

## **RE: Proposal To Host WVSSAC Softball Championship**

The WVSSAC is now accepting proposals to host the 2025, 2026, & 2027 State Softball Championship.

Listed below you will find specific information and timelines to assist you as you prepare your proposal:

1. Written proposals must be postmarked by June 27, 2024.
2. Tournament to be held week 47 of NFHS Standardized Calendar. Dates TBD in August of 2024.
3. All proposals received in the office will remain sealed.
4. During the meeting, the proposals will be opened and reviewed. Representatives will be allotted time to present their proposals to the board of directors.
5. No changes or additions may be made to the proposal after it is received in the WVSSAC office.
6. The Board of Directors will announce the site selection after opening, reviewing and voting on the submitted proposals.

**PLEASE PROVIDE 15 COPIES OF THE PROPOSAL/BID, ENCLOSED AND SEALED IN THE ENVELOPE THAT IS PROVIDED THIS OFFICE. ONLY PROPOSALS/BIDS PROPERLY RECEIVED WILL BE PRESENTED TO THE BOARD OF DIRECTORS FOR CONSIDERATION.**

Each proposal will be approved for a three-year (3) year period with a one-year additional option if all parties involved agree. The agreement for the fourth year will be decided at the conclusion of the third year of the original agreement.

If you have any questions, contact the WVSSAC at 304-485-5494

Mail to: WVSSAC  
2875 Staunton Turnpike  
Parkersburg, WV 26104  
Attention: David Price

# **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 (restrooms, water, Concessions, etc.)
- Handicap accessibility and considerations.
- Sufficient and close parking for spectators, teams (cars, buses, vans, etc....), tournament and WVSSAC personnel.
- Hospitality Rooms and Work Areas- The facility must provide space and/or hospitality for media, coaches, officials, athletic directors, principals, WVSSAC staff and WVSSAC board of directors.
- Meeting Space: The host must be prepared to provide meeting space at the facility or proximity for the WVSSAC board of directors, coaches association, officials, and/or committees recognized by the WVSSAC.
- Minimum of 4 fields. (Turf Preferred)
- Separate and accessible dressing facilities for officials.
- Facility (markings, size, etc.) conform to National Federation and WVSSAC Rules
- Lighting: The facility must have fully operable and high-quality lighting for competition and television/video streaming coverage.
- Facility maintenance personnel and provisions to ensure quality playing area.
- Awards presentation-appropriate area, tables, etc.
- Adequate lodging for spectators
- Adequate seating, parking, restrooms (home and visitors), etc.,
- Concessions

## **TEAM CONSIDERATIONS**

- Lodging (complimentary or reduced) for teams.
- Meals. The host may provide complimentary or reduced cost for team meals.
- Team Hosts. Host must provide individuals from the community to serve as team host assigned to each team.
- Information Packets. Host shall provide welcome or information packets for each participating team which includes, but not limited to, hotel information, bus parking, dining, directions, recreational activities, discount coupons, etc.
- Hospitality. Host may provide refreshments to each participating team and game officials.

## **Media Considerations**

- Media coverage: The host shall provide adequate workspace/services and hospitality for media covering the state championship. (radio, streaming, television, newspaper, etc.)
- Workspace: The host shall provide a working area equipped internet connection.
- Broadcast Position(s) Host shall provide exclusive space for live radio and or television/video streaming announcers.
- Game Statistics Host shall be responsible for securing game statisticians to record the live in-game statistics of the state championships. (Live game statistics program as prescribed by WVSSAC)
- Television Production: Host shall provide adequate facilities and space for television production at no cost to the WVSSAC or its media partners. The area of parking for the mobile unit shall be available within 100 feet of the power source (208/240 VAC, single phase, 50 amps). Space for cameras on scaffolding.

## **Merchandise Concessions**

- Rights: The WVSSAC has the exclusive right to sell products licensed by the WVSSAC at the state championships and retain all revenue.
- Concession Space: the Host shall provide adequate space(s) including power, for the merchandise concession at no cost to the WVSSAC or licensed merchandise concessionaire.

## **TICKETING**

- Online system: the WVSSAC will control all ticket sales for the state championship utilizing its digital ticketing system unless prior agreement is made between the host and the WVSSAC.
- The host shall ensure that adequate power and internet connection is available at each gate to conduct online ticketing.
- Prices: The WVSSAC will determine the ticket prices.
- Control of Venue Seating: The WVSSAC, with input from the host, shall be responsible for determining the allocation and location of ticket allotments to schools, sponsors, and support groups.

## **COMMERCIAL**

- Media Rights: The radio/audio and television/video rights to all WVSSAC state championships, are owned by the WVSSAC, and granted to its Media Partners under separate agreements.
- WVSSAC Corporate Partner Signage. The WVSSAC shall have the right to display WVSSAC corporate partner banners and/or other WVSSAC signage inside and outside of the competition, practice and or ancillary event venue(s) in various locations, including but not limited to within the competition surface and venue exterior without limitation. The WVSSAC shall have the right to display banners and the like (e.g., inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) on the concourse (without limitation) and in other areas designated by the WVSSAC inside and outside the competition, practice and or ancillary event venue, identifying its media partners and corporate champions/partners. The host shall provide personnel at no cost to the WVSSAC to hang banners and signage at least one day prior to state championship competition.
- Presenting Sponsors: The WVSSAC shall maintain exclusive right to any presenting and or title sponsor to the state championships and retain all revenue.
- Sponsorships: The host shall not solicit or permit involvement by any corporations or entities whose products may be competition with the WVSSAC's presenting and /or title sponsor. All proposed commercial involvement at the state championship by the host must receive prior approval of the WVSSAC.

## **MARKETING AND PROMOTION**

- The host is responsible for the development and oversight of a marketing and promotional plan (e.g., promotions, advertising, printing) for ticket sales and ancillary events. The WVSSAC will provide approval for the final plan prior to implementation.

## **OFFICIALS**

- The game officials for state championships will be assigned by the WVSSAC. All fees and travel costs will be paid by the WVSSAC.

## **GAME OPERATIONS**

- The host will be responsible for securing personnel and equipment necessary to successfully operate the state championships, including but not limited to: scoreboard, official scorer, statisticians, security/guards, ticket/gate workers, public address system, public address announcer, music sound system and I.T support on site.

## **Medical Considerations**

- Licensed staff and emergency vehicle at site
- Hospital within reasonable distance
- Athletic Training: Each state championship must provide participating teams with athletic training facilities and supplies, staffed with a certified athletic trainer and access to a medical doctor.

## **WVSSAC CONSIDERATIONS**

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

## **SOFTBALL SPECIFIC**

- **Turf Fields preferred.**
- **Dugout availability for 22 team members and coaches**
- **4 Fields required.**
- **Permanent Seating—18” per occupant Minimum Capacity (2500)**