

# ***Bid Procedures***

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Baseball Canada contact: Michel Landriault (mlandriault@baseball.ca)

Championship bids application: process, selection, and principles.

- Process and Selection

- June 1st (2 year prior to event) 'expression of interest' to Baseball Canada is requested
- Sept 30th (2 year prior to event) bid submission deadline to Baseball Canada
- Oct 21st (2 year prior to event) Championship Committee Host recommendations
- Nov (Fall Convention 2 year prior to event) ratification of Championship Host

- Principles

- Championships are awarded 2 years prior to event, using process described above.
- Baseball Canada will only accept, single year bid or 2 consecutive (multi-year) bid.
- In the case of a 2 consecutive year bid proposal, the Championship can be awarded for the entire multi-year bid. Example, bid Sept 2013 for hosting 2015 & 2016 event.
- In the event that no host exists for a Championship tournament, the Board will consider, at any time, a recommendation from the Championship Committee to fill a host vacancy in a timely manner.

A fee of \$1000, payable to the Canadian Federation of Amateur Baseball must accompany the bid. This fee covers the bid process, potential site inspection and infraction and fines.

For any bid to be considered the items listed below must be addressed in order and in complete detail in a typewritten bid proposal:

**Item 1      Championship and/or Event**

- Indicate which championship and/or event the bid proposal is for
- Include the year(s) being proposed

**Item 2      The Host Organization**

- Provide a detailed organizational chart
- Provide a brief resume for each of the organization's directors
- Outline the organizations past hosting experience
- Include whether or not the organization is incorporated

**Item 3      The Host City**

- Outline what support, if any, is being provided by the host city towards the proposed Baseball Canada tournament and/or event
- Provide details on related events hosted by the proposed host city
- Detail reasons for success, or lack of success experienced by past events
- Provide demographics for the local baseball community and explain how the bid will benefit this community
- Explain what other benefits, social, economic or otherwise, will be experienced by the host city as a result of the proposed Baseball Canada tournament and/or event

**Item 4      Other Hosting Partners**

- Provide information on any other government and/or corporate partners who will contribute to the success of the bid

**Item 5      Financial Statements**

- Provide the organization's current financial statements
- Provide a proposed budget for the championship and/or event being bid on

**Item 6      Fund-Raising/Marketing** (Note: Baseball Canada retains all title rights (unless negotiated otherwise))

- Detail revenue generation (use of bingo, casino, etc.)
- Indicate sponsors sales targets, pricing, and benefit packages
- **Include admission structure**

**Item 7      Facilities**

- Identify number and specifications of ball diamonds (dimensions, lighting, and field materials, dugouts, scoreboard, fixed and portable signage, bullpens, fence heights)
- Detail the availability of practice fields, secondary fields
- Describe availability of ancillary services (team rooms, showers, water supply, press box, phone/fax services, public address system)
- Describe spectator facilities (seating capacity, shelter, washrooms, parking, concession stands)
- Provide details of available emergency medical facilities (on-site and off-site)
- Include photos, maps and diagrams where they might be helpful

**Item 8      Event Staff**

- Identify volunteer requirements (include numbers and duties)
- Identify plans for recruiting and screening

- Item 9      Food/Accommodations**
- Outline suggested team housing
  - Include capacity, type of facility, room rates, banquet facilities, and distance and travel time from the ball park
  - Detail meal arrangements
  - Included type of food, sample menus, costs, and options
- Item 10     Transportation**
- Provide information on local transportation services you will provide
  - Describe public transit and other access to all venues including on-site parking
  - Provide details on the airport to be used and its national and regional service
  - **Provide an outline of driving time between facilities (airport, hotel, field)**
- Item 11     Letters of Support**
- Bids should be accompanied by letters of support from municipal, regional, and provincial governments as well as local, regional and provincial baseball associations
- Item 12     Guarantees**
- Fees, services, availability of fields, accommodations

If accepted, a site inspection (if required) will take place within 90 days and a host agreement will be negotiated between Baseball Canada and the organizing committee.