

WBSC

WORLD
BASEBALL SOFTBALL
CONFEDERATION

Game Time!

Baseball Division

Event Hosting Manual

Women's Baseball World Cup

APPENDIX 2

**BIDDING PROCEDURES AND EXPRESSION OF
INTEREST TO HOST WBSC BD EVENT**

BIDDING PROCEDURES FOR WBSC BD EVENT

In order to bid to host an WBSC BD Event, formal documents need to be submitted to the WBSC BD office 3 years before the proposed Event year. WBSC BD office will then review the submitted applications and will bring to the WBSC BD Executive Board for final approval. The final decision will be made at latest 2 years prior to the Event year. An entity bidding for an WBSC BD Event may be requested to provide further information and/or representative(s) may be requested to attend an WBSC BD official meeting to present their bidding case any time before the final decision.

EXPRESSION OF INTEREST TO HOST WBSC BD EVENT

Documents to be submitted shall use the following format, addressing all matters listed. If a bidding entity desires to provide additional documentation and/or information, attach at the end of this form.

NATIONAL FEDERATION: _____
WBSC BD EVENT SOUGHT: (include Event year) _____

CONTACT PERSON FOR NATIONAL FEDERATION OR EVENT ORGANIZATION
NAME:
POSITION:
TELEPHONE: (.....).....(.....)
MOBILE: (.....).....
POSTAL ADDRESS:.....
ZIP CODE:.....

PROPOSED VENUE(S)
NUMBER OF STADIUMS.....
NUMBER OF CITIES INVOLVED.....
VENUE(S):.....
ADDRESS(ES):.....
ZIP CODE(S):.....
TELEPHONE(S):(.....)
FAX(ES): (.....)
E-MAIL ADDRESS(ES).....
WEBSITE(S)

1. REASON FOR BIDDING TO HOST AN WBSC BD EVENT

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

Details:

2. NATIONAL, REGIONAL AND LOCAL CHARACTERISTICS

a. Describe the structure of the entity bidding to host the competition and its relationship with other relevant bodies (Government, NOC, NF, Regional Federations, Professional Bodies). Attach an organizational structure chart with the departments and names of personnel in charge of each area.

Details:

b. Governmental support for the bid at a national, regional and local level. If yes, enclose original documents.

Yes

No

Details:

c. Support for the bid from sports authorities and the NOC. If yes, enclose original documents.

Yes

No

Details:

d. Describe any possible foreseen Events that might influence the competition.	Yes	No
Details:		

3. ORGANIZATIONAL PROFILE

a. Describe the organizational profile of the applying entity or entities. If the National Federation plans to assign another entity or institution to organize the Event, a detailed reference must be made hereunder. If such entity has hosted any international or local Events that might be equivalent to the WBSC BD Event that you are bidding for, please describe here.

Details:

4. LEGAL, IMMIGRATION AND CUSTOMS

- a. Confirm your commitment to following the WBSC BD rules in the following areas
- Protection of the trademarks and WBSC BD logos
 - Ambush marketing and protection against illegal marketing
 - Non-existence of pre-established agreements (advertising in and outside venues)
 - Securing entry visas/landing permission for all participants. List countries with which your nation does not maintain diplomatic relations.

Details:

- b. 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 regards to import, use and export of goods.

Details:

- c. Describe any kind of taxation which may be applied to any aspects concerning the organization of the Event.

Details:

5. METEOROLOGICAL AND ECOLOGICAL ASPECTS

a. Describe geographical and climatological aspects of all cities where the competition will be held (precipitation, altitude, temperature, humidity, wind, fog etc.)

Details:

b. Describe the level of pollution where the competition will be held

Details:

c. Confirm your agreement to purchase material/equipment (i.e.: tarp) in order to operate the Event despite rain if requested

Details:

6. SECURITY

a. Specify the crime rate in the city or cities where the Event will be held and describe possible security risks during the Event.

Details:

b. Describe overall security plan

Details:

7. INSURANCE AND MEDICAL SERVICES

a. Describe the details of your medical/health insurance and civil/third party liability insurance according to the guidelines (see 1.4 of the Event Manual)

Details:

b. Describe epidemiology risks (if any) in the city or cities where the Event will be held

Details:

c. Describe plans on onsite first aid service at venues and accommodation and involvement of local hospitals

Details:

8. COMPETITION PROGRAM

a. Indicate distance between stadiums if multiple stadiums are used

Details:

b. Indicate seating capacity of each stadium

Details:

c. Describe about setup of dressing rooms for players and umpires at each stadium and attach photos

Details:

d. Confirm that broadband wireless network can be made available free of charge at each stadium

Details:

e. When do you propose site inspection to take place (no later than 12 months before the proposed Event date)

Details:

f. Explain on the ownership of the proposed stadiums and their availability for the Event

Details:

g. If any, indicate any restrictions on facility use

Details:

h. Describe current conditions of the playing fields, facilities, details and schedule of additional work required

Details:

i. Insert a blueprint of each stadium including the following areas:
playing field, spectators stands, locker rooms for players and umpires, dugouts, warm-up areas/bullpens, media areas, photographer area, stands reserved for press, conference room, WBSC BD office, LOC Office, accreditation center, VIP lounge.

Details:

j. Describe how you plan to organize welcome party, cultural program and hospitality program (VIP lounge)

Details:

k. Confirm the ability to organize opening and closing ceremonies according to WBSC BD protocol

Details:

l. Describe side and promotional Events/press conference that you plan to hold

Details:

m. Describe the location, facility conditions of practice site at each venue/city. Also indicate the distance to tournament stadiums

Details:

n. Explain a recruitment process of volunteers and plan on how to train and educate them and what roles volunteers will play in LOC.

Details:

o. Confirm if all meetings can be organized according to WBSC BD regulations and instructions from WBSC BD office

Details:

p. Confirm if accreditation management can be dealt with according to WBSC BD regulations and instructions from WBSC BD office

Details:

q. Describe plan on staffing for ground crew, PA announcer and score board management

Details:

r. Confirm if the game protocol (lineups, flags, national anthems etc.) can be organized according to WBSC BD regulations and instructions from WBSC BD office

Details:

9. LOGISTICS

a. Indicate the name and website of hotels you propose to use for the following participants.

Details:

Teams:

WBSC BD officials/staff/VIPs:

b. Suggest accommodation for media (if a number of international media present)

Details:

c. Suggest accommodation for family and supporters of teams (if present)

Details:

d. Indicate the distance from competition stadiums, hotels and the closest international airport.

Details:

e. Describe how you plan to organize ground transportation for all participants (according to chapter 7 of the Event Manual)

Details:

f. Describe information about local public transportation and access to stadiums for fans and media

Details:

g. Confirm if a sufficient number of parking lots can be made available (see Appendix 1, chapter 6 of the Event Manual).

Details:

10. PROMOTION AND MARKETING

a. Describe promotional plan and strategies in an effort to generate and develop awareness and exposure of the Event.

Details:

b. Describe plan on how to maximize the ticket sales

Details:

11. FINANCE

a. Describe how you plan to secure sufficient financial resources to successfully operate the Event. Specify revenue sources.

Details:

b. Describe the overall budget with revenues and expenses

Details:

c. Organizational right fee: USD \$30,000.

Declaration of acceptance:

COMPETITION VENUE INFORMATION CHECKLIST				
VENUE NAME	1. 2. 3. 4.			
VENUE NUMBER	1	2	3	4
LIGHTING (see Appendix 1, 11.8)				
WARNING TRACK				
GROUND TARPS				
GROUND EQUIPMENT				
VIDEO BOARD				
BACKSTOP DISTANCE FROM HOME PLATE				
DUGOUTS				
BULLPEN				
PADDED FENCING				
FIELD DIMENSIONS (LF-CF-RF)				
SCOREBOARD (include type)				
TYPE OF INFIELD (i.e. grass or running tracks & cut-outs)				
BATTER EYE (IF PRESENT)				
NO. OF SPECTATOR SEATS				

SUPPLEMENTARY INFORMATION:

Please attach advice of any special information regarding any matter which would support this application. (i.e.: experience at conduct of WBSC BD Events, recent upgrades to facilities, others).

Once completed, the “Expression of Interest” must be submitted to the WBSC BD Headquarters by email and post.

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