

**NATIONAL KNIGHTS OF COLUMBUS SOFTBALL**

**TOURNAMENT CHECKLIST  
FOR HOST COUNCIL**

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**LOCATION and YEAR**

**A. FOR THE BID**

		<b>BY</b>	<b>DATE</b>
<b>1.</b>	Submit letter from State Deputy authorizing tournament request. <b>(By-Laws Article VI Section 1D)</b>		
<b>2.</b>	Submit letter from Grand Knight authorizing tournament request. <b>(By-Laws Article VI Section 1D)</b>		
<b>3.</b>	Obtain contract/acknowledgment from facility to demonstrate that fields are reserved in your name. <b>(By-Laws Article VI Section E)</b>		
<b>4.</b>	Submit verification that all fields are suitable per tournament regulations. <b>(By-Laws Article VI Section 1B)</b>		
<b>5.</b>	Designate Site Director and submit name to the Board of Directors. <b>(By-Laws Article VI Section 1C)</b>		
<b>6.</b>	Complete "Application For Tournament Bid". <b>(By-Laws Article VI Section 1F)</b>		
<b>7.</b>	Pay 50% deposit to the Treasurer of the Board of Directors, immediately following the Board's approval of the tournament site. <b>(By-Laws Article VI Section 3)</b>		

**B. FOR THE PRIOR YEAR'S TOURNAMENT**

		<b>BY</b>	<b>DATE</b>
<b>1.</b>	Site Director shall attend preceding year's tournament and give a progress report to the Board.		
<b>2.</b>	Host council's team should participate in this tournament.		

**C. FOR THE SPRING MEETING**

		BY	DATE
1.	Pay remaining 50% to the Treasurer of the Board of Directors. <b>(By-Laws Article VI Section 3)</b>		
2.	Provide rooms for Board members for no more the 2 nights and 5 rooms at the same hotel. <b>(By-Laws Article VI Section F6)</b>		
3.	Secure/reserve hotel rooms for visiting teams. A number of rooms should be equipped with double beds. Furthermore hotel premises will be inspected by Board members at this meeting.		
4.	Secure umpire services(which the Board of Directors will pay) and set up a meeting with the Tournament Director and/or the Board at the Spring Meeting.		
5.	Coordinate visit to all softball fields/complexes and set up a meeting with local rec personnel and the Board. * Determine if payment is needed for use of fields(including lights) This is a Host Council expense. * Determine curfew time for fields.		
6.	Submit sample awards for Board approval.		
7.	Ascertain and insure that there is <b>no</b> admission fee at the fields/complex for participants and/or spectators.		

**D. FOR COORDINATION WITH THE TOURNAMENT DIRECTOR**

		BY	DATE
1.	Develop itinerary which should include but not limited to the following: * schedule of events * hotel rooms * car rental information * special trips * best times to contact site director * best times to contact tournament director <b>The above items should be submitted to the Tournament Director by May 1<sup>st</sup>.</b>		
2.	Provide maps of the local area to the Tournament Director by May 1 <sup>st</sup> .		
3.	Provide space(at least 4 pages) in the Program Book for historical information/awards etc. This information will be supplied by the Board.		
4.	Provide Certificate of Insurance to the Tournament Director by August 1 <sup>st</sup> . <b>(By-Laws Article VI Section 8)</b>		
5.	Provide space (at least 1 page) in Program Book for information on the next year's tournament. This page should be sold at the printer's cost.		

**E. FOR THE TOURNAMENT**

		BY	DATE
1.	Provide rooms for Tournament Board members. No more the 3 nights/5 rooms at the same hotel. <b>(By-Laws Article VI Section 5)</b>		
2.	Have pertinent information – maps, etc. at the entrance to each hotel for visiting teams.		
3.	Obtain suitable accommodations for Friday night party with room allowable for player registration.		
4.	Provide coffee and doughnuts for managers meeting (if held on Saturday morning).		
5.	Provide official scorekeeper at each field.		
6.	Provide EMT at the tournament.		
7.	Opening ceremony is optional If used, host shall schedule all participants and keep ceremony brief. Ceremony can be held on Friday night or Saturday morning.		

**F. FOR THE AWARDS CEREMONY**

		BY	DATE
1.	Provide awards for Open Bracket : First, second, third and fourth place will be awarded based on the number of teams. Awards must be 12x15 inches. (if using trophies check with the Board) <b>OR</b> payment to the Board for purchase of Awards. <b>(By-Laws Article VI Section 2)</b>		
2.	Provide Awards for Master’s bracket as specified above. <b>(By-Laws Article VI Section 2)</b>		
3.	Provide Awards for Consolation Bracket Champions. <b>(By-Laws Article VI Section 2)</b>		
4.	Provide Participation Plaques for <b>all</b> teams. <b>(By-Laws Article VI Section 2)</b>		
5.	Provide microphone and table for awards ceremony.		

**G. FOR AFTER THE TOURNAMENT**

		BY	DATE
1.	Make arrangements for dinner for the Board members and agreed upon guests (no more then 8) for Sunday night. Board will incur expenses.		
2.	Submit Financial report to the Treasurer of the Board no later then January 31 <sup>st</sup> of the following year.		