

SOFTBALL

State Tournament

1. The Board of Directors will be responsible for the selection of site, time, date (**Week 47**), pairings, admissions, and tournament director.
2. **Director's Responsibilities**
 - a. As the WVSSAC representative, please see that all rules and regulations are followed. Consult The Interscholastic for additional information.
 - b. Arrange for all necessary support personnel: ticket takers, ticket sellers, public address announcer, security, official scorer, trainer or physician, and hospitality room.
 - c. Provide pre-tournament lodging, parking, and ticket information to teams.
 - d. Set up pregame infield schedule for participating schools.
 - e. Make arrangements for radio for broadcasting. (WVSSAC Radio Contract)
 - f. Make sure that field maintenance is completed. Have water available in all dugouts.
 - g. Home team dugout is on first base line.
 - h. Ensure that the playing field is safe on the day of the games.
 - i. Develop a game suspension provision.
 - j. Select an All-Tournament and Sportsmanship Selection Committee.
 - k. Opening Session - First pitch; National Anthem.
 - l. Arrange for media coverage of the tournament - Press packets, media workstation, telephone lines, zerox.
 - m. At the conclusion of the game, please:
 - 1) Arrange for the awards ceremony.
 - 2) Submit Financial Report to the WVSSAC (**Form Sb 5**).

FINANCIAL REPORT

STATE SOFTBALL TOURNAMENT

Date _____ City _____

RECEIPTS:

_____	Adults @	\$8.00	\$	_____
_____	Students @	\$7.00	\$	_____
<i>All Session Passes</i>					
_____	Adults @	\$30.00	\$	_____
_____	Students @	\$25.00	\$	_____
TOTAL RECEIPTS				\$	_____

DISBURSEMENTS:

Facility Rental	_____
Custodians	_____
Security	_____
Ticket Takers/Sellers	_____
Timers/Scorers	_____
PA Announcer	_____
Supplies	_____
Miscellaneous	_____
TOTAL DISBURSEMENTS.....	
\$ _____	
GRAND TOTAL.....	
\$ _____	

Return to: WVSSAC
 2875 Staunton Turnpike
 Parkersburg, WV 26101

 Director