

PROVINCAL TOURNAMENT PLANNING CHECKLIST

Tournament host _____ Division _____

Host City _____ Date of Tourney _____

1. Contract signed and fee paid Yes _____ No _____

2. Housing committee chairman _____
Address _____ Phone number _____

Number of players to house _____ Number of homes confirmed _____

3. Financial status

What fundraisers are in progress _____

Progress of Program sales _____

Gate fees _____

4. Publicity

Community support/involvement _____

Newspaper, Radio, etc, advertisements _____

5. Umpires

Umpire in charge _____

Qualifications _____

Fees _____

Schedule _____

Dress _____

Maintenance crew

Field Maintenance person in charge _____

Proper field preparation techniques _____

Schedule of workers _____

Available Toilets _____

Scoreboard Availability _____

Water for field prep available _____
Garbage cans and scheduled dumping _____

7. Gate Personnel

Gate Chairperson _____
Schedule of workers in place _____
Tickets and day stamps available _____
Designated parking areas _____

6. Concession Personnel

Concession Chairperson _____
Schedule of workers _____
Souvenirs etc. _____

7. Equipment

Baseballs (Official Babe Ruth) How many _____
Water for dugouts _____
First aid kit available _____
Emergency services available _____
Telephone _____ Number _____
Line up sheets _____
Rakes, shovels, liner, gypsum etc. _____
Field drag, Water hose _____
Official Scorebook _____
Flags, US, Canadian One for each state, province (supplied by regional comm.)

8. Scorekeeping

Official scorekeeper _____
Scorekeeping schedule _____
Official scorebook _____
Pitcher inning tracking sheets _____

9. Announcers

Announcers schedule _____
PA System, with cord long enough to reach pitchers mound _____
Tapes of American and Canadian National Anthems _____
Scoreboard operators _____

10. Welcoming/Team checkin

Chairperson _____

Designated time of arrival_____

11. Picnic

Chairperson_____

Food and drink to be served_____

Cleanup committee_____

12. Practice fields

Locations and maps_____

Schedule chairperson_____

Practice field Maintenance_____

13. Tournament schedule

a. Registration check in for each team_____

b. Picnic time_____ Location_____

c. Opening Ceremonies_____

d. Managers/Coaches meeting time_____ place_____

e. Tournament Headquarter Location_____

f. Tournament Office Location_____

14. Awards

First place Team and Individual awards_____

Runnerup Team and Individual awards_____

Third place team award_____

First place plaque from National_____

Plaque to host League_____

15. Other

Protest Committee delegation_____

Bat boys/girls as requested_____

Credential review by Regional Commissioner in charge_____

Tournament packet provided to States/Provinces date_____

Liability coverage of Host_____