



The Ripken Experience - Myrtle Beach Manager's Checklist

Toll Free: 1-866-RIPKEN9 / FAX: (843) 913-5214

We look forward to hosting you and your team at The Ripken Experience. It is our goal to provide a truly memorable experience for every member of your group. As you prepare for your tournament, please review the following list of important reminders. Please contact your Team Coordinator if you have any questions regarding your team's preparation for the tournament. Team Coordinator contact information:

Kimberly McLamb – Kimberly.McLamb@theripkenexperience.com / 843-913-5224

Melissa Macinka – Melissa.Macinka@theripkenexperience.com / 843.315.7825

Forms, rules, and information located on our website - <http://ripkentournaments.com/mbrules.cfm>

Have you sent the following to Myrtle Beach? (Due 30 days before the tournament)

- Final payment (due at least 30 days prior to the tournament)
- Official online roster form- found on our website under “Baseball Tournaments - Rules and Information”
- Insurance Certificate for your team (*all 3 separate entities below must be listed in the certificate holder section*)
 - “Extra Bases, LLC”
 - “Burroughs and Chapin Company, Inc.”
 - “Ripken Myrtle Beach Academy, LLC”
- Birth certificates- Fax or mail the copies to our office
 - We will return them at the manager's meeting before the tournament.
- Team waiver form – ensure that each parent signs the form before sending it back to us
- Coaches' Code of Conduct – *each coach must sign and return in order to be allowed to be on the field*
- Digital Team photo -.jpg format with the team name as the file name (*summer weeklong tournaments only*)
 - This is for the program that will be available during your event

Have you read all of the Rules, Procedures, & Policies?

- Tournament Policies, Information, and Rules
- General Pre-Game Schedule (*a specific pre-game schedule will be given out at the manager's meeting*)
- Post-Game Report (*must be completed, signed by both managers, and submitted after each game*)
- Complex Map

Important information to relay to parents and fans that will be attending:

- TOBACCO & ALCOHOL PRODUCTS are PROHIBITED at The Ripken Experience complex
- Directions and parking information (parking is free) - <http://ripkentournaments.com/myrtlebeachtravel.cfm>
- Complex map is available on our website
- Bleachers are available at each field. Parents and fans may also bring portable chairs into the complex
- Concessions are located at the main entrance building and at two other locations throughout the complex
- Ice water and cups will be provided at all fields for the players and coaches
- Unsportsmanlike conduct towards any umpire, coach, player, staff, or fan will be not be tolerated!!!
 - Violators will be ejected from the facility and may not be allowed to return for the duration of the tournament
- Foul balls must be returned to the scorer's table or to the umpire
- Multi-passenger golf carts will be on site to transport individuals within the complex when necessary
- The Ripken Experience is not responsible for lost or stolen items in the park (*please secure your belongings at all times*)
- All fields are off-limits except for scheduled games
- Pets are not permitted at the complex

Help us maintain the excellent quality of our facility by:

- Removing all trash from the dugouts after each game
- Reminding your parents, players and fans to pick up all of their trash around the field after each game
- Do not hit any balls into the fencing or walls
- Report any damage or excess trash at the complex to a staff member so we can correct the issue immediately