

SOFTBALL CHECKLIST FOR ORGANIZERS

2024

1. Organizer Bid procedure, pre-Congress:

See: WBSC Europe website – Competitions Documents – For Organizers

- Softball Europe – Bid to organize 2024 WBSC Europe Softball Events
- WBSC Europe – Hosting Bid Outline

Item	Timing	SE regulations
Send Bid for organizing competition	November 1st	TR 1.1
Pay 20% of guarantee sum or Guarantee Letter	November 1st	TR 1.3.

2. When successful, between SE Congress and Technical Meeting:

Item	Timing	SE regulations
Pay 30% of guarantee sum if no Guarantee Letter	Within 10 days after official appointment	TR 1.9.
Complete & return all Information Forms	As requested	TR 2.1.
Host inspection of the venue if required	On agreement with TC, <i>asap after appointment</i>	TR 2.2.
Send list of at least 3 "recommended hotels" to teams participating teams	Within 30 days after official appointment	TR 3.2.
Pay 50% of guarantee sum if no Guarantee Letter	40 days pre-competition	TR 1.9.
Arrange hotel for SE officials		TR 5.1.
Arrange required number of approved scorekeepers; <i>List of names to SiC & CTC 30 days before start of tournament</i>		TR 4.6.1.
Arrange pick up service for SE officials <i>on the day before start of the tournament</i>		TR 5.3.
<i>Work out a transport schedule for the first 2 days of the tournament</i>		TR 5.3.1 TR 5.3.2 TR 5.3.3
<i>Inform WBSC Europe of any ticketing arrangements.</i>		TR 3.4.1 TR 7.1.1
Stay in close contact with event TC and teams		

3. Technical Meeting and Opening Ceremony:

Item	SE regulations
Arrange all materials and facilities for Technical Meeting & Bat Control location	TR 6.
Prepare SE Opening Ceremony Protocol with EC / TC	TR 10.1.
<i>Provide accreditations to teams, officials and Media</i>	TR 3.4.2. TR 7.1.4.

4. During the Tournament:

Item	SE regulations
Prepare fields according to SE standards	TR 8.1.
Field maintenance during all tournament and provide for disposal / recycling of waste	TR 8.2. & 8.8.
<i>Meals for the SE officials, bearing in mind dietary preferences declared.</i>	TR 5.2..
<i>Transportation between hotels and fields, agreed in advance with UiC</i>	TR 5.3
Provide Office & facilities for SE Officials	TR 8.3.
Provide SE Scoring House & SiC facilities	TR 8.6.
Provide SE Umpire Area	TR 8.7.
Provide Media Area & facilities	TR 7.2.
Ensure qualified First Aid present throughout play at each field: Ensure local lightning policy known to all <i>or use SE policy from TC's Handbook.</i>	TR 7.1.5.
Ensure retrieval of Foul Balls	TR 7.1.6.
Provide flags of participants	TR 7.1.7.
Provide National Anthems of the teams at European Championships	TR 7.1.8.
Provide web hosting for play-by-play; <i>Streaming and Wi-Fi facilities for officials at the field</i>	TR 7.1.10.
Prepare SE Closing Ceremony Protocol with EC / CTC	TR 10.1.
Provide awards: Top three teams	TR 10.5. to 10.7.

5. In General:

Item	SE regulations
<i>Provide Post Event report to WBSCE Office no later than 30 days after end of tournament</i>	TR 3.4.3 TR 7.5
Ensure all required Insurance in place	TR 7.1.11.
Advertising, Merchandising and Broadcasting fees to pay	TR 12.4.