

RE: Proposal To Host WVSSAC Football Championship

The WVSSAC is now accepting proposals to Host the 2024, 2025, & 2026 State Football Championship Games. Listed below you will find specific information and timelines to assist you as you prepare your proposal:

1. Written proposals must be postmarked by January 12, 2024.
2. WVSSAC Standardized Calendar with dates of State Tournaments (attached)
3. All proposals received in the office will remain sealed.
4. Bids will be opened and reviewed by the Board of Directors on the morning of the presentations. 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 AN ENVELOPE. 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) 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

Attention: David Price

2875 Staunton Turnpike

Parkersburg, WV 26104

WVSSAC State Tournament Proposal Information

The following items are for consideration for submitting a proposal to host a WVSSAC state tournament. The items represent a minimum standard and your proposal may include additional items. Proposals will be reviewed for the ability to host a quality tournament for athletes and spectators while also ensuring that financial considerations are a priority.

FACILITY

- Facility must meet the Fire Marshall and health standards (restrooms, water, concessions, etc.)
- Handicap accessibility and considerations.
- Sufficient and close parking for spectators, teams (cars, buses, vans, etc....), WVSSAC staff and tournament 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.
- Separate and accessible dressing and showering facilities for participating teams.
- Separate and accessible dressing and showering 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.

TEAM

- Lodging (complimentary or reduced) for teams.
- Football
 - AAAA 15 Rooms
 - AAA 13 Rooms
 - AA 12 Rooms
 - A 10 Rooms
- Meals. The Host may provide complimentary or reduced cost for team meals.
- Individual Hosts shall be required for each team.
- A Host shall be provided for game officials.
- 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, including cheerleaders and game officials, in the dressing room during and after each competition.

MEDIA

- 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 with telephone(s), copy machines and 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 via Statman or Genius football statistics system.
- 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 and an aerial lift shall be available in both endzones and the press box.

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

- The Host shall have adequate staffing of ticket workers at all entry locations.
- 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.
- Credentials: The Host shall be responsible for preparing credentials for the state championships (i.e., media, sideline, VIP, staff) which will be approved by the WVSSAC.

COMMERCIAL

- Media Rights: The radio/audio and television/video rights to all WVSSAC state championships, including playoff rounds, 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 on the concourse, within the competition surface and venue exterior without limitation. The WVSSAC shall have the right to display banners and the like (i.e., 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 (i.e., 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 score and timing equipment, scoreboard, play clock, on field microphone, official scorer, statisticians, security, and ushers, ticket/gate workers, public address system, public address announcer, music sound system and I.T support on site.

MEDICAL CONSIDERATION

- 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 (40 rooms) 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.

FOOTBALL

A. Seating Capacity

- Permanent seats-18" per occupant
- Minimum Capacity-10,000
- Site Capacity HOME _____ Visitor _____ Total _____

B. Playing Area

- Drains properly (1/4 per foot slope from center to sideline).
- Artificial surface is required.
- The field and participants' area are separated from spectator seating. The field or barrier is at least five yards from the playing area.
- Benches for each team.

HIGH SCHOOL WVSSAC STANDADIZED CALENDAR 2023-2029

	Date and-or Week No.	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
BAND	Mon. of Wk. 38 to Sat. of Wk. 43	Mar. 18 Apr. 27	Mar. 18 Apr. 27	Mar. 24 May 2	Mar. 23 May 1	Mar. 22 May 1	
BASEBALL Season Starts 1 st Contest May Be Held Sectional Regional State	Mon. of Wk. 35 Wed. of Wk. 37 (45-46) Mon-Sat (47) Mon-Sat (48) Thur-Sat	Feb. 26 Mar 13 May 6-18 May 20-25 May 30-June 1	Mar. 3 Mar 19 May 11-23 May 25-30 June 5-7	Mar. 2 Mar 18 May 11-23 May 25-30 June 4-6	Mar 1 Mar 17 May 10-22 May 24-29 June 3-5	Feb. 27 Mar 15 May 8-20 May 22-27 June 1-3	Feb 26 Mar 14 May 7-19 May 1-26 May 31-June 1
BASKETBALL BOYS Season Starts 1 st Contest May Be Held Sectional Regional State	Mon of Week 20 Tue of Week 23 (35-36) Fri-Sat (36) Tue-Thur (37) Tue-Sat	Nov 13 Dec 5 Feb 23-Mar 2 Mar 5-7 Mar 12-16	Nov 18 Dec 10 Feb 28-Mar 7 Mar 10-12 Mar 17-21	Nov 17 Dec 9 Feb 27-Mar 7 Mar 10-12 Mar 17-21	Nov 16 Dec 8 Feb 26-Mar 6 Mar 9-11 Mar 16-20	Nov 15 Dec 7 Feb 25-Mar 4 Mar 7-9 Mar 14-18	Nov 14 Dec 6 Feb 24-Mar 3 Mar 6-8 Mar 13-17
BASKETBALL GIRLS Season Starts 1 st Contest May Be Held Sectional Regional State	Mon of Week 1 Tue of week 22 (34-35) Fri-Sat (35) Tue-Thur (36) Tue-Sat	Nov 6 Nov 28 Feb 16-24 Feb 27-29 Mar 5-9	Nov 11 Dec 3 Feb 21-Mar 1 Mar 4-6 Mar 11-15	Nov 10 Dec 3 Feb 20-28 Mar 3-5 Mar 10-14	Nov 9 Dec Feb 19-27 Mar 2-4 Mar 9-13	Nov 8 Nov 30 Feb 18-26 Feb 2-Mar 2 Mar 7-11	Nov 7 Nov 28 Feb 17-25 Feb 27-Mar 1 Mar 6-10
CHEERLEADING Season starts Regional State Season Ends	Mon of Week 5 (18) Sat (23) Sat	Jul 31 Nov 4 Dec 9 Mar 16	Aug 5 Nov 9 Dec 14 Mar 22	Aug 4 Nov 8 Dec 13 Mar 21	Aug 3 Nov 7 Dec 12 Mar 20	Aug 2 Nov 6 Dec 11 Mar 19	July 31 Nov 4 Dec 9 Mar 17
CROSS COUNTRY Season Starts 1 st Contest May Be Held Regional State	Mon of Week 5 Sat of Week 7 (16) Thur-Sat (17) Sat	Jul 31 Aug 19 Oct 19-21 Oct 28	Aug 5 Aug 24 Oct 24-26 Nov 2	Aug 4 Aug 23 Oct 23-25 Nov 1	Aug 3 Aug 22 Oct 22-24 Oct 31	Aug 2 Aug 21 Oct 21-23 Oct 30	Jul 31 Aug 19 Oct 19-21 Oct 28
FOOTBALL Season St Contest May be Held Play-off 1 st Round Pkey-off 2 nd Round Play-off 3 rd Round Championship	Mon of Week 5 Week 8 (19) Fri-Sat (20) Fri-Sat (21) Fri-Sat (22) Fri-Sat	Jul 31 Aug 21 Nov 10-11 Nov 17-18 Nov 24-25 Dec 1-2	Aug 5 Aug 26 Nov 15-16 Nov 22-23 Nov 29-30 Dec 6-7	Aug 4 Aug 25 Nov 14-15 Nov 21-22 Nov 28-29 Dec 5-6	Aug 3 Aug 24 Nov 12-13 Nov 19-20 Nov 26-27 Dec 4-5	Aug 2 Aug 23 Nov 12-13 Nov 19-20 Nov 26-27 Dec 3-4	Jul 31 Aug 21 Nov 10-11 Nov 17-18 Nov 24-25 Dec 1-2
GOLF Season Starts 1 st Contest May be Held Regional State	Mon of Week 5 Tue of Week 5 (13) Mon (14) Tue-Wed	Jul 31 Aug 1 Sept 25 Oct 3-4	Aug 5 Aug 6 Sept 30 Oct 8-9	Aug 4 Aug 5 Sept 29 Oct 7-8	Aug 3 Aug 4 Sept 28 Oct 6-7	Aug 2 Aug 3 Sept 27 Oct 5-6	Jul 31 Aug 1 Sept 25 Oct 3-4
SOCCER Season Starts 1 st Contest May be Held Sectional Regional State	Mon of Week 5 Wed of Week 7 (16) Mon-Sat (17) Tue-Thur (18) Thur/Sat	Jul 31 Aug 16 Oct 16-21 Oct 24 & 26 Nov 2 & 4	Aug 5 Aug 21 Oct 21-26 Oct 29 & 31 Nov 7 & 9	Aug 4 Aug 20 Oct 20-25 Oct 28-30 Nov 6 & 8	Aug 3 Aug 19 Oct 19-24 Oct 27-29 Nov 5 & 7	Aug 2 Aug 18 Oct 18-23 Oct 26-28 Nov 4 & 6	Jul 31 Aug 16 Oct 16-21 Oct 24-26 Nov 2 & 4
SOFTBALL Season Starts 1 st Contest May be Held Sectional Regional State	Mon of Week 35 Wed of Week 37 (44-45) Mon-Sat (46) Mon-Sat (47) Wed-Thur	Feb 26 Mar 13 Apr 29-May 10 May 13-18 May 22-23	Mar 3 Mar 19 May 5-17 May 19-24 May 28-29	Mar 2 Mar 16 May 4-15 May 18-23 May 27-28	Mar 1 Mar 17 May 3-14 May 17-22 May 26-27	Feb 28 Mar 15 May 1-12 May 15-20 May 24-25	Feb 26 Mar 14 Apr 30-May 12 May 14-19 May 23-24
SWIMMING Season Starts 1 st Contest May be Held Regional State	Mon of Week 17 Wed of Week 19 (31) Sat (33) Thur-Fri	Oct 23 Nov 8 Feb 3 Feb 15-16	Oct 28 Nov 13 Feb 8 Feb 20-21	Oct 27 Nov 12 Feb 7 Feb 19-20	Oct 26 Nov 11 Feb 6 Feb 18-19	Oct 25 Nov 10 Feb 5 Feb 17-18	Oct 23 Nov 9 Feb 3 Feb 15-16
TENNIS Season Starts 1 st Contest May be Held Regional State	Mon Week of 35 Wed of Week 37 (44) Mon-Sat (45) Thur-Sat	Feb 26 Mar 13 Apr 29-May 4 May 9-11	Mar 3 Mar 19 May 5-10 May 15-17	Mar 2 Mar 18 May 4-9 May 14-16	Mar 1 Mar 17 May 12-15 May 13-15	Feb 28 Mar 15 May 1-6 May 11-13	Feb 26 Mar 14 Apr 30-May 5 May 10-12
TRACK Season Starts 1 st Contest May be Held Regional State	Mon of Week 35 Wed of Week 37 (45) Wed-Sat (46) Fri-Sat	Feb 26 Mar 13 May 8-11 May 17-18	Mar 3 Mar 19 May 14-17 May 23-24	Mar 2 Mar 18 May 13-16 May 22-23	Mar 1 Mar 17 May 12-15 May 21-22	Feb 28 Mar 15 May 10-13 May 19-20	Feb 26 Mar 14 May 9-12 May 18-19
VOLLEYBALL Season Starts 1 st Contest May be Held Sectional Regional State	Mon of Week 5 Wed of Week 7 (17) Mon-Thur (18) T-Th (19) Wed-Thur	Aug 7 Aug 23 Oct 31-Nov 3 Nov 4 Nov 8-9	Aug 5 Aug 21 Oct 28-Oct 31 Nov 5-7 Nov 13-14	Aug 4 Aug 20 Oct 27-30 Nov 4-6 Nov 12-13	Aug 3 Aug 19 Oct 26-29 Nov 3-5 Nov 11-12	Aug 2 Aug 18 Oct 25-28 Nov 2-4 Nov 10-11	Jul 31 Aug 16 Oct 23-26 Oct 31-Nov 2 Nov 8-9
WRESTLING Season Starts 1 st Contest May be Held Regional State	Mon of Week 20 Wed of Week 22 (33) Sat (35) Thur-Sat	Nov 13 Nov 29 Feb 17 Feb 29-Mar 2	Nov 18 Dec 4 Feb 22 Mar 6-8	Nov 17 Dec 3 Feb 21 Mar 5-7	Nov 16 Dec 2 Feb 20 Mar 4-6	Nov 15 Dec 1 Feb 19 Mar 2-4	Nov 13 Nov 29 Feb 1 Mar 1-3