

## Appendix 2. Official Bid Candidate Form

In order to bid to host a WBSC AFRICA World Cup Qualifiers, formal documents shall be submitted to the WBSC AFRICA Secretary General within the established deadlines prior to the proposed Event. The WBSC AFRICA bids committee will then review the submitted applications before presenting them to the WBSC AFRICA Executive Board for vote/approval. An entity bidding for a WBSC AFRICA World Cup Qualifiers may be requested to provide further information and/or representative(s) may be requested to attend a WBSC AFRICA official bids committee meeting to present their bidding case any time before the final decision.

### 1. Official Bid

Documents to be submitted shall use the following format, addressing all matters listed below:

- Name of WBSC AFRICA Event sought (include Event year):
- Contact person (Organiser), including:

CONTACT PERSON INFORMATION	
Full name:	
Position:	
Telephone:	
Mobile phone:	
E-mail address:	
Postal address:	
Zip code:	

- Competition venues proposed for the Event, including:

COMPETITION VENUE(S) INFORMATION	
City(ies) involved for Event:	
Number of competition venues:	
Name of competition venues:	
Address(es):	
Zip code(s):	
Website (if any):	

**NOTE:** If a bidding entity desires to provide additional documentation and/or information, they can be added at the end of this form.

#### [Reason for bidding to host a WBSC AFRICA Cup]

Describe all concrete reasons that have motivated your institution to bid for the organisation of the Event and any benefits expected to be obtained.

#### [LOC Organisational Obligations]

- Describe the organisational profile of the applying entity or entities;

- Describe how you plan to secure sufficient financial resources to successfully operate the Event. Specify revenue sources;
- Describe the overall budget with revenues and expenses;
- Explain a recruitment process of volunteers and plan on how to train and educate them and what roles volunteers will play in the LOC; and
- Provide a letter of acceptance, stating the acceptance of all requirements listed in this document.

### **[General Coordination]**

- Confirm your commitment to secure entry visas/landing permission for all participants. List countries with which your nation does not maintain diplomatic relations;
- A great deal of goods is expected to be imported to the host nation before, during and after the Tournament. Describe any necessary procedure in regard to import, use and export of goods;
- Describe any kind of taxation which may be applied to any aspects concerning the organisation of the Event;
- Describe geographical and climatic aspects of all cities where the Event will be held (precipitation, altitude, temperature, humidity, wind, fog etc.);
- Describe the level of pollution where the Tournament will be held; and
- Confirm that wireless internet network can be made available at each competition venue.

### **[Services]**

- Confirm if accreditation management can be dealt with according to WBSC AFRICA regulations;
- Indicate the name and website of hotels you propose to use for the following participants:

HOTELS INFORMATION	
Teams:	
WBSC AFRICA Family:	
Media (if international media present):	
Family and supporters of teams (if any):	

- Indicate the meal system to be used during the event (i.e. buffet, lunch-dinner box, hotel restaurants, voucher system, per-diems, etc.);
- Indicate the place where meals will be served for Teams and WBSC AFRICA Family;
- Describe the organisation of laundry (according to the Event Hosting Manual);
- Indicate the distance from competition venues, hotels and the closest international airport;
- Describe the organisation of local transportation for all participants (according to the Event Hosting Manual);

- Describe information about local public transportation and access to competition venues for fans and media;
- Describe the details of your medical/health insurance and civil/third party liability insurance according to the Event Hosting Manual;
- Describe epidemiology risks (if any) in the city or cities where the Event will be held;
- Describe plans for onsite first aid service at competition venues and hotels and involvement of local hospitals; and
- Describe the overall security plan.

### **[Competition]**

- Confirm if all pre-tournament meetings can be organised according to WBSC AFRICA guidelines;
- Indicate the distance between competition venues, if multiple venues are used;
- Indicate the seating capacity of each competition venue;
- Describe set-up of locker rooms for Teams and Umpires at each competition venue and attach photos;
- Indicate the proposed site inspection date (no later than 3 months before the proposed Event date);
- Explain the ownership of the proposed competition venues and their availability for the Event;
- If any, indicate any restrictions on facility use;
- Describe current conditions of the field of play (henceforth FOP), facilities, details and schedule of additional work required;
- Confirm your agreement to provide adequate field material/equipment (i.e., tarps, diamond dry, etc.) to maintain and fix the field in case of weather inclemency;
- Insert a blueprint of each competition venue, including the following areas:
  - FOP;
  - Spectators stands;
  - Locker rooms for Teams and Umpires;
  - Dugouts;
  - Warm-up areas;
  - Bullpens; (not for B5 events)
  - Media areas (photographer area, stands reserved for press, press conference room and mixed zones);
  - WBSC AFRICA Office;
  - Working Spaces for WBSC AFRICA (Directors, TCs, Scorers, TV Personnel, etc.)
  - LOC Office and accreditation centre; and
  - VIP hospitality areas.
- Describe the location, facility conditions of practice site at each venue/city. Also indicate the distance to competition venues; and

- Describe plan on staffing for ground crew, public announcer and scoreboard management.

#### **[Ceremonies & Protocol]**

- Describe if a welcome reception, cultural programme, etc. is planned for the Event;
- Opening and closing ceremonies will be agreed between the LOC and WBSC AFRICA. Ceremonies guidelines are outlined in the Event Hosting Manual;
- Describe side and promotional Events/press conference that you plan to hold; and
- Confirm if the game protocol (line-ups, flags, national anthems etc.) can be organised according to WBSC AFRICA protocol.

#### **[Marketing & Promotion]**

- Describe the promotional plan and marketing strategies aimed at generating and developing awareness and exposure of the Event;
- Describe the ticketing plan for maximising ticket sales; and
- Confirm your commitment to following the WBSC AFRICA rules in the following areas:
  - Protection of trademarks and WBSC AFRICA logos;
  - All competition venues shall be clean of any advertising;
  - Ambush marketing and protection against illegal marketing; and
  - Non-existence of pre-established agreements (advertising in and outside venues).

## **2. Supplementary Information**

Please attach special information regarding any matter which would support this application (e.g., experience of hosting WBSC AFRICA Events, recent upgrades to facilities, others).

Once completed, the 'Official Bid' must be submitted to the WBSC AFRICA Secretariat by email:

Email: [office@wbscafrica.org](mailto:office@wbscafrica.org)

Tel: +254722778761

Should any City, Government, or Event Management Organisation be interested in hosting a WBSC AFRICA Event, then such entity shall contact a National Federation or Associate Member in the respective countries, as well as WBSC AFRICA to express its interest. In this case, a letter of support from the National Federation is required.