

BID TO HOST

2020 Softball Players Association
Senior World Championships

GUIDELINES AND PROCEDURES

SUBMITTAL DEADLINE
November 9th



SOFTBALL PLAYERS ASSOCIATION WORLD CHAMPIONSHIPS VENUE SELECTION PROCEDURES

A. Selection of Venue Process

The *SOFTBALL PLAYERS ASSOCIATION (SPA)* Executive Committee shall select the venues for the World Championships. The *SPA* Office will solicit proposals to host the World Championships from all State Associations, CVB's and Sports Commissions. In order to have their venue considered, all bidding groups must return their proposals to the *SPA* National Office by the published deadline.

The *SPA* World Championships are to be scheduled the **FIRST, SECOND, AND/OR THIRD WEEK OF SEPTEMBER**, and **proposals will be accepted for all or selected portions (by age group or team classification)** of the World Championship.

Proposals will then be distributed to the *SPA* Executive Committee and will be reviewed by said committee and the *SPA* National office. The *SPA* Executive Director and representative(s) from the National office, as part of the selection process, may conduct site visits to the qualified venue(s).

Based on the proposal(s) submitted and site visit(s) conducted final recommendations will be made by the Executive Committee and *SPA* National office to the Executive Director.

The *SPA* National office will make a telephone call to the winning organization selected to host the World Championships. A follow up letter will be sent to the winning Host location by the *SPA* Executive Director.

B. Selection Criteria

To be considered to host the World Championships, the hosting location must, at a minimum, meet the following criteria:

1. **Fields:** 10 softball fields with outfield fence distances not less than 300 feet for men's Championships and 250 feet for women. Each field must have spectator-seating and an appropriate area for official score keepers. Spectator seating must be separate from the field of play, and offer limited, preferably no access to the field. All game fields must be at the same site or within very close proximity. Fields must meet the requirements of the *SPA* Official Rulebook regarding dimensions, markings and equipment. A general administrative area must be secured and provided at each tournament location.

Field maintenance function must be provided by the HOST and must be available throughout the tournament.

Each field must also provide in close proximity at least two (2) warm-up areas, large enough for a team to warm up prior to their games. These warm-up areas must be separate from the playing fields to be used for competitions.



Team dugouts must be available at each field. An adequate supply of water, cups, and ice must be provided at each of the team benches throughout the competition.

2. **Competition Site:** The playing fields must be located no further than thirty (30) minutes travel time from appropriate lodging facilities. The site must have good access from major highways in the area and ample parking space for teams, umpires, tournament officials, spectators, media, and VIPs.

The event area must have a good public address announcement system in place, or access to a good system, and power capability of setting up larger sound systems and on-field microphones. The area also must have ample power, or access to ample power for television/streaming broadcast and camera platforms.

3. **Medical Facilities:** Medical personnel must be present at the competition site at all times. The medical personnel must have direct communication with trauma center and emergency transportation if necessary.
4. **Housing:** Accommodations will be solicited and coordinated by SPA staff or SPA designee organization. Location must be able to offer approximately 600 rooms in not more than ten (10) properties. Hotels must be able to guarantee **non-smoking rooms** to all teams.

Complementary hotel rooms must be provided to be assigned by SPA to accommodate tournament staff and when necessary traveling umpires.

5. **Finances:** SPA allows, through its budget, funding for certain subsidies, gifts, awards, and equipment connected with the World Championships. The budget is submitted annually to and approved by the SPA Executive Director. Through this budget and according to the rules of SPA, the following items are provided by SPA:
 - a. trophies for each World Championship;
 - b. individual Championship awards (i.e. shirts, jackets, etc.) designating 1st, 2nd, for players and team officials (maximum of 16 per team for all age groups);
 - c. a plaque for each championship and second place team;
 - d. a scholarship award to a college or university in the tournament area;
 - e. 1 dozen game balls for each team (provided prior to their first game);
 - f. flags and/or decorations for the fields throughout the event;
 - g. banners for the playing field(s) identifying sponsors and SPA



- h. promotions for event marketing and promotion through the SPA web site.

Additionally, SPA is responsible for the following expenses related to the World Championships meetings, preparations, and operations:

- a. One-(1) continental breakfasts for up to 8 persons during the organizational meeting site visit;
- b. One (1) dinner for up to 8 persons during the organizational meeting site visit;
- c. all expenses related to the Opening Event;
- d. all expenses other than facility rental related to the Coaches Reception;
- e. all expenses related to production and printing of the official World Championship program, with the exception of expenses related to advertising sales and preparation of advertising art work done by the hosting group;
- f. all expenses related to producing and printing of player registration and check-in credentials, player event program and tickets, and invitations to the Coaches Reception; and
- g. all expenses related to staging for the Awards Ceremony, if not available already at the competition site.

The Host Committee is responsible for submitting a preliminary budget with their proposal to host the World Championships. The Host Committee is responsible for the following expenses related to the World Championships meetings, preparations, and operations:

- a. Cities interested in bidding for this event will be required to pay for the site selection committee's initial visit not to exceed three (3) roundtrip airfares from various locations within the United States and complimentary lodging for (3-4) nights for up to three (3) people;
- b. hotel accommodations for up to three (3) nights for no more than three National office staff members
- c. ground transportation during the organizational meeting and site visit;
- d. lunch and dinner during the site visit
- e. all expenses related to renting the competition site;



- f. all expenses related to meeting the Selection Criteria described in B. 1 and B. 2;
- g. all expenses related to medical requirements listed under Selection Criteria, B.3.;
- h. responsible for water distribution to ALL games. One (1) cooler jug with iced water per field with cups immediately before and following the prior game.
- i. Minimum \$_____ per age group hosted for Men's and Women's tournaments. These funds supplied by Host in full or a combination of funds, sponsors, etc., to fulfill the equal bids for both Women and Men.
- j. Food concessions appropriate to the field locations. Likewise, all profits, liabilities, and tax obligations for concession activities remain with the Host.
- k. Purchase of equipment storage areas if not already available at the tournament location.
- l. All expenses related to the provision of six (6) golf carts for use by SPA staff in the administration of the tournament.

After SPA has determined the suitability of a location to provide required housing, function space, amenities and services, a formal contract will be prepared and submitted to the Host Group, once the Host Group's proposal has been accepted.

- 6. **Alcoholic Beverages:** Alcoholic beverages may NOT be served at the Competition Site. No alcoholic beverages or signage can be present around or during any events.
- 7. The SPA Executive Committee and National office may accept bids which do not fully meet the above selection criteria.



SOFTBALL PLAYERS ASSOCIATION WORLD CHAMPIONSHIPS HOST COMMITTEE

A. Selection and Authority

The Host Committee Chair will appoint a committee to coordinate all arrangements for the World Championships. The Host Committee Chair will coordinate the efforts of the committee and monitor its progress. The Host Committee Chair will communicate progress, problems, and information to the SPA world staff. The Host Committee Chair may wish to appoint an assistant or Vice-Chair to closely work with throughout the event.

B. Committee Members and Duties

The Host Committee must be comprised of the following members who will serve as chairs of their respective sub-committees. Each of these persons are responsible for reporting to the Host Committee and Chair at regularly scheduled meetings.

1. **Local Supporter/Advertising Coordinator:** This person will work in unison with the SPA Executive Director to arrange advertising sales and information collection for printing in the program.
2. **Media and Public Relations Coordinator:** This person will work in unison with the SPA National office to assist in making contact with the media and public officials regarding the tournament being held within their venue. He or she will, in conjunction with the SPA staff media liaison, contact local media for press coverage. This person will be responsible for assembling and distributing media packets during the event.
3. **Hospitality Coordinator:** This person will make all arrangements for hospitality, and umpire areas, including adequate volunteer staffing during the hours of operation, and be responsible for arranging any other extra hospitality events the Host wishes to add such as a VIP Tent, VIP reception, Player Events or Player Wives Breakfast.
4. **Security Coordinator:** This person will be responsible for coordinating any security and traffic control during the event.

C. The SPA National office will serve as coordinator for the following:

1. **Logistics:** Negotiate rates with hotels (or other lodging facilities), and block rooms for teams, umpires, SPA Staff, VIPs and tournament officials. Arrange for hospitality and meeting rooms as needed.
2. **Player Opening Event:** Make all arrangements for the Players Opening event, including, but limited to site selection, price negotiation, and any and all other aspects of event planning.
3. **Awards Ceremonies:** Coordinate all awards ceremonies.



ATTACHMENT A - HOTEL REQUIREMENTS

The *SPA* World Championships Executive Committee may accept bids which do not fully meet the selection criteria listed below.

Team Hotel Concessions:

- Free parking for all teams.
- Extended continental breakfast for each of the players included in the group rate (grab and go not an acceptable form of breakfast)
- Five (5) complimentary staff and/or umpire rooms for duration of event
- Group rates quoted based on a one to quad occupancy
- No attrition clause
- Two late room check outs as late as 4:00 p.m. for each team at no charge

Host Hotel Additional Concessions:

- Five (5) complimentary staff and/or umpire rooms for duration of event
- Free receiving of materials sent in by *SPA*
- If not provided, free in-room Internet access for all VIP rooms (not to exceed 30 rooms)
- No attrition clause

The following phrases will be required to be included in all hotel contracts:

Cutoff Date: Due to the dates that teams qualify for this event the hotel cutoff date will be no earlier than 30 days prior to the event.

Site Inspections

Upon being awarded the *SPA* World Championships the hotel shall make available up to three (3) guestrooms for three (3) nights on a complimentary basis. Any additional rooms required for the additional site visits will be offered at a 50% discount off the Hotel's established corporate rate.

Elimination

As the event proceeds through an elimination format, it is likely that the rooms of eliminated teams will check out starting three (3) days prior to the conclusion of the event. As there is no way to determine which teams will be eliminated and choose to leave, it is the hotel's discretion regarding overselling rooms for those nights starting on the date referenced.

Rates

The hotel agrees that the contracted rate will be the lowest the hotel will provide during the term of the agreement, excluding any corporate or airline rates. Should a lower rate be provided, other than the excluded rates, during the term of the agreement then all rooms provided under this agreement shall be provided that same lower rate for the duration of the stay. The Hotel also agrees there shall be no other rebates or commissions other than the provided in the agreement without the expressed written permission of *SPA*.



Cancellation Phrase

Should the hotel resell the rooms to another group or individual travelers, the group will have no monetary obligation to the hotel.

C. Insurance and Indemnification

Each party will maintain in effect throughout the term of this agreement a comprehensive liability insurance policy (general, liability coverage, personal injury and property damage) in force with at least \$2,000,000 general aggregate insurance, naming the other party as additional insured. Each party shall provide a certificate of insurance upon request by the other party. The policy shall be written so that the other party will be notified of the cancellation or any restrictive amendment of the policy at least 30 days prior to the effective date of such cancellation or amendment.

Confidentiality

Hotel and SPA agree to keep the rates and other terms and provisions of this Agreement confidential and not to disclose such information to any other party.

Changes to Hotel

In the event there is construction or remodeling at Hotel or any changes which may materially and diversely affect the accommodations or service of Hotel, or the guest experience, or if there is a change in ownership, management or flagship of Hotel, SPA may, at SPA's option, cancel any or all reservations without liability to Hotel.

