

EXPRESSION OF INTEREST TO HOST BFA EVENT

Documents to be submitted shall use the following format, addressing all matters listed. If a bidding entity desires to provide additional documentation and/or information, attach at the end of this form.

NATIONAL FEDERATION: BFA EVENT SOUGHT: (include event year)
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CONTACT PERSON FOR NATIONAL FEDERATION OR EVENT ORGANIZATION
NAME: POSITION: TELEPHONE: (.....)..... MOBILE: (.....)..... POSTAL ADDRESS: ZIP CODE:

PROPOSED VENUE(S)
NUMBER OF STADIUMS: NUMBER OF CITIES INVOLVED: VENUE(S): ADDRESS(ES): ZIP CODE(S): TELEPHONE(S): (.....) FAX(ES): (.....) E-MAIL: ADDRESS(ES): WEBSITE(S):

2. NATIONAL, REGIONAL AND LOCAL CHARACTERISTICS

a. Describe the structure of the entity bidding to host the competition and its relationship with other relevant bodies (Government, NOC, NF, Regional Federations, and Professional Bodies). Attach an organizational structure chart with the departments and names of personnel in charge of each area.

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b. Governmental support for the bid at a national, regional and local level. If yes, enclose original documents.

Yes

No

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c. Support for the bid from sports authorities and the NOC. If yes, enclose original documents.

Yes

No

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d. Describe any possible foreseen events that might influence the competition.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details:	

3. ORGANIZATIONAL PROFILE

a. Describe the organizational profile of the applying entity or entities. If the National Federation plans to assign another entity or institution to organize the Event, a detailed reference must be made hereunder. If such entity has hosted any international or local events that might be equivalent to the BFA Event that you are bidding for, please describe here.

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4. LEGAL, IMMIGRATION AND CUSTOMS

a. Confirm your commitment to following the BFA rules in the following areas

- Protection of the trademarks and BFA logos
- Ambush marketing and protection against illegal marketing
- Non-existence of pre-established agreements (advertising in and outside venues)
- Securing entry visas/landing permission for all participants. List countries with which your nation does not maintain diplomatic relations.

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b. A great deal of goods are expected to be imported to the host nation before, during and after the tournament. Describe any necessary procedure in regards to import, use and export of goods.

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c. Describe any kind of taxation which may be applied to any aspects concerning the organization of the Event.

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5. METEOROLOGICAL AND ECOLOGICAL ASPECTS

a. Describe geographical and climatological aspects of all cities where the competition will be held (precipitation, altitude, temperature, humidity, wind, fog etc)

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b. Describe the level of pollution where the competition will be held

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c. Confirm your agreement to purchase material/equipment (i.e.: tarp) in order to operate the Event despite rain if requested

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6. SECURITY

a. Specify the crime rate in the city or cities where the Event will be held and describe possible security risks during the Event.

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b. Describe overall security plan

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7. INSURANCE AND MEDICAL SERVICES

a. Describe the details of your medical/health insurance and civil/third party liability insurance according to the guidelines

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b. Describe epidemiology risks (if any) in the city or cities where the Event will be held

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c. Describe plans on onsite first aid service at venues and accommodation and involvement of local hospitals

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8. COMPETITION PROGRAM

a. Indicate distance between stadiums if multiple stadiums are used

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b. Indicate seating capacity of each stadium

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c. Describe about setup of dressing rooms for players and umpires at each stadium and attach photos

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d. confirm that broadband wireless network can be made available free of charge at each stadium

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e. When do you propose site inspection to take place (no later than 12 months before the proposed Event date)

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f. Explain on the ownership of the proposed stadiums and their availability for the Event

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g. If any, indicate any restrictions on facility use

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h. Describe current conditions of the playing fields, facilities, details and schedule of additional work required

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i. Insert a blueprint of each stadium including the following areas: playing field, spectators stands, locker rooms for players and umpires, dugouts, warm-up areas/bullpens, media areas, photographer area, stands reserved for press conference room, BFA office, LOC Office, accreditation center, VIP lounge.

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j. Describe how you plan to organize welcome party, cultural program and hospitality program (VIP lounge)

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k. Confirm the ability to organize opening and closing ceremonies according to BFA protocol

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l. Describe side and promotional events/press conference that you plan to hold

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m. Describe the location, facility conditions of practice site at each venue/city. Also indicate the distance to tournament stadiums

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n. Explain a recruitment process of volunteers and plan on how to train and educate them and what roles volunteers will play in LOC.

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o. Confirm if all meetings can be organized according to BFA regulations and instructions from BFA office

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p. Confirm if accreditation management can be dealt with according to BFA regulations and instructions from BFA office

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q. Describe plan on staffing for ground crew, PA announcer and score board management

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r. Confirm if the game protocol (lineups, flags, national anthems etc) can be organized according to BFA regulations and instructions from BFA office

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9. LOGISTICS

a. Indicate the name and website of hotels you propose to use for the following participants.

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Teams:
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BFA officials/staff/VIPs:

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b. Suggest accommodation for media (if a number of international media present)

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c. Suggest accommodation for family and supporters of teams (if present)

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d. Indicate the distance from competition stadiums, hotels and the closest international airport.

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e. Describe how you plan to organize ground transportation for all participants

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f. Describe information about local public transportation and access to stadiums for fans and media

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g. Confirm if a sufficient number of parking lots can be made available

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11. FINANCE

a. Describe how you plan to secure sufficient financial resources to successfully operate the Event. Specify revenue sources.

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b. Describe the overall budget with revenues and expenses

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COMPETITION VENUE INFORMATION CHECKLIST				
VENUE NAME	1			
	2			
	3			
	4			
VENUE NUMBER	1	2	3	4
LIGHTING				
WARNING TRACK				
GROUND TARPS				
GROUND EQUIPMENT				
VIDEO BOARD				
BACKSTOP DISTANCE FROM HOME PLATE				
DUGOUTS				
BULLPEN				
PADDED FENCING				
FIELD DIMENSIONS (LF-CF-RF)				
SCOREBOARD (include type)				
TYPE OF INFIELD (i.e.grass or running tracks & cut-outs)				
BATTER EYE (IF PRESENT)				
NO. OF SPECTATOR SEATS				

SUPPLEMENTARY INFORMATION:

Please attach advice of any special information regarding any matter which would support this application.

(i.e.:experience at conduct of BFA Events, recent upgrades to facilities, others).

Once completed, the “Expression of Interest” must be submitted to the BFA Headquarters by email and post.

BFA – Baseball Federation of Asia
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