



FOUNDATION

HOST VENUE CHECKLIST: **MUST HAVE**

- INSURANCE** including a min. £5 million public liability cover (including volunteer cover) and £10 million employee liability. This must be valid on our festival date.
- SAFEGUARDING** plans in place, including but not limited to the following guidance, policies & procedures:
 - Event Welfare Officer details
 - DBS checks for event hosts
 - Missing children
 - Information for participants
 - Accident/Incident reporting
 - Sun safety
 - Emergency vehicle access
 - Volunteer briefing
- LICENCES** required and relevant for running your Festival, such as music and alcohol. Relevant permissions must be granted and neighbours informed.
- RISK ASSESSMENTS** for the whole venue as well as any specific activities, BBQs, bouncy castles etc.
- VOLUNTEERS** including:
 - First Aider
 - Scorers
 - MC/ Event Host
 - Welfare Officer
 - Pitch Hosts - to umpire & ensure everyone has fun
 - Others responsible for Bar, BBQ etc.
- EQUIPMENT** provided by ECB includes bats, balls and stumps; it does not include cones or other suitable boundary markers.
- T-SHIRTS** provided by the ECB for all first time participants.
- PITCHES** should be adequate in size but not too challenging, reachable boundaries make batting more enjoyable. This will depend on your available space and the number of pitches required. Wickets are normally strips cut into the outfield.
- PARKING** is adequate and easily accessible, this may require management by volunteers.
- CHANGING ROOMS** and amenities must be clean, warm and well stocked and with appropriate privacy measures. Separate changing facilities should be provided for under 18's.
- PLAN B** in place for weather interference during the event. This should include planned communications to all participants, in the case of a cancellation prior to the event.



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HOST VENUE CHECKLIST: GREAT TO HAVE

- REFRESHMENTS** for all, BBQs are popular but the choice is yours. Offering prosecco on arrival is great for a friendly welcome but if you can't do this, be sure to point out the bar. Ensure that your offering caters for everyone; soft drinks and dietary requirements should be given due consideration. If you can only accept cash, ensure this is communicated in advance.
- FANS** to cheer us on! The Women's Soft Ball Festival is the main event, but this doesn't mean you can't run other complimentary events, alongside it. Why not to create a great day out for the whole family?
- ACTIVITIES** are a great way to engage participants and their fans. Try to offer things to make us laugh and break the ice! Here are some great examples:

- ▲ Group warm-ups
- ▲ Bouncy castles**

- ▲ Team 'party games' & challenges
- ▲ Basic bowling coaching

All non-cricket activity must be positioned a safe distance from the playing areas to avoid injuries.

- SIGNAGE** suitable to guide participants to the venue, consider those attending for the first time.
- MUSIC*** is great for creating a relaxed, fun atmosphere. An MC is also recommended to keep everyone informed but try not to speak too much, we love to hear the music!
- DOWN TIME** to enjoy refreshments and any activities is always appreciated, but not too much of it. Think about creating comfortable social spaces indoors and out, are we up or down wind of the BBQ? Can the music be heard? Is the music too loud to chat?

*Subject to local conditions and licensing

**Ensure a recognised company is used. Ensure they have insurance, risk assessments and up-to-date maintenance records