



# TOURNAMENT DIRECTOR CHECKLIST

## CHECK LIST -

### PROVIDE INFORMATION PACKETS:

- Teams
- USA Softball Commissioners
- News Media
- USA Softball National Office

### ESTABLISH A FILE FOR EACH TEAM:

- Team Profiles
- Rosters/Affidavits
- Information Form

### RECOMMENDED SCHEDULE:

- Slow Pitch (One Hour Fifteen Minutes)
- Fast Pitch/Modified Pitch (Two Hours)

NOTE: It is recommended that you insert a 1 - 1 1/2 hour break in late afternoon to serve as a "buffer" for game delays or weather.

### DEVELOP AGENDAS:

- Breakfast/Luncheon Meetings
- Opening Ceremonies
- Award Ceremonies

### SCHEDULE GREETERS FOR ARRIVAL:

- Airport
- Hotel
- Facilities

### SCHEDULE TEAM PRACTICES

### SOFTBALLS:

- All softballs shall conform to the USA Softball Official Playing Rules
- Secure and Inventory upon arrival and turn them over to the tournament Umpire-In-Chief
- Start all games with two new softballs

### PROVIDE AND CLEARLY DISPLAY GAME BRACKETS AT GAME SITES

### PROVIDE TOURNAMENT STATISTICIANS:

- Game Records
- Statistics
- Scorebooks
- Scorekeepers
- Copy machine if possible

NOTES