



HOST VENUE CHECKLIST

FURTHER DETAILS

MUST HAVE

DBS Checks - Festival hosts must hold a current, ECB approved Disclosure and Barring Service Check.

Safeguarding plans in place - Folder with agreed procedures for the day, including: Details of Event Welfare Officer, accident/incident reporting procedure, missing children procedure, sun safety, information for teams, briefing for volunteers.

Public liability insurance - The host venue must have current insurance with a minimum of £5 million public liability insurance (including volunteer cover) and £10 million employee liability.

All necessary licenses - ie: music, alcohol - Also relevant permissions granted and neighbours consulted.

Risk assessment for whole site has been carried out and recorded.

Reminder emails to all participants communicate with your festival participants **one week** before and the **day before** the event.

Volunteers: Ensure that, amongst the volunteers there on the day, you have a qualified Welfare Officer and First Aider.

Pitch Hosts - Stood as an umpire, but focused on ensuring that all participants have fun!

Scorers - Keep track of the score and keep players and spectators updated.

MC/Event Host - Provide a warm welcome. Organise the event; including fixtures, results and awards ceremony. Keep everyone updated.

Bespoke Soft Ball Festival equipment - The ECB will provide bats, balls and stumps. Venues to provide cones or other suitable boundary markers.

Bespoke Soft Ball Festival team T-shirt packs - T-shirts will be provided by the ECB. T-shirts are for all females attending their first festival.

Suitable playing area - multiple pitches - Ensure that there is adequate space for pitches with suitable boundaries.



Sufficient car parking that is easily accessible from the main road.

Suitable changing facilities and amenities - Clean, warm and well stocked toilets. Clean changing rooms with privacy measures and separate changing for under 18s.

Wet weather plan - Plan for communicating to all participants in the case of a cancellation prior to the event starting. As well as a plan for a weather interference during the event.

GREAT TO HAVE

Refreshments for all - BBQ, Bar, etc. Suitable social areas, indoor and outdoor. Ensure that all food and drink caters for everyone. Soft drinks and dietary requirements given due consideration.

Fans! Make a day of it - The Women's Soft Ball Festival is the main event of the day, but this does not mean that other, complimentary events, cannot run alongside; making it a great day out for the whole family.

Group warm-up - Engage those taking part with a fun and inclusive warm-up. Ensure there is lots of opportunity for socialising and meeting new people.

Clear signage to the ground - Consider those attending the venue for the first time.

Music and a public announcer to keep everyone informed. Subject to local conditions and licensing.

Additional activities Suitable for the whole family. If you are considering bouncy castles, or similar, ensure a recognised company is used and they have suitable insurance in place. All non-cricket activity must be positioned a safe distance from the playing areas to avoid being hit by a ball.

