

**Appendix E**  
**TOURNAMENT HOST CHECKLIST**

**CHECK      ACTION ITEM DESCRIPTION**

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**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 submitted along with 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.
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- \_\_\_\_\_ Arrangements for EMT/Rescue to be available at the complex during games are being made. [This is preferred if possible.]
- \_\_\_\_\_ Arrangements for the ice breaker (banquet or picnic) location and details are being made.
- \_\_\_\_\_ The Manager’s Tournament Information Package (MTIP) Questionnaire is being completed.
- \_\_\_\_\_ Keep the Southeast Regional Commissioner up-to-date on the teams that have reported as participating. [Staying in sync will greatly improve the speed in which the tournament programs can be completed.]
- \_\_\_\_\_ Arrangements for preparing and printing the tournament program are being made.

\_\_\_\_\_ Arrangements for adequate air conditioned and secured umpires facilities being made.

\_\_\_\_\_ 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:**

\_\_\_\_\_ A schedule for press box personnel (announcer, scorekeeper, 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.

\_\_\_\_\_ Food and water/sports drinks are being provided to umpires.

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\_\_\_\_\_ Rest rooms are checked regularly to insure cleanliness and for the stocking of necessary soap and paper products.

\_\_\_\_\_ A supply of baseballs/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.