members of other teams, umpires, tournament officials, or other tournament participants on or off the field.
- Any illegal acts.

- **Alcoholic Beverages or Drugs:**

Any illegal activities, including illegal use of alcoholic beverages or drugs of any nature, will be immediate cause for disqualification. This does not apply to the use of doctor-prescribed medication by the individual for whom it has been prescribed.

Be smart and avoid trouble. There is always a certain level of tension in competitive sports. We do not want you to lose your competitive edge - - the desire to perform at your very best makes the game exciting for everyone. But stay under control, even if another player or fan says something that you find offensive. Keep your cool, and do not respond to provocation in any way that could lead to your disqualification. Remember, baseball games are won with hits and runs, not with words.

The Regional Commissioner, State Commissioner, Umpire-in-Chief, and Tournament Director have the authority to remove any player, coach, or manager from a tournament game for actions detrimental to Babe Ruth Baseball. Any misbehavior or misconduct on or off the field could disqualify a manager, coach, player, or team from the tournament.





**2008 Southeast Regional Tournament**  
**Cal Ripken Major 12U60 Division**  
**Team Tournament Ticket, Pass, and Merchandise**  
**Advance Pre-Order Form**



Team orders only - one form per team

<b>A</b>	<b>Team Picnic</b>	Players, coaches, and the team manager are free of charge. These tickets are for family members wishing to attend. Team picnic is July 23rd, 7:30pm, Ocee Park.			
	Qty		Cost	Totals	
	Adult Tickets		\$10.00		Pre-order picnic tickets for team family members
	Child Tickets		\$7.00		
	Section A: Subtotal for Picnic tickets				

<b>B</b>	<b>Tournament Passes</b>	Players, coaches, and the team manager are issued passes at check-in. Family & friends may pre-purchase tournament passes & lanyards good for 7/23-29.			
	Qty		Cost	Totals	
	Tournament Pass		\$10.00		Pre-order tournament passes for family & friends
	Pass Lanyard		\$2.00		
	Section B: Subtotal for Passes				

<b>C</b>	<b>Tournament Program</b>	Pre-order tournament programs with team rosters, pictures, tournament brackets, tournament score sheets, and other tournament information.			
	Qty		Cost	Totals	
	Programs		\$7.00		Pre-order tournament programs
	Section C: Subtotal for Programs				

<b>D</b>	<b>Tournament T-Shirt</b>	Pre-order tournament roster t-shirt which includes tournament name & logo on front and team names and states on the back. 100% cotton available in sizes below.			
	Qty		Cost	Totals	
	Youth Medium		\$15.00		T-shirts will also be available for purchase on-site during the tournament but the pre-order price reflects a \$3 discount per shirt. Sizes and quantities for sale on-site during the tournament will be limited.
	Youth Large		\$15.00		
	Adult Small		\$15.00		
	Adult Medium		\$15.00		
	Adult Large		\$15.00		
	Adult X-Large		\$15.00		
	Adult XX-Large		\$17.00		
	Section D: Subtotal for Tee-Shirts				
<b>Total for Sections A, B, C, D</b>				Make check payable to <b>OPAA</b>	