

The background of the cover features a series of curved, parallel lines in shades of blue, maroon, and grey, creating a sense of motion and depth. The WBSC logo is centered in the upper half of the page.

WBSC

WORLD
BASEBALL SOFTBALL
CONFEDERATION

Game Time!

**PROTOCOL
BY-LAWS**



PROTOCOL BY-LAWS

Approved by the WBSC Executive Board on 25 February 2017.
First amended by the WBSC Executive Board held virtually, on 9th June 2022.

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CHAPTER 1 PREAMBLE AND REPRESENTATION OF WBSC

Article 1 Preamble

1.1 These current Rules establish the behaviour and courtesy norms to be followed during the WBSC's events, in reference to the competitions in general as well as to the meetings, invitations and any type of events organised by the WBSC or in which the WBSC is directly involved and, they must be enforced by all WBSC members.

1.2 The continental organisations shall follow the general principles established in these Rules while performing their own activities.

Article 2 Representation of WBSC

2.1 The President is the legal representative of the WBSC and as such, officially represents the WBSC with full power, according to what is stated in the current Statutes.

2.2 The Chair of the WBSC Baseball Division is the legal representative of the WBSC Baseball Division (under the authority and approval of the WBSC Executive Board) and as such, officially represents the WBSC Baseball Division with full power, according to what is stated in the current Code of Baseball.

2.3 The Chair of the WBSC Softball Division is the legal representative of the WBSC Softball Division (under the authority and approval of the WBSC Executive Board) and as such, officially represents the WBSC Softball Division with full power, according to what is stated in the current Code of Softball.

2.4 In specific cases, the President can delegate his or her representation to a person or a group of persons whom he/she considers appropriate in each case. The assignment of authority to delegate shall always be done in writing.

2.5 If there is no specific delegation, the Secretary General assumes the official representation of the WBSC in the absence or incapacity of the President. If the former cannot fulfil this position, the representation shall be established in accordance with the WBSC protocol order, which shall be determined hereunder.

2.6 The WBSC protocol order is as follows:

- President
- Secretary General

- Vice Presidents
- Executive Vice President for Baseball / Softball
- Treasurer
- Members At-Large
- Athlete Representatives in the WBSC Executive Board
- Honorary President
- Executive Director
- Athletes Representative in the Division Boards
- Chair of the Integrity Commission
- Chair of the Legal Commission
- Chair of the Medical Commission
- Chair of the Paralympic Commission

The years of service shall determine the order of the Vice Presidents, the Members At-Large, the Athlete Representatives and the Chairs of the Commissions. If the number of years of service is equal, the eldest shall have priority.

2.7 The WBSC Baseball Division protocol order is as follows:

- Chair
- Vice Chair
- Treasurer
- Members At-Large
- Continental Representatives
- Athlete Representatives for Men's and Women's Baseball
- Honorary President
- WBSC Executive Director

The years of service shall determine the order of the Vice Chairs, the Members At-Large, the Continental Representatives, the Athlete Representatives and the Chairs of the Commissions. If the number of years of service is equal, the eldest shall have priority.

2.8 The WBSC Softball Division protocol order is as follows:

- Chairman
- Vice Chairmen
- Members At-Large
- Continental Representatives
- Athlete Representatives for Men's and Women's Softball
- Honorary President
- WBSC Executive Director

The years of service shall determine the order of the Vice Chairs, the Members At-Large, the Continental Representatives, the Athlete Representatives and the Chairs of the Commissions. If the number of years of service is equal, the eldest shall have priority.

2.9 In events where WBSC and Divisions' Officers are all together, the following WBSC protocol order shall prevail:

- WBSC President
- WBSC Secretary General
- Vice Presidents
- Executive Vice Presidents for Baseball / Softball
- WBSC Treasurer
- Vice Chair BD and Vice Chair SD
- WBSC Members At-Large, BD Members At-Large, and SD Members At-Large
- WBSC Athlete Representatives in the WBSC Executive Board
- WBSC Athlete Representatives in the Division Boards
- WBSC Honorary President
- Continental Representatives BD and SD
- WBSC Executive Director
- Chairs of the WBSC Commissions

The years of service shall determine the order of the Vice Presidents, the Divisions Vice Chairs, the Members At-Large, the Athlete Representatives, the Honorary Presidents, the Continental Representatives and the Chairs of the Commissions. If the number of years of service is equal, the eldest shall have priority.

2.10 The nominal Protocol Order shall be revised and be made public every four years, further to the Executive Board and Executive Committees' elections.

CHAPTER 2 HEAD OF PROTOCOL

Article 3 Appointment and Duties of the Head of Protocol

3.1 Upon the President's proposal, the Executive Board shall name a WBSC Head of Protocol, who shall be responsible to ensure that these Rules are enforced.

3.2 The duties and responsibilities of the Head of Protocol are as follows:

- 3.2.1 To ensure the enforcement of these Rules and to serve as liaison between the Tournament Director and the Organising Committee of a competition for all the issues relative to the protocol.

- 3.2.2 To ensure that the Organising Committee of a competition has named a person in charge of the Protocol among its members, to resolve with him all protocol issues relative to the same.
- 3.2.3 To approve the seating plan of the competition facilities as established in these Rules.
- 3.2.4 To check that the Opening and Closing Ceremonies of a competition are run in accordance with the project approved by the WBSC and approve the proceedings foreseen for the Awards Ceremony, obtaining from the President the list of persons who must participate and the awards each person shall hand out.
- 3.2.5 To ensure the trophies, medals, plates and presents, which shall be handed out during the WBSC official events, are prepared correctly and to authorise the awards of the same proposed by the Organising Committee.
- 3.2.6 To supervise the calendar/timetable of the official events in which the President and/or the Executive Board/Committees shall be present and make the arrangements concerning the transportation of these persons and their accompanying guests and of the position they shall occupy during the event.
- 3.2.7 To accompany the President to all WBSC official events.
- 3.2.8 To closely collaborate with the President to prepare the protocol in the special events, such as visits of Heads of States or their representatives, official Banquets, special award ceremonies, a.s.o.

CHAPTER 3 ACCREDITATION SYSTEM

Article 4 General Notes

4.1 The Organising Committee of a WBSC official competition has the obligation to facilitate an accreditation to all those participating authorised by the WBSC. The accreditation which shall include a recent picture of the holder, shall be personal and not transferable, with the full name of the accredited person, the country he/she belongs to,

his or her position within the WBSC or his or her position within the competition, the category of participants to which he/she belongs and his or her transport and access privileges in the different areas.

4.2 In order to have a general identification, the accreditation shall be easy to be identified as described in the Event Host Manual of each competition.

Article 5 Special Conditions

5.1 All participants to WBSC official competition have the obligation to wear the accreditation in any official moment.

5.2 Scouts will not be accredited in any WBSC official competition.

Article 6 Application and Printing of the Accreditation

6.1 All participants to WBSC official competition will be registered on the online system on www.my.wbssc.org

6.2 The WBSC website (www.wbssc.org) will be used to announce open registrations to media.

CHAPTER 4 OPENING AND CLOSING CEREMONIES

Article 7 Pre-game Ceremony

7.1 The following ceremonial shall be used before and during all games:

7.1.1 The WBSC Anthem supplied from the WBSC Headquarters shall be played to indicate the start of the ceremony and shall continue to be played in the background during the introductions. Promotional video may also be played before the ceremony if the venue is adequately equipped.

7.1.2 Before the match begins, the Public Address Announcer will first call the visiting team (manager and coaches first, then the players in the starting line-up by name, the pitcher in the bullpen and the rest of the roster) on to the field, followed by the home team and then the umpires. The teams shall

line up along the foul line, while the umpires stand at home plate. During the ceremony, only uniformed personnel such as coaches and athletes may come to the field of play and the rest of the delegation must stay inside the dugouts.

- 7.1.3 When the teams are lined up, a flag of each country shall be displayed next to its own team and WBSC flag in the middle. All flags shall be adequately equipped for first class presentation.
- 7.1.4 An approximately 60-second version of the national anthems of the two teams, as approved by the WBSC, shall be played with the teams and umpires lined up. During the national anthems, the team delegation members must show a respectful posture with hats off and refrain from talking, laughing, spitting, eating and drinking.
- 7.1.5 Music and sounds effects should be used prior to, during and after each game in order to enhance a sense of cultural diversity and international competition. After the anthems and before the match starts, time shall be made available for any prize-giving, special recognition or announcement of special guests.

Article 8 Opening Ceremony

8.1 Only uniformed personnel are allowed to participate in the Opening ceremony on the field of play and such participants must wear game uniform during their participation. Opening ceremony will take place 45-60 minutes before the beginning of the first game as follows:

- 8.1.1 Parade and presentation of all teams participating in the competition (can be limited to an official representation of the team). Each team shall carry his own flag and a member of the organisation shall carry a sign with the name of the country.
- 8.1.2 Parade and presentation (non nominal) of the competition Officials (can be limited to a representation with at least one per estate).
- 8.1.3 Rising of the WBSC flag.
- 8.1.4 Athletes' oath. A player of the local team shall proceed on behalf of all the participating athletes. The text of the oath which cannot be modified under any circumstances, shall be as follows: «*On behalf of all the players I vow to take part in* (full name of the competition including its ordinal number) *in accordance with its rules, accepting all decisions made by the umpires*

and officials and in competing with all our strength to win through sportsmanship for the glory of international Baseball and the honour of our teams».

8.1.5 Umpires' oath. An umpire of the crew working the competition shall proceed on behalf of all the officiating umpires. The text of the oath which cannot be modified under any circumstances, shall be as follows: *«In the name of all the umpires and officials, I swear that we shall officiate in (full name of the competition including its ordinal number) with complete impartiality, respecting and abiding by the rules which govern it in the true spirit of sportsmanship».*

8.1.6 Competition inaugural declaration. The WBSC President, and in his or her absence his or her representative, declares the competition opened with the following words: *«In the city of (name of the city), in (name of the country), today (day, month, year), on behalf of the World Baseball Softball Confederation, I have the honour to declare the (full name of the competition including its ordinal number) open».* If the Head of State or Prime Minister of the host country personally attends the ceremony, and the WBSC President or his or her representative considers it appropriate under the circumstances, this latter can invite the former to pronounce the competition inaugural declaration, in which case the following protocol shall be followed: The WBSC President or his or her representative shall publicly address the Head of State or the Prime Minister with the following words: *«Mr. (or Ms., or his or her corresponding title) on behalf of the World Baseball Softball Confederation I have the honour to invite you to declare this competition open».* Then, the first authority shall pronounce the following words: *«In the city of (name of the city), in (name of the country), today (day, month, year), I declare the (full name of the competition including its ordinal number) open».*

8.1.7 At the end of the inaugural declaration, the Ceremony shall be over.

8.2 The Organising Committee may plan to insert as a part of the Opening Ceremony a sports, cultural or artistic show which shall take place after the parade of participants. In any case, this part shall not exceed more than thirty (30) minutes and shall first be approved by the WBSC, as indicated in the Tournament Regulations.

8.3 If on the Organising Committee's side there is a plan to hold a first pitch ceremony before the first game of the competition, then the throw corresponds to the WBSC President or his or her representative according to the following protocol:

The WBSC President or his or her representative, accompanied by the President of the Organising Committee and the Head of Protocol of the WBSC shall enter the field and

proceed to the mound. Once there, the WBSC President shall receive from the hands of the Organising Committee's President, the glove and the ball to throw. The catcher of the local team and the chief umpire shall be standing at the home-plate, both in position. The chief umpire shall shout «*play ball!*» and the WBSC President shall throw the ball to the catcher. When the latter receives the ball the chief umpire shall shout «*strike!*».

If a high authority of the host country or a world personality takes part in this competition, and the WBSC President or his or her representative considers it convenient under such circumstances to invite him/her to throw the first pitch, the protocol previously defined shall be followed. The WBSC President or his or her representative shall hand the glove and the ball to the personality to allow him/her to throw.

Article 9 Closing Ceremony

9.1 Only uniformed personnel are allowed to participate in the Closing ceremony on the field of play and such participants must wear game uniform during their participation. After the end of the gold medal final, the awards shall be prepared and a closing ceremony will take place as follows:

- 9.1.1 Parade of the teams classified in the first three places of the competition (entire teams). A member of the organisation shall carry a sign with the name of the country. The players of the other teams who shall receive individual awards shall also parade in a single group. The WBSC flag, carried by members of the Organising Committee shall open the parade. During the duration of the Ceremony, the WBSC flag shall be raised in a place of honour.
- 9.1.2 The distribution of the trophies shall end with the national anthem of the winning country, at the same time as the flag is being raised to the honour mast.
- 9.1.3 Then, the President of the Organising Committee shall hand the WBSC flag to the WBSC President or to his or her representative who, in his or her turn, shall give it to the President of the National Federation who shall host the next championship.
- 9.1.4 Acknowledgements and competition closing statement. The WBSC President and in his or her absence his or her representative, shall thank and declare the competition closed with the following words: «*On behalf of the World Baseball Softball Confederation, and particularly on behalf of all the participants, I wish to express our gratefulness to the Federation (full name of the host national Federation) and to the Organising Committee of this competition. We particularly thank all the volunteers for their collaboration, since without their participation, it would not have been*

possible to run the competition. We also wish to thank the authorities accompanying us for their help given to the Organising Committee and to our sport, and to all of you who represent the esteemed nation of (name of the host country). Last, allow me on behalf of the World Baseball Softball Confederation to officially declare the (full name of the competition, including its ordinal number) closed. Thank you very much».

9.2 The Organising Committee may plan to insert as a part of the Closing Ceremony a sports, cultural or artistic show, which shall take place before the parade of participants for the awards. In any case, this part shall not exceed more than thirty (30) minutes and shall first be approved by the WBSC as indicated in the Tournament Regulations.

9.3 In some competitions, whenever it is convenient for the WBSC and/or the Organising Committee's interest, in a common agreement of both parties, which shall be explicitly included in the competition contract, the Opening and/or Closing Ceremonies may be reduced or shortened with the suppression of some items. If there is no indication in the contract to this regard, the Ceremony shall take place as stated in this By-Law.

Article 10 Main Stand

10.1 In the main stadium where the official competitions shall be held there shall be a main stand reserved to the members and guests of the WBSC. If possible, this stand shall be divided in two independent spaces: the Presidential stand (10 to 20 persons) and the stand of Honour (60 to 80 persons). If this separation is not possible, 80 to 100 seats shall be reserved in the main stand and the three best rows of this reserved area shall be used as the Presidential stand, the seats left being the stand of Honour. In any case between the reserved area seats in the main stand and the remaining seats a separation gap must be visible. In the other competition facilities, a similar space shall be at disposal but only with a capacity of 40 to 60 persons.

10.2 The WBSC President or his or her representative shall sit on a central position, except when the Head of State or his or her representative, or the Prime Minister of the host country attends, who shall sit on the central position, the WBSC President being on the first seat to the right of the Head of State.

The WBSC President, the Vice Presidents and the WBSC Secretary General and their accompanying officials shall take place at the Presidential stand. If there is no space enough for everyone, the senior Vice President at least shall accompany the President. The Continental President, the President of the National Federation of the host country and the President of the Organising Committee shall also be at this stand. Their respective official accompanying guests shall be located at the stand of Honour.

10.3 The remaining WBSC members shall be placed by protocol order at the stand of Honour, together with their official accompanying guests whenever the space allows it.

10.4 The access to the Presidential stand and the stand of Honour shall be free of any obstacle, as direct as possible from the exit and under security staff protection. In addition to the accreditation, a special invitation shall be necessary for the access. All these invitations shall be authorised by the WBSC. There shall be a sufficient number of personnel/volunteers available in order to take in the guests in these areas.

10.5 The Presidential stand and the stand of Honour shall be worthily decorated. Close to them there shall be the hospitality area, which shall contain comfortable seats, TV boards, cold drinks and toilets.

CHAPTER 5 FLAGS AND ANTHEMS

Article 11 Flags and Anthems

11.1 The flag of the WBSC shall be presented at any place where official competitions and/or trainings, meetings, protocol events are held, as well as in the lodgings, including the official hotels.

11.2 In every competition field the flag of the host country shall be in the centre, the flag of the WBSC shall be situated to its right and the flag of the city to its left. If there were any other official flags, in addition to the city one, the own protocol of the host country shall be followed, respecting the position reserved to the flag of the WBSC. Any flag displayed together with the flag of the WBSC shall be the same size.

11.3 Flags and anthems of the WBSC member countries will be those authorised by the International Olympic Committee and must be approved expressly by the WBSC before use in any official international competition.

11.4 WBSC will provide the Local Organising Committee with the flags and the anthems authorised by the International Olympic Committee.

CHAPTER 6 OTHER PROTOCOL EVENTS

Article 12 Other Protocol Events

12.1 In all the protocol events organised by the WBSC or corresponding to the WBSC official competitions, such as Meetings, Banquets and any type of Ceremonies other than those defined in these Rules, the WBSC Protocol Order shall be followed for the attribution of the positions and the order of the speeches.

12.2 As long as the appointment of the Head of Protocol does not take place, the WBSC Executive Director shall fulfil these duties.