



WBSC AFRICA Baseball5 World Cups Qualifiers

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1.How to use this document

This WBSC AFRICA Baseball5 World Cup Qualifiers Hosting Bid Outline is intended for any organisation seeking to host a WBSC AFRICA Baseball5 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 Baseball5 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 Baseball5 World Cup Qualifiers overview

The following editions of WBSC AFRICA Baseball5 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
Youth Baseball5 World Cup Qualifiers	2025	\$ 10,000	OPEN
Baseball5 World Cup Qualifiers	2024	\$ 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 Baseball5 World Cup qualifiers:

- The WBSC AFRICA opens calls to express interest in hosting a WBSC AFRICA Baseball5 World Cup qualifiers;
- Bidders must submit their interest in a WBSC AFRICA Event by returning an 'Expression of interest to host a WBSC AFRICA Baseball5 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 Baseball5 World Cup Qualifier.

3.1 Opportunities of hosting a WBSC AFRICA Baseball5 World Cup Qualifier

Organising WBSC AFRICA Baseball5 Events 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. It also gives the opportunity to create an event within the event, with the involvement of local people and visitors, music, fun and socialization. The event can be brought directly to the population in the main squares or in the most-attended places in the city, creating meeting places in urban areas. With a world cup qualification slot at stake, all necessary components are in place for a successful and profitable event.

Among many others, some of the potential benefits of hosting a WBSC AFRICA Baseball5 World Cup qualifiers 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 Baseball5 development programmes for professional, amateur, youth and grassroots levels;
- Improved cooperation between host cities, sponsors, media and the local community at large;
- Enhanced partnership opportunities and greater commercial activity and investment from new sponsors, media outlets and broadcasters;
- Help in breaking down social barriers for participation and better opportunities for people of all ages and genders;
- Use of well-known athletes 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;
- Promotional support on WBSC AFRICA dedicated webpages and social media channels; and

- Opportunity to host Baseball5 in non-conventional sporting venues to promote the city and its landmarks.

3.2 Hosting Agreement

Once the organisation of a WBSC AFRICA Baseball5 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 Baseball5 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 AFRICAIT 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.

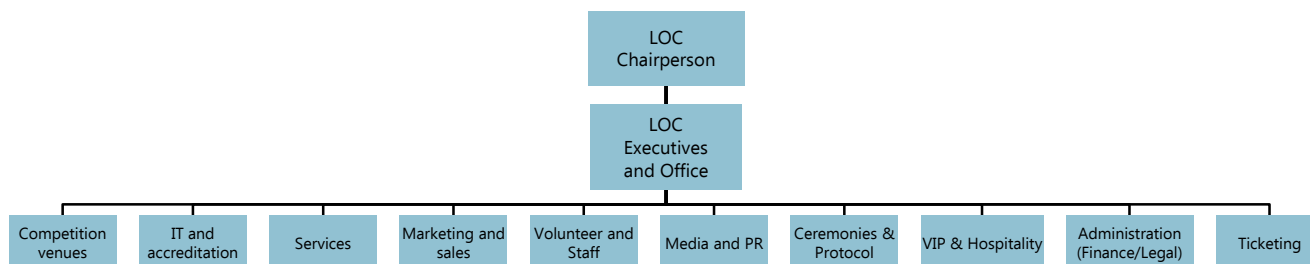
Any LOC wishing to organise a WBSC AFRICA Event may strengthen its bid by submitting a declaration from the National Olympic Committee (NOC), National/Local Government or other authorities.

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 Baseball5 World Cup qualifiers standards are met:

- Hosting fee (see chapter 2);
- WBSC AFRICA Official site visit;
- Per-diem for WBSC AFRICA Officials (international and local officials);
- Accreditation printing;
- Accommodation for Teams, WBSC AFRICA Officials and WBSC AFRICA Event Personnel (see chapter 4.3/4);
- Meals for Team, WBSC AFRICA Officials and WBSC AFRICA Event Personnel;
- Bottled water and ice for competition;
- Travel expenses for WBSC AFRICA Officials and WBSC AFRICA Event Personnel (see chapter 4.7);
- Local transportation for Teams, WBSC AFRICA Officials and WBSC AFRICA Event Personnel (see chapter 4.8);
- First aid and emergency transport to the hospital;
- Insurance (see chapter 4.9);
- Antidoping control / education;
- IT services & internet connection;
- Customs and shipments (see chapter 4);
- Venue(s) operations (see chapter 7);
- Pre-tournament meeting rooms (see chapter 4.13);
- Venue(s) branding and dressing;
- Event advertising / local promotion and marketing campaign;
- Ticketing;
- Ceremonies (opening / closing);
- Press conference; and
- TV production infrastructure set-up & management (under certain conditions) when production for a TV contract is secured.

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 Baseball5 World Cup Qualifiers where possible:

WBSC AFRICA Baseball5 World Cup qualifiers Team Accommodation	
Official Team Delegation	10 (8 Athletes + 2 Team Officials)
Accommodation type	Hotel Rooms or equivalent*
Accommodation (Minimum Rooms per Team)	6 (2 singles, 4 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 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	TBC	TBC
Tournament Director	1	Single	4 days prior	1 day after
Game Officials Director	1	Single	3 days prior	1 day after
WBSC AFRICA Staff (Operations & Media)	1	Single	Up to 5 days prior	1 day after
WBSC AFRICA Medical Officer	1	Single	3 days prior	1 day after

(when required)				
TV Personnel & Commentators (when TV production is secured)	TBD	Single	2 days prior	1 day after
International Game Officials	TBD	Single	2 days prior	1 day after
Local Game Officials	TBD	Single/Double	2 days prior	1 day after

NOTES:

The number and appointment of WBSC AFRICA Game 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.

The WBSC AFRICA wants to offer maximum flexibility for the bidding entity regarding venue setting and accommodation. While the above accommodation requirements generally refer to a standard 4-star hotel, the WBSC AFRICA will evaluate any proposal providing the same or higher standards for Teams, Staff and Game Officials.

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-star to 5-star hotels. Accredited media representatives will then choose their preferred hotel and shall be responsible for their own accommodation, local transportation and meal 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

WBSC Africa shall be responsible for international travel expenses (economy class flights) for the WBSC AFRICA Family. 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, van, wagon, 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 AFRICA Family members. The specific number of cars with drivers and self-drive cars and minibuses/sprinters type vehicles for Game Officials 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 AFRICA) 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 French, 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:

- Game Officials 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 not covered by the LOC;
- 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;
- 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 Baseball5 World Cup qualifier. The following venue infrastructure items are recommended in any competition venue:

- an open space at a busy park or recreational centre if possible;
- Fully-enclosed field of play;

- Dressing/locker rooms with separate areas for male and female athletes if possible;
- Toilet facilities if possible;
- Dining areas if possible (preferred separately for Teams and WBSC AFRICA Family);
- Waiting room/area if possible;
- Scoreboard if possible;
- High-quality speaker system for PA announcing and music if possible; and
- All equipment necessary for the field of play 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
- Others (all under the approval of the WBSC AFRICA).

The LOC shall discuss with 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.