

# **COPABE**



## **APPLICATION PROCEDURE FOR THE ORGANIZATION OF A COPABE EVENT**

**Non-profit organization**

**Registered under the laws of the State of Florida USA**

**Registration N2 000006916 June-26-20**

**Member Organization of the:**

**Word Baseball Softball Softball Confederation - WBSC -**

**Association of Pan American Sports Confederations – ACODEPA**

## A new beginning

The Pan American Baseball Confederation's Pan American Tournament is a memorable event and we want to live up to it. From the Executive Committee, we want to give the National Federations our support, collaboration and knowledge so that they can be the best hosts for the competition they organize.

All National Federations, Government Agencies, event organizing companies and individuals with the required endorsements will be entitled to apply for and purchase a COPABE event.

This document provides the knowledge and requirements to be a host country, covering the various areas for the presentation of a serious and committed work, allowing the Organizing Committee to achieve tangible results and be a source of inspiration for future events in the continent, also achieving the enjoyment of all participants.

To make it a success, it must be integrated from the outset by a development strategy.

You will find in an easy and simple way, the documentation and regulations that must be fulfilled in the different areas, for the presentation that will support the application.

The COPABE Pan American Tournaments are the most important events in the continent and should be a source of pride and inspiration for all members of the COPABE Family.

**Executive Committee**

**Pan American Baseball Confederation.**

## **1. About this Document**

This document is a guide to obtain a quota for the organization of a Pan American and/or Qualifying Tournament (ODEBO - PANAM SPORT - WBSC) in all its modalities and categories, for any organization wishing to organize as a "Local Organizing Committee" (hereinafter LOC), always counting with the authorization and rights session granted by the NF of the host country.

In this presentation we will indicate relevant points to consider, you can find all the information for the best organization and requirements in the Procedure and Organization manual, go to [www.copabe.org/document](http://www.copabe.org/document) .

Once acquired the rights for the organization of an event, the LOC is obliged to organize the event as indicated in the Procedures and Organization Manual, to respect the COPABE statutes, Rules and Regulations of existing tournaments, approved by the COPABE Executive Committee.

### **1.1 Scope of Governance**

The COPABE Executive Committee has the exclusive right and authority to determine and grant rights to an organizer of a COPABE event.

All documentation and bids submitted for an event, in any of the COPABE categories, must be sent to [coordinacioncopabe@americas.wbcs.org](mailto:coordinacioncopabe@americas.wbcs.org) one year in advance of the required tournament.

The Legal Commission shall review the applications submitted, reporting to the Executive Committee for final resolution. All resolutions will be made one calendar year prior to the event.

The Executive Committee may request a presentation from the bidder and or legal representative prior to making the final determination and signing the liability contract between the parties.

## **1.2 Candidatures**

Any National Federation, Governmental Organization or private Organization has the right to apply for the organization of a COPABE Pan American, in all its categories and modalities. .

## **1.3 Obligations of COPABE**

COPABE will supervise and provide strategic and technical support for the smooth running of the tournament, together with the Organizing Committee.

COPABE has the obligation to carry out all the actions that its framework grants to ensure that an event organized under its auspices is successfully achieved.

Should the Organizing Committee fail to comply with the provisions of the agreement entered into and agreed upon by the parties, COPABE shall have the right to request reimbursement of the expenses incurred by the non-compliance.

## **2. Bidding Process**

**2.1** COPABE invites National Federations and organizations to submit applications for the organization of a Pan American Tournament.

**2.2** National Federations or Organizations must apply by sending a note, indicating their intention to organize a COPABE tournament. (indicating category and modality) and attaching the information required in this document.

**2.3** The Executive Committee will evaluate the proposals submitted. COPABE reserves the right of evaluation prior to awarding the venue.

**2.4** The COPABE Legal Commission, after an evaluation of the proposals submitted, shall propose the most appropriate proposal for approval by the Executive Committee.

**2.5** Once submitted and approved COPABE will officially announce the venue.

### **3. Advantages of organizing a COPABE Pan American Tournament.**

#### **3.1 Motivating the best athletes.**

- A. It will favor the preparation in your region for the Elite.
- B. It will not have to go through qualification rounds.
- C. Encourage popular support of the national team.

#### **3.2 Elevating the level of the sport.**

- A. It will encourage the support of the media.
- B. Increase the number of development programs at all levels.
- C. It will grant the opportunity to work with more national and regional sponsors.
- D. Improve communication internally with its members and externally with regional and national sports and governmental authorities, as well as with COPABE and WBSC.

#### **3.3 To promote the development of baseball in the region.**

- A. Improve and increase infrastructure.
- B. Develop partnerships and generate new resources.
- C. Improve the professional technical aspect of the Organizing Committee.
- D. Increase cohesion and exchange between NFs, leagues and clubs.
- E. To raise the prestige of the organizing NF by contributing to its environment.
- F. Increasing the demand for the sport in the leagues and clubs.
- G. Increased interest in the sport in the host city.
- H. The use of venues will impact tourism in the region.
- I. Obtaining financial benefits to improve their sport development system and training programs for their high performance athletes.

#### **4. Presentation**

The presentation of your NF/Organization must be clearly specified, answering the points that we detail for a good knowledge by COPABE, of the future Local Organizing Committee.

**A. National Federation:**

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**B. Competition you wish to organize:**

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**C. Year of competition:**

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#### **Contact National Federation or Organizer -**

**A. Name:**

**B. Position:**

**C. Telephone: ( )**

**D. Cellular: ( )**

**E. E-Mail:**

**F. Mailing Address:**

**G. Zip/Postal Code:**

#### **5. Venue Proposal**

We will present you with a series of questions to get to know the headquarters.

Consult [www.copabe.org/document](http://www.copabe.org/document) for the procedures and organization manual.

##### **5.1 Host City:**

- Cities that will participate in the event as Sub Venues:
- Number of stadiums with regulatory measures of the category.
- Addresses of the stadiums:

## **5.2 Local Conditions**

Organizing Committee Structure (indicate by means of an organization chart)

## **5.3 Customs and immigration formalities**

Please let us know if you can provide import guarantees, free of customs duties for sporting goods and equipment for broadcasts and press delegations.

Tell us if your country requires an entry visa for which countries, and the necessary requirements for entry. Exem: (Passport valid until 6 months after the expiration date for entry into the country).

## **5.4 Media**

It is supported by regional and national media.

## **5.5 Volunteers**

Will you call for volunteers to collaborate with the LOC, do you know the procedure and management of Volunteering (see [www.sportsplanningguide.com/volunteers-key-ingredient-successful-sports-event](http://www.sportsplanningguide.com/volunteers-key-ingredient-successful-sports-event) )

## **6. Make reference, in a few words, of the following points.**

**6.1 Weather** (Please indicate temperatures at the time of the Tournament)

**6.2 Health Service** (Indicate the coverage in the playing fields and if additional services will be provided (each delegation must have its own health insurance).

**6.3 Safety**

**6.4 Indicate the reason that motivates you to organize a COPABE event.**

**A.** What are the reasons why you have decided to have your NF or organization hold an event.

- B.** What benefit you expect to obtain for baseball in your region and federation with this event.
- C.** Do you have governmental financial support for the event. (Indicate the corresponding item, if more than one.)
- National Government and other areas of government
  - State Government
  - Municipal Government
- D.** You have the support of the sport authorities and your National Olympic Committee. Indicate if it is support or recognition (Indicate the same).
- E.** It has economic support from Private Sponsors, Benefactors, own funds. (indicate)
- F.** If the National Federation grants the organization of the event to a governmental or private organization, please indicate if this organization has sufficient financial solvency and the experience of having organized events of this nature in the past. (Indicate the organization and previous verifiable experience).

## **7. Transportation, lodging and meals:**

All the information we provide here will help you to see what the needs are so that you can begin to evaluate the costs. Remember for more information you will find it at : [www.copabe.org/documents](http://www.copabe.org/documents) .

### **Considerations:**

- Use of university residences or hotels of 3-star and above is required in all categories as a minimum level.
- Admission is 48 hours before the beginning of the competition and 24 hours after the end of the competition.
- Meals are 3 meals per day (breakfast, lunch and dinner) starting with lunch on the day of arrival and ending with breakfast on the day of departure for all delegations and COPABE officials.
- Internal transportation is only for the displacement of the delegations.

A. Airport - Hotel – Airport / B. Hotel - Playing Field - Hotel



- Each delegation must travel in an individual bus
- COPABE officials must have separate transportation from delegations.

Lodging Requirement	U-08 / U 10	U-12 U-15	U-18 Femenino	U-23	Senior
<b>Official Delegation</b>	<b>18 Players + 1 Manager 3 coaches 1 Official Total 23</b>	<b>18 Players + 1 Manager 3 coaches 1 Official Total 23</b>	<b>20 Players + 1 Manager 3 coaches 1 Official Total 25</b>	<b>22 Players + 1 Manager 3 coaches 1 Official Total 27</b>	<b>24 Players + 1 Manager 3 coaches 1 Physio 1 Official Total 30</b>
<b>Rooms</b>	<b>9 Double Player Rooms  2 Double Manager Coaches rooms  1 Official Single Room</b>	<b>9 Double Player Rooms  2 Double Manager Coaches rooms  1 Official Single Room</b>	<b>10 Double Player Rooms  2 Double Coaches rooms  2 Single Manager - Official Rooms</b>	<b>11 Double Player Rooms  2 Double Coaches rooms  2 Single Manager - Official Rooms</b>	<b>12 Double Player Rooms  2 Double Coaches rooms  3 Single Fisio - Manager - Official Rooms</b>
<b>Physiotherapy room</b>	<b>A common space in the hotel to be shared by the participating teams. If a delegation prefers an exclusive space, this will be at the expense of the National Federation or they can use the room assigned to the Physio .</b>				

<b>Umpires</b>	They will be accommodated in double rooms, separated from the delegations with the Technical Officials assigned to the competition. They may not be replaced by another member of the delegation.
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The LOC will guarantee rooms in a hotel exclusively for COPABE Technical and Official members (similar category to the delegations (minimum 3 stars). The LOC will cover the full board accommodation expenses for the following COPABE Tournament officials and technical staff as follows :

COPABE Officers	Room	Arrival	Departure
<b>COPABE President</b>	Single	3 days before	1 day later
<b>Tournament Director</b>	Single	3 days before	1 day later
<b>Technical Director</b>	Single	3 days before	1 day later
<b>Umpires Director</b>	Single	3 days before	1 day later
<b>Scorers Director</b>	Single	3 days before	1 day later
<b>Umpires / Scorers</b>	Doubles	2 days before	1 day later
<b>Technical Commissioners</b>	Doubles	2 days before	1 day later
<b>COPABE Media</b>	Doubles	2 days before	1 day later
<b>Medical Officer (when required)</b>	Single	2 days before	1 day later

**NOTE:**

The number and designation of COPABE Officials and Staff required for the Tournament shall be established by COPABE based on the format of each Tournament, the number of competition sub-venues used and the distances between sub-venues. The exact number may be clarified on a case-by-case basis with the Organizing Committee before submitting the candidature.

The arrival and departure columns refer to the number of days before the start of the competition and the number of days after the end of the competition, respectively.

**8. Competition Calendar**

- Maintain dialogue with the COPABE Executive Committee and the Technical Commission at all stages of the elaboration of the competition calendar, which includes the following four steps:
- Daily schedule of matches
- Tournament schedule
- Detailed program of the playing fields
- Detailed program of sporting activities.

Note: Statistics should be managed by a member of the COPABE Scorers Commission (Scorers may be from the Local Association/Federation).

**8. Other costs to consider**

- A. Tournament Director Ticket
- B. Technical Director Ticket
- C. Scorer Director Ticket
- D. Directors' Fees
- E. Umpires and Scorers Fees (both costs can be found in the procedure manual).
- F. Game Ball Costs

**Remember that all the complementary information for good organization can be found in the Procedures and Organization Manual at**

**[www.en.copabe.org/documents](http://www.en.copabe.org/documents) .**

# AGREEMENT

(Official Letterhead)

Date: \_\_/\_\_/\_\_\_\_

The National Federation of \_\_\_\_\_ presents the following agreement to organize and carry out the Pan American Tournament category \_\_\_\_\_, Modality \_\_\_\_\_ to be held on (Year).

The Tournament / Qualifier will be held in the City of \_\_\_\_\_ (City/Province - State - Country) proposed for the date: \_\_\_\_\_.

As the bidder for the official Tournament/classifier at the venue indicated, we understand and agree to comply with the statutory provisions, rules and regulations of COPABE.

We further agree that our Federation/Organization agrees to pay the sum of USD 5,000 in the event of non-compliance with the terms of this agreement and/or withdrawal of the organizational commitment 120 days prior to the indicated start date

Having been appointed "Official Candidate" to organize the Event, we will start the organization following the Procedure and Organization Manual, reporting every 60 days on the status and progress of the organization.

Signature

(President of the National Federation)

Signature

(Organization / Local Organizing Committee)

Send this form to: COPABE secretary [emarygob@yahoo.com](mailto:emarygob@yahoo.com) with copy to [coordinacioncopabe@americas.wbsc.org](mailto:coordinacioncopabe@americas.wbsc.org)

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