



**WBSC**

WORLD  
**BASEBALL SOFTBALL**  
CONFEDERATION

*Game Time!*

# **WBSC Softball World Cups Hosting Bid Outline**

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# **1. How to use this document**

This WBSC Softball World Cups Hosting Bid Outline is intended for any organisation seeking to host a WBSC Softball World Cup in the capacity of 'Local Organising Committee' (henceforth LOC).

Should the bid be successful, the LOC is obliged to organise the event according to the Event Hosting Manual, respect the general provisions of the WBSC Statutes, the WBSC Rules and Regulations, and the specific Tournament Regulations.

## **1.1 Governing body**

The WBSC Executive Board has the exclusive right and authority to decide the organiser of WBSC Events.

## **1.2 Candidates**

Any public or private organisation seeking to host a WBSC Softball World Cup in the capacity of the LOC.

In the event that the bidder organisation seeking to host is a WBSC Member Organisation or Associate Member, WBSC shall only consider as official bidders those Members in good standing and in compliance with all the WBSC Statutes.

As a bid candidate, your organization represents and warrants that it is duly organized, validly existing, and in good standing with respect to the bid requirements and all WBSC statutes. The WBSC reserves the right to do its own background check or request additional supporting documents where needed.

## **1.3 WBSC duties**

The WBSC has an obligation to do all in its power to ensure that a competition organised under its auspices is successful. The WBSC shall direct and supervise the Event operation in an attempt to hold a successful Tournament and shall cooperate with the LOC while providing guidance and leadership.

In the event that the LOC does not comply with the standards set by the WBSC and agreed upon by the parties in the Hosting Agreement, the WBSC will seek reimbursement of the expenses incurred due to non-compliance.

## 2. WBSC Softball World Cups overview

The following editions of WBSC Softball World Cups with their corresponding Hosting Fees established by the WBSC Executive Board are now open for hosting proposal:

WBSC Event	Hosting Bid Deposit Fee (USD)	Hosting Fee (USD)	Number of Participating Teams
U-15 Women's Softball World Cup	\$4,000	\$20,000	12
U-18 Women's Softball World Cup	Group Stage		
	\$2,000	\$10,000	6 Teams per Group (3 Groups)
	Finals		
	\$6,000	\$30,000	8
Women's Softball World Cup	Group Stage		
	\$4,000	\$20,000	6 Teams per Group (3 Groups)
	Finals		
	\$8,000	\$40,000	8
U-18 Men's Softball World Cup	\$6,000	\$30,000	12
U-23 Men's Softball World Cup	\$4,000	\$20,000	12
Men's Softball World Cup	Group Stage		
	\$4,000	\$20,000	6 Teams per Group (3 Groups)

	Finals		
	\$8,000	\$40,000	8

The format, venue options, number of games and duration of the Tournament will vary based on each tournament as shown in the following table:

Number of Teams	Event Format	Venues	Practice Fields	Maximum Number of Games per Day	Tournament Schedule
6	1 group single round robin + qualification / placement round	1 competition venue (with lights)	2 practice / warm up venues	6	4 competition days
8	2 groups single round robin + medal / placement round	1 competition venue (with lights)	2 practice / warm up venues	6	5 competition days
		2 competition venues (one with lights)			4 competition days
12	2 groups single round robin + super /placement round	2 competition venues (with lights)	2 practice / warm up venues	6	9 competition days
		3 competition venues (2 with lights)			8/10

The WBSC will establish the Official Game Schedule in consultation with the different stakeholders.

### 3. Bidding process

Listed below are the steps in the process to host a WBSC Event:

- The WBSC opens the bidding opportunity to host a WBSC Event;

- Bidders must fill-in, sign and return the “Official bid candidate form” and the “Financial requirements & Revenue sources form” to the WBSC Events Department (*Appendix 1 and 2*), and pay the Hosting Guarantee fee related with the event;
- The WBSC evaluates the submitted hosting bids and may request further information, documentation and/or financial guarantees if deemed necessary;
- The WBSC identifies and selects the most suitable candidate; and
- The WBSC announces the successful host for the WBSC Event and returns the guarantee fees to the other eventual bidders; the guarantee fee paid by the LOC will be deducted from the Event Hosting Fee.

#### NOTES:

- Deadlines for submission of documents are indicated in the WBSC Events hosting bid calendar, available in the WBSC Official website; and
- In order to receive the necessary complimentary information, such as the Appendix 2 (“Financial requirements & Revenue Sources form” mentioned above) and the WBSC bank information to pay the deposit fee (mentioned in Chapter 2), please contact the WBSC Events Department at [events.softball@wbsc.org](mailto:events.softball@wbsc.org).

### 3.1 Opportunities of hosting a WBSC Softball World Cup

Organising WBSC Tournaments gives the opportunity for hosts to establish a legacy that will help develop the game locally, while also providing worldwide exposure for their programme and the hosting region.

Among many others, some of the potential opportunities of hosting a WBSC Softball World Cup are:

- Support in the construction of new or renovation of existing facilities to favour the development of the game at all levels;
- Increased number of high-quality softball development programmes for professional, amateur, youth and grassroots levels;
- Improved cooperation between host cities, sponsors, media and the local community at large;
- Enhanced partnerships and greater commercial activity and investment from new sponsors, media and broadcasters;
- Help in breaking down social barriers for participation and better opportunities for both women and young people;
- Use of well-known softball players, coaches and local VIPs as role models to encourage kids and emerging players and to promote health and other social benefits;
- Use of multi-venue / location to maximise host city and tourism impact;
- Multiple brand activations, campaigning and merchandising opportunities;
- Extensive host city/host country programme (dressing and branding) including fan zones; and
- Promotional support on WBSC dedicated webpages and social media channels.

### 3.2 Hosting Agreement

Once the organisation of a WBSC Softball World Cup is awarded, a legally-binding contract/agreement is developed between the WBSC and the LOC and must be signed within



thirty (30) days of receipt. The Hosting Agreement shall stipulate the obligations and responsibilities of the WBSC and the LOC, respectively, as detailed in the Event Hosting Manual. The hosting fee amount, payment date and potential non-compliance penalties will also be stipulated in the Hosting Agreement.

### **3.3 WBSC standards and compliance inspection procedure**

The LOC shall be responsible for all renovations or upgrades to facilities that do not meet the standards outlined in the Event Hosting Manual, after being awarded the hosting of a WBSC Softball World Cup. The LOC shall schedule a site visit for up to two WBSC Representatives in order to inspect the competition venues, practice venues and proposed hotels to ensure compliance with WBSC standards. These standards apply to both new and existing facilities, and the venue and hotel inspection shall be considered the Official Site Visit.

After the inspection, a full report shall be developed identifying strengths, weaknesses and issues that may need to be addressed in order to meet critical requirements related to the playing field, player safety, venue infrastructure, hotel quality, etc. The list of improvements and recommendations shall become part of the Hosting Agreement between the host and the WBSC. If needed, a construction/improvement work schedule shall be agreed between the LOC and the WBSC, which may be followed up by the WBSC on a timely basis to ensure that preparations are on track.

During the site visit, WBSC Representatives may also evaluate other aspects of the Event organisation such as security, event promotion, medical services, transportation plans, etc.

### **3.4 Conflict of interest**

In the event that a member of the WBSC Executive Board has a conflict of interest, such delegates shall decline to participate in the voting process for the decision to award the Hosting Rights of any WBSC World Cup.

Members of the WBSC Executive Board shall, in particular, be considered to have a conflict of interest if they represent a National Federation or Organisation whose bid is subject to the designation by the WBSC President for submission to the WBSC Executive Board for its final decision to select the host National Federation/Organisation for the next WBSC World Cup, or are a national of such National Federation's country.

Members of the WBSC Executive Board who decline to perform their duties in connection with the bidding process for the hosting of any WBSC World Cup shall notify the WBSC in advance.

## **4. LOC organisational and financial requirements**

This section provides an overview of expenses and commitments for the LOC to plan and prepare the Event budget and operation.

For reference throughout the document, the *Official Tournament Dates* (henceforth OTD) are defined as two days prior to the start of the Tournament until one day after the final game.

Among others the LOC shall facilitate the following:

- Entry visas for all Team Delegation Members, WBSC Family (WBSC Officials, Staff & Tournament Personnel), Media Representatives, WBSC Commercial and Broadcast Partners, WBSC Guests and other participants;
- Temporary work permits for the players, Team Delegation Members, WBSC Officials, Media representatives, WBSC Commercial and Broadcast Partners, and others, if required;
- All necessary logistical support related to import of all material and equipment (such as customs support, eventual import licences, temporary import permits, etc.) necessary for the Event organisation belonging to the Teams, the WBSC, Media representatives, WBSC Commercial and Broadcast Partners, WBSC IT partners, entertainment and security personnel, and others travelling to the host country in conjunction with the Event; and
- Safety and security for Team Delegation Members, WBSC Family, Media representatives, WBSC Commercial and Broadcast Partners, WBSC Guests, other accredited persons and spectators, during the whole Event.

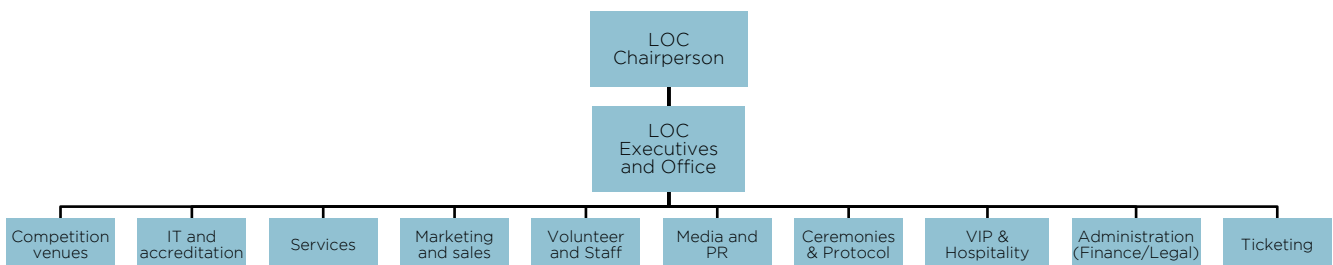
Any LOC wishing to organise a WBSC Event may strengthen its bid by submitting a declaration from the National Olympic Committee (NOC), National/Local Government or other authorities.

## 4.1 LOC organisational chart

The LOC shall designate the key persons involved in the organisation of the Event and shall submit a draft organisational chart to the WBSC at the time of its bid. The level and extent of the organisation required for an Event shall depend on the nature and status of the Event itself.

The LOC key members/staff should be professionals in their field and speak fluent English or Spanish.

The following is an example of a LOC organisational structure:





## 4.2 Overview of LOC expenses

The LOC shall be responsible for the following expenses in order to ensure that WBSC Softball World Cup standards are met:

- Hosting fee (see chapter 2);
- WBSC Official site visit;
- Accreditation printing;
- Teams accommodation (see chapter 4.3);
- WBSC Officials accommodation (see chapter 4.4);
- WBSC Personnel accommodation (see chapter 4.4);
- Financial support towards meals for Teams (optional);
- Meals for WBSC Officials;
- Meals for WBSC Event Personnel;
- Bottled water and ice for competition;
- Travel expenses for Local Tournament Officials (see chapter 4.7);
- Local transportation for Teams (see chapter 4.8);
- Local transportation for WBSC Family (see chapter 4.8);
- First aid & transport to hospital services;
- Insurance (see chapter 4.9);
- Anti-doping control;
- Mobile phones (see chapter 4.10);
- Laundry for Teams (see chapter 4.11);
- Laundry for Umpires (see chapter 4.11);
- Information technology services;
- Pre-tournament meeting rooms (see chapter 4.13);
- Customs and shipments (see chapter 4.14);
- Venue operations (see chapter 7);
- Venue branding;
- Event advertising signage;
- Local promotion and marketing campaign;
- Ticketing;
- Ceremonies (Opening, Closing & Pre-game - Closing Ceremony not required for Group Stage);
- VIP hospitality;
- Individual awards (not required for Group Stage);
- TV production infrastructure set up & management;
- Press conference; and
- Optional printed publications (i.e., Media guide) and souvenirs.

**NOTE:** All the items described above are considered minimum requirements. The LOC may enhance its hosting proposal if so desired. A competitive offer will be viewed favourably as one of the key areas for evaluation as well as other technical arrangements.

## 4.3 Teams accommodation

The LOC must provide accommodation (breakfast included) for all Official Team Delegation Members at the LOC's expense when required, from two days prior to the OTD until one day after. The following chart reflects the Official Team Delegation numbers and the specific type of accommodation requirements for each WBSC Softball World Cup:

WBSC Softball World Cups Team Accommodation	U-15 Women's	U-18 Women's & Men's	U-23 Men's	Senior Women's	Senior Men's
Official Team Delegation	22 (16 Athletes + 6 Team Officials)				
Accommodation type	- College dorms; and/or - 3-stars hotels.			<u>GROUP STAGE:</u> - College dorms; and/or - 3-stars hotels.  <u>FINALS:</u> 4-stars hotels.	
Accommodation (Minimum Rooms per Team)	10 (2 singles, 4 doubles, 4 triples)			12 (2 singles, 10 doubles)	
Physiotherapy room	Requirement of one common space in each hotel to be shared by teams staying. If teams prefer a dedicated space, it shall be at National Federation expense, or they may use one of the allocated rooms.				

**NOTE:** All the proposals for accommodation (college dorms and hotels) shall be subject to approval by the WBSC.

## 4.4 WBSC Family accommodation

The LOC shall secure a sufficient number of rooms in an exclusive WBSC Family Hotel (4-stars hotel category minimum), and shall be responsible for full board accommodation expenses of the following WBSC Family members (WBSC Officials, Staff & Tournament Personnel) as listed below:

WBSC Family Members	Number of rooms	Type of room	Arrival	Departure
WBSC President or Representative	1	Executive/suite	TBD	TBD
WBSC Executive Director	1	Executive/suite	Up to 5 days prior	1 day after

Tournament Director	1	Single	Up to 5 days prior	1 day after
Technical Director	1	Single	3 days prior	1 day after
Umpire Director	1	Single	3 days prior	1 day after
Umpire Director Assistant (When required)	1	Single	3 days prior	1 day after
Scoring Director	1	Single	3 days prior	1 day after
WBSC Staff (Operations, Media & Marketing)	Up to 4	Single	Up to 5 days prior	1 day after
	Up to 2			2 days after
WBSC Medical Director (When required)	1	Single	2 days prior	1 day after
TV Personnel & Commentators (When TV production is secured)	2	Single	2 days prior	1 day after
Tournament Officials (TC's, Umpires and Scorers)	TBD	Single / Double	2 days prior	1 day after

**NOTES:**

The number and appointment of WBSC Officials and Staff needed for the Tournament shall be established by the WBSC based on each Tournament format, the number of competition venues used and distances between the venues. The exact number may be clarified on a case-by-case basis with a potential host ahead of presenting the bid. Room type for Tournament Officials subject to discussion between the WBSC and potential host.

Arrival and Departure columns make reference to the number of days prior to the start of competition and the number of days after the end of competition, respectively.

## 4.5 Media hotel

In the event that there is a request by international accredited Media attending the Event, the WBSC will request the LOC to secure a sufficient number of hotels for the Media, ranging from 3-stars to 5-stars hotels. Accredited media representatives will then choose their preferred hotel and shall be responsible for their own accommodation, local transportation and meals expenses.

## 4.6 Teams travel

International travel expenses for each National Team Delegation Member shall be covered by the respective National Federation.

## 4.7 Local Tournament Officials travel expenses

Domestic travel expenses in economy class for the following shall be covered by the LOC:

- Local Technical Commissioners;
- Local Umpires (If assigned);
- Local Scorers; and
- Local Tournament Personnel (if any).

**NOTE:** The exact number may be clarified on a case-by-case basis with a potential host ahead of presenting the bid.

## 4.8 Local transportation

The LOC shall be responsible for the organisation of the local transportation for each Team Delegation, WBSC Family and Media Partners/Event personnel, if present. The LOC shall also cover the local travel cost for WBSC delegates to conduct inspections of the competition venues prior to and during the Tournament.

The LOC shall provide an exclusive vehicle (bus, wagons, vans, sprinters, etc.) for each Team for transfer between airport, official hotels, official Tournament functions, practice/competition venues, official locations/restaurants assigned for meals, etc., during the OTD (no requirement for off-duty transport).

The LOC shall provide local transportation for all WBSC Family members. The specific number of cars with drivers, self-drive cars and minibuses/sprinters type vehicles for Tournament Officials (Umpires, Scorers and TCs) shall be based on the services described in the Event Hosting Manual and defined in the Hosting Agreement between the WBSC and the LOC.

## 4.9 Insurance

The LOC shall guarantee to cover all risks of the Event, including medical, contingencies and accident insurance. The insurance shall include comprehensive accident and liability coverage for all Event participants (i.e., all accredited personnel such as National Team Delegations, Tournament Officials, the WBSC and LOC staff, volunteers, etc.).

WBSC shall receive, at a date to be agreed upon between WBSC and LOC, an authentic copy of the insurance policy/policies purchased. The insurance coverage shall include legal liability for injury to participants with a maximum liability limit of up to \$1,500,000 USD except for USA/Canada territories where the limit shall be \$3,000,000 USD.

The LOC shall also provide Comprehensive General Liability Insurance, covering those sums that the insured (LOC and WBSC) become legally obligated to pay as compensatory damages due to bodily injury and/or damage to property of others such as spectators, bystanders, property owners and others resulting from the Event-connected operations or actions.

Likewise, it is highly recommended that the LOC takes out event cancellation, postponement or rescheduling insurance to cover any unforeseen circumstances outside its control.

NOTE: In the event that the insurance policy is made in a different language than English or Spanish, a certified translation of such policy shall be required.

## 4.10 Mobile phones

The LOC shall provide a combination of mobile phones, sim cards (or e-sim cards) and/or hot spots, not to exceed a total number of twelve (12) communications devices, with access to local calls and unlimited data at the LOC's expense. The exact number and type of devices needed shall depend on Tournament format and location and shall be defined in the Hosting Agreement.

## 4.11 Laundry service

The LOC shall provide an overnight laundry service at the LOC's expense to Official Team Delegations, pick-up and drop-off shall be coordinated at each Teams' accommodation in accordance with the laundry plan for the Event. The following five items shall be covered: game jersey, game pants, undershirt, underpants/sliding pants and one pair of socks.

The LOC shall provide an overnight laundry service at the LOC's expense to Umpires, and the following five items shall be covered: game shirt, game pants, underpants, undershirt, and one pair of socks. The LOC must coordinate pick-up and drop-off at the WBSC Family Hotel.

For the rest of WBSC Officials/Staff, LOC shall provide the same or similar service provided for the umpires at the WBSC expense.

## 4.12 Workspaces

The LOC shall provide an adequately-equipped office space for WBSC Officials and Staff at the WBSC Family Hotel, at the LOC's expense as listed below:

- WBSC Secretariat/logistic Office; and
- WBSC Technical/competition room.

## 4.13 Pre-Tournament meetings

Prior to the start of the Tournament, the WBSC officially organises separate meetings, as listed below:

- TCs meeting;
- Umpires meeting;
- Scorer's meeting;
- Pre-Tournament Technical/Organisational Meeting;
- Bat test; and
- Press Conference.

## 4.14 Customs and Shipments of Goods

WBSC and LOC shall coordinate the shipments from the country of origin to the country where the Event takes place, for the following goods and Event materials:

- WBSC Headquarters (office materials, WBSC equipment and decorations, accreditation lanyards, etc.);
- WBSC Sponsors (official baseballs, apparel for WBSC Family, etc.); and
- WBSC Suppliers (Trophy and Medals for the Event, gadgets, bibs, video review equipment, promo materials and any other material).

LOC is responsible for all expenses related to customs clearance (not covered by the WBSC sponsors) and transportation from customs to each of the competition venues and/or hotels of all the above-mentioned materials and sport equipment.

Also, LOC shall coordinate with the local authorities to prepare temporary import permits for participants upon request from WBSC (including but not limited to Team Delegations equipment, WBSC Family equipment, WBSC commercial materials, broadcast partners equipment, etc.).

# 5. WBSC Obligations

This section provides an overview of expenses covered by the WBSC:

- Per-diems for WBSC Officials;



- Per-diems for WBSC Event Personnel;
- Full board accommodation expenses of WBSC Event Personnel not covered by the LOC;
- Meals of WBSC Event Personnel not covered by the LOC;
- Travel expenses for WBSC International Officials;
- Travel expenses of WBSC Event Personnel;
- WBSC Family medical insurance;
- Anti-doping control samples not covered by the LOC;
- Official competition balls;
- Venue branding not covered by the LOC;
- World Champion Trophy, Medals and Tournament MVP award;
- Accreditation lanyards; and
- Broadcast services (unless otherwise agreed).

## 6. LOC revenue sources

The LOC may keep all income derived from:

- Government, Municipal and NOC subsidies;
- Ticket sales;
- Vendors;
- Event/local sponsorship revenues as agreed with the WBSC;
- Use of the tournament logo;
- Value-in-kind related to cost items as agreed with the WBSC; and
- Any rights released from the WBSC, as specified under a dedicated agreement (i.e., local TV rights, merchandising, etc.).

For marketing and advertising, refer to chapter 8.

## 7. Venue infrastructure and workspaces

### 7.1 Practice / Warm-up facilities

The LOC must provide practice / warm-up facilities and all the necessary equipment (stroller for practice balls, protection nets, buckets, etc.) as required, based on tournament format, number of teams and games per day, available for the exclusive use of participating Teams during the OTD.

Teams shall cover all expenses of training camps prior to the OTD.

### 7.2 Competition venues

All competition venues shall comply with WBSC standards in order to host a WBSC Softball World Cup. The following venue infrastructure items are needed in any competition venues:

- Fully-enclosed field of play (henceforth FOP) with padding in key areas;
- Team locker/changing rooms;
- Shower and toilet facilities;
- Trainer's Room;
- Field/Dugout Access;
- Dugout fully equipped (rack for bats, floor covered with rubber material, etc.);
- Bullpens;
- Dining areas (separately for Teams and the WBSC Family);
- Flag poles (min. 3 as per guidelines);
- Scoreboard;
- Two (2) game management/pitch clocks;
- High-quality speaker system for PA announcing and music; and
- All equipment necessary for field maintenance.

### 7.3 Venue floor map

The LOC shall provide a venue map that identifies all the functional areas such as:

- Technical Commission area;
- Umpire in Chief area;
- Umpires' locker room (male and female);
- Umpire clock operator desk;
- Scorers room;
- WBSC Office;
- VIP Hospitality Area;
- First aid room & ambulance;
- Doping Control Station;
- WBSC Media area;
- TV commentator room(s);
- Press conference room;
- Mixed zones;
- Media centre;
- Accreditation centre; and
- LOC administration office.

## 8. Marketing & advertising

All **marketing, sponsorship, advertising and media rights** for the commercialisation of WBSC Tournaments belong to the WBSC. However, the WBSC will work in good faith with the host to maximise LOC exposure and profitability by releasing certain rights such as:

- Partial sponsor visibility on FOP;
- Sponsor visibility in other parts of the competition venue;
- Merchandising;

- Food stands/concessions;
- Volunteers outfit; and
- Other (all under the approval of the WBSC).

The LOC shall discuss with WBSC potential partners before engaging in negotiation and the WBSC must approve in writing all sponsorship/partnership agreements for the Event before signing.