

Appendix D
TOURNAMENT HOST CHECKLIST

CHECK	ACTION ITEM DESCRIPTION
--------------	--------------------------------

Before the Tournament:

- | | |
|-------|---|
| _____ | The Contract Agreement and Contract Supplement have been read, understood, and signed by the Host League President and the Host League Secretary. |
| _____ | A check for 100% of the Tournament Hosting Fee amount has been prepared to accompany the signed Contract Agreement and Contract Supplement. |
| _____ | The “A Guide for Hosting a Regional Tournament” has been read in order to provide ideas for hosting. |
| _____ | Arrangements for the hotels, especially the Host hotel, and the team check-in location are being made. |
| _____ | Make sure that there is a check in area sufficient in size to meet with the team managers and to collect the Tournament Team Credentials Books. |
| _____ | Make sure that there is an area sufficient in size to for a meet and greet by the Host President, and to present any Chamber of Commerce materials. |
| _____ | Make sure that there is an area sufficient in size to hold the team orientation meeting. |
| _____ | Arrangements for the ice breaker (banquet or picnic) location and details are being made (if being offered). |
| _____ | The Manager’s Tournament Information Package (MTIP) Questionnaire is being completed. |
| _____ | Keep the Assistant Commissioner, Operations, up-to-date on the teams that have reported as participating. [Staying in sync with the Team Check-in database is essential.] |
| _____ | Arrangements for preparing and printing the tournament program are being made. |

- _____ Arrangements for adequate air conditioned and secured umpire's facilities being made. (This must be a secured area away from the fans that is air conditioned and private for the umpires.)
- _____ Arrangements for adequate rest rooms facilities are being made.
- _____ Arrangements for an adequate number of grounds crew volunteers are being made.
- _____ Arrangements and scheduling for practice fields are being made.
- _____ Arrangements and invitations for the local press to attend and report on the tournament are being made.

During the Tournament:

- _____ Arrangements for EMT or Rescue to be available at the complex during games are being made. [This is preferred if possible.]
- _____ A schedule for press box personnel (announcer, official scorekeeper, official pitch count recorder, scoreboard operator, and runner) is available so that every volunteer knows when they will work.
- _____ Press box equipment (PA system, CD player, microphones, etc.) are available along with a copy of the appropriate National Anthem(s). [The National Anthem(s) can be performed live if desired.]
- _____ A schedule for a Host Protest Committee member for each game is available so that every volunteer knows when they will work.
- _____ Tournament brackets are prominently posted and staff is available to keep them up to date.
- _____ A schedule for concession volunteers is available so that every volunteer knows when they will work.
- _____ A schedule for souvenir sales and t-shirt sales (if applicable) volunteers is available so that every volunteer knows when they will work.
- _____ Playing fields are in good condition and there is sufficient staff on hand at the completion of each game to prepare the fields for the next game.

Page 3

- _____ Food and water or sports drinks are being provided to umpires.
- _____ Rest rooms are checked regularly to insure cleanliness and for the stocking of necessary soap and paper products.
- _____ A supply of baseballs or softballs is readily available when needed.

After the Tournament:

- _____ All umpires are paid in accordance with the Contract Supplement.
- _____ A critique of the overall tournament experience is written.
- _____ A Financial Statement is provided to the Southeast Regional Commissioner within 30 days of the tournament completion.