

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 @ \$10.00 \$ _____

_____ Students @ \$7.00 \$ _____

All Session Passes

_____ Adults @ \$35.00 \$ _____

_____ Students @ \$25.00 \$ _____

TOTAL RECEIPTS \$ _____

NUMBER ADMITTED WITH C&I CARD _____ (Attach Sign-In Form)

DISBURSEMENTS:

Facility Rental _____

Custodians _____

Security _____

Ticket Takers/Sellers _____

Timers/Scorers _____

PA Announcer _____

Supplies _____

TOTAL DISBURSEMENTS \$ _____

GRAND TOTAL \$ _____

Return to: WVSSAC
 2875 Staunton Turnpike
 Parkersburg, WV 26101

_____ Director

WVSSAC COURTESY AND IDENTIFICATION CARD REGISTER

Photo Id Required

NAME	SCHOOL	POSITION	GUEST

Copy as needed. Must return to the WVSSAC with financial reports.