

# Game Day Administrator/Site Manager Checklist For IHSAA Baseball & IGHSAU Softball

*Release: June 5, 2020*

- Print and post necessary signage for social distance, hygiene, directions, etc.
- Extended dugout shall be lined and the same length for both teams
- Seating plan in designated areas as appropriate (bleachers marked)
- Provide the following:
  - Game ready baseballs (12) 6 to each dugout, home team responsible for having enough baseballs available in visiting team dugout
  - Game ready softballs (12) for both dugouts – optic yellow Dudley SB12 LRF Y FP
  - Necessary sanitizing/hygiene materials
  - Guidance on use of Restrooms
- Arrange for appropriate protocol for playing of the National Anthem and starting lineups
- Arrange for timing of warmups on field for each team-10 mins. for baseball/7 mins. for softball
- Ensure that playing field is properly lined, including the media box-notify all media attending of the one-person limit in media box.
- Ensure that pass gate attendants and ticket takers understand revised policies-i.e. must wear face covering, gloves, donation only, etc.
- Develop foul ball out of play protocol-return to dugouts and necessary sanitizing methods and returning ball to play.
- Contact athletic director(s)/head coaches of schools you are hosting and ensure the following information is exchanged:
  - Game day contact information (cell phone numbers)
  - Visiting team(s) game time, team's arrival time, parking and entry location, confirm protocol for National Anthem and Introductions
  - Specific information related to requirements at your site-seating protocols (capacity and/or restrictions), social distancing seating guidelines, entry and exit, parking, admission procedures, outside food and drink, use of face coverings, EAP for evacuation and where teams/coaches should evacuate
- Contact umpires at least 24 hours prior to game time who are working at your site and confirm the following information:
  - Arrival time, parking and entry location, dressing area, specific information for your site
  - Remind umpires to self-assess temperature at home or if will be screened on arrival
  - Game day contact information (cell phone numbers)
  - Confirm information that umpires are responsible for own water, drink, food and sanitizing supplies
  - Changes to payments (will have check or mail only, on line, etc.)
  - Inform umpires of new protocol for National Anthem and Starting Lineups
  - Inform umpires of entrance onto field if normal procedure through dugout is not available.
- Review announcements for new guidelines and review with PA Announcer prior to game.