



USA SOFTBALL

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THE NATIONAL CHAMPIONSHIP

To be considered as a Host you must meet the following criteria and be certified as Host Bid City:

USA Softball Registrations:

- ◆ Do you currently register your teams USA Softball

Competition Complexes:

- ◆ 1 Field per 10 teams (minimum) projected for JO and Adult Fast Pitch National Championship Tournament
- ◆ 1 Field per 15 teams (minimum) projected for JO and Adult Slow Pitch National Championship Tournament
- ◆ Regulation fence distances for Age, Division, and Classification of play
- ◆ Umpire changing room
- ◆ National Championship results and brackets must be posted at all Complexes
- ◆ Communications area/Operations center with computer that has Internet capabilities and MS Office (**USA Softball National Championships only, recommended for all other National Championships**)
- ◆ Information Desk at primary Complex
- ◆ Public restroom facilities
- ◆ Concessions/souvenir area [soft goods and food]
- ◆ Designated first aid area

Practice Venues:

- ◆ Adequate facilities to enable each team the ability to practice (**USA Softball National Championships only, recommended for all other National Championships**)

USA Softball Rep / USA Softball UIC

- ◆ One car per person to be provided to the USA Softball Representative and the USA Softball Umpire-In-Chief for duration of the Championship [one day prior to Registration Day through day following the end of play]
- ◆ Housing for USA Softball Representative and USA Softball Umpire-In-Chief. Double rooms or king-size room for duration of respective stays. [One day prior to Registration Day through day following the end of play]
- ◆ USA Softball Representative and USA Softball Umpire-In-Chief per diem at \$125 each per day
- ◆ Assistant Umpire-In-Chief (if assigned) per diem at \$100 per day
- ◆ On request communication devices (radios or cell phones) shall be provided to USA Softball Representative and USA Softball Umpire-In-Chief for duration of stay in Host City
- ◆ Working telephones must be readily available at each complex & Tournament Headquarters
- ◆ High speed internet connection must be available at Tournament Headquarters (**USA Softball National Championships only, recommended for all other National Championships**)

Sports Medicine

- ◆ Medical care must be available at each Complex. All first aid stations shall be staffed with certified health care professionals, student athletic trainers, or certified athletic trainers, with training adequate to handle the anticipated medical needs associated with the event. [On duty beginning an hour before the first game through 1/2 hour after the final game of the day] **(USA Softball National Championships only, recommended for all other National Championships)**
- ◆ Ensure the availability of licensed physicians and emergency medical staff on a 24-hour emergency call basis at nearby hospitals and clinics throughout the Championship.
- ◆ Designation of a sports medicine facility or hospital for primary treatment
- ◆ Water must be furnished in each dugout for drinking
- ◆ Ice must be available for injuries

Umpires

- ◆ All Umpires will be assigned by the National Umpire Coordinator
- ◆ Host shall pay a minimum \$30.00 per official per game for Adult Slow Pitch, \$50 per game per official for Fast Pitch and \$26.00 for JO Slow Pitch
- ◆ Host shall house umpires, 2 per room. If An umpire brings family, he/she will be responsible for 50% of room cost
- ◆ Umpires are required to be present when the tournament starts
- ◆ House at a hotel with laundry facilities
- ◆ Local transportation to and from complexes for games

Venue/Game Personnel

- ◆ Provide a site coordinator for each complex. Site Coordinator must be present on site during course of daily competition
- ◆ Working Public Address systems with staff announcing each participant as they come to bat. **(USA Softball National Championships (Majority of fields), Main Complex for all other National Championships)**

Ceremonies

- ◆ Conduct an Opening Ceremony
- ◆ Conduct an Award Ceremony per USA SOFTBALL following the National Championship game.

Meetings

Facilitate the following meetings:

- ◆ Tournament Director and Site Coordinators with USA Softball Rep and USA Softball UIC prior to day of registration
- ◆ Officials' Meeting – USA Softball UIC with local and nationally assigned officials
- ◆ USA Softball Rep, USA Softball UIC and Tournament Director with Coaches before competition

Housing

- ◆ Secure adequate housing for the anticipated number of attendees expected for your event (based on 15 rooms per youth team and 10 rooms per adult team)
- ◆ Work with local hotels to secure reduced rates
- ◆ Check into university/college dormitory housing, if available
- ◆ Teams cannot be required to stay at housing that you make available

Awards

- ◆ Host is responsible for National Championship trophy awards for finalists. Team awards will be ordered by the HOST according to USA Softball Procedural Code and billed to the Host Organization. [Budget approximately \$2,500 + shipping]. The host is responsible for cost of team awards for all Divisions.

Security

- ◆ Host shall have security available to ensure the safety of participants coaches and spectators

Travel

- ◆ City must have a major airport with multiple Airlines within 60 miles

Coaches and Players Gifts (Recommendation)

- ◆ Small gifts from the tournament hosts that represent the tournament should be given to players and coaches at check in or the coaches meeting. This is not required but suggested.

Tournament Host Certification Form

Host Name: _____ Web Site:(Host and Facility) _____
Host Address: _____ City: _____ State: _____ Zip: _____
Host Work #: _____ Host Cell #: _____
Host Fax #: _____ Host Email: _____
Do you register you recreational teams with USA Softball? _____ If yes , How many? _____

Number of Complex's Available _____ Total Number of Fields Available: _____
List Complexes with Available # of USA SOFTBALL regulation Fields: Portable fence available: _____ How many Fields: _____

1. Complex Name _____ Phone # _____
Total # of Fields _____ Fence Distance _____ # Lighted Fields _____ # Non lighted Fields _____
2. Complex Name _____ Phone # _____
Total # of Fields _____ Fence Distance _____ # Lighted Fields _____ # Non lighted Fields _____
3. Complex Name _____ Phone # _____
Total # of Fields _____ Fence Distance _____ # Lighted Fields _____ # Non lighted Fields _____
4. Complex Name _____ Phone # _____
Total # of Fields _____ Fence Distance _____ # Lighted Fields _____ # Non lighted Fields _____

If using additional complexes please list on a separate sheet of paper with the same information.

Number of Motel/Hotels Available: _____ Total Number of Rooms Available at Motel/Hotel: _____
List Motel/Hotels with Available # of Rooms:

1. Host Motel/Hotel Name _____ Phone # _____ # of Rooms _____
Rate: _____ Distance from Major Airport: _____ Distance from Main Complex: _____
2. Motel/Hotel Name _____ Phone # _____ # of Rooms _____
Rate: _____ Distance from Host Motel/Hotel: _____ Distance from Main Complex: _____
3. Motel/Hotel Name _____ Phone # _____ # of Rooms _____
Rate: _____ Distance from Host Motel/Hotel: _____ Distance from Main Complex: _____
4. Motel/Hotel Name _____ Phone # _____ # of Rooms _____
Rate: _____ Distance from Host Motel/Hotel: _____ Distance from Main Complex: _____

If additional hotels will be used please list with the same information on another sheet of paper.

Major Airport: _____ Distance from City: _____ # of Airlines: _____

Host Signature: _____ Date: _____

USA Softball Commissioner
Signature: _____ Date: _____

Regional Vice President Signature: _____ Date: _____

For Office Use Only Approved Denied
Size of Tournament approved for: _____
Type of Tournament approved for: _____

Who is eligible to bid an event?

USA Softball National Championships Tournament are awarded to a sponsoring organization which becomes the National Championship Tournament Host Organization (Host) for the event and the USA Softball Local Association. No championship may be awarded to an individual. Examples of a Host organization include a park and recreation department, a sports commission, a convention and visitor's bureau, or a Chamber of Commerce.

The Championship Tournament for which you are bidding is an event of USA Softball. The Host is required to follow the administrative procedures as specified in the contract and addendum and receive the Local Association Commissioner Signature.

The Host must attain a Site Certification prior to bidding on a National Championship Tournament.

Championship Tournament Management

The HOST is responsible to provide a certified Tournament Director (certified by USA Softball) who will become the main point of contact with the USA Softball National Office Staff and assigned representatives of the USA Softball.

USA Softball may assign one Representative and one Umpire-In-Chief to oversee and monitor the progress of each National Championship Tournament. Assigned staff will be on-site for the entire event.

The Representative is responsible for verifying team qualification, team entries, player eligibility, tournament seeding and tournament brackets; The Umpire-In-Chief is responsible for umpire assignments and umpire meetings. The assigned Representative is responsible for any on-site decisions regarding the National Championship Tournament.

THE HOST ORGANIZATION

Program and Services

Designation as a Host city of a USA Softball National Championship Tournament carries many responsibilities. To fulfill these responsibilities each host city must form an administrative unit called the **National Championship Tournament Host Organization** (Host). Local championship responsibilities will be executed by the HOST which may be chartered as a separate 501-c-3 status, or be part of an existing organization. Each HOST must raise funds to support all its championship responsibilities. The HOST may hire professional staff in addition to recruiting volunteers to fulfill responsibilities. The HOST promotes and markets the championship to the public and local media.

A formal agreement (Tournament Contract) and addendum binds both parties to specific responsibilities necessary for the successful conduct of the Championship.

Fundraising

Each HOST is permitted to generate funds from local corporate sources. These contributors are known as Local Patrons, Hosts, Donors, and can be designated according to the level of support. (Gold, Silver, and Bronze, etc.)

The USA Softball maintains “National Sponsors” for its USA SOFTBALL National Championship Tournament and consequently reserves the right to the “sponsorship” terminology. In soliciting support locally, you may not utilize this terminology. Additionally, the HOST does not have the right to sell or market a title or presenting sponsorship package. Prior to you making any contacts with a national corporate entity, you must first advise USA Softball National Office so as to avoid any potential conflicts with current sponsorship activities. USA Softball, at its sole discretion, will approve all such fund raising activities.

Using USA Softball’s logo in conjunction with a sponsor without prior written consent by USA Softball is prohibited.

National Championship Logo

USA Softball National Championship logo establishes a consistent, iconic and memorable visual presentation of what a USA Softball National Championship is. USA Softball has taken great strides to protect the USA Softball brand and has established the below National Championship logo requirements.

- The USA Softball National Office will provide each National Championship host a logo for promoting their respective USA Softball National Championship
 - The provided National Championship logo should be the cornerstone of all printed items, souvenirs and additional graphic elements as it is the primary representation of the USA Softball National Championship.
 - The use of the USA Softball National Championship logo must adhere to the Official Style and Brand Guidelines of USA Softball.
 - If a National Championship host wishes to have alternate versions of the National Championship logo (one color, two color, etc...) or request customization of the logo they must make a formal request to the USA Softball National Office Communication Department listed below.
 - comms@usasoftball.com

- Any use, whether commercial or otherwise, of the USA Softball National marks (either primary or secondary) is not permitted without a license.
 - The USA Softball National Office offers licensing options to vendors who wish to produce items with the USA Softball marks. Please contact the **Communication Department** for more information.

Merchandise at a National Championship

- As a National Championship host, the National Office-approved National Championship logo may be used for merchandise/promotion of the event without requiring a licensing fee
- If a host wishes to sell merchandise with the USA Softball brand, the vendor must be licensed with the National Office
- Tournament hosts can request information on licensing through the National Office Marketing Department

Conducting the Championship

The HOST is responsible to provide Certified Tournament Director (certified by USA Softball) and all staff necessary to run the event.

Additional responsibilities of the HOST include but are not limited to the following:

- Entering into agreement with USA Softball detailing the contractual conditions of USA Softball National Championship Tournament
- Coordinating efforts in the areas of souvenir sales, fundraising, volunteer manpower, etc.
- Funding the USA Softball National Championship Tournament through private and public contributions, in addition to the sale of tickets to competitions, souvenir sales, concession sales, program ad sales, and entry fees
- Promoting and marketing the USA Softball National Championship Tournament to the public, in coordination with USA Softball Marketing Department
- Implementing a printing, marketing, and accounting strategy for programs and souvenirs for the competition
- Furnishing competitive venues that meet the technical specifications for the competition
- Providing adequate security at all competition venues and any other official venue as part of the National Championship Tournament
- Providing a system of credentials for media, players, coaches, and staff
- Providing adequate emergency medical and ambulance services for all athletes throughout the championship as well as first-aid and emergency medical and ambulance service for all other participants and spectator attendees
- Responsible for providing first-aid accommodations at all venues, this shall be marked and conveniently located
- Drinking water must be furnished in each dugout
- Ice must be available for injuries

- Emergency transportation must be on-site or on call
- Providing a registration area
- Contacting the local Chamber of Commerce and/or Convention and Visitors Bureau to obtain civic support for the National Championship Tournament
- Furnishing equipment [other than softballs] for the conduct of the National Championship. (Batting cages, pitching nets, etc.)
- Planning and staging an Opening or Welcoming Ceremony as described by the USA Softball Code
- Obtaining USA Softball sanction from the Local USA Softball Commissioner
- Forwarding to the USA Softball National Office copies of all publicity clippings and articles generated prior to, during and following the National Championship Tournament
- Establishing a Steering Committee whose primary responsibilities include:
 - ◊ Selecting Committee Chairs
 - ◊ Budgeting and fundraising
 - ◊ Ticket pricing [in compliance with USA Softball contractual requirements] and policies
 - ◊ Protecting usage of USA Softball Logo per contractual requirements
 - ◊ Establishing a timetable of events/responsibilities for Committee Chairs
 - ◊ Accounting for revenues and expenditures and providing a financial statement within 30 days to the USA Softball National Office
 - ◊ Providing [within six weeks] an after-action report to the USA Softball National Office
- Assembling manpower to coordinate functions of the following committees: Awards, Decorations, Finance, Housing, Opening Ceremony, Participant Services, Program, Public Relations, Security, Souvenir Sales, Sports Medicine, Field Maintenance, Ticket Services, Transportation, and Volunteer
- Providing a Tournament Web Site with all relevant info and registration link, with a direct link to the USA Softball National Web site
- Mandatory use of www.tournamentusasoftball.com for bracketing and registration.

USA Softball JO (Youth) Play SafeSport and Background Check Quick Facts

- All adults participating in JO (youth) play that are 18 years or older (excluding players) in the dugout and/or on the field, including those in recreational leagues (non-travel), must complete a Background Check and take SafeSport training if the team has players age 17 or under (this includes coaches, scorekeepers, trainers, etc...)
- Umpires age 17 and under – SafeSport training is strongly recommended.
Umpires age 18 and above are required to have Background Checks and SafeSport training when working games involving participants that are under 18 years of age.
- SafeSport training will be mandatory for all players age 18 or 19

***Teams must complete the above requirements before they can
be approved as a USA Softball sanctioned team.***

SafeSport Cross-Certification

- If an individual is SafeSport trained for any other USA governing body (ie...USA Hockey, USA Swimming, etc...), they can go into their SafeSport profile, check USA Softball under the Membership section, and input their Member ID that can be obtained from their HomePlate on their RegisterUSAsoftball.com account. This will allow for the results of their SafeSport training to be shared with USA Softball also.
- If an individual is SafeSport trained for any other sport other than an NGB, they must provide a copy of their certificate to either their USA Softball Commissioner or JO Commissioner. They will then send a copy to USA Softball national office (Stephanie Brown) to make the determination if the courses completed are compatible with the NGB policies.

CHAMPIONSHIP CONTRACT SUMMARY

Each successful bid city signs an agreement with USA SOFTBALL detailing the respective legal, fiscal and administrative requirements of the Championship. Major concepts of the Agreement are summarized below.

USA Softball

- * **Administration**
- * **Operations**
- * **Marketing**
- * **Media**
- * **Direct Income**

THE HOST

- * **Administration**
- * **Operations**
- * **Marketing**
- * **Media**
- * **Direct Income**

BUDGET CONSIDERATIONS

Host Organizations should be aware that the budgeting process involves many considerations for income and expenses. The outline below is only a skeletal view of budgeting requirements.

INCOME

	<u>Cash</u>	<u>Value-In-Kind</u>	<u>Total</u>
Corporate	_____	_____	_____
Entry Fees	_____	_____	_____
Individual	_____	_____	_____
Endowments & Foundations			
Grants- Private	_____	_____	_____
Government	_____	_____	_____
Merchandise			
Sales	_____	_____	_____
Ticket Sales			
Season	_____	_____	_____
Daily	_____	_____	_____
Special Events	_____	_____	_____
TOTALS	_____	_____	_____

EXPENSES

	<u>Cash</u>	<u>Value-In-Kind</u>	<u>Total</u>
Administration			
Telecommunications	_____	_____	_____
Xerography	_____	_____	_____
General Printing	_____	_____	_____
Office Supplies	_____	_____	_____
Travel	_____	_____	_____
Data Processing	_____	_____	_____
Communications			
Media			
Printing	_____	_____	_____
Press Conference	_____	_____	_____
Advertising	_____	_____	_____
Operations			
Competition			
Venues	_____	_____	_____
Equipment	_____	_____	_____
Telecommunications	_____	_____	_____
Security	_____	_____	_____
Decorations	_____	_____	_____
Officials	_____	_____	_____
Scorers' Table	_____	_____	_____
Transportation			
Commissioners	_____	_____	_____
Other	_____	_____	_____
Fuel	_____	_____	_____

Special Events

Opening Ceremony	_____	_____	_____
Awards	_____	_____	_____
Hospitality	_____	_____	_____
Special Promotions	_____	_____	_____
Athletes' Party	_____	_____	_____
Other	_____	_____	_____

Tickets

Ticket Services	_____	_____	_____
Ticket Takers	_____	_____	_____

USA SOFTBALL Rep & UIC

Officials Housing	_____	_____	_____
Daily Per Diem	_____	_____	_____
Transportation	_____	_____	_____
Telecommunications	_____	_____	_____

Expenses (cont.)

	<u>Cash</u>	<u>Value-In-Kind</u>	<u>Total</u>
Volunteers	_____	_____	_____
Sports Medicine	_____	_____	_____
Award Fee	_____	_____	_____
Postage/Shipping	_____	_____	_____
TOTALS	_____	_____	_____

USA SOFTBALL NATIONAL CHAMPIONSHIP LOGISTICS

Typical Schedule for a USA Softball National Championship

Note: Other events may not require the same number of days to complete.

- Day 1: USA Softball Rep / USA Softball UIC arrive. Meetings with HOST Teams begin to arrive.
- Day 2: Registration begins
Coaches' Meeting
Officials' Meeting
- Day 3: Pool Play begins. (If applicable)
- Day 4: Pool Play concludes. (If applicable)
- Day 5: Championship bracket play begins.
- Day 6: Championship bracket play continues
- Day 7: Championship bracket play concludes with medal & trophy presentations
- Day 8: USA Softball Rep/USA Softball UIC depart

AWARD PROCEDURE

Organizations interested in hosting an USA Softball National Championship Tournament for 2026 shall review these “Bid Specifications”. Proposals should be presented to USA Softball National Office immediately upon completion, but not **later than July 1st, 2024**.

Upon receipt of bids from organizations in good standing, the bids will be reviewed by the USA Softball National Championship Review Committee. The Committee will review the organization’s ability to conduct the National Championship within the guidelines set forth. The committee may take one of the following actions:

1. Accept the bid as submitted and forward to the entire Council for a final vote
2. Contact the bidding entity for more information to determine if the bidding entity can conduct the event according to USA Softball’s standards.
3. Reject the bid as submitted based on the bidding entity’s inability to meet specified criteria to conduct the championship according to USA Softball’s standards.
4. Accept the bid as submitted based on the Host Certification Form approval

After bids have been reviewed/accepted by the Review Committee they will be considered and awarded at the Annual Council Meeting by a majority vote of the council members. Within divisions of play, the tournament with the highest number of bidders shall present their bids to the Council first; the tournament with the second highest number shall present their bids to the Council second and so on. If at any time during the voting, there are more than three bidders for a National Championship and no bidder receives a majority vote, then the two bidders (and ties) with the least amount of votes shall be eliminated from the next round of voting. Voting will continue until there are only two bid cities remaining and a final vote is cast or a city obtains a majority.

Bidding City Proposal Checklist

- [] Read “Bid Specifications”
- [] Complete proposal paperwork including pictures of proposed sites
- [] Notify local Chamber of Commerce and/or Convention and Visitors Bureau and/or Sports Commission of intent to bid. Request support materials.
- [] Proposal sent to USA Softball National Offices prior to **July 1, 2024**.

Any bid application should include the following:

- The age/grade division you wish to bid
- Date you wish to host the National Championship Tournament if it is not specified in the USA Softball Code
- Signature of the USA Softball Local Commissioner

Bid Fees

- **Included on Bid Form**

Official USA Softball Tournament Bid Form

National Championship Tournament

This bid is for the 2026 _____ **Dates of Tournament**

Year, Tournament Name (include Division and Classification)

The playing site will be _____

Facility City State

Minimum bid fees for National Championship Tournament

GOLD and USA Softball Girl's Fast Pitch = \$400 per team entered
= \$1,000 bid deposit

Adult and JO Slow Pitch and Adult Fast Pitch
= \$125 per team entered
= \$1,000 bid deposit

Territory Girl's Class A & B Fast Pitch = \$200 per team entered
= \$1,000 bid deposit

Regional Girl's Class C & 8 U Fast Pitch = \$65 per team
= \$500 bid deposit

Per team bid fee includes all fees due to USA Softball. There is no additional assessment fee, gate revenue or 10% souvenir royalty fee obligation.

Deposit paid after bid is awarded at National Council Meeting.

Deposit applies to total amount due per team entered in tournament.

Bid due to National Office by July 1, 2024 at 5:00pm

If awarded, all terms and conditions of this bid shall, upon the parties entering into a National Championship Contract, become part of the National Championship Contract. This Bid and the acceptance thereof shall be subject to the parties entering into a formal written agreement (known as the National Championship Contract). Acceptance of this Bid shall merely bind USA Softball to an exclusive negotiation period with the successful bidder for a period of 90 days. In the event a formal written National Championship Contract is not agreed upon and fully signed within said 90 day period, then USA Softball shall be under no further obligation to the successful bidder.

The fees above are the minimum requirements; however, additional guarantees may be included in the bid. If you wish to make an additional guarantee, please fill in the amount on the line in the following sentence. The sponsoring organization hereby guarantees USA Softball the additional flat fee of \$ _____ .00 in addition to the aforementioned per team fees.

The Entry fee will be \$ _____ .00. (NOTE entry fee must reflect any and all mandatory fees directly charged to the teams)

Billing Information (name and address of who should receive the invoices from USA Softball)

Name of Host Organization: _____ Web Site: _____

Address of Host Organization: _____

Host Organization Contact [Name]: _____

Title within Organization: _____

Phone Numbers: _____ [Office]

_____ [Home]

_____ [FAX]

_____ [Email]

Identify Classification of host organization: Not-for-Profit

Other - Please Specify

Purpose of Host Organization:

We further understand if we are awarded the above National Championship Tournament, a formal written agreement will be entered into between the USA Softball, the sponsoring organization and the respective state or metro association within 90 days. If no such formal written agreement is entered into within 90 days, then USA Softball shall have no further obligations or responsibilities with respect to this bid or the bid award.

Month Date Year Association Association Commissioner's Signature

Month Date Year Print Name of Host Organization

Authorized Signature of Hosting Organization

Community Support

Have you notified Chamber of Commerce and/or Convention and Visitors Bureau?

Yes No

Contact: _____

Title: _____

Phone Number: _____

Attach support documents from Chamber of Commerce, Mayor, and other support groups.

Name of Tournament Director: _____

Address of Tournament Director: _____

Phone Numbers: _____ [Office]

_____ [Home]

_____ [Cell]

_____ [Fax]

_____ [Email]

Media/Public Relations

Media Director: _____

Address: _____

Phone Numbers: _____ [Office]

_____ [Home]

_____ [Fax]

_____ [Email]

Media Headquarters during Competition: _____

Phone Number: _____ [Email] _____

Fax Number: _____

Media/Public Relations

Local Newspapers: _____

Local Television Affiliates: ABC _____ CBS _____ FOX _____

Independent _____ NBC _____ PBS _____

UP _____ WB _____ Cable _____

Special Events

On separate paper, list any special events that you may be planning. This includes the Opening Ceremony, Coaches' party, Athletes' party, the Award Ceremony, Tours, etc. The Opening Ceremony is a required event. List where the Opening Ceremony will be held. The Award Ceremony will be conducted at the National Championship site.

Map

Enclose a map of the Host City highlighting the following areas: See attachment.

- Complexes
- Proposed hotels/motels/dormitories locales
- Location of other events not held at the competition venues
- Airport

Complete this form and send to:

membership@usasoftball.com

