



# Wiltshire Cricket

## UNDER 9S SOFT BALL FESTIVAL CHECKLIST FOR HOST CLUBS

### Must Haves :

- ✓ **Insurance** including a minimum £5 million public liability cover (including volunteer cover) and £10 million employee liability. This must be valid on the festival date.
- ✓ **Safeguarding** plans and policies. This should include:
  - Club Safeguarding Officer Details
  - Valid DBS Checks for event officials
  - Accessible Information for visitors.
  - Accident/Injury Reporting
  - Emergency Vehicle Access Plans
  - Volunteer Briefing
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- ✓ **Risk Assessments** for the entire event, to include on-pitch and off-pitch activities, such as cricket, BBQs, inflatables, nearby events/activities etc.
- ✓ **Equipment & Pitch Layout** for the festival. In most cases, clubs will bring their own bats, but you may want to consider providing balls, boundary cones, crease-lines and stumps. You may also choose to have appropriately cut wicket-strips to play the games on, especially if fixtures are taking place on the outfield.
- ✓ **Volunteers** for the event. Your club should have an appropriate number of volunteers to help the festival run smoothly. The volunteers will likely include:
  - Festival Host/Organiser (to manage briefing & fixtures)
  - Club Safeguarding Officer
  - Umpires / Scorer (May be provided by visiting clubs)
  - First Aider
  - Other Volunteers (For Music, BBQ, Bar etc.)
- ✓ **Parking** for the event. Ensure that there is adequate parking for the number of visiting players/spectators and that this is managed safely.
- ✓ **Changing Rooms/Toilets** should be clean, warm, well-stocked and with appropriate privacy measures. You should also consider a separate changing area for Under 18s or plan a usage schedule.
- ✓ **Wet Weather Plan** is also important in case of bad weather during the festival. You may want to consider an indoor option and perhaps even checking the forecast before the event. Ensure you have contact details for all teams in case of any cancellations.

## Extras :

- ✓ **Refreshments** for players, coaches, spectators and volunteers. Your club may choose to fundraise at your festival by running a BBQ and bar. Alternatively, you may want to welcome the visitors with a glass of prosecco or non-alcoholic alternative. Ensure that you cater for everyone and consider soft drinks and other dietary requirements. If you are planning to charge for refreshments, consider informing visitors before the event to ensure they bring cash/card.
- ✓ **Spectators** of all ages to support teams throughout the event. Having a 'buzz' around the ground makes the event feel more special and everyone enjoys a round of applause after taking a wicket or hitting a 6! If you're expecting lots of spectators, why not consider running an off-pitch activity to engage with them, especially if they are young spectators.
- ✓ **Signage** for visitors to help them locate key points at your venue, such as toilets, bar, BBQ, registration desk etc
- ✓ **Music** can help to create a fun, social and exciting atmosphere at your festival. When creating a playlist, try to keep this fun, uplifting and energising. Remember to choose songs without any explicit language – you may have some young visitors.

## Formalities:

- ✓ **Pre-Event Email.** Prior to your event, you may want to email or contact each of the visiting teams. Within this communication, you may want to include:
  - Wet-Weather Contingency Plans
  - Directions to the venue
  - Parking Information
  - A running-order for the event
  - Event Host Contact Details
  - Instructions for "signing in" on the day
  - Information on Umpiring & Scoring
  - Information about off field activities
- ✓ **Equipment & Pitch Layout.** Pitch lengths should be appropriate for the players attending and in-line with any associated leagues (15 yards for U9). You may also want to consider the size of your pitches to encourage plenty of running between the wickets, but also making boundaries accessible. Consider safety of adjacent pitches when planning your layout. Pitches should also have crease lines marked out.

Generally, festival fixtures last approximately 45-50 minutes + 5-10 minute changeovers. Therefore, plan fixtures and the running-order accordingly. 3 fixtures per team is generally considered about right as this allows for refreshment time too.
- ✓ **Pre-Festival Briefing.** There are 2 suggested ways of doing a pre-festival briefing..
  - a) A registration/welcome desk at the venue, where visiting clubs can sign in. At this point, the event host may want to welcome the team, explain the running-order, discuss the rules and highlight points of interest (I.e. Toilets, Pitch Lay-out, BBQ etc.)
  - b) A group briefing, where the event host welcomes all teams & players in one big group, detailing any house-keeping (I.e. toilet locations), running orders, rules and off-field activities.
- ✓ **Event Conclusion.** Concluding the festival with a post-event "Thank you" speech is always a nice way to round off the festival and thank the numerous volunteers, guests and in some cases, sponsors for their support. Your festival may also include 'prizes' for certain achievements on the day. These prizes are best awarded as 'Champagne Moments' rather than 'Best Players', as festivals are designed to be fun, social and a great place for new players to feel welcome in our sport!