



West Virginia Secondary School Activities Commission

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WVSSAC STATE TOURNAMENT PROPOSAL INFORMATION

The following items are for consideration for submitting a proposal to host a WVSSAC state tournament. The items are not considered as mandatory and your proposal may include additional items. Proposals will be reviewed for ability to host a quality tournament for athletes and spectators while also ensuring that financial considerations are a priority.

GENERAL SPORT CONSIDERATIONS

FACILITY CONSIDERATIONS

- Facility meets Fire Marshall and health standards (rest rooms, water, etc.,)
- Handicap accessibility and considerations
- Sufficient and close parking for spectators, teams (cars or buses), tournament and WVSSAC personnel
- Hospitality Rooms and Work Areas - media, coaches, officials, directors, principals, WVSSAC staff, Board of Directors, etc.
- Meeting facilities - Board of Directors, coaches, officials, committees
- Tee-shirt concession area with electricity, tables, canopy (outdoor tourney)
- Separate and accessible dressing and showering facilities for participating teams
- Separate and accessible dressing and showering facilities for officials
- Practice/warm-up facility
- Facility (markings, size, etc.,) conform to National Federation and WVSSAC Rules
- Lighting is operable and of high quality (when applicable)
- Field covering where applicable
- Facility maintenance personnel and provisions to ensure quality playing area
- Awards Presentation - appropriate area, tables, etc.

TEAM CONSIDERATIONS

- Lodging (complimentary or reduced) for teams
- Meals (Complimentary or reduced) for teams
- Team hosts/guides
- Welcome/Information packet for teams. The packet should include information on lodging accommodations, bus parking, dining, directions, recreational activities, discount coupons, etc.
- Refreshments during and after contests (teams, cheerleaders, officials)

GENERAL SPORT CONSIDERATIONS (continued)

MEDIA CONSIDERATIONS

- Media coverage (radio, television, newspaper)
- Local advertisement of the tournament
- Working area (room, press box, etc.) (equipped with phone, copy machines, phone lines, modem, etc.)
- Available area for radio and television taping and broadcasting

MEDICAL CONSIDERATIONS

- Staffed emergency vehicle at site
- Hospital within reasonable distance
- Support personnel available to participating teams - doctor, trainers, supplies

WVSSAC CONSIDERATIONS

- Financial corporate sponsorship to WVSSAC
- Concession percentage to the WVSSAC
- Financial advantages to the WVSSAC for having the event in your community
- Complimentary lodging for WVSSAC staff, tournament directors, officials, Board of Directors members, etc.
- Recommendation for tournament director, tournament staff, etc.
- Area coordinator to communicate with WVSSAC office, tournament directors, and participating schools
- Tournament program advertisement
- Communication system (cellular phones, etc.) for tournament directors and WVSSAC staff

MISCELLANEOUS

- Score keeping equipment - scoreboard (operable, electric), scorer, statistician
- Security support - city, sheriff, state police, door guards
- Admission capability and personnel
Ticket takers, ticket sellers, gate workers, ushers
- Public Address System

SPECTATOR CONSIDERATIONS

- Adequate lodging
- Adequate seating, parking, rest rooms (home and visitors), etc.
- Concessions

SPORT SPECIFIC

BASEBALL

- A. Seating Capacity
 - 1. Permanent seats - 18" per occupant
 - 2. Minimum capacity - 5000
- B. Facility
 - 1. Practice not permitted on field
 - 2. Dugouts for 25 persons
 - 3. Safe turf with proper drainage and cover for the field
 - 4. Capabilities for cable, TV, and radio broadcasting
- C. Other
 - 1. Ticket Sales - Procedure for advance sales

BASKETBALL (Girls and Boys)

- A. Seating Capacity
 - 1. Permanent seats - 18" per occupant
 - 2. Minimum capacity Girls and Boys - 12000
- B. Facility
 - 1. Box office for advance and reserve ticket sales
 - 2. Capabilities for video, cable, TV, and radio taping
 - 3. Press row, assignment, runners
- C. Towels for all teams

CHEERLEADING

- A. Seating Capacity
 - 1. Permanent seats - 18" per occupant
 - 2. Minimum capacity - 5000
- B. Facility
 - 1. Available on Friday evening for team practice (no additional charge)
 - 2. Sound technicians
 - 3. Sound system
 - 4. Auxiliary gym or matted area for warm up
 - 5. Mats to cover the entire gymnasium floor

CROSS COUNTRY (Girls and Boys)

- A. Seating Capacity - Accessible area for spectators to observe the course
- B. Facility
 - 1. Video taping capability for finish line
 - 2. Course protected from spectators
 - 3. Course available to participating schools
 - 4. Wide area necessary for the start of the race
 - 5. Course security guards
 - 6. Staff to handle the timing of the race
 - 7. Staff to monitor the finish line

SPORT SPECIFIC (continued)

FOOTBALL

- A. Seating Capacity
 - 1. Permanent seats - 18" per occupant
 - 2. Minimum capacity - 10000
 - 3. Site Capacity: Home _____ Visitor _____ Total _____
- B. Playing Area
 - 1. Playing area drains properly (1/4 per foot slope from center to sideline)
 - 2. No team is allowed to use the field for a practice area unless the playing area is an artificial surface. If field may be used for practice, all teams must have equal access.
 - 3. Field and participants' area is separated from spectator seating. The field or barrier is at least five yards from the playing area.
 - 4. Benches for each team
 - 5. Side phones are available for home and visitor teams and are dependable.
- C. Other
 - 1. Advance sale of three-game passes
 - 2. Percent of gate receipts - no other charges
 - 3. VIP transportation
 - 4. Board of Directors lunch for monthly meeting
 - 5. Academic Achievement Awards brunch
 - 6. Complimentary team lodging
 - 7. Complimentary pregame team meal

GOLF

- A. Facility
 - 1. Posting area for scores and tee times
 - 2. Use of golf carts for judges, directors, etc.

SOCCER (Girls and Boys)

- A. Facility
 - 1. Two fields preferred
 - 2. Fence around field
 - 3. Minimum capacity - 2000
- B. Other
 - 1. Concession area
 - 2. Public address system
 - 3. Media area

SOFTBALL

- A. Seating Capacity
 - 1. Permanent seating - 18" per occupant
 - 2. Minimum capacity - (2002 paid attendance - 3242)
 - 3. Accessible areas for spectators to view the games.

SPORT SPECIFIC (continued)

B. Facility

1. Two fields required / three preferred
2. Dirt infields
3. Covered dugouts preferred. Dugout availability for 22 team personnel
4. Lighting on fields
5. Practice not permitted on field
6. Tarps/Field Coverage
7. Capabilities for cable/radio broadcasting

SWIMMING (Girls and Boys)

A. Seating Capacity

1. Permanent seats - 18" per occupant
2. Minimum capacity - 800

B. Facility

1. 8 lane pool - with minimum of 7 feet
2. Pool - 75 ft. long (22.860m) or 82.021 feet long (25m), measured from the inside wall or from the tile or timing devices attached to the walls, and at least 45 feet wide (13.716m) - 60 feet wide preferred.
3. Water depth - minimum of 3 feet 6 inches
4. Automatic timing touch pads/Hy-Tek scoring
5. Visible lane lines
6. Starting blocks/platforms

C. Other

1. Concession area
2. Media area
3. Tee-shirt vendor area
4. Procedure for advance ticket sales
5. Public address system
6. Wait area for swimmers
7. Pool security monitors
8. Computers available for timing/scoring

TENNIS (Girls and Boys)

A. Seating Capacity

1. Permanent seating - 18" per occupant
2. Minimum capacity - (2001 paid attendance 1000)
3. Accessible area for spectators to view the courts

B. Facility

1. Indoor and outdoor court accessibility
minimum of 8 outdoor; minimum of 4 indoor
2. Posting area for scores, matches, etc.
3. Shuttle service for teams (travel from site to site)
4. Drinking water on site for athletes
5. Racquet stringing on sites
6. Spectator concessions

SPORT SPECIFIC (continued)

TRACK Girls and Boys)

- A. Seating Capacity
 - 1. Permanent seats - 18" capacity
 - 2. Minimum capacity - teams - 2000
spectators - 3500

VOLLEYBALL

- A. Seating Capacity
 - 1. Permanent seats - 18" capacity
 - 2. Minimum capacity - 2000
- B. Facility
 - 1. Auxiliary gymnasium
 - 2. Gymnasium floor is of adequate size to be divided into two volleyball courts while maintaining sufficient room for spectators and safety

WRESTLING

- A. Seating Capacity
 - 1. Permanent seats - 18" per occupant
 - 2. Minimum capacity - 6000
- B. Minimum of eight mats