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# Provision of Technical Equipment P|T|E

## Programme Guidelines

### ■ ■ ■ Objectives

To offer assistance to National Federations or Continental Associations by providing technical equipment or financial support to purchase technical equipment to be used for the development of Baseball / Softball / Baseball5 in the country or continent.

### ■ ■ ■ Beneficiaries

All National Federations (NFs) in good standing and Continental Associations (CAs) may benefit from this programme.

Nevertheless, priority will be given to applicants in need of support, but with a clear potential for development.

### ■ ■ ■ Description

This programme offers to a National Federation or a Continental Association the opportunity to receive Baseball, Softball or Baseball5 equipment and/or financial support to purchase technical equipment.

The equipment shall be used to implement sport activities within the country or the continent, such as:

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- National/Continental championships;
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- Sports promotion activities;
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- Youth development programmes.
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■ ■ ■ **Application Procedure for National Federations**

The application must be submitted by the relevant National Federation, which may receive approval for, maximum, one PTE programme per year.

To allow sufficient time for analysis, the official application form must be presented to the WBSC Development Commission no later than 3 months prior to the start of the proposed project.

In particular, the application must include the following information:

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- Detailed description of the activities to be implemented;
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- List of equipment needed, including quantities;
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- Number of teams, clubs and/or athletes which will benefit from it;
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- Main expectations from the project and opportunities it could create for the National Federation;
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- Information about shipping, storage, and distribution;
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- Name and contacts of a person in charge of all the communication between the National Federation and the WBSC;
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- Signature of the National Federation President, Secretary General or Executive Director.
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■ ■ ■ **Analysis and Approval**

The WBSC Development Commission will review the application and, within 30 days, will provide the National Federation with its feedback based on the following criteria:

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- Coherence with the purpose and guidelines of the programme;
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- Programmes' feasibility;
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- Availability of requested equipment;
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- Cost – Benefit analysis.
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In case of approval, the WBSC will double-sign the application form - turning it effectively into a binding contract - and send it back to the National Federation to allow the programme to be officially implemented.

Further, the approval shall be accompanied by the list of equipment being granted, with the relative information on the shipper – in case of equipment distributed by the WBSC itself – or the provider – in case of equipment to be purchased.

### ■ ■ ■ Financial Conditions

The coverage of the expenses related with the equipment itself, including the shipping costs and customs fees will be defined on a project basis, keeping in consideration the type and quantities of equipment donated and/or the financial support provided to purchase it.

In general, the National Federation will be requested to cover all the costs related to any eventual customs fees, storage and distribution.

### ■ ■ ■ Follow-up and Control

During the programme, the National Federation is requested to maintain constant contact with the WBSC and provide updates if necessary or requested.

## ■ ■ ■ Final Report

Within 30 days from the conclusion of the programme, the National Federation must submit the following documents to the WBSC:

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- Technical report that specifies the list of equipment received, how it has been used and/or distributed (number of clubs / athletes who benefited from it), as well as all other pertinent information (photographs, press clippings, etc.);
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- A financial report including all the items of expenditure as well as all the supporting receipts / invoices, in case of equipment purchased through a support grant.
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## ■ ■ ■ Application Procedure for Continental Associations

The application must be submitted by the relevant Continental Association, which may receive approval for, maximum, three PTE programmes per year.

To allow sufficient time for analysis, the official application form must be presented to the WBSC Development Commission no later than 3 months prior to the start of the proposed project. In particular, the application must include the following information:

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- Description of the activities to be implemented;
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- List of equipment needed, including quantities;
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- Number of teams, clubs and/or athletes which will benefit from it;
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- Main expectations from the project and opportunities it could create for the Continental Association;
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- Information about shipping, storage, and distribution;
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- Name and contacts of a person in charge of all the communication between the National Federation and the WBSC;
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- Signature of the Continental Association President, Secretary General or Executive Director.
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## ■ ■ ■ Analysis and Approval

The WBSC Development Commission will review the application and, within 30 days, will provide the Continental Association with its feedback based on the following criteria:

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- Coherence with the purpose and guidelines of the programme;
  - Programmes' feasibility;
  - Availability of requested equipment;
  - Cost – Benefit analysis.
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In case of approval, the WBSC will double-sign the application form - turning it effectively into a binding contract - and send it back to the National Federation to allow the programme to be officially implemented.

Further, the approval shall be accompanied by the list of equipment being granted, with the relative information on the shipper - in case of equipment distributed by the WBSC itself - or the provider - in case of equipment to be purchased.

## ■ ■ ■ Financial Conditions

The coverage of the expenses related with the equipment itself, including the shipping costs and customs fees will be defined on a project basis, keeping in consideration the type and quantities of equipment donated and/or the financial support provided to purchase it.

In general, the Continental Association will be requested to cover all the costs related to any eventual customs fees, storage and distribution.

### ■ ■ ■ Follow-up and Control

During the programme, the Continental Association is requested to maintain constant contact with the WBSC and provide updates if necessary or requested.

### ■ ■ ■ Final Report

Within 30 days from the conclusion of the programme, the Continental Association must submit the following documents to the WBSC:

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- Technical report that specifies the list of equipment received, how it has been used and/or distributed (number of clubs / athletes who benefited from it), as well as all other pertinent information (photographs, press clippings, etc.);
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- A financial report including all the items of expenditure as well as all the supporting receipts / invoices, in case of equipment purchased through a support grant.
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