

The background of the page 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 upper center.

**WBSC**

WORLD  
**BASEBALL SOFTBALL**  
CONFEDERATION

*Game Time!*

# **WBSC AFRICA Softball**

## **World Cups Qualifiers**

Revised 30 August 2023

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

This WBSC AFRICA Softball World Cup Qualifiers Hosting Bid Outline is intended for any organisation seeking to host a WBSC AFRICA Softball World Cup Qualifier 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 AFRICA Statutes, the WBSC AFRICA Rules and Regulations, and the specific Tournament Regulations.

## 1.1 Governing body

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

## 1.2 Candidates

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

## 1.3 WBSC AFRICA duties

The WBSC AFRICA has an obligation to do all in its power to ensure that a competition organised under its auspices is successful. The WBSC AFRICA 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 AFRICA and agreed upon by the parties in the Hosting Agreement, the WBSC AFRICA will seek reimbursement of the expenses incurred due to non-compliance.

# 2. WBSC AFRICA Softball World Cup Qualifiers overview

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

WBSC AFRICA Event	Next Available Edition	Hosting Fee (USD)	Number of Participating Teams
U-12 Mixed Softball World Cup Qualifiers	2025	\$ 10,000	OPEN

U-15 Women's Softball World Cup Qualifiers	2023	\$ 10,000	OPEN
U-18 Men's Softball World Cup Qualifiers	2023	\$ 10,000	OPEN
U-23 Men's Softball World Cup Qualifiers	2026	\$ 10,000	OPEN

The format, venue options, number of games and duration of the Tournament will vary based on each Tournament and the number of Teams which will be participating.

The WBSC AFRICA 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 AFRICA Softball World Cup qualifiers:

- The WBSC AFRICA opens calls to express interest in hosting a WBSC AFRICA Softball World Cup qualifiers;
- Bidders must submit their interest in a WBSC AFRICA Event by returning an 'Expression of interest to host a WBSC AFRICA Softball World Cup Qualifier' ([Appendix 1](#)) and an 'Official bid candidate form' ([Appendix 2](#)) to the WBSC AFRICA Secretariat;
- The WBSC AFRICA Bids Committee evaluates the submitted hosting proposals (the WBSC AFRICA reserves the right to schedule a visit to evaluate the proposal, if deemed necessary);
- The WBSC AFRICA Bids Committee identifies and selects the most suitable candidate for approval by the WBSC AFRICA Executive Board; and
- The WBSC AFRICA announces the successful host for the WBSC AFRICA Softball World Cup Qualifier.

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

Organising WBSC AFRICA 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 benefits of hosting a WBSC AFRICA Softball World Cup Qualifier 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 people of all ages and genders;
- Use of well-known Softball players, coaches or 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 AFRICA dedicated webpages and social media channels.

## **3.2 Hosting Agreement**

Once the organisation of a WBSC AFRICA Softball World Cup Qualifier is awarded, a legally-binding contract/agreement is developed between the WBSC AFRICA 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 AFRICA 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 AFRICA 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 AFRICA Softball World Cup Qualifier. The LOC shall schedule a site visit for up to two WBSC AFRICA Representative(s) in order to inspect the competition venues, practice venues and proposed hotels to ensure compliance with WBSC AFRICA 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 AFRICA on a timely basis to ensure that preparations are on track.

During the site visit, WBSC AFRICA Representative(s) 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 AFRICA 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 AFRICA World Cup Qualifier.

Members of the WBSC AFRICA 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 AFRICA President for submission to the WBSC AFRICA Executive Board for its final decision to select the host National Federation/Organisation for the next WBSC AFRICA World Cup Qualifiers, or are a national of such National Federation's country.

Members of the WBSC AFRICA Executive Board who decline to perform their duties in connection with the bidding process for the hosting of any WBSC AFRICA World Cup Qualifier shall notify the WBSC AFRICA 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 AFRICA Family (WBSC AFRICA Officials, Staff & Tournament Personnel), Media Representatives, WBSC AFRICA Commercial and Broadcast Partners, WBSC AFRICA Guests and other participants;
- Temporary work permits for the players, Team Delegation Members, WBSC AFRICA Officials, Media representatives, WBSC AFRICA 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 AFRICA Commercial and Broadcast Partners, WBSC AFRICA 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 AFRICA Family, Media representatives, WBSC AFRICA Commercial and Broadcast Partners, WBSC AFRICA Guests, other accredited persons and spectators, during the whole Event.

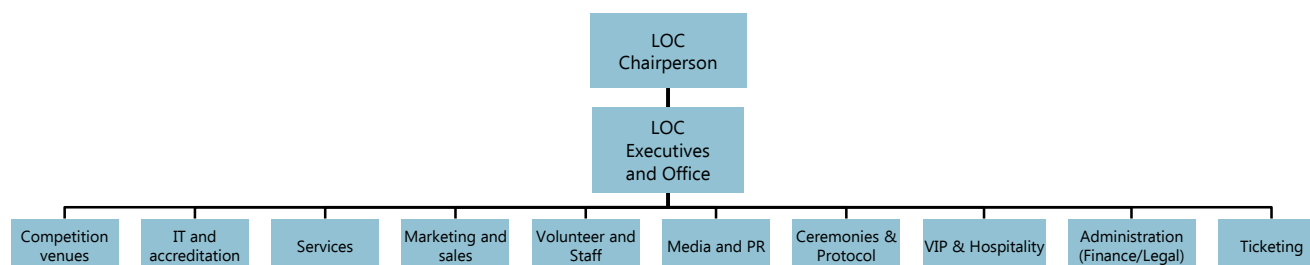
Any LOC wishing to organise a WBSC AFRICA Event may strengthen its bid by submitting a declaration from the National Olympic Committee (NOC), National/Local Government or other authorities.

## 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 AFRICA 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.

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 AFRICA Softball World Cup Qualifiers standards are met:

- Hosting fee (see chapter 2);
- WBSC AFRICA Officials site visit;
- Per-diems for WBSC AFRICA Officials;
- Accreditation printing;
- Teams accommodation (see chapter 4.3);
- WBSC AFRICA Officials accommodation (see chapter 4.4);
- WBSC AFRICA Event Personnel accommodation (see chapter 4.4);
- Meals for Teams;
- Meals for WBSC AFRICA Officials;
- Meals for WBSC AFRICA Event Personnel;
- Bottled water and ice for competition;



- Travel expenses for WBSC AFRICA Family (see chapter 4.7);
- Local transportation for Teams (see chapter 4.8);
- Local transportation for WBSC AFRICA Family (see chapter 4.8);
- First aid & transport to hospital services;
- Insurance (see chapter 4.9);
- Anti-doping control;
- Laundry for Teams (see chapter 4.11);
- Laundry for Umpires (see chapter 4.11);
- Information technology services & internet connection;
- Pre-tournament meeting rooms (see chapter 4.13);
- Customs and shipments (see chapter 4);
- 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 Accommodations (Optional)

The LOC may provide full board accommodation for all Official Team Delegation Members at LOC's expense from two days prior to the OTD until one day after if possible. The following chart reflects the Official Team Delegation numbers and the specific type of accommodation requirements for each WBSC AFRICA Softball World Cup Qualifiers where possible:

WBSC AFRICA Softball World Cups Qualifiers Teams Accommodation	U-12 Mixed	U-15 Women's	U-18 Men's	U-23 Men's
Official Team Delegation	22 (16 Athletes + 6 Team Officials)			
Accommodation type	College dorms; and/or 3-stars hotels			
Accommodation (Minimum Rooms per Team)	10 (2 singles, 4 doubles, 4 triples)			

<b>Physiotherapy room</b>	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.
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**Note:** All the proposals for accommodation (college dorms and hotels) shall be subject to approval by the WBSC Africa.

#### 4.4 WBSC AFRICA Family Accommodations

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

WBSC AFRICA Family Members	Number of rooms	Type of room	Arrival	Departure
WBSC AFRICA President or Representative	1	Single	???	???
Tournament Director	1	Single	???	???
Technical Director (in charge of Umpires & Scorers)	1	Single	3 days prior	1 day after
WBSC AFRICA Staff (Operations & Media)	???	Single	Up to 5 days prior	1 day after
WBSC AFRICA Medical Officer (When required)	1	Single	2 days prior	1 day after
TV Personnel & Announcers (When TV production is secured)	???	Single	2 days prior	1 day after
Tournament Officials (TC's, Umpires and Scorers)	TBD	Single	2 days prior	1 day after

**NOTES:** The number and appointment of WBSC AFRICA Officials and Staff needed for the Tournament shall be established by the WBSC AFRICA 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.

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 AFRICA 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 WBSC AFRICA Family travel expenses**

The LOC shall be responsible for international and/or domestic travel expenses (economy class flight) for WBSC AFRICA Family members. 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 AFRICA Family and Media Partners/Event personnel, if present. The LOC shall also cover the local travel cost for WBSC AFRICA delegates to conduct inspections of the competition venues prior to and during the Tournament.

The LOC shall provide an vehicle (bus) 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 AFRICA Family members. The specific number of cars with drivers and 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 AFRICA 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, WBSC AFRICA and LOC staff, volunteers, etc.).

The WBSC AFRICA shall receive at a date to be agreed upon between the WBSC AFRICA and the LOC, an authentic copy of the insurance policy/policies taken out in this respect. The insurance coverage shall include legal liability for injury to participants with a limit of liability of USD 10,000.

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 Laundry service**

The LOC shall organise an overnight service available to official Team Delegations and WBSC Africa Staff & Officials at a discounted rate.

#### **4.11 Workspaces**

The LOC shall provide an adequately-equipped office space.

#### **4.12 Pre-Tournament meetings**

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

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

### **5. WBSC AFRICA Obligations**

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

- Per-diems for WBSC AFRICA Event Personnel;

- Full board accommodation expenses of WBSC AFRICA Event Personnel not covered by the LOC;
- Travel expenses of WBSC AFRICA Event Personnel not covered by the LOC;
- WBSC AFRICA Family medical insurance;
- Official competition balls;
- Video review production (if needed);
- Qualifiers 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 AFRICA;
- Use of the tournament logo;
- Value-in-kind related to cost items as agreed with the WBSC AFRICA; and
- Any rights released from the WBSC AFRICA, 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 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 AFRICA standards in order to host a WBSC AFRICA Softball World Cup. The following venue infrastructure items are recommended in any competition venues:

- Fully-enclosed field of play (henceforth FOP);
- Clubhouses if possible;

- Shower and toilet facilities if possible;
- Manager's office if possible;
- Coaches' locker room if possible;
- Trainer's room if possible;
- Dining room/areas (preferred separately for Teams and the WBSC AFRICA Family) if possible;
- Waiting room/area if possible;
- Field/Dugout access if possible;
- Dugout fully equipped (rack for bats and helmets, floor covered with rubber material, etc.) if possible;
- Bullpens if possible;
- Flag poles (min. 3 as per guidelines) if possible;
- Scoreboard if possible;
- Two (2) game management/pitch clocks if possible;
- High-quality speaker system for PA announcing and music if possible; and
- All equipment necessary for field maintenance if possible.

## 8. Marketing & advertising

All **marketing, sponsorship, advertising and media rights** for the commercialisation of WBSC AFRICA Tournaments belong to the WBSC AFRICA. However, the WBSC AFRICA 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 AFRICA).

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