

SOFTBALL CHECKLIST FOR ORGANISERS

2023

1. Organizer Bid procedure, pre-Congress:

Item	Timing	SE regulations
Send Bid for organizing competition	90 days pre-Congress	TR 1.1
Pay 20% of guarantee sum or Guarantee Letter	90 days pre-Congress	TR 1.3.

2. When successful, between SE Congress and Technical Meeting:

Item	Timing	SE regulations
Pay 30% of guarantee sum if no Guarantee Letter	Within 10 days after official appointment	TR 1.9.
Complete & return all Information Forms	Within 30 days after official appointment	TR 2.1.
Host inspection of the venue if required	On agreement with TC	TR 2.2.
Send list of at least 3 "recommended hotels" to teams participating teams	Within 30 days after official appointment	TR 3.2.
Pay 50% of guarantee sum if no Guarantee Letter	40 days pre-competition	TR 1.9.
Arrange hotel for SE officials		TR 5.1.
Arrange required number of approved scorekeepers		TR 4.6.1.
Arrange pick up service for SE officials		TR 5.3.
Stay in close contact with event TC and teams		

3. Technical Meeting and Opening Ceremony:

Item	SE regulations
Arrange all materials and facilities for Technical Meeting & Bat Control location	TR 6.
Prepare SE Opening Ceremony Protocol with EC / TC	TR 10.1.

4. During the Tournament:

Item	SE regulations
Prepare fields according to SE standards	TR 8.1.
Field maintenance during all tournament and provide for disposal / recycling of waste	TR 8.2. & 8.8.
Transportation & meals of SE officials	TR 5.2. & 5.3.
Provide SE Officials Office	TR 8.3.
Provide SE Scoring House & SiC facilities	TR 8.6.
Provide SE Umpire Area	TR 8.7.
Provide Media Area & facilities	TR 7.2.
Ensure qualified First Aid present throughout play at each field: ensure local lightning policy known to all	TR 7.1.3.
Ensure retrieval of Foul Balls	TR 7.1.4.
Provide flags of participants	TR 7.1.5.
Provide National Anthems of the teams at European Championships	TR 7.1.6.
Provide web hosting for play-by-play	TR 7.1.8.
Prepare SE Closing Ceremony Protocol with EC / TC	TR 10.1.

Provide awards: Top three teams	TR 10.5. to 10.7.
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5. In General:

Item	SE regulations
Ensure all required Insurance in place	TR 7.1.9.
Accreditation of media	TR 11.
Advertising, Merchandising and Broadcasting fees to pay	TR 12.4.