

National Baseball Congress

Regional Championship Request for Proposal to Host

**This RFP is to serve for NBC affiliated
Leagues, Teams, and/or Partnering Agencies
to bid for 2022 and/or 2023**

Please direct all inquiries to:

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Section I: Introduction & History

The National Baseball Congress (NBC) World Series has been bringing together elite collegiate/semi-pro teams to compete every summer since 1935. The tournament showcases the best of the best and provides fans with an experience that they look forward to all year. With over 177,000 live-stream viewers, the NBC can connect with and share this experience with people across the country. With 400+ college/amateur players competing at the NBC World Series every summer, over 80,000 in the history of the event and 800+ MLB players who have participated, we provide a high level of competition for those looking to make it to the next level.

In 1935, Raymond "Hap" Dumont hosted the first NBC National Tournament in Wichita, KS at Lawrence-Dumont Stadium, offering the legendary Satchel Paige \$1000 to bring his barnstorming team from Bismarck, ND. While Hap, a Wichita Sporting Goods salesman, did not have a dollar to his name, he made the money from the tournament and paid Paige along with a little bit of compensation for the other teams on the field. With coverage and sponsorship from the Sporting News (baseball's bible at the time) the tournament was an instant national success.

The information contained in this document and the accompanying attachments provides the **MINIMUM** bid specifications for hosting an NBC Regional Tournament, as well as essential information that will aid in the development of a creative, comprehensive, and competitive bid proposal. The NBC Foundation awards the privilege of hosting an NBC Regional to communities and expects these communities to work collaboratively with the NBC to create a positive experience for the teams, fans, and communities in which the Regionals are held.

A member NBC team or affiliated league must be designated as the host for the regional competition. However, it is preferred that the designated host involves the local CVB/Sports Commission in some capacity for the bid process or operations of the event. The administration of the regional championship is under the authority of the NBC; however, the execution of the event will be under the authority of the designated NBC league/team or sponsoring agency in which the event is held. All activities and events associated with the regional championship are to be approved in advance by the NBC offices.

Section II: Championship Structure

Affiliated NBC leagues receive one Automatic berth to the National Baseball Congress World Series held in the greater Wichita (KS) area. The previous year NBC World Series Champion and Runner-Up shall receive an automatic invitation to the next year. The total of automatic bids shall be dependent upon the number of affiliated leagues.

Regional Championships are established to allow for non-automatic qualifiers to earn a bid to the NBC World Series for the double-elimination tournament which typically starts the last week of July or the first week of August.

It is anticipated that there will be four to six (4-6) national regional sites selected in the following regions: East, Southeast, Midwest, South, Southwest, West, Northwest.

Awarded Regional Championships

- Each site hosts a minimum of an eight (8) team double-elimination tournament.
 - An eight-team double-elimination tournament guarantees 15 games.
 - A sixteen-team double-elimination tournament guarantees 31 games.
- Regional game dates and days must be flexible based on facility availability to complete this qualifying event.
- For 2022, it is expected that the Regional must be completed **any time prior to July 25**.
- For 2022, it is expected that the Regional cannot be played prior to June 1.
- For those teams who participate in the Regional event, they must agree that if they win the Regional Championship that they will travel to and participate in the 2022 NBC World Series.

Regional Championship Bid Timeline:

- Request for Proposal and Bid information released August 18, 2021.
- Letter of Interest to National Baseball Congress national office due September 10, 2021.
 - Submit an email indicating your intent to submit a bid.
- Formal Bid materials submitted no later than October 29, 2021.
- Site visits conducted if required from November 8 to December 10, 2021.
- Host cities/venues awarded December 17, 2021.

Section III: General Facility & Equipment Requirements

Stadium

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will follow all applicable city, state, and federal regulations concerning access and seating for people with disabilities.
2. The stadium must be clean and accessible. Playing surface must be safe and of championship caliber. The facility must be available for competition from the start of the event through the conclusion of the Regional Championship game for the purpose of preparing for, practicing for and conducting the competition.
3. A minimum of two practice fields should be available for the duration of the regional tournament. Playing surface should be comparable in quality to main competition stadium. Additionally, there should be access to an indoor hitting facility. The host shall have the ability to charge for team use of these spaces.
4. It is preferable that the stadium be enclosed so admission can be charged. It is advised that no one can enter without a ticket.
5. The stadium must have adequate facilities as follows:
 - a. Lighting (for Night Play). A minimum of 125 vertical foot-candles evenly balanced over the entire field.
 - b. Parking for teams and fans near stadium.
6. The host league/team/sponsoring agency must have adequate field preparation resources available (e.g., tarp, drying agents, personnel) to maximize play of the field in case of inclement weather.
7. Insurance requirements: Host league/team/sponsoring agency must maintain and provide proof of at least \$1 million of Commercial General Liability (CGL) insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from event participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NBC national office prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of CGL coverage. Venue must maintain and provide a minimum of \$1 million in Commercial General Liability (CGL) insurance limits on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from event participation, spectators, alcohol, or food-borne illness. NBC must be named as an additional insured.
8. The stadium shall arrange with the local telephone company to install business private lines (BIS) toll restricted as needed by visiting teams in an area of the stadium designated by the host for broadcasting purposes. Host has the authority to charge a fee for use of these lines to the user(s).

9. The NBC will not accept bids for any stadium to host a future regional championship unless it is constructed and in operation at the time the bid is submitted to the NBC for consideration.

10. Minimum Press Requirement to be provided at the Site.

a. Press box area with a minimum of 8 media positions equipped with Internet access. If press box is not of adequate size to host all media and game personnel, an alternate space must be provided and of similar working condition as the press box, or as required by the NBC.

b. Photo boxes (or an area designated) for still photographers to be available on either side of the field.

c. Public address system in the press box for in-game announcements and crowd messaging.

11. Umpire Dressing/Meeting Rooms. A dressing/locker room for game officials is required. This space must be large enough for the entire crew (2-3 umpires).

12. Preferred, not required - Two locker rooms for the participating teams.

13. The stadium shall submit the following information to the NBC as part of the bid process:

a. Description of stadium and field, marking including logos, etc.

b. Description of stadium sound system.

c. Description of ancillary space.

14. Minimum seating capacity in the stadium should be 500.

15. The playing surface can be artificial or natural.

Equipment

1. NBC Regionals are required to use the NBC Jet baseball. The Jet is the official baseball of the NBC and is produced by Diamond Baseball.

Section IV: Lodging Requirements

The host league/team/sponsoring agency must guarantee enough housing is available to meet the room block needs identified in the Lodging Guidelines. Properties should meet minimum standards of service and be within reasonable proximity to the competition and practice event venues. Rooms should NOT be contracted for this event; however, properties should be willing to work with teams who will be responsible for securing their own lodging. Host league/team/sponsoring agency should create a list of hotel properties with rates and amenities to share with registered teams.

Teams will have different lodging requirements and expectations; therefore, it is recommended that a variety of hotel properties be offered for their consideration. It can be assumed that these same properties will host traveling fans of these teams.

The host league/team/sponsoring agency will be expected to reserve necessary lodging for game officials for the duration of the event.

The host league/team/sponsoring agency will be required to reserve and provide lodging for NBC staff for the duration of the event (if required).

Lodging Guidelines

Teams have an official player roster of 28, with coaches/trainers they will average 34 travelers.

To save costs, some teams will house four to a room.

Hotel concessions/requests:

- Please keep all rooms at a rate under \$109 per night
- Breakfast included
- Laundry services at hotel preferred
- Comp ratios for teams (1 comp per 20 actualized)
- Host can charge a room rebate

Conservative scenario for an eight-team event: 8.5 rooms per night (this does not account for traveling family and fans)

	Tuesday	Wednesday	Thursday	Friday	Saturday	
Teams	8	8	6	4	2	
Rooms	68	68	51	34	17	238

Conservative scenario for a sixteen-team event (multi-field usage): 8.5 rooms per night (this does not account for traveling family and fans)

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Teams	16	16	12	8	4	2	

Rooms	136	136	102	68	34	17	493
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Section V: NBC & Host Responsibilities

NBC Responsibilities

1. Promotion of awarded regional sites to NBC affiliated leagues and teams.
2. Assistance with communication to area/region team affiliates.
3. Administrative support in event planning leading up to the regional championship.
4. Assistance with umpire coordination and scheduling.
5. Assistance with negotiating cost of baseballs for regional championship.
6. Assistance with negotiating access to event liability insurance.
7. Assistance with access to Point Streak scoring platform usage.
8. Securing and providing championship trophies/awards.

HOST Responsibilities

1. **Minimum** bid fee of \$2,500 per year of bid award, two-year maximum.
2. Host league/team/partner agency agrees to provide the Regional Champion a minimum payout of \$2500 to help defray travel costs to participate in the 2022 NBC World Series. This amount is payable to the team at the conclusion of the 2022 NBC World Series to ensure their participation.
3. Travel expenses for NBC staff to conduct a site visit (maximum of two individuals).
4. The host league/team/partnering agency shall designate a Tournament Manager to serve as the main contact for NBC and NBC participating teams. This individual is responsible for all aspects of running the event professionally and accepts responsibility for all operations of the tournament. The Tournament Manager is responsible for choosing the Umpire in Chief.
5. The host league/team/partnering agency shall confirm that all teams competing in Regional Championship must be registered with the NBC national office and agree to travel to and participate in the 2022 NBC World Series if they win the Regional Championship.
6. The host league/team/partnering agency shall determine the individual team entry fee for the Regional Championship in consultation with the National Baseball Congress national office.
7. The host league/team/partnering agency shall determine the ticket pricing and develop a marketing plan to promote the event to the local community/region.

8. The host league/team/partnering agency shall coordinate and operate any concessions and merchandise for the event.
9. The host league/team/partnering agency shall be responsible for:
 - a. Facilities and facilities rental
 - b. Volunteers (see more in Section VII)
 - c. Public relations coordination/marketing
 - d. First Aid/medical services/AED on-site
 - e. Food/Beverage concessions
 - f. Press box coordination (public address system and other necessary personnel)
 - g. Support personnel – ushers, ticket takers, janitorial service, etc.
 - h. Security
 - i. Event photographer (photos to be shared/available to NBC National Office)
 - j. Media seating/workspace with refreshments
 - k. Tickets
 - l. Any computers, printers, video streaming equipment, telephone lines, internet lines, etc. necessary to administer the Regional Championship.

****Additional bid offerings are welcomed and should be considered to enhance bid submission. These could include but are not limited to a larger bid fee, net revenue split, multi-year offering (two-year max), minimum marketing dollar commitment, promotion of NBC World Series tickets, etc.***

Host league/team/partnering agency **REVENUE** opportunities:

1. Team entry fees (amount negotiated in cooperation with the NBC National Office)
2. Ticket sales
3. Sponsorship sales
4. Practice site usage
5. Concession, Merchandise, and Program sales
6. Parking
7. Radio Broadcasting Rights
8. Televised Broadcasting Rights (% split with NBC national office)
9. In-game raffles
10. Hotel rebates

Sample budget

Event Revenue Opportunities		
Team Entry Fees	8 teams at \$750	\$ 6,000.00
Ticket Sales	200 tickets per day at \$10 x 5 days	\$ 10,000.00
Sponsorship sales		\$ 5,000.00
Practice site usage		\$ -
Concessions	\$4 per ticket sold (1000 tickets)	\$ 4,000.00
Merchandise/Programs		\$ 2,000.00
Parking		\$ -
Radio Broadcast Rights	\$100 per station per game (10 games)	\$ 1,000.00
In-game raffles	50/50 raffle \$100 per night x 5	\$ 500.00
Hotel rebates - teams	\$5 per room, per night (section IV)	\$ 1,190.00
		\$ 29,690.00
Associated Revenue Opportunities		
Lodging tax - national average is 13.5%	based on \$80 per night (section IV)	\$ 2,570.40
		\$ 32,260.40
Event Operating Expense Possibilities		
Baseballs	\$50/dozen x 2 dozen/game x 15 games	\$ 1,500.00
Facility Rental	\$1000/day x 5 days	\$ 5,000.00
Facility Staff	\$15/hour x 5 people x 8 hours x 5 days	\$ 3,000.00
Event Insurance		\$ 500.00
Athletic Trainers	\$50/game x 15 games	\$ 750.00
Umpires	\$100/game x 3 umpires x 15 games	\$ 4,500.00
Merchandise	not required	\$ 1,000.00
Volunteer Meals	10 meals at \$7 x 20 staff	\$1,400.00
Advertising		\$ 2,500.00
Police/Security	\$40/hour x 8 hours x 5 days	\$ 1,600.00
Trophies	Provided by NBC	\$0.00
		\$ 21,750.00
Associated Event Expenses		
NBC Site Visit	max of 2 representatives	\$1,500.00
Event Bid Fee	minimum	\$2,500.00
Championship Team Award - World Series stipend	minimum	\$2,500.00
		\$6,500.00
		\$ 28,250.00

Section VI: Schedule of Events

*This is a **sample** of the format for an eight (8) team Regional Championship. Modifications can be made with approval from the National Baseball Congress national office.*

Tuesday (Day 1)	Teams arrive to host site Teams practice on Competition Field (45-minute limit) Teams practice on alternate fields (90-minute limit)
Wednesday (Day 2)	Game 1 11:00am Game 2 2:00pm Game 3 5:00pm Game 4 8:00pm
Thursday (Day 3)	Game 5 11:00am (Losers of games 1 and 2) – 1 team eliminated Game 6 2:00pm (Losers of games 3 and 4) – 1 team eliminated Game 7 5:00pm (Winners of games 1 and 2) Game 8 8:00pm (Winners of games 3 and 4)
Friday (Day 4)	Game 9 11:00am (Winner game 6 vs Loser game 7) – 1 team eliminated Game 10 2:00pm (Winner game 5 vs Loser game 8) – 1 team eliminated Game 11 5:00pm (Winner of games 7 and 8) Game 12 8:00pm (Winner game9 vs Winner game10) – 1 team eliminated
Saturday (Day 5)	Game 13 5:00pm (Loser Game 11 vs Winner game12) – 1 team eliminated Game 14 8:00pm (Winner Game 11 vs Winner game13)
Sunday (Day 6)	Game 15 2:00pm (only played if each team from Game 14 has one loss)

*Regional Champion travels to NBC World Series

Section VII: Volunteer Needs

Host league/team/partnering agency will need the assistance of many volunteers to assist with the execution of this Regional Championship. Examples of these positions are provided below. It is the responsibility of the host league/team/partnering agency to ensure all areas are properly staffed throughout the championship.

Host league/team/partnering agency shall determine if these positions will be filled by volunteers, or paid positions from the event budget.

1. Public address announcer
2. Merchandise and game program sales
3. Hospitality coordinator
4. National Anthem singers/color guards
5. Ticket sellers/takers/ushers
6. Game day manager
7. In-game promotions or fan activities
8. Event photographer
9. Grounds crew personnel
10. Janitorial assistance
11. Other duties that may arise

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