



**REGIONAL TOURNAMENT  
2024 and 2025**

**REQUEST FOR PROPOSAL**

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**REQUEST FOR PROPOSAL**  
**AMERICAN LEGION BASEBALL**  
**REGIONAL TOURNAMENT**  
**for 2024 and 2025**

**The American Legion Overview:**

The American Legion (TAL) was chartered and incorporated by Congress in 1919 as a patriotic veterans' organization devoted to mutual helpfulness. It is the nation's largest wartime veterans service organization, committed to mentoring youth and sponsorship of wholesome programs in our communities, advocating patriotism and honor, promoting strong national security, and continued devotion to our fellow servicemembers and veterans.

As a not-for-profit, non-partisan organization, The American Legion's success depends entirely on active membership, participation, and volunteerism. The organization belongs to the people it serves and the communities in which it thrives.

**American Legion Baseball Overview**

Founded in 1925, American Legion Baseball (ALB) has taught hundreds of thousands of young Americans the importance of sportsmanship, good health, and active citizenship. As American Legion posts continue to organize and sponsor teams, draft local schedules, and conduct postseason championship tournaments. Only a few changes have been made to the format over the years.

The American Legion hosts national tournaments each year beginning the first of August. The national tournaments will comprise of a 64-team field across 8 regional tournaments, with each region having no greater than 8 teams. No single department may have greater than 2 teams playing in a regional tournament.

The championship team from each of the 8 regions advance to play in the American Legion World Series located in Shelby, North Carolina. For more information on the program go to: [www.legion.org/baseball](http://www.legion.org/baseball).

**General Guidelines:**

The Americanism Commission (AMER) is seeking bids to host its National Regional Baseball Tournaments. We are seeking any American Legion post, team, or community within their respective region to host a National Regional Tournament beginning with our 2024 season. This proposal may be for one year or two-year term (for years 2024 and 2025).

- A. To facilitate the preparation of your bid, we are providing you with our specific requirements in several key areas. Elements of the regional tournament include team orientation, banquet (optional), opening ceremony, pregame recognition, and closing ceremony.
- B. This is a five-day, double elimination tournament format in which eight teams from seven states will play four games on day one and two. Three games will be played on day three. Two games played on day four and one, possibly two games on day five (schedule subject to weather related changes).

- C. Dates of the tournaments will be:
- August 7 to 11, 2024
  - August 6 to 10, 2025
- D. The minimum hosting bid is \$20,000 per year (the annual payment is due 30 days after the final game.)
- E. As official host, the local American Legion team will participate in the eight-team double elimination tournament.
- F. Bid packages must be endorsed by Department Commander and Department Baseball Chairman. The bid package, along with ten copies, shall be due to the national office no later than **February 1, 2023**.
- G. Bids will be reviewed by the ALB Committee with recommendations forwarded onto AMER for their concurrence and finally approval by the National Executive Committee in May 2023 during their Executive Committee proceedings.
- H. The preparation of a formal bid is a time-consuming effort. Reviewing the detailed information in these bids and assessing the logistics of the proposal also takes time. Therefore, The American Legion urges all departments to work with a local Convention/Visitors Bureau or Chamber of Commerce to be certain that they understand our requirements.
- I. All bid information, including hotel and ballpark, is to be prepared through the department and CVB/Chamber of Commerce. The department, CVB/Chamber of Commerce will work with the Americanism Division's baseball program manager at The American Legion National Headquarters, from the outset of the bidding process.
- J. The American Legion reserves the right to select any venue, regardless of location, facilities, or hotel accommodations. Special consideration will be given to locations whose overall attractiveness outweighs any other shortcomings that may exist.
- K. The American Legion retains the right to promote sponsors of the ALB Regional and program on the ballpark and hotel premises.
- L. The Host committee shall retain all gate receipt, souvenir sales, concession stand sales, and local sponsorships.
- M. For more information on the program, please visit [www.legion.org/baseball](http://www.legion.org/baseball).

#### **STEP I - REQUEST FOR BID SPECIFICATIONS AND TIMELINES**

- A. The bidding process begins two years out from the 2024 national championship date. At this time, The American Legion Americanism Division, hereafter referred to as AMER, accepts communications of interest from those departments seeking in bidding on and host The American Legion National Regional Tournament. The AMER will provide the department with the written bid specifications and deadlines. The department must understand that The American Legion National Executive Committee (NEC), which is equivalent to a board of directors, only meets twice a year (May and October).
- B. Following is a TENTATIVE time schedule for the bidding/decision-making process:

1. September 2022 – AMER will provide all departments with written bid specifications and deadlines.
2. February 1, 2023 – Bid proposals are due to AMER from the department by 4:00PM EDT. Please email your bid to the Americanism Division at [baseball@legion.org](mailto:baseball@legion.org)
3. February 15 – April 30, 2023 – The ALB Committee chairman, or designee, may schedule and conduct on-site visits with bidding departments. April 30 – May 5, 2023 – The AMER reviews site visit reports and recommendations developed to present to The Americanism Commission and National Executive Commission for the proposed regional tournament site at Spring Meetings.
4. May 2023 – An award will go to the department of the finalist being considered at this time by the Americanism Commission, after the vote and final approval of the NEC.

## **STEP II - BALLPARK DIMENSIONS AND REQUIREMENTS**

- A. At no cost to The American Legion, a suitable baseball park and backup ballpark in case of rain delays, with lights for night games; for the playing of all games included in the tournament schedule; together with all ballpark help (including groundskeepers and ball shaggers); sufficient ticket sellers; and ticket takers; spectators; and sufficient police for the purpose of maintaining order at the ballpark and of supervising parking and traffic.
- B. Provide facility information to include the following. Provide photos of ballpark.
- Power alley - 350'
  - Right field line - 300'
  - Left Field line 300'
  - 400' Centerfield
  - Backstop to home plate - 45' radius
  - Outfield grass line to pitching rubber 95' radius
  - Sideline fence - 4' high
  - Outfield fence - 6' high
  - Baselines to grandstand fences or dugouts - 30'
  - Two bullpens - preferably outside the playing area
  - Dugouts - 40' x 6' with helmet and bat racks
    - Protective screen in front of dugout preferred
  - Full tarp for infield
  - Covered grandstand – preferred
  - Stadium lighting - 70 candlepower in the infield and 50 candlepower outfields equal to Class A professional ballpark lighting
  - A practice field – that is maintained
  - Two batting cages (w/lights)
  - Warning track - preferred
  - Umpire dressing room (on site showers preferred)
  - Describe any special restrictions – curfew, professional ballpark schedule
  - No alcoholic beverages sold in ballpark
- C. Press box – 18' x 6' (must comfortably hold at least six people)
- High Speed access internet access in press box
  - A local Internet account must be available to the official scorekeeper to allow for scores to be sent to newspapers as well as to the National Headquarters web site.

- D. Stadium Office - Tournament office – small office (must be located near the ballpark), with desks, chairs, copier, and internet access for the tournament director and assistant.
- E. Stadium Seating - Permanent seating for 500 (minimum) with capabilities for an additional 500 temporary seats.
- F. Baseballs - To purchase from TAL’s Emblem Sales Division, a minimum of 12 dozen official baseballs needed for the Tournament. These baseballs are selected by AMER.
- G. Medical Personnel - Appropriate qualified medical personnel and equipment at each scheduled Tournament game to render care for any participant or spectator should an emergency arise and provide without cost to TAL.

**STEP III - OVERALL HOTEL ROOM PACKAGE**

**The American Legion will not accept “planned” hotels as part of the committable room block within the bid package. Those hotels that have begun construction will be allowed as part of the bid package if they have a committable room rate presented by a sales staff representing the hotel being built.**

- A. The bid package will include an overall hotel package. Hotels must block, on a first option tentative basis upon receipt of this information, using the following sleeping room flow pattern based upon a total of 265 room nights as follows:

| Room Type       | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday |
|-----------------|--------|--------|---------|-----------|----------|--------|----------|--------|--------|
| Suite           | 1      | 2      | 2       | 2         | 2        | 2      | 2        | 2      | 1      |
| King (1 Bed)    |        | 2      | 13      | 13        | 12       | 10     | 9        | 8      | 1      |
| Double (2 Beds) |        |        | 42      | 42        | 36       | 24     | 18       | 12     | 6      |
| Total           | 1      | 4      | 57      | 57        | 50       | 36     | 29       | 22     | 8      |

*\*The total number of rooms will increase if we experience any type of rain delay, or delay in getting teams’ home. We request that you do not over book your facility during this Tournament. **This is only a guideline on the number of rooms.***

- B. The financial responsibilities of the National Organization include paying for adequate and suitable housing facilities for the participating teams, which shall include not more than eighteen (18) registered players and two (2) adult officials for each team. The Host Team will not be staying in the hotel.
- C. The allocation of rooms are as follows:
  - 1. Staff and Umpires – (2) Suites; (6) King
  - 2. (7) Teams – (6) Doubles; (1) King
- D. All hotels should have in-house restaurant service (breakfast, lunch, and dinner) or show the capability of local restaurants if meals are not available at the hotel.
- E. Hotel must include outlining/agreeing to these items and all applicable hotel items in the RFP:
  - 1. Total rooms, and suites, in the hotel.

2. Number of rooms (suites included) tentatively blocked based upon the room flow pattern, refer to paragraph A of this section, above.
  3. Distance of hotel from ballpark (blocks/miles).
  4. Guaranteed, confirmed rates for standard rooms AND suites.
  5. What are your projected rates for the event year in which you are bidding?
  6. Attrition at 20% slippage; 80% pickup.
  7. Banquet/ballroom/meeting rooms capacities.
  8. Distance of hotel from airport (miles/approximate time).
  9. Any planned renovations in the next 2-4 years?
  10. Parking availability at each hotel and rates if applicable.
  11. 1 per 50 complimentary room night for each revenue producing room night cumulatively
- F. The group room rates must be non-commissionable. The hotel property must agree that it will not provide a payment, fee rebate, or commission to any group or individual, booster club/local association, or Legion Post in connection with this nationally supervised American Legion Baseball tournament.
- G. Each team will be given a tournament orientation on Tuesday before the tournament director issues room keys. We require a small conference room with 50 chairs, (theater style, with aisle), and a head table with four chairs. Please have the room available from 9:00 a.m.-5:00 p.m. This orientation room should be made available at no charge.

**STEP IV - TRANSPORTATION INFORMATION.**

- A. The RFP must include a section on transportation. Currently the National Organization authorizes and pays the transportation needs for the participating department teams to/from the regional tournament site.
- B. If participating teams are located within 600 miles of the regional tournament site, the National Office will arrange for a charter bus to transport the team to the tournament site. If a team is located over 600 miles from the regional tournament site, it is usually more economically feasible to fly the team to the site. The final decision to either bus or fly a team is the responsibility of the National Organization.
- C. The Host shall furnish all local transportation needs for teams:
1. To and from the nearest airport designated by the National Organization for those teams that must fly to the tournament site.
  2. To and from hotels, restaurants, and ballparks, to include all practice sessions.

### **STEP V – BANQUET AND CEREMONIES**

- A. For many years, The American Legion required the host to sponsor a banquet. The banquet is a choice of the host committee; the national office shall not reimburse the host committee for any expenses connected with the banquet.
- B. The host committee will coordinate opening and closing game ceremonies with the approval of the tournament director.
- C. The host committee may provide entertainment for pre-game activities at no cost to TAL. Reciting the Sportsmanship Code and the National Anthem will be played prior to each game.

**STEP VI - SUGGESTED ATTRACTIONS.** In this section of the proposal, the department should list area attractions, which may be of interest to those attending the tournament.

### **STEP VII - HISTORICAL EVENT DATA**

The financial responsibilities of the National Organization include:

- Lodging (265 room nights) - \$28,185
- Team Daily Per Diem (\$18/person) - \$12,442
- Transportation To/From regional (bus/fly) - \$44,731
- Umpire/Scorer professional fees - \$4,383
- Supplies (awards, team t-shirts, pins, etc.) - \$6,113

Depending on the regional tournament location, the National Organization will spend between \$85,000 to \$110,000 to conduct the five-day regional tournament.

### **STEP VIII - HOST TOURNAMENT COMMITTEE:**

- A. Please describe, and list information about the local organizing committee. Provide prior tournament experience and describe the city/community wishing to host the tournament.
- B. Letters of endorsements from Post Commander, Mayor, Civic Groups, and business leaders.
- C. Demonstrate local government interest and support.

### **STEP VIII - CONVENTION & VISITORS BUREAU ASSISTANCE**

- A. The CVB/DMO will grant permission to The American Legion for use of their photo library to promote the upcoming contest.
- B. The CVB/DMO agrees to provide promotion items and materials (200 ppl) to the competition office to arrive no earlier than the Monday arrival of ALB staff on site.
- C. The CVB/DMO will provide a link to their CVB for those attending the tournament to promote the area. The use of any additional promotional media will be coordinated between the Bureau and The American Legion Baseball program.
- D. The CVB/DMO agrees that it will work with The American Legion for all branding policies, including but not limited to, The American Legion's logo/emblem usage and receive approval for any use of marketing and branding promotional materials of any sort.

APPENDIX A

**BALLPARK INFORMATION (II)**

Provide facility information to include the following. Provide photos of ballpark.

- Power alley distance -
- Right field line distance -
- Left Field line distance -
- Centerfield distance -
- Backstop to home plate - \_\_\_\_\_ radius
- Outfield grass line to pitching rubber - \_\_\_\_\_ radius
- Sideline fence height -
- Outfield fence height -
- Baselines to grandstand fences or dugouts distance -
- Full tarp for infield?
- Covered grandstand?
- Stadium lighting - \_\_\_\_\_ candlepower in the infield and \_\_\_\_\_ candlepower outfields equal to Class A professional ballpark lighting.
- Press Box and small office, with desks, chairs, copier, and internet access for the tournament director, official scorer and other game officials?
- Umpire dressing room (on site showers preferred)?
- Describe any special restrictions – curfew, professional ballpark schedule.
- Permanent seating for 500 (minimum) with capabilities for an additional 500 temporary seats?
- Are there any planned renovations to the entire venue 2-3 years out? Yes / No If yes, what plans?



APPENDIX B

**HOTEL INFORMATION (III)**

The hotel package must offer a minimum of 55 rooms.

How many rooms are blocked for The American Legion on a first option basis?

How many properties are included in this room block?

What was the range of convention group rates, including taxes, offered by these hotels this year?

What are your guaranteed/confirmed rates for the tournament years in which you are bidding?

Do all hotels have a full-service restaurant? Yes / No If no, please specify what service do they provide.

Do all hotels have meeting/banquet space? Yes / No If no, please specify what service do they provide.

Per the RFP, do all spaces required have enough availability including set-up and tear down as needed?

How many ADA accessible rooms are in the hotel?

Do any of these hotels have paid parking? Yes / No If yes, list the hotels and the current amount.

Are there any major hotel renovations planned 2-3 years out for any hotels? Yes / No If yes, what plans?

## APPENDIX C

### TRANSPORTATION INFORMATION (IV)

The local host committee is responsible for local transportation for the teams while in the host city.

Teams are to arrive at the regional tournament hotel between 1:00 p.m. and 3:00 p.m.

Once a team is eliminated, they should be transported home as soon as practical. If an eliminated team cannot depart by **5:00 pm** that day, then the team will stay overnight and depart early the following morning.

The host committee must provide local transportation for airport pick up and return for those teams that fly into site. Committee will also provide airport shuttle for the regional champions to fly to the World Series.

The charter bus company must have sufficient equipment to pick up the total number of teams being bussed to the regional site. Teams may have up to 18 players and 2 coaches. In a few cases, it may be possible to utilize a single bus to transport two teams on the inbound trip.

The host committee will provide sufficient form of transportation for teams to and from the hotel and stadium, and to other team activities approved by the tournament director.

The host committee will provide two (2) courtesy vehicles for use by National Tournament Staff.

What is the nearest airport?

Is it an international airport? Yes / No

What is the distance from that airport to the hotel?

What is the average number of passenger seats in/out of the city daily?

How many major airlines are represented at that airport city?

Please list the major airlines:

What modes of transportation exist from the airport to the hotels and at what cost?

**Northeast** – Teams from CT, MA, ME, NH, RI & VT will bus to site.

**Mid-Atlantic** – Teams from DE, MD, NJ, NY, PA & WV will bus to site.

**Southeast** – Teams from AL, FL, GA, KY, NC, SC & VA will bus to site.

**Mid-South** – Teams from AR, KS, LA, MO, MS, OK & TN will bus to site. Possibly KS, MO & OK will fly.

**Great Lakes** – Teams from IA, IL, IN, MI, OH & WI will bus to site.

**Central Plains** – Teams from MN, ND, NE & SD will bus to site.

**Northwest** – Teams from HI, ID, MT, OR, WA & WY will bus to site and AK will fly to site.

**Western** – Teams from AZ, CA, CO, NV, NM, UT & TX will fly to site.