

# Tournament Game Day Ops Checklist (League Responsibilities)

## Host League

### Pre/Post Game Ops (2-3 volunteers)

- Local Media (optional) - *24 hr prior to game*
- Pre-Game Field Care/Field Prep
  - Pre-game - Field mowed, prepped, lined, and - *Anywhere between 24-2 hrs prior to game*
  - Pre-game - Field dressed and made game ready - *15 min. prior to game*
  - Post-game - Field closed, covered, and made ready for next game
- Facility is made ready - presentable to general public and in working order - *Approx 2 hrs prior to game*
  - Bathrooms are clean and well stocked
- Team dugouts and batting cages made ready - *Approx 2 hrs prior to game*
- U.S.flag, MD flag and LL Banners presented - *Approx 2 hrs prior to game*

### Game Ops (3-5 volunteers)

- Provide game balls (RST) - *Have enough ready and available for Umpires*
- Game Host/General Contact (Recommended) - *Arrive 2hr before game*
  - Supporting/Organizing Team/Coaches
  - Supporting District Staff/Umpires
  - Supporting Pressbox Ops
- Be Safety Ready (consider the "What if...weather, medical etc.")
  - Assess Heat Conditions for Players/Fans/Umpires
    - Consider Providing misters/shade/fans/cool cloths
- Pressbox volunteers (Recommended) - *Arrive 30-60 min. before game*
  - Official Scorekeeper
  - Announcer and music (*including National Anthem*)
  - Scoreboard Operator
  - Official Pitch Counter

### Concessions Ops (3-5 volunteers)

- Open at least 1 hr before game time*
- Consider making Special Tournament Menu
- Dugout water coolers filled and delivered - *minimum 1 hr before game time*
- Provide Umpire refreshments
- Provide courtesy post-game hot dog(or alternative) and drink for all players/coaches/umpires (Be prepared for shortened games)
- Consider fundraising (ie 50/50 and tip jars)

## Guest League

- Be respectful of the host league and tournament officials
  - Be on-time (understanding of pre-game tournament ops)
  - Be accepting of league hospitality (be sure to take post-game food)
  - Clean-up after yourself (batting cages, dugouts, bleachers)