

Appendix 3. Softball Venue Checklist

The following document provides a guideline for the required equipment, rooms and facilities at the competition venues for hosting a WBSC AFRICA Softball World Cup Qualifiers. The LOC shall complete this checklist filling, including visual evidence of all the information and spaces detailed in the Softball Competition Venue Guidelines.

NOTE: The Official Bid Candidate Form shall include one Venue Checklist for each competition venue proposed for the Event.

NAME OF THE VENUE	
SECTION 1: GENERAL INFORMATION	
WBSC AFRICA SOFTBALL WORLD CUP QUALIFIERS:	
VENUE ADDRESS AND LOCATION:	
VENUE OWNER: - Government <input type="checkbox"/> - Professional Club <input type="checkbox"/> - Private <input type="checkbox"/>	
DISTANCE FROM TEAMS' HOTEL:	
DISTANCE FROM WBSC AFRICA FAMILY HOTEL:	
RESTRICTIONS:	
COMMENTS:	
SECTION 2: FLOOR PLAN	

2.1.	Please attach a floor plan of each competition venue that shows the location of all functional areas for Teams, WBSC AFRICA Family, TV Production, etc.	
SECTION 3: ADMINISTRATION AREA & WORKSPACES		
3.1.	WBSC AFRICA Office	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.2.	WBSC AFRICA Secretary General office	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.3.	TC's Room	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.4.	Umpire Room	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.5.	Umpire Clock Operator Desk	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.6.	Scorers' Room	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.7.	Public Address and Scoreboard Personnel	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.8.	LOC Administration Office	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.8.1.	Accreditation Centre	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.9.	Doping-Control Station	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.10.	WBSC AFRICA Family Dining Room	YES <input type="checkbox"/> NO <input type="checkbox"/>
SECTION 4: TEAMS FACILITIES		
4.1.	Locker Rooms	YES <input type="checkbox"/> NO <input type="checkbox"/> Number of lockers
4.2.	Shower and Toilet Facilities	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.3.	Training Room	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.4.	Dining Room	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.5.	Field Access	YES <input type="checkbox"/> NO <input type="checkbox"/>

4.6.	Teams' Parking	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.7.	Waiting Room	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.8.	Warm-up Venues/Fields	YES <input type="checkbox"/>	NO <input type="checkbox"/>
SECTION 5: FIELD OF PLAY			
5.1.	Field Dimensions	LF _____ ft CF _____ ft RF _____ ft	
5.2.	Playing Surface	Natural grass <input type="checkbox"/> Artificial turf <input type="checkbox"/> Mixed <input type="checkbox"/>	
5.3.	Padded Fences (outfield, backstop and side-lines)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.3.1.	Outfield Fence	Height _____	ft
5.3.2.	Backstop	Dimensions _____	ft x
5.4.	Bullpens	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.5.	Dugout	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.5.1.	Helmet and Bat Rack (recommended)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.5.2.	Floor (anti-skid surface)	YES <input type="checkbox"/>	NO <input type="checkbox"/> Wood <input type="checkbox"/> Rubber matting <input type="checkbox"/> Artificial turf <input type="checkbox"/>
5.6.	Field Equipment	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.6.1.	Screens	Softball pitching screen (protective) <input type="checkbox"/> Double play protector screen <input type="checkbox"/>	

		2 base protector screens <input type="checkbox"/>
5.6.2.	Batter's Eye - min. size 30ft (9.14m)	YES <input type="checkbox"/> NO <input type="checkbox"/> Dimensions ft
5.6.3.	Foul Poles	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.6.4.	Flag Poles	YES <input type="checkbox"/> NO <input type="checkbox"/> Size Quantity
5.6.5.	Field Lighting average illumination (1000 lux in the infield and 750 lux in the outfield)	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.6.6.	Tarps	YES <input type="checkbox"/> NO <input type="checkbox"/> Full infield tarp <input type="checkbox"/> Base area, pitcher's circle and home plate tarps <input type="checkbox"/> Bullpens <input type="checkbox"/>
SECTION 6: FIELD MAINTENANCE		
6.1.	Groundskeepers Crew	Personnel number Level (pro, experienced, amateur, volunteers)
6.2.	Facility Maintenance and Cleanliness	Painted recently <input type="checkbox"/> Interior repairs needed <input type="checkbox"/> (attach maintenance schedule if any)
6.3.	Field Maintenance plan and equipment (mowers, tractors, nail-drags, screens, rakes and weather forecast device/app)	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.4.	Playing Field Reconditioning capability	YES <input type="checkbox"/> NO <input type="checkbox"/>

6.5.	Field Maintenance Materials (stock of drying material, chemical drying agent, calcined clay, paint and non-caustic chalk powder)	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.6.	Irrigation System	YES <input type="checkbox"/> NO <input type="checkbox"/> Automatic full field irrigation system (sprinklers) <input type="checkbox"/> Water outlines <input type="checkbox"/>
6.7.	Field Drainage System	YES <input type="checkbox"/> NO <input type="checkbox"/>
SECTION 7: VENUE INFRASTRUCTURE		
7.1.	Sound System	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.2.	Scoreboard (Team names, player at bat, score, B-S-O, total hits and line-ups)	YES <input type="checkbox"/> NO <input type="checkbox"/> Dimensions x ft
7.3.	Video Screen	YES <input type="checkbox"/> NO <input type="checkbox"/> Dimensions x ft
7.4.	Clocks (infield, outfield and day clock)	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.5.	Radar Gun	YES <input type="checkbox"/> NO <input type="checkbox"/>
SECTION 8: VIP HOSPITALITY AREAS		
8.1.	WBSC AFRICA President Suite	YES <input type="checkbox"/> NO <input type="checkbox"/>
8.2.	VIP Lounge	YES <input type="checkbox"/> NO <input type="checkbox"/>
8.3.	VIP Seats (in public stands)	YES <input type="checkbox"/> NO <input type="checkbox"/>
SECTION 9: SPECTATORS SERVICES		
9.1.	Seating Capacity	seats

9.2.	Restrooms & Lavatories	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9.3.	Ticket Windows & Entry Positions	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9.3.1.	Ticket/Box Office	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9.3.2.	Entry Positions	gates	
9.4.	Concession Stands	stands	
SECTION 10: SECURITY & FIRST AID			
10.1.	Access Control & Security Checkpoints	YES <input type="checkbox"/>	NO <input type="checkbox"/> (indicate location in floor plan)
10.2.	First Aid Station (bed for medical examinations, oxygen cylinder and defibrillator needed)	YES <input type="checkbox"/>	NO <input type="checkbox"/> (indicate location in floor plan)
10.3.	Ambulance	YES <input type="checkbox"/>	NO <input type="checkbox"/> (indicate parking location in floor plan)
SECTION 11: TV PRODUCTION			
11.1.	Camera Positions (minimum 6 positions locations with scaffolding in specific positions needed)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11.2.	TV Compound Parking Area	YES <input type="checkbox"/>	NO <input type="checkbox"/> (indicate location in floor plan)
11.3.	Cabling / Switch Boards	YES <input type="checkbox"/>	NO <input type="checkbox"/> (indicate location in floor plan)
11.4.	TV Commentator Booths with field view (ENG, ESP, in booth monitor)	YES <input type="checkbox"/>	NO <input type="checkbox"/> Number of booths
11.5.	Electric Source / Generator	YES <input type="checkbox"/>	NO <input type="checkbox"/>

11.6.	Internet Availability (minimum designated 50 MGB)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
SECTION 12: MEDIA FACILITIES			
12.1.	Media Parking and Access	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12.2.	Photographers Area	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12.3.	Radio Broadcast Booths	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12.4.	Media Lounge (Wi-fi and desks needed)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12.5.	Press Conference Room (2 Platforms, backdrop and microphone needed)	YES <input type="checkbox"/>	NO <input type="checkbox"/> Backdrop dimensions x ft
12.6.	Mixed Zones	YES <input type="checkbox"/>	NO <input type="checkbox"/> (indicate location in floor plan) Backdrop dimensions x ft

NOTE: The WBSC AFRICA Secretary general and the WBSC AFRICA Venue Infrastructure Commission will review the document and agree with LOC a site visit in order to inspect the facility for compliance of the standards established in this document.