



West Virginia Secondary School Activities Commission

2875 Staunton Turnpike, Parkersburg, WV 26104-7219

Phone: (304) 485-5494

E-Mail: WVSSAC@WVSSAC.org

Web: www.WVSSAC.org



SOFTBALL

Regional Tournament Directors:

1. The principal or his/her designee of the first name school in **BOLD PRINT** in each Region (found in [The Interscholastic](#)) shall call a meeting of school representatives to plan the tournament. This meeting must occur no later than Friday of Week 41. (4/11/26)
2. Items that need to be discussed and decisions made are:
 - The dates specified in the Interscholastic may not be changed. All games must be played on consecutive days once the tournament starts (weather permitting). TIE BREAKER MAY NOT BE USED.
 - Selection of sites, times, seeding, pairings and admission fee charged
 - Notify coaches that the home team dugout will be located on the first base line in all tournament play.
 - Selection of officials: Must be Class I or II and registered as listed in the Interscholastic.
 - Plaques will be sent to bolded schools at no charge
 - Remind all schools that the receipts and expenses shall be shared by all participating schools.
3. Regionals must start on May 11 and play on consecutive days (weather permitting) and completed by May 22, unless during the Regional Track Meets. The dates for the Regional Track Meets are *May 12-Class A, May 13-Class AA, May 14-Class AAA, May 15-Class AAAA*. These dates may be an exemption to the consecutive play day requirement only if a school has a student-athlete that participates in Track and Softball.
4. Director's Responsibilities
 - As the WVSSAC representative, please see that all rules and regulations are followed. Please consult the February issue of [The Interscholastic](#) for additional information
 - Select and contract officials (Class I or II)
 - Notify participating schools of site, time date. Approved date(s) are indicated in the February issue of [The Interscholastic](#). The dates may **NOT** be changed.
 - Arrange for all support personnel needed: official scorer, ticket sellers/takers, security, etc.
 - Admission prices for Regionals will be Adult \$8.00, Student \$6.00

- Inform local media of tournament
- Ensure the playing field is safe on the day of the game
- If there are changes due to weather conditions, please give adequate notice to the participating schools, officials, media and spectators
- Remind state qualifying coaches and teams to submit state tournament information to the WVSSAC immediately
- State Tournament Program information is due to the WVSSAC no later than Wednesday, May 20 by noon, even if a winner is not determined by the deadline
- At the conclusion of the tournament, you will:

*Complete the Financial Report Form and forward a copy to the participating Schools only send a copy of the financial report if there is a loss, (Form FR) Profits or deficits will be shared equally by participating schools

*Notify the WVSSAC of the name of the State Qualifiers by email jason.bankston@wvssac.org or Call/Text 304-412-9155

FINANCIAL REPORT
REGIONAL
 TOURNAMENT

Sport _____
 Region _____
 Class _____

School _____

Date _____ City _____

RECEIPTS:

_____ Adults @ \$ 8.00 \$ _____

_____ Students @ \$ 6.00 \$ _____

TOTAL RECEIPTS..... \$ _____

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

DISBURSEMENTS:

Director's Fee -- (\$75.00 per game) _____ \$ _____

Facility Rental _____ \$ _____

Custodians/Field Maintenance _____ \$ _____

Security _____ \$ _____

Ticket Takers/Sellers _____ \$ _____

Timers/Scorers _____ \$ _____

PA Announcer _____ \$ _____

Supplies (game balls, etc.) _____ \$ _____

Officials _____ \$ _____

TOTAL DISBURSEMENTS..... \$ _____

GRAND TOTAL \$ _____

AMOUNT DISBURSED OR BILLED TO EACH SCHOOL \$ _____

(Circle One)

 Director

WVSSAC COURTESY AND IDENTIFICATION CARD REGISTER

Photo Id Required

[illegible]

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

STATE CHAMPIONSHIP PROGRAM INFORMATION

Goal: *To provide a quality program for all championship events*

What: *State Softball Championship Program*

Deadline: *Wednesday, May 20, 2026, by NOON (No extensions past the noon deadline)*

ALL CLASSES SHOULD SUBMIT IMMEDIATELY UPON COMPLETION OF YOUR REGIONAL TOURNAMENT, EVEN IF YOUR TEAM IS STILL COMPETING

Login as the School Administrator (www.wvssac.org) and Update the Information Below:

1. Update the Eligibility Certificates Online
2. Update Your School Information/Head Coach Information/Roster Information
3. **Remember what you enter online is what will be printed in the championship program, so please make sure you have reviewed this information for accuracy. This will be the school's responsibility.**

Items that need to be emailed to: anna.brown@wvssac.org by to the deadline listed above:

1. Team Picture
2. Head Coach's Picture
3. Team Page Sponsor (*Team Page Sponsor refers to the person/s or business/organization that is going to pay for the team page. Example: a local business, booster club etc.*) If no sponsor is provided the school will be listed and invoiced for the team page
4. Ad-The Ad is about the size of a business card.
5. Team Page-Cost - \$125.00-Make Checks Payable to WVSSAC and Mail to Address Below

When emailing the above information. Please enter the school's name

(No Abbreviations, please) and sport in the subject line of the email.

Mail payment to:

Attn: **Anna Brown**

WVSSAC

2875 Staunton Turnpike

Parkersburg, WV 26104

Phone (304) 485-5494

Email: anna.brown@wvssac.org