**Little League (6-12) / Cadet (13-15) / Junior (16-18) Prep Check List**

**Event Overview:**

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| **Date & Time** |  | **Field** |  |
| **Organizer (Club)** |  | **Type of Event** |  |
| **Contact Person** |  | **Approx # Teams** |  |
| **Contact Information** |  | **Game Format** |  |

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| **Planning** | **Guidance** | **Comments/Activity Completed** |
| Confirm event with BUK, incl. pre-planned events and not. | * Organizer to contact any BUK member as soon as possible in the planning stage.
* BUK review event calendar, incl teams’ availability and avoid scheduling conflict.
* Decide on type of event, incl. Live or machine pitching.
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| Book field | * Will one or more fields will be used during the event. If so, include this in the next steps.
* If a field, not designated as a baseball field is used, consider possible limitations, or needed adaptation of the field.
* Estimate number of players/teams, and what type of event this is. Plan for access to the field 1hr before the event, to set up field. And, min 30 minutes after the event to clean up the field.
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| Field Maintenance | * Ensure the field is scheduled to be maintained for the game, ie. Cut grass etc
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| Facilities | * Confirm that players and spectators will have access to facilities, incl. toilets (at minimum)
* Ensure someone is responsible for maintaining the facilities during the event, incl. toilet paper, soap, paper towels and general cleanliness.
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| Umpires | * Minimum one ump per field.
	+ **LL**: Verify that the ump is able operate the pitching machine, if applicable
	+ **Ca/Jr:** Plate and base ump recommended.
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| Scorekeeper | * One scorekeeper per field:
	+ **LL**: As minimum: Track time, score and mercy rule/runs
	+ **Ca/Jr**: Regular scorekeeping
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| Kiosk/food preparation | * Decide if a kiosk will be incl. in the event, if so, verify:
	+ Who will set up, bake/prepare food and work in the kiosk.
	+ Is electricity required/available
* If grilling is planned, verify that this is permitted.
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| Other | * As applicable for the type of event: Medals, Music, Mascot, photos
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| **Communication** | **Guidance** | **Comments** |
| Communication with the other clubs | * Use the Messenger groups below for general communication with the other teams:
	+ 6-12 years old. Little league teams / BUK
	+ 13-18. Ungdom Baseball / BUK
* Communicate practical information, incl. address and directions
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| Marketing | * Use the club’s preferred social media, incl. Instagram, Snap, Twitter etc. It is recommended as minimum to use/create:
	+ Facebook Event, share on Baseball I Norge, Softball I Norge. Encourage other clubs and NSBF to share event.
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| Typeform | * Request that BUK issue a Typeform for sign up
	+ This is best suited for pre-planned events, or events planned min. 2-3 weeks ahead.
	+ For event with short notice, use the above Messenger groups to communicate.
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| BUK – Social Media  | * BUK to remind participating clubs of Consent Forms (posting on social media)
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| **Set Up/Preparation** | **Guidance** | **Comments** |
| Field Set up | * **Inspect field:** Inspect in- and out field. Remove any debris that may injure players or obstruct the game.
* **Backstop**: Strongly recommended for safety reasons, as well as aiding the catcher retrieving the ball.
	+ Mobile or makeshift backstop accepted, incl. netting and football goals with nets that can stop the ball.
* **Bases**: Use bases that stay in place during the game, incl bases that are secured by stake, or are heavy. Recommended to use an orange safety base for 1st base
	+ **LL:** Distance between bases: 60ft/18m
	+ **Ca/Jr:** Up to 90ft/27m
* **Lines:** Chalk foul lines, home and batter box
* **Dugouts**: Designate area for players during the game, preferable behind safety netting or fence.
	+ Football goals with small netting or similar can be used.
* **Outfield:** Consider using cones to indicate the fence, where there is none.
	+ **LL:** Recommended at200ft/61m
	+ **Ca/Jr:** Recommended at 300ft/91m
* **Spectators**: Where there is no safety net behind 1st and 3rd base, do not allow spectators to sit immediately behind the bases
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| Other Set up | * **Toilets:** Ensure access and that it is stocked
* **Changing Rooms:** If available, ensure access and posting (male/female)
* **Pitching machine**: If used, make sure it is set up and functioning before the game.
* **Scoreboard:** If available, set up where visible to the spectators
* **First Aid:** Ensure access to basic first aid equipment
* **Kiosk:** If applicable
* **Grill:** If applicable
* **Music/MC:** If applicable
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| **Before Game Start** | **Guidance** | **Comments** |
| Information | * **At or before plate meeting:** Inform ump and coaches of any field specifications that may:
	+ Impact ruling/calls (short outfield, obstruction etc)
	+ Be a safety issue (uneven field)
	+ Safety nets (backstop)
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| **Before Game Start** | **Guidance** | **Comments** |
| Clean up | * Always leave the field and surrounding areas and facilities in a better shape than you found them!
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