

The background of the cover features a series of curved, parallel lines in shades of blue and grey, creating a sense of motion and depth. The WBSC logo is prominently displayed in the center, with the letters in a bold, gold-colored font. Below the logo, the words "WORLD BASEBALL SOFTBALL CONFEDERATION" are written in a clean, sans-serif font, and the phrase "Game Time!" is written in a stylized, cursive script.

**WBSC**

WORLD  
**BASEBALL SOFTBALL**  
CONFEDERATION

*Game Time!*

# **Transportation Plan Guidelines**

Revised 14 May, 2022

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# 1. How to use this document



Transportation is a fundamental part for the proper execution of a WBSC World Cup. It is important that an efficient transportation system is implemented in order for all participants to arrive on time and safely to their destinations. A general transportation plan for all accredited people staying at Official Tournament hotels shall be prepared by the Local Organising Committee (hereby LOC) and submitted to WBSC for review at a date to be agreed upon between WBSC and LOC.

During the Official Tournament Dates (from 2 days prior to the first game of the Tournament until 1 day after the final game), LOC shall be responsible for the coordination of the local transportation for Team Delegation Members.

Local transportation for all WBSC Family members (WBSC Staff, WBSC Directors, WBSC Officials, VIPs/WBSC guests and Event personnel) shall be coordinated by LOC, from the date of their arrival until the day of their departure.

The transportation plan should include the following locations/activities:

- Airport terminals for arrival and departures;
- Official hotels;
- Competition venues and practice facilities;
- Official Events (e.g. welcome reception, official dinner, etc.);
- Press conferences;
- Pre-Tournament Technical/Organisational Meeting;
- Ceremonies; and
- Routes.

In case of discrepancies between these guidelines and the signed Hosting Agreement between WBSC and LOC, the latter will prevail.

The main objectives of the LOC transportation plan are listed below:

- Explaining in detail of how each location/activity will be handled;
- Determine the LOC organisation chart;
- Establish the right communication channel between WBSC and LOC; and
- Establish the floor plans (maps) of the transportation logistics for the event.

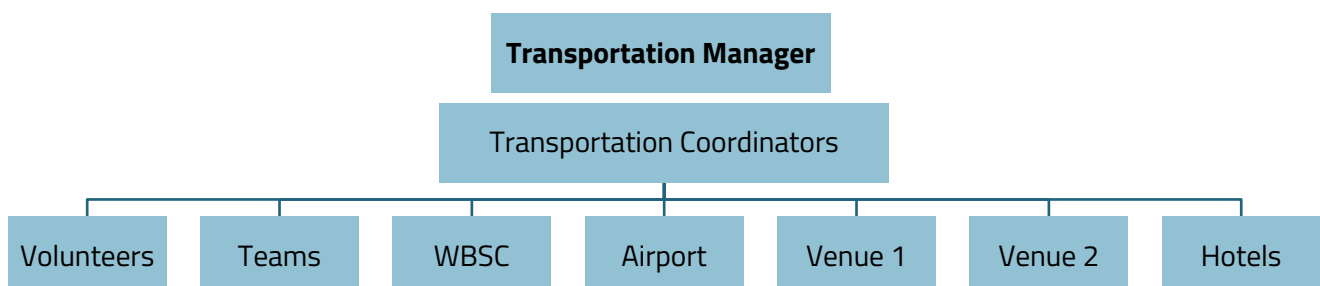
## 2. Transportation Plan

### 2.1. WBSC – LOC Organisational Plan

LOC shall designate the key persons involved in the transportation plan and shall submit an organisational chart to WBSC. The Managers and Coordinators should be professionals in their field and speak fluent English or have a dedicated interpreter that speak English.

LOC shall designate a Transportation Manager, which will be responsible for the total management of the transportation plan established and will be in charge of all transportation related aspects, such as the arrangement of all transfers for all personnel participating in the Event, between the airport, practices facilities, competition venues, hotels and any other official Event.

The following is an example of the organisational structure:



The LOC's Transportation Department contact list shall include the full name, email and mobile number of each person involved in the operation.

### 2.1.1. Official Communications

LOC Transportation Manager shall design an internal communication system to maintain communication with the Team Liaisons of each delegation, drivers and WBSC Staff in order to effectively manage any situation that may arise.

#### **[Planning Stage prior to Event]**

LOC and WBSC shall jointly ensure the most efficient communication during the planning stage, as this element is essential for a successful of the organisation of the Event. Please note that the following tools and medias will be considered official communication appliances:

- E-mails;
- Conference calls; and
- Individual calls.

#### **[Operational Stage during the Event]**

During the operational stage of the Event, an efficient communication line shall be established between all those included in the transportation plan. Although all the platforms mentioned above are required, however, it is strongly recommended to use a text message application in order to facilitate group communication in real time between the following:

- WBSC Staff;
- LOC Transportation Manager; and
- Team Liaisons.

## 2.2. Teams

LOC shall be responsible for the organisation of the local transportation for each Team Delegation participating in the Event, during the Official Tournament Dates.

The Team Delegation transportation includes, but is not limited to:

- Pick-up at the place of arrival (e.g. train station, airport) and transfer to the hotel; it is advisable to organise carriers at the airport for the transportation of the Teams' luggage and equipment;
- Transfer between hotel and venue for practice;
- Transfer between hotel and venue for games or warm-up field if other than competition venue (arrival at the competition venue at least 30 minutes before the beginning of the pre-game practice);
- Transfer between venue and hotel for athletes selected for anti-doping control;
- City-tours or short-distance trips during their rest days may be organised at Team Delegation charge, unless offered by LOC;

## Transportation Plan Guidelines

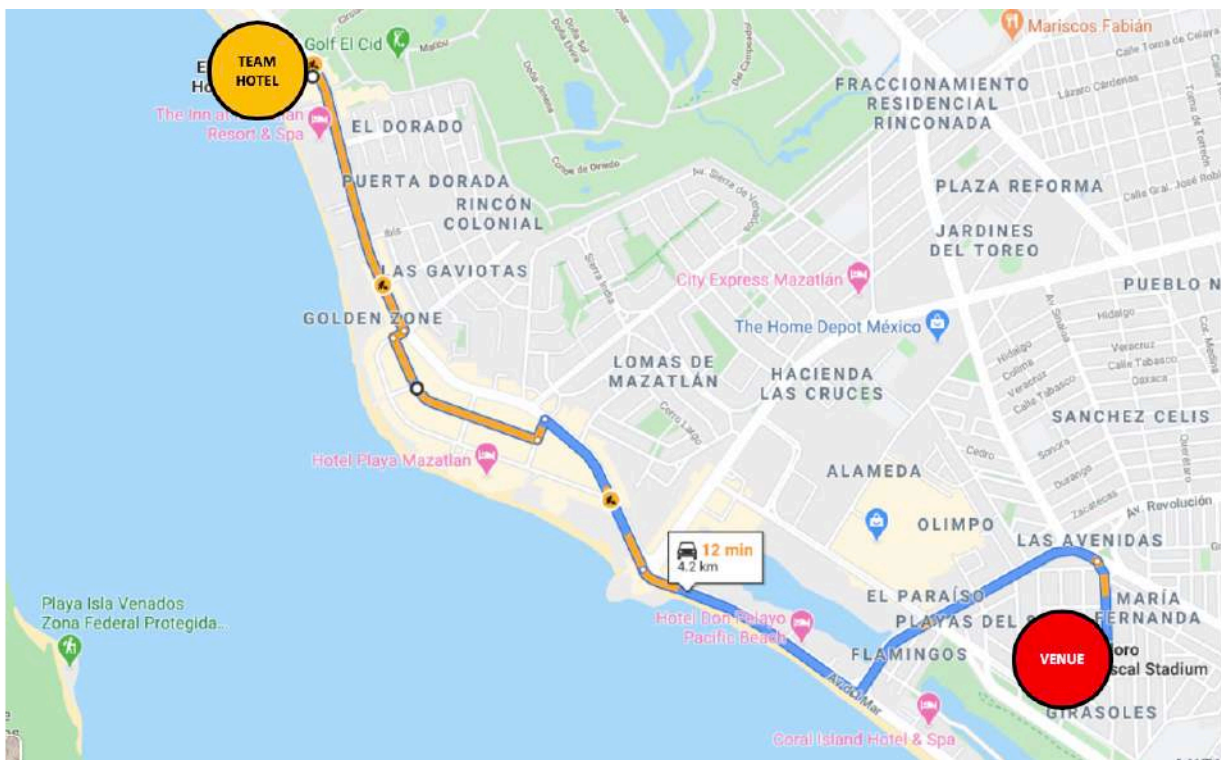
- Hotel pick-up and transfer to the airport for departure; and
- Emergency transportation.

**NOTE:** For all extra transportation services outside Official Tournament Dates, LOC shall coordinate and assist the transportation service within its possibilities, as long as the request is made in advance and agreed between the Team and the WBSC-LOC. All the costs generated by this type of extra services, which cannot be assumed by the LOC, shall be covered by the requesting Team (i.e. if a member of the Official Team Delegation arrives three (3) days after the start of the Tournament, all transportation logistics shall be coordinated by the LOC, at Team's cost, unless offered by the LOC).

The Team Liaison shall agree on a daily basis the precise transport schedule with the Delegation Leader and communicate the schedule to the LOC Transportation Manager. Each Team Delegation shall in turn receive an updated transportation schedule detailing all of their transportation needs for the Event.

More information about Teams collection procedure can be referred to *Chapter 4. Airport Arrival and Departure Procedures*.

The Transportation Manager shall prepare a map for all bus's routes from Teams hotel to competition venue as exemplified in the following image:



**[Route Map]** between Teams Hotel and Competition Venue.

Location	Narita Int'l Airport (NRT)	Marrod Hotel MEX, PHI, RSA, TPE, VEN	Mystay Hotel AUS, CAN, CHN, ITA, PUR	Narita View NZL	APA Hotel GBR, NED, USA	New Otani JPN	U-city BOT	NaSPA	Zett A	Akitsu	ZOZO	Narita Int'l Cultural Center
Narita Int'l Airport (NRT)		<3km (<5min)	<5km (<10min)		45km (45min)		10km (20min)	10km (20min)	63km (75min)	43km (40min)	45km (50min)	8km (15min)
Marrod Hotel	<3km (<5min)		<3km (<5min)		40km (35min)		7km (20min)					
Mystay Hotel	<5km (<10min)	<3km (<5min)		<1km (<5min)	38km (50min)		5km (15min)	<15km (20min)	<60km (70min)	<45km (50min)	40km (35min)	<5km (<10min)
Narita View			<1km (<5min)									
APA Hotel	45km (45min)	40km (35min)	38km (50min)		<1km (<5min)		35km (40min)	52km (50min)	24km (50min)	5km (15min)	<1km (<5min)	40km (40min)
New Otani					<1km (<5min)							
U-City	10km (20min)	7km (20min)	5km (15min)		35km (40min)			15km (30min)	56km (75min)	37km (40min)	36km (45min)	3km (10min)
NaSPA	10km (20min)		<15km (20min)		52km (50min)		15km (30min)		54km (50min)	73km (85min)	54km (45min)	14km (25min)
Zett A	63km (75min)		<60km (70min)		24km (50min)		56km (75min)	54km (50min)		54km (50min)	36km (50min)	60km (75min)
Akitsu	43km (40min)		<45km (50min)		5km (15min)		37km (40min)	73km (85min)	54km (50min)		<5km (<10min)	41km (40min)
ZOZO	<5km (<10min)		40km (35min)		<1km (<5min)		36km (45min)	54km (45min)	36km (50min)	<5km (<10min)		42km (45min)
Narita Int'l Cultural Center	8km (15min)		<5km (<10min)		40km (40min)		3km (10min)	14km (25min)	60km (75min)	41km (40min)	42km (45min)	

[Distance Chart] between Teams Hotel and Airports, Competition Venues, etc.

## 2.2.1. List of Vehicles

### [Buses]

LOC shall assign a specific bus with driver (capacity of 50 seats) to each Team Delegation. The Teams shall be able to use these vehicles during the entire Event only for the needs related to the Event.

The vehicles shall have the following conditions:

- Vehicles shall be clean and air-conditioned;
- On the front of each vehicle, in a very visible position shall a signage with the name or flag of the country using the vehicle, together with the Event Branding/logo;
- Apart from security officers and Team Liaisons, no one may travel in these vehicles without the permission of the Team Delegation Leader; and
- It is recommended that Official Tournament Vehicles be branded as per WBSC Branding Guidelines.

**NOTE:** Please refer to *Appendix 1: Branding Guidelines*, for correct usage of Event logos.



**[Branded Buses for Teams]** III WBSC U-15 Baseball World Cup 2016™.



**[Branded Buses for Teams]** VII WBSC Women's Baseball World Cup 2016™.

**[Cargo trucks]**

For some WBSC baseball Events, the amount of Team equipment and luggage may be more than softball or youth baseball events due to the participation of professional athletes. Therefore, LOC shall bear in mind that separate cargo truck may be required for each Team. In the event that buses are not able to store all the luggage and equipment, WBSC and LOC shall discuss the support of this kind of vehicle.

This vehicle shall only be needed during arrival and departure days and will be only used for the transportation of luggage, Team equipment, medical equipment and other kind of competition related luggage.

**[Cars/Sprinters]**

In some specific cases, LOC shall coordinate transportation for some Team Delegation Members. LOC shall assign a vehicle for at least 3 people per delegation, or to assign a shared sprinter-type vehicle for the transfer of 2 or more Team Delegation Members.

The vehicles shall have the following conditions:

- Clean and air-conditioned;
- Capacity from 4 to 15 people; and
- WBSC and Event logo on the front and sides in a very visible position.

**2.2.2. Official Transportation Schedule**

The transportation plan should be primarily based around a fixed schedule, providing transport from the hotels, official venues and all Events organised by LOC during the Event. The transportation plan should operate throughout the period according to the Official Tournament Dates.

The LOC should prepare a transportation schedule for Teams, incorporating the following information:

- Date;
- Event;
- Collection location;
- Drop-off location;
- Guest category / number of people;
- Vehicle type (i.e. bus, sprinter, car); and
- Number of vehicles required.

The operational calendar for all Teams during the Event shall be coordinated as follows:

WBSC World Cup Transportation Plan for TEAMS	Official Tournament Dates													
	2 days prior	1 day prior	Competition Days										1 day after	
			1	2	3	4	5	6	7	8	9	10		
Arrival														
Practice														
Official Practice Day														
Pre-Competition Technical/Organisational Meeting														
Official Press Conference														
Welcome Reception (if any)														
Competition Games														
Anti-Doping														
Opening Ceremony														
Closing Ceremony														
Departure														

According to the Official Tournament Schedule for some WBSC World Cups, a rest day is established where each Team has the option of schedule a practice session, take a rest day, or to arrange some local activity (tourism, sight-seeing, shopping, etc.). In the latter case, the cost of transportation arrangements will be borne by the Team requesting the transportation service.

### 2.2.3. Prior to Tournament

LOC shall coordinate the transportation of Teams or their respective representatives, in the following moments prior to the start of the Tournament, which are detailed below.

#### [Official Practice Day]

According to the Official Pre-Tournament Practice Schedule, transportation for all Teams shall be coordinated by LOC. It is recommended that Teams arrive to the practice venue at least 30 minutes before the scheduled warm-up time.

#### [Pre-Tournament Technical/Organisational Meeting]

LOC shall coordinate the transportation of maximum three Official Team Delegation Members (and eventually the interpreter) attending to the Pre-Tournament Technical/Organisational Meeting, taking place at the WBSC Family Hotel or designated location the day before the start of the Tournament. In most cases, transportation for these Team representatives shall be coordinated departing from the Teams hotel, while in other cases (according to the Team's schedule), transportation from the practice venue shall be arranged. LOC shall coordinate transportation for these Team members back to their respective hotels.

**[Press Conference]**

LOC shall coordinate the transportation of the Team Manager and one player (and eventually the interpreter) for each Team, in order to attend the Official Press Conference, which generally takes place at the WBSC Family Hotel the day before the start of the Tournament. In most cases, transportation for Team representatives shall be coordinated departing from the Teams hotel, while in other cases (according to the Team's schedule), transportation from the practice venue shall be arranged. LOC shall coordinate transportation for all Team members back to their respective hotels.

**[Welcome Reception]**

In the event that the LOC organises a Welcome Reception, should Team Delegations be invited, transportation shall be coordinated. LOC shall establish departure times, drop off points and return collection points for all attendees to the reception.

**2.2.4. During the Event**

It is recommended that the Transportation Manager work in coordination with the Team Delegation Leader and the Team Liaison to ensure the correct execution of the Team Delegations' transportation plan, agree on the schedule and make all adjustments needed throughout the Event.

In particular, LOC shall coordinate the transportation of Teams or their respective representatives in all the following moments.

**[Games]**

Transportation between the hotel and the competition venue(s) for all Teams shall be coordinated by LOC according to the Official Tournament Schedule. WBSC will determine the exact time that Teams shall arrive to the competition venue in accordance with the Official Pre-Game Rundown established by the Technical Director.

In the event that any Team requests to modify their transportation schedule, LOC shall inform the WBSC for approval. According to the Tournament Regulations, the Teams shall arrive at the competition venue according to the following:

- Baseball World Cups, Teams arrive no less than 90 minutes before the start of the game; and
- Softball World Cups, Teams arrive no less than 60 minutes before the start of the game.

In case of any game delay, suspension, postponement, etc. WBSC shall inform LOC to coordinate transportation accordingly.

**[Anti-Doping]**

LOC shall assign dedicated transport reserved for athletes and support staff staying late after the game for anti-doping control.

**[Opening Ceremony]**

LOC shall coordinate transportation for Teams participating in the Opening Ceremony, according to the time and programme of the Ceremony, which shall be announced to the participants in advance. Opening Ceremony generally takes place one (1) hour before the beginning of the last game of the first day of the Tournament; transportation shall be coordinated accordingly.

**[Closing Ceremony]**

LOC shall coordinate transportation for Teams or players participating in the Closing Ceremony, according to the time and programme of the Ceremony, which shall be announced to the participants in advance. Closing Ceremony shall be organised after the end of the World Championship Final at the main venue; transportation shall be coordinated accordingly.

The participants that will need transportation to attend the Closing Ceremony are listed below:

- Bronze Medal Winning Team;
- Players selected for an Individual Award; and
- Teams wishing to attend the Final Game.

**NOTE:** The Teams playing the World Championship Final Game, shall not need transportation, as they are already at the competition venue.

**2.2.5. Transport Map**

Among the tasks related to the hotel transfer, LOC shall establish the collection and drop off points, as well as parking of the buses at Teams Hotels and competition venues. LOC shall produce a digital map where the aforementioned is established.

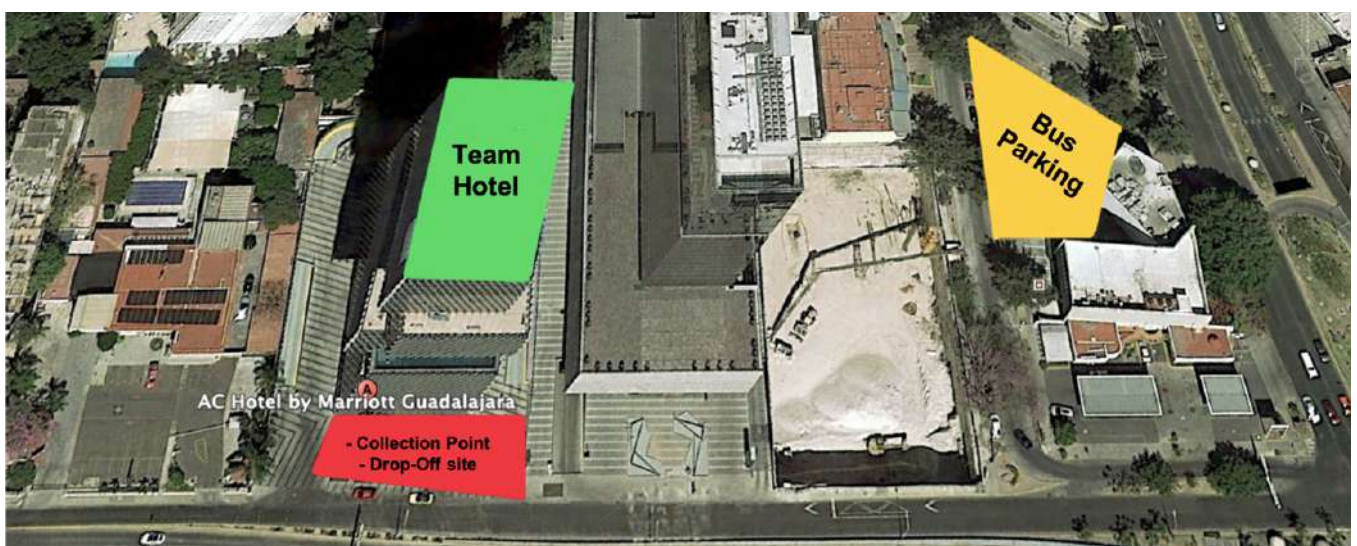


**[Collection & Drop off points]** XXIX WBSC U-18 Baseball World Cup 2019™.

### [Hotel]

The Transportation Manager shall prepare a map for all Teams hotels, where the following spaces are visibly indicated:

- Collection point;
- Drop-off point; and
- Bus parking.



**[Hotel Transport Map]** for Teams.

It is strongly recommended that volunteers be assigned to both the collection and drop off points of the buses, in order to:

- Receive arriving Teams;
- Direct Teams to the collection points;
- Ensure the destination of the passengers (competition venue, press conference, etc.) and inform the location and time that the vehicles will depart;
- Ensure that buses arrive and park in designated areas;
- Assist bus drivers with departure times; and
- Internal coordination for changes in departures, delayed games, incidents, etc.

**[Venue]**

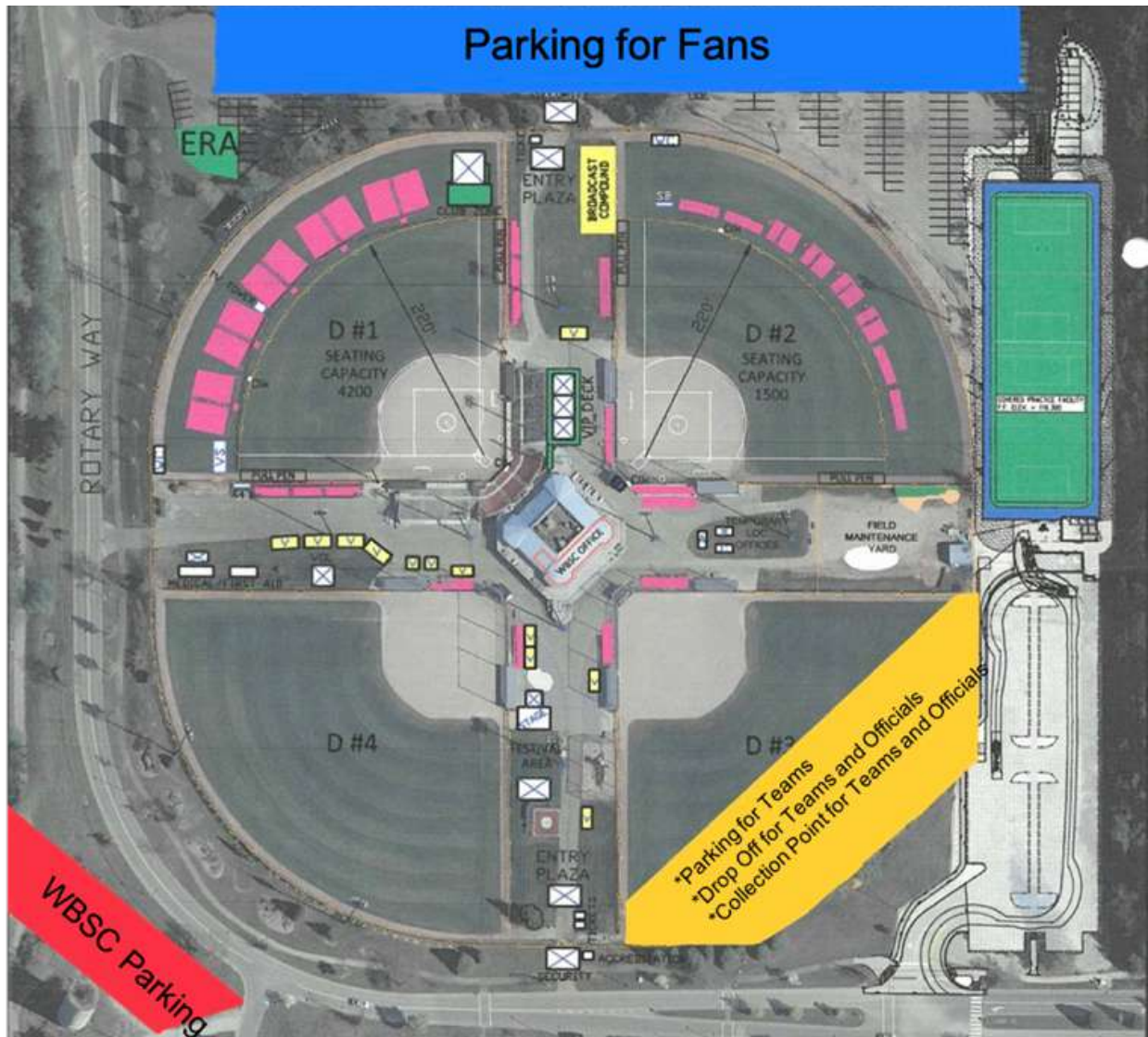
The Transportation Manager shall prepare a map for all competition venues, where the following spaces are visibly indicated:

- Collection point;
- Drop-off point;
- Players entrance;
- Bus parking; and
- Ambulance parking.





[Baseball - Competition Venue Map]



[Softball - Competition Venue Floor Plan].

## 2.3. WBSC Family

LOC shall provide transportation for all WBSC Family from the date of their arrival until the day of their departure. Transportation of the WBSC Family includes, but is not limited to:

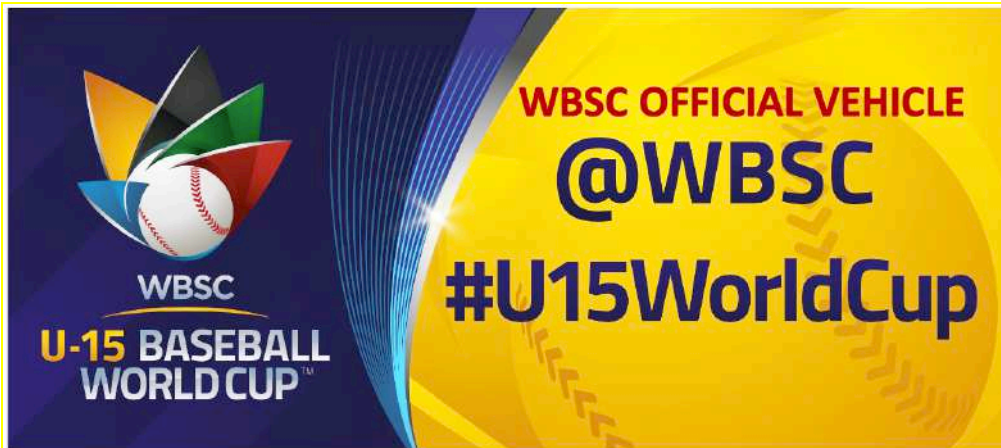
- Pick-up at the place of arrival (e.g. station, airport) and transfer to the hotel;
- Official Site Inspection of each competition venues for the Directors and WBSC Staff;
- Transfer from hotel to official meetings (if necessary);
- Transfer between hotel and competition venue for games;
- Emergency transportation;
- Hotel pick-up and transfer to the airport for departure; and
- Other event related duties as needed.

The vehicles shall have the following conditions:

- Clean and air-conditioned;
- Event logo on the front in a very visible position;
- It is highly recommended to use English and/or Spanish speaking drivers that have a good knowledge of the city. All drivers shall have a mobile telephone so that they can be contacted at any time;
- Apart from security officers, no one may travel in these vehicles without the WBSC permission; and
- It is recommended that Official Tournament Vehicles be branded as per WBSC Branding Guidelines.

**NOTE:** Please refer to [Appendix 1: Branding Guidelines](#), for correct usage of Event logos.

All vehicles assigned to WBSC Family shall require dedicated parking areas very close to the venue. Passes shall be distributed to the cars and buses. LOC shall also reserve sufficient parking lots for media travelling by car.



**[Transportation Pass for WBSC Family Vehicles]** WBSC U-15 Baseball World Cup™.



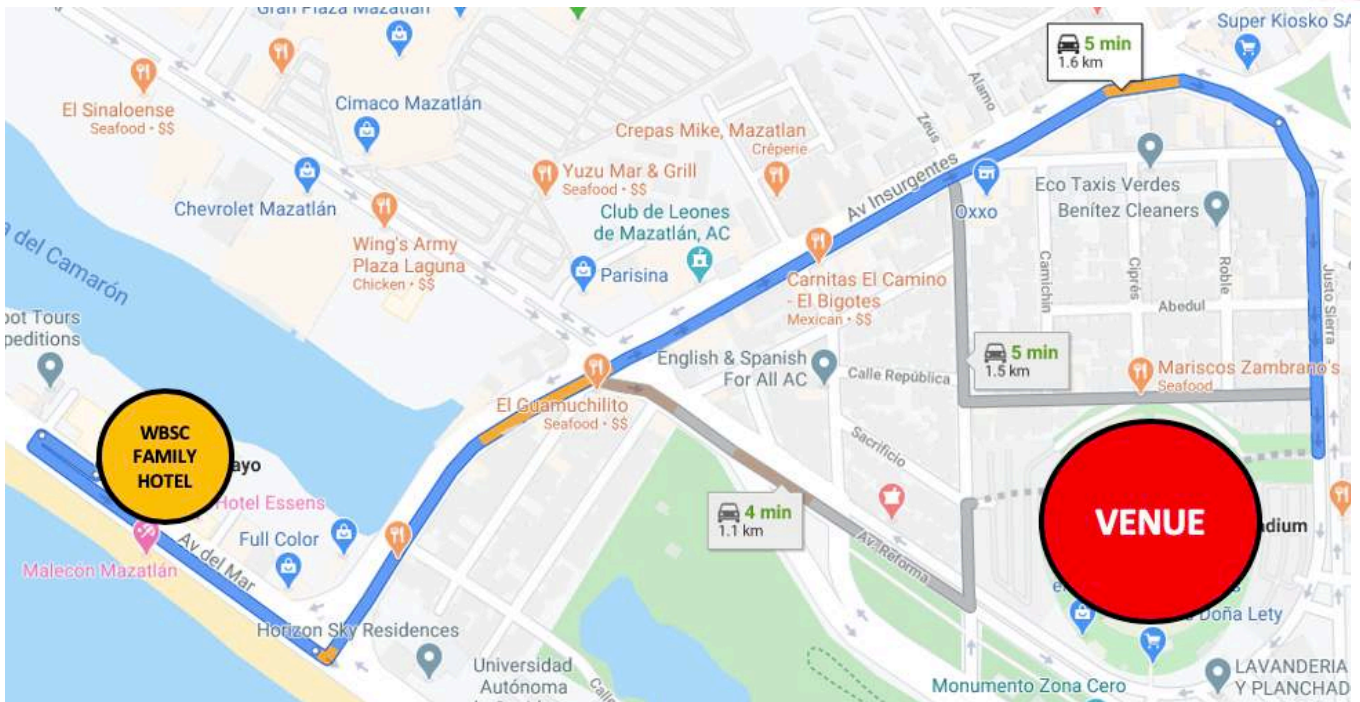
**[WBSC Family Parking Area Sign]**

I WBSC U-18 Men's Softball World Cup 2020™



**[Transportation Pass for WBSC Officials Vehicles]** WBSC U-19 Women's Softball World Cup 2019™.

The Transportation Manager shall prepare a map for all vehicle's routes from WBSC Family hotel to competition venue as exemplified in the following image:



**[Route Map]** between WBSC Family Hotel and Competition Venue.

### 2.3.1. List of Vehicles

Several factors such as the number of competition venues, distance between hotel and venues, number of Tournament Officials, local traffic, feasibility of carpooling, etc., will determine the exact amount and typology of vehicles needed. WBSC will work with each LOC to minimise the number of vehicles and establish an efficient transport system for WBSC Family representatives. A general description of needs is listed in this section as a reference for proper planning.

#### **[Cars]**

LOC shall provide up to seven (7) cars for WBSC Family and Representatives. However, the specific number of cars with drivers and self-drive cars shall be determined based upon the Hosting Agreement between WBSC and LOC.

The cars shall be divided as follows:

- One (1) car for WBSC President or its Representative;
- Two (2) cars/sprinters for the WBSC Staff;
- One (1) car for WBSC Media;
- One (1) car for Technical Director;
- One (1) car for the Umpire Director; and
- One (1) car for the Scorer Director.



**[Branded Cars for WBSC Family]** | WBSC U-18 Men's Softball World Cup™.



**[Branded Cars for WBSC Family]** WBSC U-23 Baseball World Cup™.

### **[Minibuses – Sprinters]**

In addition, a minimum of two (2) minibuses/sprinters type vehicles per venue shall be allocated for Tournament Officials (Umpires, Scorers and TCs). The vehicles assigned for the transport of Umpires should provide ample loading space for their personal gear/bags.



**[Branded Minibus/Sprinter for WBSC Officials]** WBSC Women's Baseball World Cup™.

### 2.3.2. Official Transportation Schedule

The transportation plan for WBSC Family should be primarily based around a fixed schedule, providing transport from the hotels, competition venues and all Events organised by LOC during the Event. The transportation plan should operate throughout the period from the date of their arrival until the day of their departure.

LOC shall prepare a transportation schedule for WBSC Family, incorporating the following information:

- Date;
- Event;
- Collection location(s);
- Drop-off location(s);
- Guest category / number of people;
- Vehicle type (i.e. minibus/sprinter, car); and
- Number of vehicles required.

The operational calendar for WBSC Family during the Event shall be coordinated as follows:

WBSC World Cup Transportation Plan for WBSC Family	Official Tournament Dates															
	4 days prior	3 days prior	2 days prior	1 day prior	Competition Days										1 day after	2 days after
					1	2	3	4	5	6	7	8	9	10		
Arrival																
Official Site Inspection																
Practice																
Official Practice Day																
Pre-Competition Technical/Organisational Meeting																
Official Press Conference																
Welcome Reception (if any)																
Competition Games																
Anti-Doping																
Opening Ceremony																
Closing Ceremony																
Departure																

### 2.3.3. Prior to Tournament

LOC shall be responsible for all transportation expenses of all appointed Tournament Officials and WBSC Representatives. Transportation shall be coordinated by LOC, in the following moments prior to the start of the Tournament, which are detailed below.

#### [WBSC Family Arrivals]

LOC shall coordinate the arrival transportation of all WBSC Family members, from place of arrival (e.g. station, airport) and transfer to the hotel, in accordance with the following criteria:

Arrivals starting four (4) days prior to the Tournament (\*):

- WBSC Executive Director;
- WBSC Staff members; and
- Tournament Director.

Arrivals starting three (3) days prior to the Tournament (\*):

- Technical Director;
- Umpire Director;
- Scoring Director;
- WBSC Media Officers; and
- Tournament Personnel.

Arrivals starting two (2) days prior to the Tournament (\*):

- WBSC Officials (TC's, Umpires, Scorers);
- WBSC VIPs; and
- WBSC Guests.

More information about WBSC Family Collection Procedure can be referred to *Chapter 4. Airport Arrival and Departure Procedures*.

(\*) Arrival date may vary from Event to Event, based upon the Hosting Agreement between WBSC and LOC.

#### **[Official Site Inspection]**

Two (2) or more days prior to the start of the Tournament, WBSC Staff members and the WBSC Tournament Directors shall make the Official Site Inspection to each of the competition and practice venues. LOC shall coordinate the transportation of up to 8 members according to the schedule established by the WBSC.

#### **[Welcome Reception]**

In the event that the LOC organises a Welcome Reception, transportation shall be coordinated for all invited WBSC Family members. LOC shall establish departure times, drop off points and return collection points for all attendees to the reception.

### **2.3.4. During the Event**

According to the Official Tournament Schedule, transportation from the hotel(s) to the competition venue(s) for all WBSC Officials shall be coordinated by LOC. WBSC will determine the exact time that WBSC Officials shall arrive to the competition venue(s) in accordance with the Official Pre-Game Rundown established by the Technical Director. LOC Transportation Manager shall work in coordination with the WBSC Staff to ensure the correct execution of the WBSC Family transportation plan, agree on the schedule and make all adjustments needed throughout the Event considering below timeline:

#### **[Baseball World Cups]**

- Technical Commissioners arrive at the competition venue (or practice field) 150 minutes before game time;
- Umpires arrive 90/60 minutes before game time;
- Scorers arrive 90/60 minutes before game time; and
- Tournament Personnel arrive 90 minutes before game time.

#### **[Softball World Cups]**

- Technical Commissioners arrive at the competition venue 120 minutes before game time;
- Umpires arrive 90 minutes before game time;
- Scorers arrive 90/60 minutes before game time; and
- Tournament Personnel arrive 90 minutes before game time.

**NOTE:** Umpires, Scorers and Tournament Personnel may share vehicles only if the capacity is large enough to fit them all, including their corresponding gear (i.e. umpire's gear).

In case of any schedule alteration (i.e. game delay, suspension, postponement, etc.), WBSC shall inform LOC to coordinate transportation accordingly.

### 2.3.5. Transport Map

Among the tasks related to the hotel transfer, LOC shall establish the collection and drop off points, as well as parking of all vehicles at WBSC Family Hotel and competition venues. LOC shall prepare a digital map where the aforementioned are established.

#### [Hotel]

The Transportation Manager shall prepare a transport map for WBSC Family Hotel, where the following spaces are visibly indicated:

- Collection point;
- Drop-off point; and
- WBSC Family vehicles parking.



**[Hotel Transport Map]** for WBSC Family.

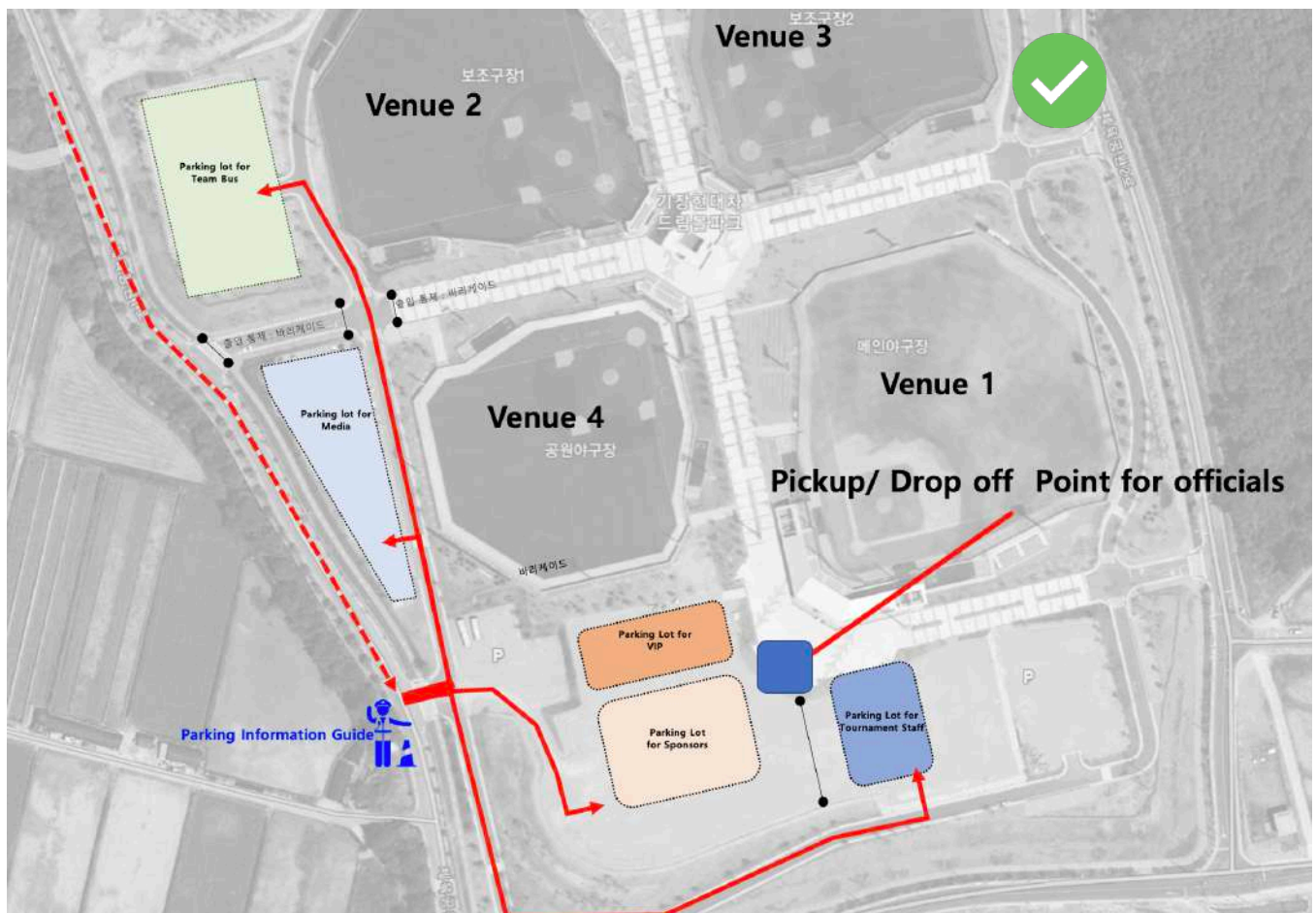
#### [Venue]

The Transportation Manager shall prepare a transport map for all competition venues, where the following spaces are visibly indicated:

- Collection point;
- Drop-off point;

## Transportation Plan Guidelines

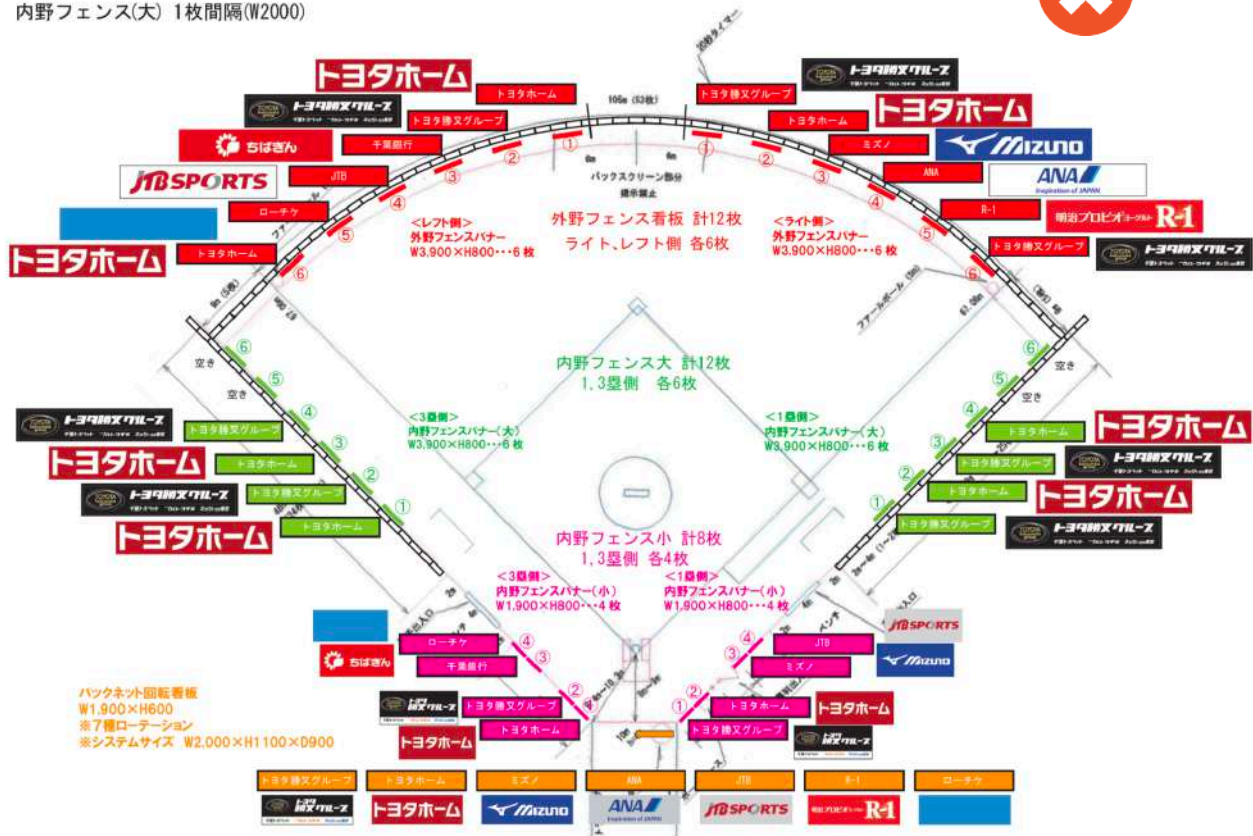
- Players entrance;
- WBSC parking;
- VIP parking;
- Bus parking;
- Ambulance parking;
- Spectators parking; and
- Media parking.



**[Good Example]** Competition venue transport map is written in English.

## ZOZO Marine Stadium

外野フェンス 2枚間隔(W4000)  
内野フェンス(大) 1枚間隔(W2000)



[Not Good Example] Competition venue transport map is written in local language.

### 3. Transportation Offices & Desks

LOC Transportation Manager shall provide information about transportation offices and desks, including:

- LOC Office location at competition venues;
- Location of desk at WBSC Family Hotel;
- Location of desks at Teams Hotel(s);
- Operational schedule and shifts;
- Number of staff/volunteers;
- Communications (phone and email);
- Communications between office/desk and bus/vehicle drivers; and
- Map of LOC Office and Transport desk locations at hotel and competition venues.

## **3.1. Hotel**

The main functions of the Transport desks in each one of the hotels are the following:

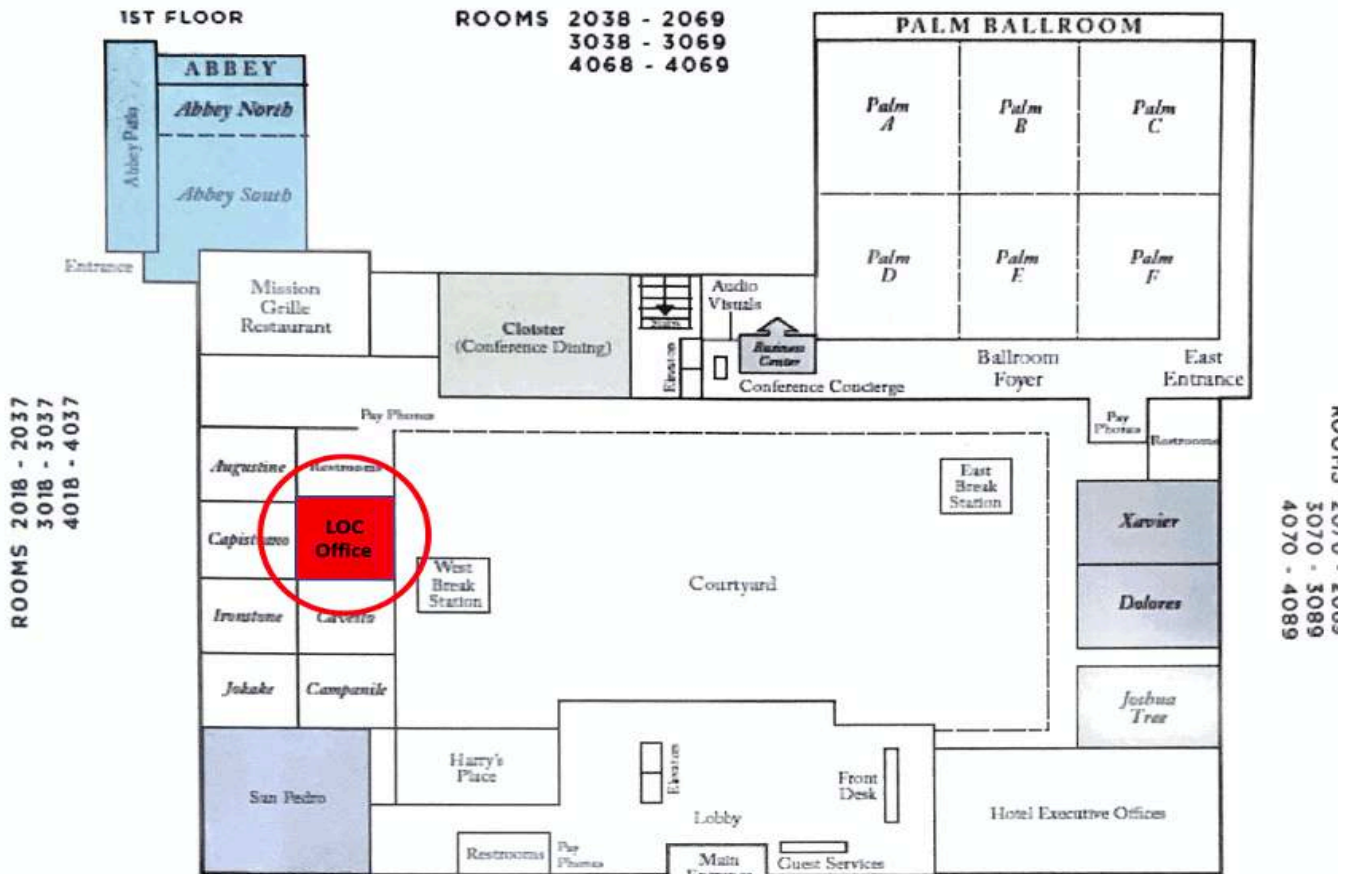
- Manage the transport system, according with the transportation schedule for each one of the groups involved;
- Provide all the information related to the Transport Plan to WBSC Staff, Team Liaisons, Team representatives, etc.;
- Manage all the issues that may arise related to the transport system; and
- Coordinate pick-up times on departure day for Teams and WBSC Family members.

It is highly recommended that during the hours of operation of the office or desk, there are always personnel from the transport department, in order to manage all the incidents related to the transport system.

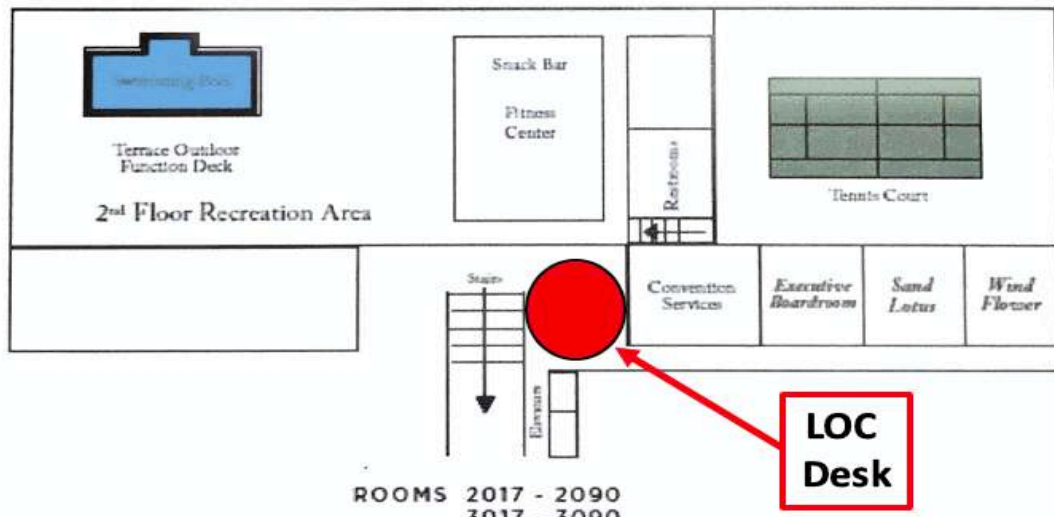
### **3.1.1. WBSC Family Hotel**

The Transportation Manager shall prepare a floor plan for WBSC Family Hotel, indicating the location of LOC Office or Transportation desk, as exemplified in the following image:

## FLOOR PLAN



## 2ND FLOOR



[Hotel Floor Plan] for WBSC Family.

### 3.1.2. Teams Hotel(s)

The Transportation Manager shall prepare a floor plan for each one of the Team Hotel(s), indicating the location of the Transportation desk. It is also recommended to display the Tournament brand as exemplified below:



**[Welcome Desk at Teams Hotel(s)]** III WBSC U-15 Baseball World Cup 2016™..

### 3.2. Venue

LOC Transportation Manager shall prepare a floor plan for each one of the competition venues, indicating the location of the Transportation desk or LOC Office as exemplified as follows:



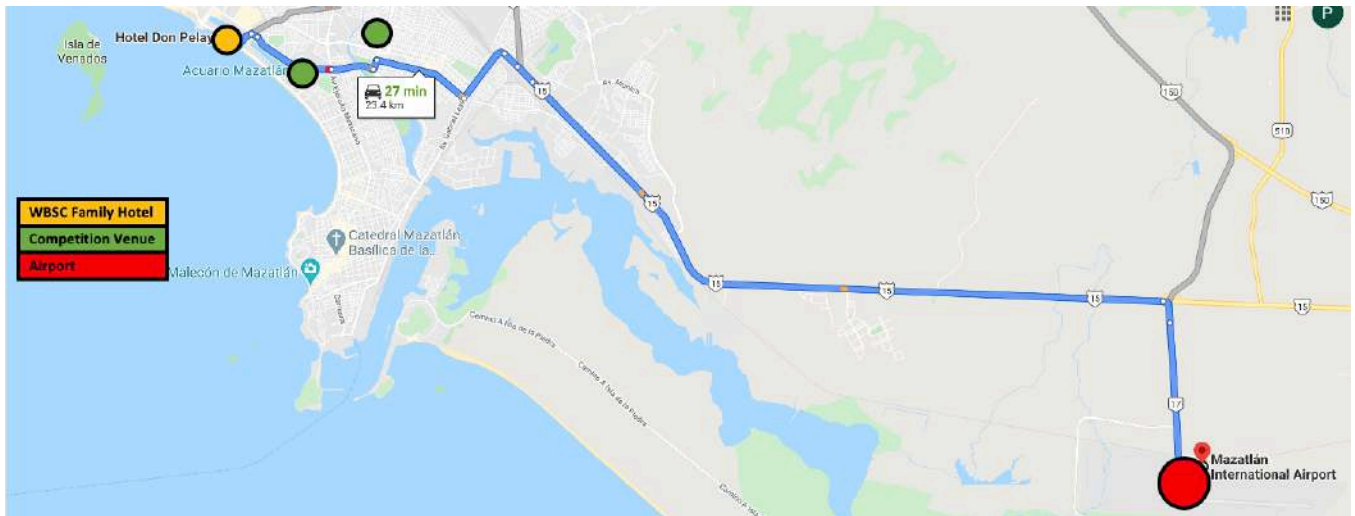
[LOC Office location] at Competition Venue Floor Plan.

## 4. Airport Arrival & Departure Procedures

The LOC should provide details about the welcome procedures in the airport including:

- Map of LOC desk locations;
- Operational schedule and shifts;
- Number of staff/volunteers;
- Communications (mobile phone and email address);
- Communications between desk and bus/vehicle drivers;
- Collection procedures for Teams, WBSC Family and VIPs;
- Teams and names welcome boards;
- Escort to official vehicles;
- Passport control/luggage assistance; and
- Parking/waiting area for transport outside terminal.

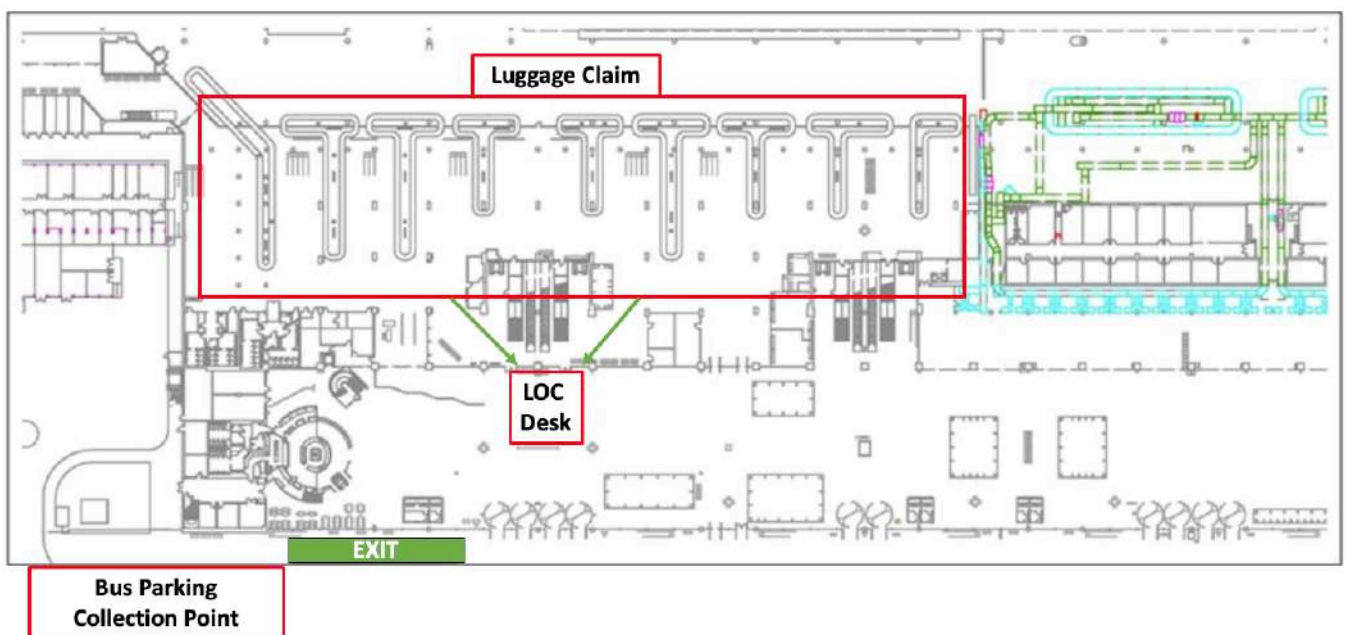
For security reasons, the Transportation Manager shall prepare a map for all buses routes from the airport to hotels as exemplified in the following image:



[Route Map] from Airport to WBSC Family Hotel.

## 4.1. Desk Location

LOC shall prepare a floor plan of the airport where all arrivals will take place, indicating the exact location of the LOC transportation desk, the bus/vehicles parking and the collection point; in addition to the floor plan/map, LOC shall include pictures locating the meeting point where the transportation assistant will wait for the Teams. It is highly recommended that the location of the desk is directly in front of arrival gates; also, LOC shall insure that transport personnel is always present during the hours of desk operation to manage any incidents related to the transport system.



[Airport Floor Plan].



**[LOC Transportation Desk at Airport]** VII WBSC Women's Baseball World Cup 2016™.

## 4.2. Arrivals

### 4.2.1. Team Collection Procedure

A Transportation Assistant/Volunteer carrying an official sign with the Event logo and the legend "Welcome to ..." shall be in charge of identifying all the Official Delegation members. If possible, this person shall be allocated inside the migration room to assist the Team with the immigration and customs process; otherwise the Transportation Assistant/Volunteer shall wait at the arrivals gate. It is strongly recommended to manage the necessary permits with the airport administration to allow the LOC Manager to enter these areas and install a LOC desk. This person shall redirect participants to the LOC desk located outside of the arrivals gate. LOC shall then direct the Delegations to the collection point, where the buses will be parked.

It is also recommended to introduce the Team Liaison assigned to each Team, to make the first contact point at the arrival of the Team.



[Welcome Signage] 2019 WBSC Premier12™.



[Welcome Signage] XXIX WBSC U-18 Baseball World Cup 2019™.

#### 4.2.2. WBSC Family Collection Procedure

A person carrying an official sign with the Event logo and the legend "Welcome to ..." shall be located outside of the arrivals gate. This person will be in charge of identify all the WBSC Family members, and then direct them to the collection point, where the vehicles will be parked.



[Welcome Signage for WBSC Officials] 2019 WBSC Premier12™.

#### 4.2.3. VIP Collection Procedure

A person carrying an official sign with the Event logo, the name of the VIP person and the legend "Welcome to ..." shall be in charge of identifying all the WBSC VIP Guests. This person shall be located outside of the arrivals gate and will be in charge of direct the WBSC VIP Guests to the collection point, where the vehicles will be parked.



**[Welcome Signage for WBSC VIP Guests]** 2019 WBSC Premier12™.

#### **4.2.4. Parking**

The Transportation Manager shall prepare a transportation map of the airport where all arrivals will take place, indicating the exact location of the Teams buses and WBSC Official Vehicles parking lot and collection point, as exemplified in the following image:



[Airport parking transport map]

## 4.3. Departures

### 4.3.1. Team Collection Procedure

LOC shall be responsible to coordinate departure transportation for each Team Delegation, in accordance with the flight's itineraries arranged. LOC shall coordinate with the Team Delegation Leader and Team Liaison the official transportation schedule, in order to arrive at the airport no less than 3 hours prior to their respective flight.

Team Liaison shall accompany the Team Delegation to the airport to assist in the check-in operations.

### 4.3.2. WBSC Family Collection Procedure

LOC shall coordinate departure transportation for all WBSC Family members according to the flight's itinerary. Departure groups will be assigned from the hotel, which shall be reported on a board at the LOC desk in the WBSC Family Hotel lobby, at least 48 hours before departure time.

The departure schedule shall be submitted to the WBSC Transportation Manager for review and approval.

### **4.3.3. VIP Collection Procedure**

LOC shall coordinate departure transportation for all WBSC VIP Guests according to the flight's itinerary. Departure groups will be assigned from the hotel, unless individual transportation is requested by WBSC Transportation Manager.

Departure time shall be communicated to each WBSC VIP Guest at least 48 hours before the time established.