



REGIONAL SOFTBALL TOURNAMENT MANAGER CHECKLIST

- Provide the following:
 - Official competition softballs – optic yellow Dudley SB12 LRF Y FP
 - Visible scoreboard with qualified operator
 - Official scoresheet
 - Qualified adults to server as:
 - Official Scorer
 - Public Address Announcer
 - Ticket sellers/takers
 - On-site administrator/security presence during game
 - Restrooms
 - Concessions
 - Operational field lights
- Receive tournament roster forms from schools playing at your site
- Contact athletic director(s) of schools playing at your site and ensure the following information is exchanged:
 - Game day contact information (cell phone numbers)
 - Contact visiting team(s) prior to game day to confirm game time, team's arrival time, parking and entry location
- Umpires assigned by IGHSAU
 - Check assignment information in IGHSAU group on Arbiter
 - Contact crew chief at least 24 hours prior to game time to confirm arrival time, parking and entry location
 - Arrange for private and secure dressing area
 - Escort for umpires pregame and postgame
 - Ensure water, sport drink and/or food is available to umpires during game and postgame
- Arrange for playing of the National Anthem
- Arrange for timing of 7-minute warmups on field for each team
- Ensure that playing field is properly lined and includes media box(s)
- Ensure that pass gate attendants and ticket takers understand IGHSAU policies for tournament roster and pass gate admission
- For Regional Finals, ensure that winning team receives regional ticket punch sign, champion medals and state tournament banner at conclusion of game
- Report final scores on www.tourneymachine.com immediately following each game
- Submit Softball Financial Statement Form after your school hosts its FINAL regional game of the tournament series