

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 is a red swoosh that underlines the text.

**WBSC**

WORLD  
**BASEBALL SOFTBALL**  
CONFEDERATION

*Game Time!*

# **Tournament Meeting Guidelines**

(Internal Use Only)

Revised 14 May 2022

# Table of Contents

<b>1. How to use this document .....</b>	<b>1</b>
<b>2. WBSC Officials' Meetings .....</b>	<b>2</b>
<b>3. Pre-Tournament Technical/Organisational Meeting.....</b>	<b>5</b>
3.1 Room Layouts.....	6
3.2 Bat Test Room (Softball Only) .....	9
<b>4. Press Conference.....</b>	<b>9</b>
4.1 Media Accreditation Centre .....	12
4.2 Trophy Stand.....	13
<b>Appendix. WBSC Secretariat Office .....</b>	<b>13</b>

# 1. How to use this document



The primary function of this document is to provide a clear guide to help navigate and uphold the standards of various WBSC Official Meetings. This document can be shared with local organisers, hotel managers, banquet staff and various people involved in organising the events.

It is understood that minor modifications may be needed to adapt to each tournament characteristics. It is important to interpret these as generic plans so that they become relevant to each venue's unique circumstances. For instance, time and duration indicated throughout this document shall be considered as suggestion. However, depending on the tournament schedule, arrival status of officials and many other factors, the actual time / date of the meetings can be different.

There are three categories of Official Meetings:

WBSC Officials' Meetings:

- Technical Commissioners
- Umpires
- Scorers

Pre-Tournament Technical/Organisational Meeting

Press Conference

The above Official Meetings shall be organised, in the listed sequence, a day before the tournament starts. Venues can vary depending on local sponsors (i.e. City hall) or practice schedule of participating teams,

however, for efficiency, WBSC prefers the WBSC Family Hotel in first instance, or the Stadium Facility as an alternative.

It is also important to consider, should there be evening game(s) planned on the same day as when the meetings are taking place, there must be enough time secured after the Pre-Tournament Technical/Organisational Meeting for Officials to verify the Teams' Rosters, update online and produce Daily Reports Nr. 0.

## 2. WBSC Officials' Meetings

WBSC Officials comprise three groups of people with their corresponding technical roles: Technical Commissioners (TC), Umpires and Scorers. The number of Officials vary depending on the level of tournament, number of games and competition venues.

TCs	Umpires	Scorers
Technical Director Assistant TC Director*	Umpire Director Assistant Ump. Director*	Scoring Director Assistant Sco. Director*
International TCs	International Umpires	International Scorers
Local TCs*	Local Umpires*	Local Scorers*

\* if needed

Prior to the start of the tournament, WBSC officially organises separate meetings for these Officials as the example below. Keep in mind that TC Meeting shall always be followed by the Umpires Meeting as some of attendants may have to be present in both meetings.

Meeting	TCs Meeting	Umpires Meeting	Scorers Meeting
<b>Time (Duration)</b>	appx. 09:00–10:30 (1.5hr)	appx. 10:30–12:30 (2hr)	appx. 09:00–12:30 (3.5hr)
<b>Room set-up</b>	U-shape / Conference / Classroom Style (Head table: 3-4pax)		
<b>Capacity</b>	min 8 – max 15	min 20 – max 28	min 8 – max 15

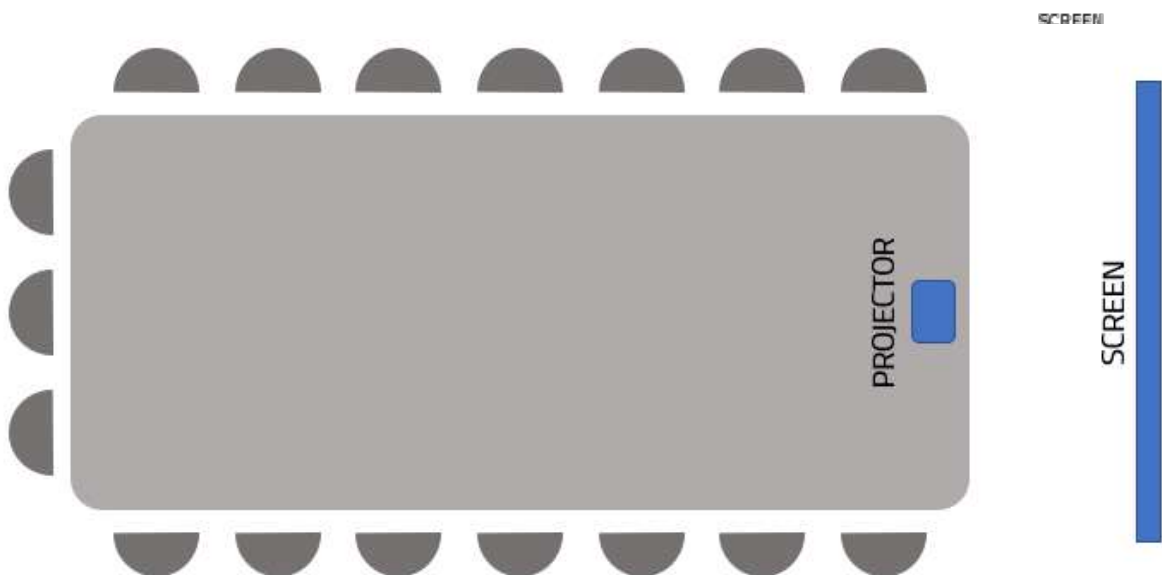
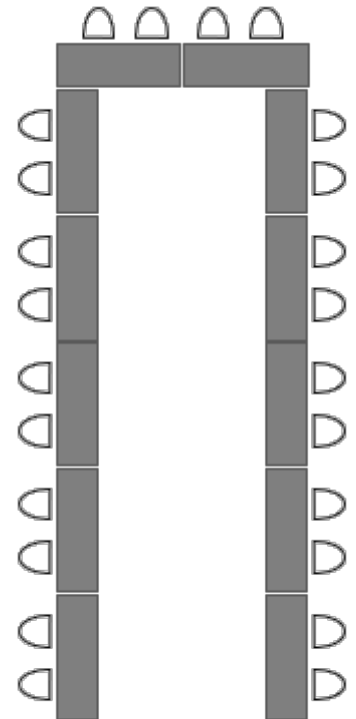
<b>Technical Requirements</b>	<input checked="" type="checkbox"/> Screen*	<input checked="" type="checkbox"/> HDMI / VGA cables*	<input checked="" type="checkbox"/> Power strips
	<input checked="" type="checkbox"/> Projector*	<input checked="" type="checkbox"/> Spare laptop*	<input checked="" type="checkbox"/> Wifi / LAN cable
<b>Table set-up (WBSC)</b>	<input checked="" type="checkbox"/> Table Flags	<input checked="" type="checkbox"/> WBSC Notepad	<input checked="" type="checkbox"/> Accreditation
	<input checked="" type="checkbox"/> Docs & Folders	<input checked="" type="checkbox"/> Souvenirs	<input checked="" type="checkbox"/> WBSC Pen
	<input checked="" type="checkbox"/> Polo shirts & cap		<input checked="" type="checkbox"/> Polo shirts & cap
	<input checked="" type="checkbox"/> Official Rules	<input checked="" type="checkbox"/> Official Rules	<input checked="" type="checkbox"/> Scoring Tablets
	<b>&lt;For U-12/15 BWC&gt;</b>	<input checked="" type="checkbox"/> Uniform set	<input checked="" type="checkbox"/> Chargers, multi plugs
<b>Documents (WBSC)</b>	<input checked="" type="checkbox"/> Weight scales*	<input checked="" type="checkbox"/> Stop watches*	<input checked="" type="checkbox"/> Clip boards
	<input checked="" type="checkbox"/> Bat Stickers*		(per venue)
	<input checked="" type="checkbox"/> Tourn. Schedule	<input checked="" type="checkbox"/> Social Media Guide	<input checked="" type="checkbox"/> Var. Logistics Info
	<input checked="" type="checkbox"/> Game Clock Guide*	<input checked="" type="checkbox"/> Replay Guidelines*	<input checked="" type="checkbox"/> Ground Rules
	<input checked="" type="checkbox"/> TC Forms		
<b>Miscellaneous</b>	<input checked="" type="checkbox"/> Bib's Guideline		<input checked="" type="checkbox"/> Scoring Docs
	<input checked="" type="checkbox"/> Final Roster List		
	<input checked="" type="checkbox"/> PPT		
<b>Miscellaneous</b>	<input checked="" type="checkbox"/> Water	<input checked="" type="checkbox"/> Translator	<input checked="" type="checkbox"/> Signage / Roll-up

\* Optionally to add if needed

LOC is responsible to prepare:

- Meeting rooms available based on the maximum capacity;
- Set-up of room with tables, chairs and proper signage;
- Various technical requirements needed for meeting;
- Water and translator (if needed) for local Officials; and
- Any other specific item that are otherwise requested.

Example of room set-up (U-shape)



Example of room set-up (Conference)



## 3. Pre-Tournament Technical/Organisational Meeting

After arrival, the first official event that is mandatory for all teams to participate is the Pre-Tournament Technical/Organisational Meeting. Set-up of this meeting room shall be prepared in advance with proper rehearsal of all technical equipment. For Softball event, a separate room for Bat Testing is required – see *Chapter 3.2 Bat Test Room (Softball Only)* for more information.

Meeting	Pre-Tournament Technical/Organisational Meeting		
Time	14:00 – 15:30 (1.5hr) – starting time subject to change / adjustments		
Room set-up	U-shape or Classroom Style (depending on the size of the room) 3 chairs per team		
Capacity	3 delegates per team + extra chair for interpreters (if needed) max 10 pax on front table (3 Directors, WBSC, LOC) Side tables with 4 chairs for passport control Side tables for 8 chairs for WBSC Staff, WBSC Media Extra tables and chairs for LOC staff, guests, extra delegates		
Technical Requirements	<input checked="" type="checkbox"/> 2 Screens– for English & Spanish PPT <input checked="" type="checkbox"/> 2 Projectors – for English & Spanish PPT <input checked="" type="checkbox"/> HDMI / VGA cables <input checked="" type="checkbox"/> 2 Spare laptops (to connect to projectors) <input checked="" type="checkbox"/> Power strips (on front, staff tables) <input checked="" type="checkbox"/> Wifi / LAN cable <input checked="" type="checkbox"/> Standing Microphones (on front table) <input checked="" type="checkbox"/> Wireless Microphones (at least 1 for Q&A Session) <input checked="" type="checkbox"/> 2 remote controls (connected to each laptop) <input checked="" type="checkbox"/> Contact point of AV person in charge (for emergent support)		
Table set-up (WBSC)	<input checked="" type="checkbox"/> Name plates <input checked="" type="checkbox"/> Documents	<input checked="" type="checkbox"/> WBSC Notepad <input checked="" type="checkbox"/> WBSC Folders <input checked="" type="checkbox"/> WBSC Pen	<input checked="" type="checkbox"/> Accreditation <input checked="" type="checkbox"/> Souvenirs <input checked="" type="checkbox"/> Official Rules (SB only)

<b>Name plates</b> (WBSC)	<input checked="" type="checkbox"/> Countries	<input checked="" type="checkbox"/> LOC	<input checked="" type="checkbox"/> Athletes Comm.
	<input checked="" type="checkbox"/> Passport Control	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Coach Commission
	<input checked="" type="checkbox"/> WBSC Media	<input checked="" type="checkbox"/> 3 Directors	<input checked="" type="checkbox"/> Events Manager
	<input checked="" type="checkbox"/> WBSC President*	<input checked="" type="checkbox"/> Executive Director*	<input checked="" type="checkbox"/> Softball Chairman*
<b>Documents</b> (WBSC)	<input checked="" type="checkbox"/> Tourn. Schedule	<input checked="" type="checkbox"/> Ground Rules	<input checked="" type="checkbox"/> Uniform Colour Check
	<input checked="" type="checkbox"/> PPT	<input checked="" type="checkbox"/> Bibs Guidelines	<input checked="" type="checkbox"/> Coach Comm. Project
	<input checked="" type="checkbox"/> WBSC Contact List	<input checked="" type="checkbox"/> Social Media Guide	<input checked="" type="checkbox"/> Particip. Certificate *
<b>Miscellaneous</b>	<input checked="" type="checkbox"/> Flagpole & Base (LOC)	<input checked="" type="checkbox"/> Translator (LOC)	<input checked="" type="checkbox"/> Final Team Roster
	<input checked="" type="checkbox"/> WBSC Flag	<input checked="" type="checkbox"/> Photographer (LOC)	<input checked="" type="checkbox"/> Passport Control Sign.
	<input checked="" type="checkbox"/> Table Flags	<input checked="" type="checkbox"/> Water (LOC)	<input checked="" type="checkbox"/> Waivers
	<input checked="" type="checkbox"/> Tablecloths* (LOC)	<input checked="" type="checkbox"/> Signage / Roll-up	

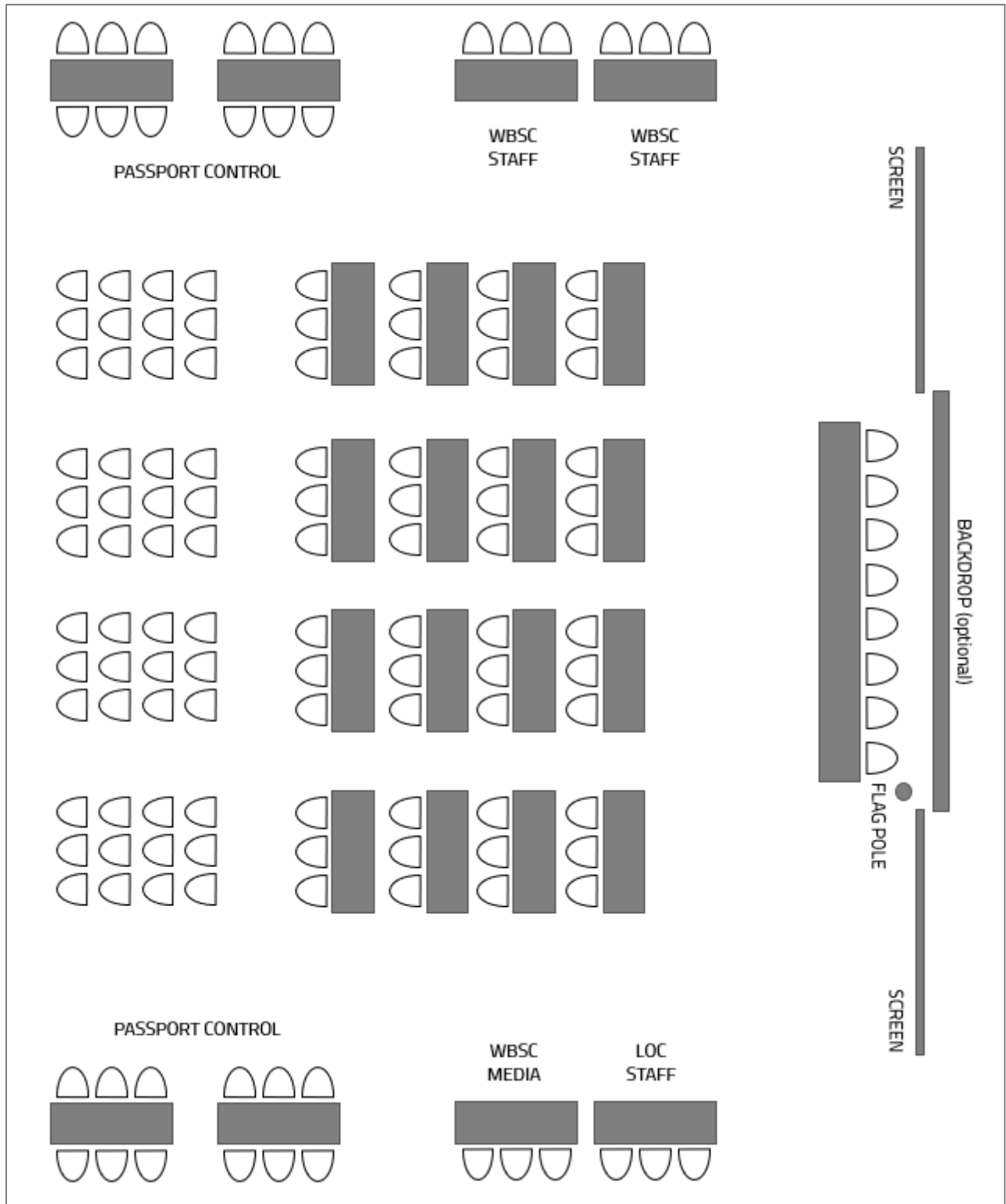
\* Optionally to add if needed

### 3.1 Room Layouts



**[Picture 1]** All documents, name plates, certificates will be prepared by WBSC.





**[Sample] Classroom Style:** Extra space is required around Passport Control area to avoid congestions.



**[Picture 2]** All set-up must be done in advance.



**[Picture 3]** If Press Conf. takes place right after the Pre-tournament Meeting, Classroom style is recommended.



**[Picture 4]** Two screens can be used as shown, depending on existing technical equipment.

## 3.2 Bat Test Room (Softball Only)

For Softball events, the bat test takes place while the Pre-Tournament Technical/Organisational meeting is on-going. A separate room is required for this bat tests due to the noise associated with handling the bats, however, it must be nearby the meeting room. Bat Test procedure goes as shown below, only 4 tables and chairs are required:

1. To check the Bat List
2. To check with Bat Ring (Diameter)
3. To check with Bat Tester (Compression)
4. To apply WBSC stickers

Meeting	Bat Test		
Time (Duration)	Same time frame as Pre-Tournament Technical/Organisational Meeting		
Room set-up	2-4 tables and 2 chairs		
Table set-up	<input checked="" type="checkbox"/> Bat List <input checked="" type="checkbox"/> Bat Tester	<input checked="" type="checkbox"/> Bat Ring <input checked="" type="checkbox"/> WBSC Stickers	<input checked="" type="checkbox"/> Copy of Bat List for participating teams

WBSC Staff and Umpire Director shall be in charge of setting up the stations.

## 4. Press Conference



The Press Conference shall take place following the Pre-Tournament Technical/Organisational Meeting. It is mandatory for the Team Head Coach/Manager and one player to be present in full playing uniform (no track suit, no shorts, no flipflops), unless notified previously by WBSC Media (i.e. some events do not require the participation of athletes).

Depending on the number of media present, the staging of the press conference for softball events can be replaced by a fan's opportunity in a public space (e.g., meet and greet, signing ceremony). Any change of the press conference to a fan's opportunity needs to be approved by the WBSC Media beforehand and coordinated with the WBSC Media to ensure that accredited media still have the opportunity to obtain the necessary quotes and images.

All branding materials required for the Press Conference must be produced as per "Branding Guidelines".

Meeting	Press Conference	
Time (Duration)	appx. 16:00 – (30min -1hr max. ) – starting time subject to change / adjustments	
Capacity	<b>30-100 people</b> (to be determined based on expected attendance calculated by WBSC and LOC Media Officers)	
Room set-up	<b>Front stage:</b> Lectern, Backdrop, Tables & Chairs (for 1-2 delegate per NT, extra chairs for translator at the back) <b>Central area:</b> Classroom Style with extra chairs at the back <b>Next to front stage:</b> Extra reserved tables & chairs for WBSC Media <b>Entrance / Lobby:</b> Welcome Desk for Accreditation + Bibs distribution	
Branding	<input checked="" type="checkbox"/> Backdrop for Stage <input checked="" type="checkbox"/> Additional Backdrop(s)* for the side of the press conference room for post-press conference interviews.	<input checked="" type="checkbox"/> Tablecloths <input checked="" type="checkbox"/> Lectern Additional <input checked="" type="checkbox"/> Trophy Stand <input checked="" type="checkbox"/> Signage / Roll-up



<b>Technical Requirements</b>	<input checked="" type="checkbox"/> Power strips (on every table, camera stage/riser) <input checked="" type="checkbox"/> Wifi / LAN cable (for Media) <input checked="" type="checkbox"/> Designated Wifi for livestream (min. speed of 20MB upload / download) <input checked="" type="checkbox"/> Standing Microphones (on front table, lectern) <input checked="" type="checkbox"/> Wireless Microphones (at least 1 for Q&A Session) <input checked="" type="checkbox"/> Background Music (Tournament Anthem, WBSC Anthem)*		
	<b>Name plates</b>	<input checked="" type="checkbox"/> Countries <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> WBSC Media	<input checked="" type="checkbox"/> Translator (LOC) <input checked="" type="checkbox"/> Translation Booth* <input checked="" type="checkbox"/> Photographer (LOC) <input checked="" type="checkbox"/> Water (LOC)
<b>Miscellaneous</b>	<input checked="" type="checkbox"/> Flagpole & Base (LOC) <input checked="" type="checkbox"/> Trophy & Medals <input checked="" type="checkbox"/> Translator (LOC)		
	<input checked="" type="checkbox"/> WBSC Flag <input checked="" type="checkbox"/> White Gloves <input checked="" type="checkbox"/> Translation Booth*		
	<input checked="" type="checkbox"/> Table Flags <input checked="" type="checkbox"/> Stanchion Posts* <input checked="" type="checkbox"/> Photographer (LOC)		
	<input checked="" type="checkbox"/> MC <input checked="" type="checkbox"/> Camera Stage / Riser <input checked="" type="checkbox"/> Water (LOC)		

\* Optionally to add if needed



[Picture 5] NOT GOOD - Barrier/stanchion posts to be installed to block overflowing media during photo-time.



[Picture 6] NOT GOOD – All Team Delegate to be in one line, so everyone can be visible.





**[Picture 7] GOOD** – Front stage is prepared with backdrop, branded tablecloth, trophy stand.



**[Picture 8] GOOD** - Camera Stage / Riser is needed at the back of the conference room

## 4.1 Media Accreditation Centre

<b>Time</b>	30min-1hr before the Press Conference – until the end of the meeting		
<b>Room set-up</b>	Welcome Desks at entrance or lobby of Press Conference Room		
<b>In charge</b>	<input checked="" type="checkbox"/> WBSC Accr. in charge	<input checked="" type="checkbox"/> LOC Accr. in charge	<input checked="" type="checkbox"/> Volunteer / Staff*

<b>Items</b>	<input checked="" type="checkbox"/> Tournament Schedule	<input checked="" type="checkbox"/> Bibs Guidelines	<input checked="" type="checkbox"/> Copy of Press Release
	<input checked="" type="checkbox"/> Media Programme	<input checked="" type="checkbox"/> Bibs	<input checked="" type="checkbox"/> Accreditation Badges

\* Optionally to add if needed

## 4.2 Trophy Stand

To follow the proper protocol ensuring that the World Champions are the first to touch the trophy with bare hands, WBSC and LOC Officials shall respect the “Trophy Guidelines” – a separate document.



## Appendix. WBSC Secretariat Office

WBSC Secretariat Office shall be available from the arrival day of WBSC Staff (appx. 4-5 days before the start of tournament). It is important to organise installation of copying machine / printer on that day or in advance considering weekends / holidays.

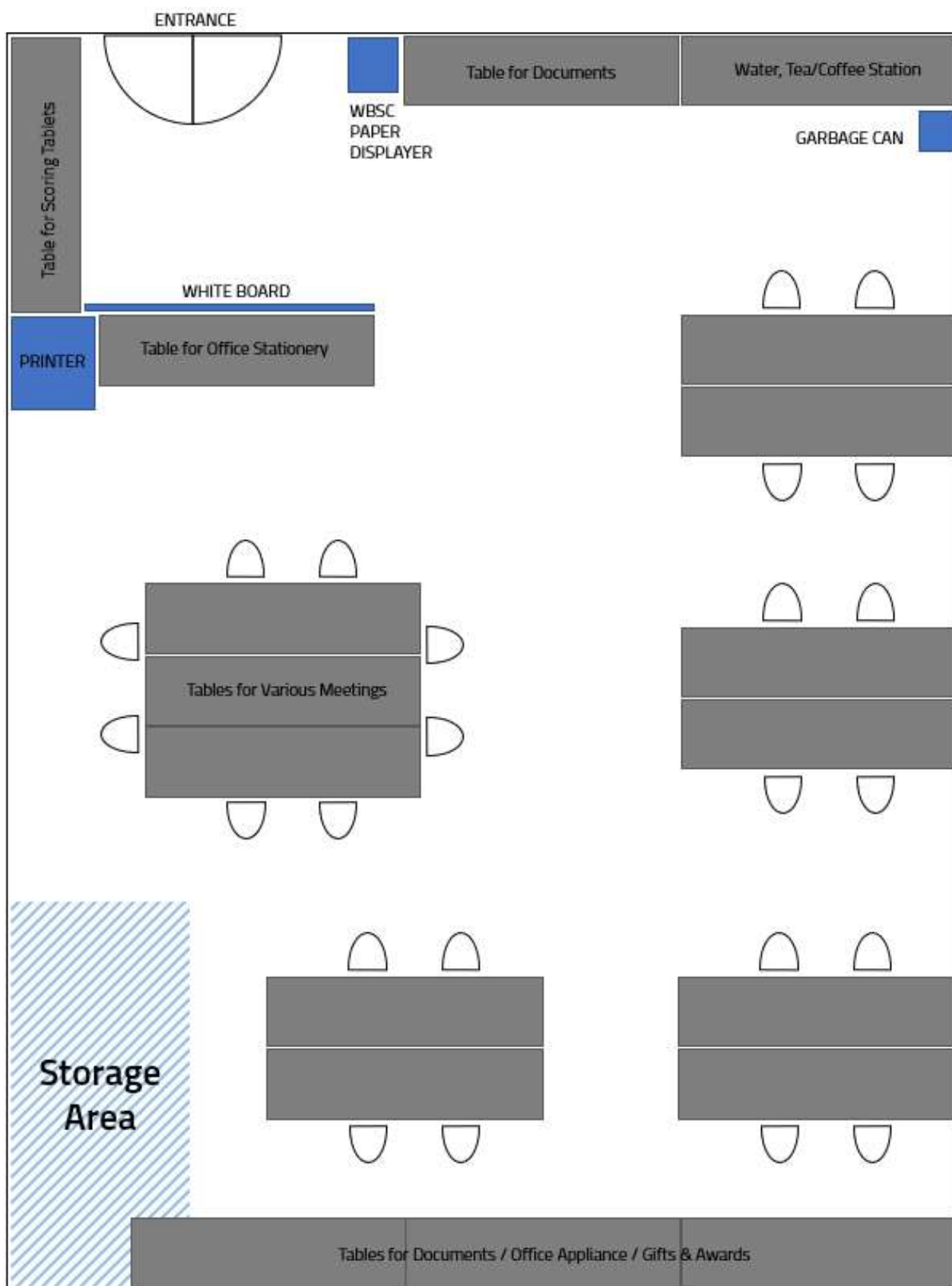
Name	WBSC Secretariat Office	
Time	Accessible 24hr	
Capacity	Office Style with working stations for 12-15 pax & extra spaces enough for storage and various technical equipment	
Room set-up & Various items	LOC / Hotel to prepare	WBSC to prepare
	<input checked="" type="checkbox"/> Min. 15 tables <input checked="" type="checkbox"/> Min. 20 chairs <input checked="" type="checkbox"/> 2 big garbage can <input checked="" type="checkbox"/> Water/Tea/Coffee <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> White Board	<input checked="" type="checkbox"/> All shipped items <input checked="" type="checkbox"/> A4 papers (2 Pack/Box) <input checked="" type="checkbox"/> A3 papers (1 Ream) <input checked="" type="checkbox"/> Extra set of Toners <input checked="" type="checkbox"/> TV* <input checked="" type="checkbox"/> Display Stand <input checked="" type="checkbox"/> WBSC Roll up <input checked="" type="checkbox"/> Table flags <input checked="" type="checkbox"/> Office Stationery
Technical Requirements	<input checked="" type="checkbox"/> Wifi / LAN cable <input checked="" type="checkbox"/> Power strips on each table <input checked="" type="checkbox"/> Local Phones / Wireless hotspot device (if requested)	<input checked="" type="checkbox"/> Wireless copying machine / printer - A3 size printable, auto double sided, full colour <input checked="" type="checkbox"/> min. 2 Monitor Screens 27" (Rental if possible) <input checked="" type="checkbox"/> HDMI / VGA cables (along with monitor rental)
Contact Information	<input checked="" type="checkbox"/> Banquet in charge (for housekeeping, catering, extra tables/chairs need etc) <input checked="" type="checkbox"/> Hotel Technician (for electricity, light, cable works, Wifi problems etc) <input checked="" type="checkbox"/> Printer Technician (for various errors, extra toners or paper purchase etc)	

\* Optional, upon availability

Additionally, a separate meeting room shall be available upon request for Officials and/or staff meetings during the tournament (e.g. TC daily briefings, Umpire's reviews, WBSC/LOC briefings, etc.)

Name	WBSC Meeting Room
Time	Accessible 24hr
Capacity	Conference Style for 10-20 pax





**[Sample]** Standard Layout of WBSC Secretariat Office