

WBSC

WORLD
BASEBALL SOFTBALL
CONFEDERATION

Game Time!

**WBSC Softball
World Cups
Hosting Bid
Outline**

Revised 26 March, 2021

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1. How to use this document

This WBSC Softball World Cups Hosting Bid Outline is intended for any organisation seeking to host a WBSC Softball World Cup in the capacity of 'Local Organising Committee' (henceforth LOC).

Should the bid be successful, the LOC is obliged to organise the event according to the Event Hosting Manual, respect the general provisions of the WBSC Statutes, the WBSC Rules and Regulations, and the specific Tournament Regulations.

1.1 Governing body

The WBSC Executive Board has the exclusive right and authority to decide the organiser of WBSC Events.

1.2 Candidates

Any public or private organisation that is seeking to host a WBSC Softball World Cup in the capacity of the LOC.

1.3 WBSC duties

The WBSC has an obligation to do all in its power to ensure that a competition organised under its auspices is successful. The WBSC shall direct and supervise the Event operation in an attempt to hold a successful Tournament and shall cooperate with the LOC while providing guidance and leadership.

In the event that the LOC does not comply with the standards set by the WBSC and agreed upon by the parties in the Hosting Agreement, the WBSC will seek reimbursement of the expenses incurred due to non-compliance.

2. WBSC Softball World Cups overview

The following editions of WBSC Softball World Cups with their corresponding Hosting Fees established by the WBSC Executive Board are now open for hosting proposal:

WBSC Event	Next Available Edition	Hosting Fee (USD)	Number of Participating Teams
U-12 Mixed Softball World Cup	2025	\$10,000	8
U-15 Women's Softball World Cup	2023	\$20,000	12
U-18 Women's Softball World Cup	Group Stage		
	2024	\$10,000	6 Teams per Group (3 Groups)
	Finals		
	2025	\$30,000	8
Women's Softball World Cup	Group Stage		
	2023	\$20,000	6 Teams per Group (3 Groups)
	Finals		
	2024	\$40,000	8
U-18 Men's Softball World Cup	2023	\$30,000	12
U-23 Men's Softball World Cup	2026	\$20,000	12
Men's Softball World Cup	Group Stage		
	2024	\$20,000	6 Teams per Group (3 Groups)
	Finals		
	2025	\$40,000	8

The format, venue options, number of games and duration of the Tournament will vary based on each tournament as shown in the following table:

Number of Teams	Event Format	Venues	Practice Fields	Maximum Number of Games per Day	Tournament Schedule
6	1 group single round robin + qualification / placement round	2 competition venues (1 with lights)	2 practice / warm up venues	6	4 competition days
8	2 groups single round robin + medal / placement round	1 competition venue (with lights)	2 practice / warm up venues	6	5 competition days
		2 competition venues (1 with lights)			4 competition days
12	2 groups single round robin + super /placement round	2 competition venues (1 with lights)	2 practice / warm up venues	6	9 competition days
		3 competition venues (2 with lights)		8/10	8 competition days

The WBSC will establish the Official Game Schedule in consultation with the different stakeholders.

3. Bidding process

Listed below are the steps in the process to host a WBSC Softball World Cup:

- The WBSC opens calls to express interest in hosting a WBSC Softball World Cup;

- Bidders must submit their interest in a WBSC Event by returning an 'Expression of interest to host a WBSC Softball World Cup' (*Appendix 1*) and an 'Official bid candidate form' (*Appendix 2*) to the WBSC Events Department;
- The WBSC evaluates the submitted hosting proposals (the WBSC reserves the right to schedule a site visit to evaluate the proposal, if deemed necessary);
- The WBSC identifies and selects the most suitable candidate for approval by the WBSC Executive Board; and
- The WBSC announces the successful host for the WBSC Softball World Cup.

NOTE: The bidder agrees to cover a deposit of **USD 5,000** to become an Official Candidate for hosting a WBSC Softball World Cup. The deposit shall be deducted from the hosting fee if awarded the Event, while it shall be refundable if the bidder is not awarded the Event.

3.1 Opportunities of hosting a WBSC Softball World Cup

Organising WBSC Tournaments gives the opportunity for hosts to establish a legacy that will help develop the game locally, while also providing worldwide exposure for their programme and the hosting region.

Among many others, some of the potential opportunities of hosting a WBSC Softball World Cup are:

- Support in the construction of new or renovation of existing facilities to favour the development of the game at all levels;
- Increased number of high-quality softball development programmes for professional, amateur, youth and grassroots levels;
- Improved cooperation between host cities, sponsors, media and the local community at large;
- Enhanced partnerships and greater commercial activity and investment from new sponsors, media and broadcasters;
- Help in breaking down social barriers for participation and better opportunities for both women and young people;
- Use of well-known softball players, coaches and local VIPs as role models to encourage kids and emerging players and to promote health and other social benefits;
- Use of multi-venue / location to maximise host city and tourism impact;
- Multiple brand activations, campaigning and merchandising opportunities;
- Extensive host city/host country programme (dressing and branding) including fan zones; and
- Promotional support on WBSC dedicated webpages and social media channels.

3.2 Hosting Agreement

Once the organisation of a WBSC Softball World Cup is awarded, a legally-binding contract/agreement is developed between the WBSC and the LOC and must be signed within thirty (30) days of receipt. The Hosting

Agreement shall stipulate the obligations and responsibilities of the WBSC and the LOC, respectively, as detailed in the Event Hosting Manual. The hosting fee amount, payment date and potential non-compliance penalties will also be stipulated in the Hosting Agreement.

3.3 WBSC standards and compliance inspection procedure

The LOC shall be responsible for all renovations or upgrades to facilities that do not meet the standards outlined in the Event Hosting Manual, after being awarded the hosting of a WBSC Softball World Cup. The LOC shall schedule a site visit for up to two WBSC Representatives in order to inspect the competition venues, practice venues and proposed hotels to ensure compliance with WBSC standards. These standards apply to both new and existing facilities, and the venue and hotel inspection shall be considered the Official Site Visit.

After the inspection, a full report shall be developed identifying strengths, weaknesses and issues that may need to be addressed in order to meet critical requirements related to the playing field, player safety, venue infrastructure, hotel quality, etc. The list of improvements and recommendations shall become part of the Hosting Agreement between the host and the WBSC. If needed, a construction/improvement work schedule shall be agreed between the LOC and the WBSC, which may be followed up by the WBSC on a timely basis to ensure that preparations are on track.

During the site visit, WBSC Representatives may also evaluate other aspects of the Event organisation such as security, event promotion, medical services, transportation plans, etc.

4. LOC organisational and financial requirements

This section provides an overview of expenses and commitments for the LOC to plan and prepare the Event budget and operation.

For reference throughout the document, the *Official Tournament Dates* (henceforth OTD) are defined as two days prior to the start of the Tournament until one day after the final game.

Among others the LOC shall facilitate the following:

- Entry visas for all Team Delegation Members, WBSC Family (WBSC Officials, Staff & Tournament Personnel), Media Representatives, WBSC Commercial and Broadcast Partners, WBSC Guests and other participants;
- Temporary work permits for the players, Team Delegation Members, WBSC Officials, Media representatives, WBSC Commercial and Broadcast Partners, and others, if required;

- All necessary logistical support related to import of all material and equipment (such as customs support, eventual import licences, temporary import permits, etc.) necessary for the Event organisation belonging to the Teams, the WBSC, Media representatives, WBSC Commercial and Broadcast Partners, WBSC IT partners, entertainment and security personnel, and others travelling to the host country in conjunction with the Event; and
- Safety and security for Team Delegation Members, WBSC Family, Media representatives, WBSC Commercial and Broadcast Partners, WBSC Guests, other accredited persons and spectators, during the whole Event.

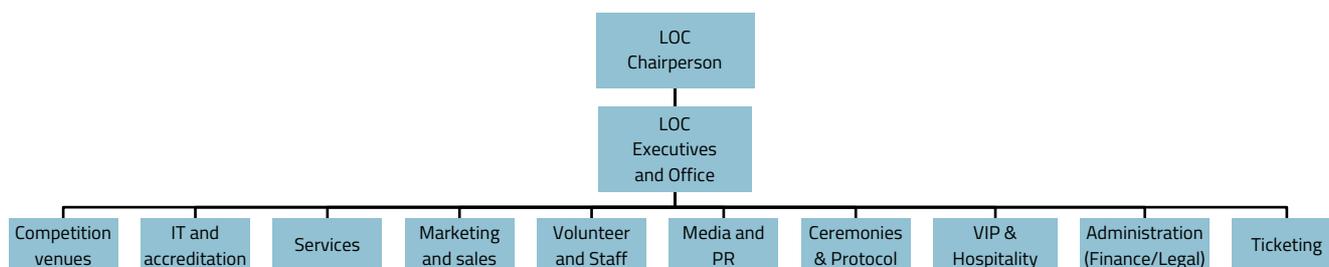
Any LOC wishing to organise a WBSC Event may strengthen its bid by submitting a declaration from the National Olympic Committee (NOC), National/Local Government or other authorities.

4.1 LOC organisational chart

The LOC shall designate the key persons involved in the organisation of the Event and shall submit a draft organisational chart to the WBSC at the time of its bid. The level and extent of the organisation required for an Event shall depend on the nature and status of the Event itself.

The LOC key members/staff should be professionals in their field and speak fluent English or Spanish.

The following is an example of a LOC organisational structure:



4.2 Overview of LOC expenses

The LOC shall be responsible for the following expenses in order to ensure that WBSC Softball World Cup standards are met:

- Hosting fee (see chapter 2);
- WBSC Official site visit;
- Accreditations printing;
- Teams accommodation (see chapter 4.3);

- WBSC Officials accommodation (see chapter 4.4);
- WBSC Personnel accommodation (see chapter 4.4);
- Financial support towards meals for Teams (optional);
- Meals for WBSC Officials;
- Meals for WBSC Event Personnel;
- Bottled water and ice for competition;
- Travel expenses for Local Tournament Officials (see chapter 4.7);
- Local transportation for Teams (see chapter 4.8);
- Local transportation for WBSC Family (see chapter 4.8);
- First aid & transport to hospital services;
- Insurance (see chapter 4.9);
- Anti-doping control;
- Mobile phones (see chapter 4.10);
- Laundry for Teams (see chapter 4.11);
- Laundry for Umpires (see chapter 4.11);
- Information technology services;
- Pre-tournament meeting rooms (see chapter 4.13);
- Customs and shipments (see chapter 4);
- Venue operations (see chapter 7);
- Venue branding;
- Event advertising signage;
- Local promotion and marketing campaign;
- Ticketing;
- Ceremonies (Opening, Closing & Pre-game – Closing Ceremony not required for Group Stage);
- VIP hospitality;
- Individual awards (not required for Group Stage);
- TV production infrastructure set up & management;
- Press conference; and
- Optional printed publications (i.e., Media guide) and souvenirs.

NOTE: All the items described above are considered minimum requirements. The LOC may enhance its hosting proposal if so desired. A competitive offer will be viewed favourably as one of the key areas for evaluation as well as other technical arrangements.

4.3 Teams accommodation

The LOC must provide accommodation (breakfast included) for all Official Team Delegation Members at the LOC's expense when required, from two days prior to the OTD until one day after. The following chart reflects

the Official Team Delegation numbers and the specific type of accommodation requirements for each WBSC Softball World Cup:

WBSC Softball World Cups Team Accommodation	U-12 Mixed	U-15 Women's	U-18 Women's & Men's	U-23 Men's	Senior Women's	Senior Men's
Official Team Delegation	22 (16 Athletes + 6 Team Officials)					
Accommodation type	- College dorms; and/or - 3-stars hotels.				<u>GROUP STAGE:</u> - College dorms; and/or - 3-stars hotels. <u>FINALS:</u> 4-stars hotels.	
Accommodation (Minimum Rooms per Team)	10 (2 singles, 4 doubles, 4 triples)				12 (2 singles, 10 doubles)	
Physiotherapy room	Requirement of one common space in each hotel to be shared by teams staying. If teams prefer a dedicated space, it shall be at National Federation expense or they may use one of the allocated rooms.					

Note: All the proposals for accommodation (college dorms and hotels) shall be subject to approval by the WBSC.

4.4 WBSC Family accommodation

The LOC shall secure a sufficient number of rooms in an exclusive WBSC Family Hotel (4-stars hotel category minimum), and shall be responsible for full board accommodation expenses of the following WBSC Family members (WBSC Officials, Staff & Tournament Personnel) as listed below:

WBSC Family Members	Number of rooms	Type of room	Arrival	Departure
WBSC President or Representative	1	Executive/suite	TBD	TBD
Tournament Director	1	Single	3 days prior	1 day after
Technical Director	1	Single	3 days prior	1 day after
Umpire Director	1	Single	3 days prior	1 day after
Umpire Director Assistant (when required)	1	Single	3 days prior	1 day after
Scoring Director	1	Single	3 days prior	1 day after
WBSC Staff (Operations & Media)	Up to 4	Single	Up to 5 days prior	1 day after
	Up to 2			2 days after
WBSC Medical Officer (when required)	1	Single	2 days prior	1 day after
TV Personnel & Commentators (when TV production is secured)	2	Single	2 days prior	1 day after
Tournament Officials (TC's, Umpires and Scorers)	TBD	Single / Double	2 days prior	1 day after

NOTES:

The number and appointment of WBSC Officials and Staff needed for the Tournament shall be established by the WBSC based on each Tournament format, the number of competition venues used and distances between the venues. The exact number may be clarified on a case-by-case basis with a potential host ahead of presenting the bid.

Room type for Tournament Officials subject to discussion between the WBSC and potential host.

Arrival and Departure columns make reference to the number of days prior to the start of competition and the number of days after the end of competition, respectively.

4.5 Media hotel

In the event that there is a request by international accredited Media attending the Event, the WBSC will request the LOC to secure a sufficient number of hotels for the Media, ranging from 3-stars to 5-stars hotels. Accredited media representatives will then choose their preferred hotel and shall be responsible for their own accommodation, local transportation and meals expenses.

4.6 Teams travel

International travel expenses for each National Team Delegation Member shall be covered by the respective National Federation.

4.7 Local Tournament Officials travel expenses

Domestic travel expenses in economy class for the following shall be covered by the LOC:

- Local Technical Commissioners;
- Local Umpires (If assigned);
- Local Scorers; and
- Local Tournament Personnel (if any).

NOTE: The exact number may be clarified on a case-by-case basis with a potential host ahead of presenting the bid.

4.8 Local transportation

The LOC shall be responsible for the organisation of the local transportation for each Team Delegation, WBSC Family and Media Partners/Event personnel, if present. The LOC shall also cover the local travel cost for WBSC delegates to conduct inspections of the competition venues prior to and during the Tournament.

The LOC shall provide an exclusive vehicle (bus, wagons, vans, sprinters, etc.) for each Team for transfer between airport, official hotels, official Tournament functions, practice/competition venues, official locations/restaurants assigned for meals, etc., during the OTD (no requirement for off-duty transport).

The LOC shall provide local transportation for all WBSC Family members. The specific number of cars with drivers, self-drive cars and minibuses/sprinters type vehicles for Tournament Officials (Umpires, Scorers and TCs) shall be based on the services described in the Event Hosting Manual and defined in the Hosting Agreement between the WBSC and the LOC.

4.9 Insurance

The LOC shall guarantee to cover all risks of the Event, including medical, contingencies and accident insurance. The insurance shall include comprehensive accident and liability coverage for all Event participants (i.e. all accredited personnel such as National Team Delegations, Tournament Officials, the WBSC and LOC staff, volunteers, etc.).

The WBSC shall receive, at a date to be agreed upon between the WBSC and the LOC, an authentic copy of the insurance policy/policies taken out in this respect. The insurance coverage shall include legal liability for injury to participants with a limit of liability of USD 2,500,000.

The LOC shall also provide Comprehensive General Liability Insurance, covering those sums that the insured (LOC and WBSC) become legally obligated to pay as compensatory damages due to bodily injury and/or damage to property of others such as spectators, bystanders, property owners and others resulting from the Event-connected operations or actions.

Likewise, it is highly recommended that the LOC takes out event cancellation, postponement or rescheduling insurance to cover any unforeseen circumstances outside its control.

NOTE: In the event that the insurance policy is made in a different language than English or Spanish, a certified translation of such policy shall be required.

4.10 Mobile phones

The LOC shall provide a combination of mobile phones, sim cards and/or hot spots, not to exceed a total number of twelve (12) communications devices, with access to local calls and unlimited data at the LOC's expense. The exact number and type of devices needed shall depend on Tournament format and location and shall be defined in the Hosting Agreement.

4.11 Laundry service

The LOC shall provide an overnight laundry service at the LOC's expense to Official Team Delegations, pick-up and drop-off shall be coordinated at each Teams' accommodation in accordance with the laundry plan for the Event. The following five items shall be covered: game jersey, game pants, undershirt, underpants/sliding pants and one pair of socks.

The LOC shall provide an overnight laundry service at the LOC's expense to Umpires, and the following five items shall be covered: game shirt, game pants, underpants, undershirt, and one pair of socks. The LOC must coordinate pick-up and drop-off at the WBSC Family Hotel.

The LOC shall provide information on laundry options at a discounted rate near the WBSC Family Hotel for the rest of WBSC Officials/Staff, which will be at each individual's expense.

4.12 Workspaces

The LOC shall provide an adequately-equipped office space for WBSC Officials and Staff at the WBSC Family Hotel, at the LOC's expense as listed below:

- WBSC Secretariat/logistic Office; and
- WBSC Technical/competition room.

4.13 Pre-Tournament meetings

Prior to the start of the Tournament, the WBSC officially organises separate meetings, as listed below:

- TCs meeting;
- Umpires meeting;
- Scorers meeting;
- Pre-Tournament Technical/Organisational Meeting;
- Bat test; and
- Press Conference.

5. WBSC Obligations

This section provides an overview of expenses covered by the WBSC:

- Per-diems for WBSC Officials;

- Per-diems for WBSC Event Personnel;
- Full board accommodation expenses of WBSC Event Personnel not covered by the LOC;
- Meals of WBSC Event Personnel not covered by the LOC;
- Travel expenses for WBSC International Officials;
- Travel expenses of WBSC Event Personnel;
- WBSC Family medical insurance;
- Anti-doping control samples not covered by the LOC;
- Official competition balls;
- Venue branding not covered by the LOC;
- World Champion Trophy, Medals and Tournament MVP award;
- Accreditation lanyards; and
- Broadcast services (unless otherwise agreed).

6. LOC revenue sources

The LOC may keep all income derived from:

- Government, Municipal and NOC subsidies;
- Ticket sales;
- Vendors;
- Event/local sponsorship revenues as agreed with the WBSC;
- Use of the tournament logo;
- Value-in-kind related to cost items as agreed with the WBSC; and
- Any rights released from the WBSC, as specified under a dedicated agreement (i.e. local TV rights, merchandising, etc.).

For marketing and advertising, refer to chapter 8.

7. Venue infrastructure and workspaces

7.1 Practice / Warm-up facilities

The LOC must provide practice / warm-up facilities and all the necessary equipment (practice balls, protection nets, etc.) as required, based on tournament format, number of teams and games per day, available for the exclusive use of participating Teams during the OTD.

Teams shall cover all expenses of training camps prior to the OTD.

7.2 Competition venues

All competition venues shall comply with WBSC standards in order to host a WBSC Softball World Cup. The following venue infrastructure items are needed in any competition venues:

- Fully-enclosed field of play (henceforth FOP) with padding in key areas;
- Team locker/changing rooms;
- Shower and toilet facilities;
- Trainer's Room;
- Field/Dugout Access;
- Dugout fully equipped (rack for bats, floor covered with rubber material, etc.);
- Bullpens;
- Dining areas (separately for Teams and the WBSC Family);
- Flag poles (min. 3 as per guidelines);
- Scoreboard;
- Two (2) game management/pitch clocks;
- High-quality speaker system for PA announcing and music; and
- All equipment necessary for field maintenance.

7.3 Venue floor map

The LOC shall provide a venue map that identifies all the functional areas such as:

- Technical Commission area;
- Umpire in Chief area;
- Umpires locker room (male and female);
- Umpire clock operator desk;
- Scorers room;
- WBSC Office;
- VIP Hospitality Area;
- First aid room & ambulance;
- Doping Control Station;
- WBSC Media area;
- TV commentator room(s);
- Press conference room;
- Mixed zones;
- Media centre;
- Accreditation centre; and

- LOC administration office.

8. Marketing & advertising

All **marketing, sponsorship, advertising and media rights** for the commercialisation of WBSC Tournaments belong to the WBSC. However, the WBSC will work in good faith with the host to maximise LOC exposure and profitability by releasing certain rights such as:

- Partial sponsor visibility on FOP;
- Sponsor visibility in other parts of the competition venue;
- Merchandising;
- Food stands/concessions;
- Volunteers outfit; and
- Other (all under the approval of the WBSC).

The LOC shall discuss with WBSC potential partners before engaging in negotiation and the WBSC must approve in writing all sponsorship/partnership agreements for the Event before signing.

Appendix 1. Expression of interest to host a WBSC Softball World Cup

WBSC SOFTBALL WORLD CUPS EXPRESSION OF INTEREST

Date: __/__/____.

----- submits the following formal bid to host and
(Name of the Organisation)

conduct the _____, WBSC _____ Softball World Cup.
(Year) (Name of the Event)

The Event would be organised and hosted in the City of _____.
(Name of the City/Province – State - Country)

Proposed date for the Event: _____

As an official host bidder, we understand and agree to comply with the provisions of the WBSC Hosting Bid Outline. Also, It is understood that our Organisation agrees to pay a deposit of USD 5,000 to become an Official Candidate for hosting the Event.

With our bid, we will follow the process outlined in Chapter 3 by submitting this 'Official Bid Candidate Form' and an 'Expression of interest to host a WBSC Softball World Cup' to the WBSC Events Department including all the information that would be pertinent to the ability to conduct a successful WBSC Softball World Cup.

Signature _____
(President of National Federation/Associate Member/National Olympic Committee if any)

Signature _____
(Name of Organisation & Position/Local Organising Committee)

This form must be submitted to: events.softball@wbsc.org

Appendix 2. Official Bid Candidate Form

In order to bid to host a WBSC Softball World Cup, formal documents shall be submitted to the WBSC Events Department within the established deadlines prior to the proposed Event. The WBSC Events Department will then review the submitted applications before presenting them to the WBSC Executive Board for vote/approval. An entity bidding for a WBSC Event may be requested to provide further information and/or representative(s) may be requested to attend a WBSC official meeting to present their bidding case any time before the final decision.

1. Official Bid

Documents to be submitted shall use the following format, addressing all matters listed below:

- Name of WBSC Event sought (include Event year);
- Contact person (Organiser), including:
 - Full name;
 - Position;
 - Telephone;
 - Mobile phone;
 - E-mail address;
 - Postal Address; and
 - Zip code.
- Competition venues proposed for the Event, including:
 - City(ies) involved for the Event;
 - Number of competition venues;
 - Name of competition venues;
 - Address(es);
 - Zip code(s); and
 - Website.

NOTE: If a bidding entity desires to provide additional documentation and/or information, they can be added at the end of this form.

[Reason for bidding to host a WBSC Softball World Cup]

Describe all concrete reasons that have motivated your institution to bid for the organisation of the Event and any benefits expected to be obtained.

[LOC Organisational Obligations]

- Describe the organisational profile of the applying entity or entities;

- Describe how you plan to secure sufficient financial resources to successfully operate the Event. Specify revenue sources;
- Describe the overall budget with revenues and expenses;
- Explain a recruitment process of volunteers and plan on how to train and educate them and what roles volunteers will play in the LOC; and
- Provide a letter of acceptance, stating the acceptance of all requirements listed in this document.

[General Coordination]

- Confirm your commitment to secure entry visas/landing permission for all participants. List countries with which your nation does not maintain diplomatic relations;
- A great deal of goods is expected to be imported to the host nation before, during and after the Tournament. Describe any necessary procedure in regard to import, use and export of goods;
- Describe any kind of taxation which may be applied to any aspects concerning the organisation of the Event;
- Describe geographical and climatic aspects of all cities where the Tournament will be held (precipitation, altitude, temperature, humidity, wind, fog etc.);
- Describe the level of pollution where the Tournament will be held; and
- Confirm that the wireless internet network can be made available at each competition venue.

[Services]

- Confirm if accreditation management can be dealt with according to WBSC regulations;
- Indicate the name and website of hotels you propose to use for the following participants:
 - Teams;
 - WBSC Family; and
 - Media (if a number of international media present);
- Suggest accommodation for family and supporters of teams (if present);
- Indicate the meal system to be used during the event (i.e. buffet, lunch-dinner box, hotel restaurants, voucher system, per-diem, etc.);
- Indicate the place where meals will be served for Teams and WBSC Family;
- Describe the organisation of laundry (according to the Event Hosting Manual);
- Indicate the distance from competition venues, hotels and the closest international airport;
- Describe the organisation of local transportation for all participants (according to the Event Hosting Manual);
- Describe information about local public transportation and access to competition venues for fans and media;
- Describe the details of your medical/health insurance and civil/third party liability insurance according to the Event Hosting Manual;
- Describe epidemiology risks (if any) in the city or cities where the Event will be held;
- Describe plans on onsite first aid service at competition venues and hotels and involvement of local hospitals; and
- Describe the overall security plan.

[Competition]

- Confirm if all pre-tournament meetings can be organised according to WBSC guidelines;

- Indicate the distance between competition venues, if multiple venues are used;
- Indicate the seating capacity of each competition venue;

- Describe set-up of locker rooms for Teams and Umpires at each competition venue and attach photos;
- Indicate the proposed site inspection date (no later than 12 months before the proposed Event date);
- Explain the ownership of the proposed competition venues and their availability for the Event;
- If any, indicate any restrictions on facility use;
- Describe current conditions of the field of play (henceforth FOP), facilities, details and schedule of additional work required;
- Confirm your agreement to provide adequate field material/equipment (i.e., tarps, diamond dry, etc.) to maintain and fix the field in case of weather inclemency;
- Insert a blueprint of each competition venue, including the following areas:
 - FOP;
 - Spectators stands;
 - Locker rooms for Teams and Umpires;
 - Dugouts;
 - Warm-up areas;
 - Bullpens;
 - Media areas (photographer area, stands reserved for press, press conference room and mixed zones);
 - WBSC Office;
 - LOC Office and accreditation centre; and
 - VIP hospitality areas;
- Describe the location, facility conditions of practice site at each venue/city. Also indicate the distance to competition venues; and
- Describe plan on staffing for ground crew, public announcer and scoreboard management.

[Ceremonies & Protocol]

- Describe if a welcome reception, cultural programme, etc. is planned for the Event;
- Opening and closing ceremonies will be agreed between the LOC and the WBSC. Ceremonies guidelines are outlined in the Event Hosting Manual.
- Describe side and promotional Events/press conference that you plan to hold; and
- Confirm if the game protocol (line-ups, flags, national anthems, etc.) can be organised according to WBSC protocol.

[Marketing & Promotion]

- Describe the promotional plan and marketing strategies aimed at generating and developing awareness and exposure of the Event;
- Describe the ticketing plan for maximising ticket sales; and

- Confirm your commitment to following the WBSC rules in the following areas:
 - Protection of trademarks and WBSC logos;
 - All competition venues shall be clean of any advertising;
 - Ambush marketing and protection against illegal marketing; and
 - Non-existence of pre-established agreements (advertising in and outside venues).

2. Supplementary information

Please attach special information regarding any matter which would support this application (e.g., experience of hosting WBSC Events, recent upgrades to facilities, others).

Once completed, the 'Official Bid' must be submitted to the WBSC Headquarters by e-mail and post:

WBSC – World Baseball Softball Confederation
Avenue Général-Guisan 45
1009 - Pully
Switzerland
E-mail: events.softball@wbsc.org
Tel: +41 21 318 8240

Should any City, Government, or Event Management Organisation be interested in hosting a WBSC Event, then such entity shall contact a National Federation or Associate Member in the respective countries, as well as the WBSC to express its interest. In this case, a letter of support from the National Federation is required.

Appendix 3. Venue checklist

The following document provides a guideline for the required equipment, rooms and facilities at the competition venues for hosting a WBSC Softball World Cup. The LOC shall complete this checklist, including visual evidence of all the information and spaces detailed in the Softball Competition Venue Guidelines.

NOTE: The Official Bid Candidate Form shall include one Venue Checklist for each competition venue proposed for the Event.

NAME OF THE VENUE	
SECTION 1: GENERAL INFORMATION	
WBSC SOFTBALL WORLD CUP:	
VENUE ADDRESS AND LOCATION:	
VENUE OWNER: <ul style="list-style-type: none"> - Government; - Professional Club; or - Private. 	
DISTANCE FROM TEAMS' HOTELS:	
DISTANCE FROM WBSC FAMILY HOTEL:	
RESTRICTIONS:	

COMMENTS:

SECTION 2: FLOOR PLAN

2.1. Please attach a floor plan of each competition venue that shows the location of all functional areas for Teams, WBSC Family, TV Production, etc.

SECTION 3: ADMINISTRATION AREA & WORKSPACES

3.1.	WBSC Office	YES _____	NO _____
3.2.	WBSC Directors Office	YES _____	NO _____
3.3.	TC's Room	YES _____	NO _____
3.4.	Umpire Room	YES _____	NO _____
3.5.	Clock Operator Desk	YES _____	NO _____
3.6.	Scorers' Room	YES _____	NO _____
3.7.	Public Address and Scoreboard Personnel	YES _____	NO _____
3.8.	LOC Administration Office	YES _____	NO _____
3.8.1.	Accreditation Centre	YES _____	NO _____
3.9.	Doping-Control Station	YES _____	NO _____
3.10.	WBSC Family Dining Room/Area	YES _____	NO _____

SECTION 4: TEAMS FACILITIES		
4.1.	Locker Room	YES _____ NO _____ Number of lockers _____
4.2.	Shower and Toilet Facilities	YES _____ NO _____
4.3.	Training Room	YES _____ NO _____
4.4.	Dining Room/Area	YES _____ NO _____
4.5.	Field Access	YES _____ NO _____
4.6.	Teams' Parking	YES _____ NO _____
4.7.	Waiting Room/Area	YES _____ NO _____
4.8.	Warm-up Venues/Fields	YES _____ NO _____
SECTION 5: FIELD OF PLAY		
5.1.	Field Dimensions	LF _____ ft CF _____ ft RF _____ ft
5.2.	Playing Surface	Natural grass _____ Artificial turf _____ Mixed _____
5.3.	Padded Fences (outfield, backstop and side-lines)	YES _____ NO _____
5.3.1.	Outfield Fence	Height _____ ft
5.3.2.	Backstop	Dimensions _____ x _____ ft
5.4.	Bullpens	YES _____ NO _____
5.5.	Dugout	YES _____ NO _____

5.5.1.	Helmet and Bat Rack (recommended)	YES _____ NO _____
5.5.2.	Floor (anti-skid surface)	YES _____ NO _____ Wood _____ Rubber matting _____ Artificial turf _____
5.6.	Field Equipment	YES _____ NO _____
5.6.1.	Screens	Softball pitching screen (protective) _____ Double play protector screen _____ 2 base protector screens _____
5.6.2.	Batter's Eye - min. size 30ft (9.14m)	YES _____ NO _____ Dimensions _____ft
5.6.3.	Foul Poles	YES _____ NO _____
5.6.4.	Flag Poles	YES _____ NO _____ Size _____ Quantity _____
5.6.5.	Field Lighting average illumination (1000 lux in the infield and 750 lux in the outfield)	YES _____ NO _____
5.6.6.	Tarps	YES _____ NO _____ Full infield tarp _____ Base area, pitcher's circle and home plate tarps _____ Bullpens _____
SECTION 6: FIELD MAINTENANCE		
6.1.	Groundskeepers Crew	Personnel number _____ Level (pro, experienced, amateur, volunteers) _____

6.2.	Facility Maintenance and Cleanliness	Painted recently _____ Interior repairs needed _____ (attach maintenance schedule if any)
6.3.	Field Maintenance plan and equipment (mowers, tractors, nail-drags, screens, rakes and weather forecast device/app)	YES _____ NO _____
6.4.	Playing Field Reconditioning capability	YES _____ NO _____
6.5.	Field Maintenance Materials (stock of drying material, chemical drying agent, calcined clay, paint and non-caustic chalk powder)	YES _____ NO _____
6.6.	Irrigation System	YES _____ NO _____ Automatic full field irrigation system (sprinklers) _____ Water outlines _____
6.7.	Field Drainage System	YES _____ NO _____
SECTION 7: VENUE INFRASTRUCTURE		
7.1.	Sound System	YES _____ NO _____
7.2.	Scoreboard (Team names, player at bat, score, B-S-O, total hits and line-ups)	YES _____ NO _____ Dimensions _____ x _____ ft
7.3.	Video Screen	YES _____ NO _____ Dimensions _____ x _____ ft
7.4.	Clocks (infield, outfield and day clock)	YES _____ NO _____
7.5.	Radar Gun	YES _____ NO _____
SECTION 8: VIP HOSPITALITY AREAS		
8.1.	WBSC President Suite	YES _____ NO _____

8.2.	VIP Lounge	YES _____ NO _____
8.3.	VIP Seats (in public stands)	YES _____ NO _____
SECTION 9: SPECTATORS SERVICES		
9.1.	Seating Capacity	_____ seats
9.2.	Restrooms & Lavatories	YES _____ NO _____
9.3.	Ticket Windows & Entry Positions	YES _____ NO _____
9.3.1.	Ticket/Box Office	YES _____ NO _____
9.3.2.	Entry Positions	_____ gates
9.4.	Concession Stands	_____ stands
SECTION 10: SECURITY & FIRST AID		
10.1.	Access Control & Security Checkpoints	YES _____ NO _____ (indicate location in floor plan)
10.2.	First Aid Station (bed for medical examinations, oxygen cylinder and defibrillator needed)	YES _____ NO _____ (indicate location in floor plan)
10.3.	Ambulance	YES _____ NO _____ (indicate parking location in floor plan)
SECTION 11: TV PRODUCTION		
11.1.	Camera Positions (minimum 6 positions locations with scaffolding in specific positions needed)	YES _____ NO _____
11.2.	TV Compound Parking Area	YES _____ NO _____ (indicate location in floor plan)
11.3.	Cabling / Switch Boards	YES _____ NO _____

		(indicate location in floor plan)
11.4.	TV Commentator Booths with field view (ENG, ESP, in booth monitor)	YES _____ NO _____ Number of booths _____
11.5.	Electric Source / Generator	YES _____ NO _____
11.6.	Internet Availability (minimum designated 50 MGB)	YES _____ NO _____
SECTION 12: MEDIA FACILITIES		
12.1.	Media Parking and Access	YES _____ NO _____
12.2.	Photographers Area	YES _____ NO _____
12.3.	Radio Broadcast Booths	YES _____ NO _____
12.4.	Media Lounge (Wi-fi and desks needed)	YES _____ NO _____
12.5.	Press Conference Room (2 Platforms, backdrop and microphone needed)	YES _____ NO _____ Backdrop dimensions _____ x _____ ft
12.6.	Mixed Zones	YES _____ NO _____ (indicate location in floor plan) Backdrop dimensions _____ x _____ ft

NOTE: The WBSC Events Department Staff and the WBSC Venue Infrastructure Commission will review the document and agree with the LOC a site visit in order to inspect the facility for compliance of the standards established in this document.