



## **WINTER/SPRING STATE CHAMPIONSHIPS BID PROTOCOL**

1. **Winter of Current School Year:** ASAA State Championships Director determines which Winter/Spring State Championships are expiring the following school year – 4A Wrestling, Hockey, DDF, World Language, Nordic Skiing, Basketball, Cheerleading, Solo & Ensemble, Track & Field, Soccer, Baseball, and Softball.
2. **Spring ASAA Board Meeting (April):** The ASAA Board announces a request for proposals for all expiring bids. This will be posted on ASAA.org. During this meeting the ASAA Board will also be approving the Fall bid proposals.
3. **Last Friday in September:** Deadline for a school/group that is interested in putting in a bid proposal to notify both their ASAA Region Representative, and the ASAA State Championships Director of their intent to submit their bid.
4. **Fall ASAA Board Meeting (October):** The State Championships Director and Region Representatives update the ASAA Board of Directors about received or expected bids.
5. **November 1<sup>st</sup>:** Deadline for submitting bid proposals.
6. **Month of November:** The ASAA staff and the Region Representatives of the submitting school/group will review the bids and clarify any questions the ASAA Board may have. The last week of November, the State Championships Director, Associate Director, and Executive Director will meet to prepare staff recommendations.
7. **Early Winter Meeting (December):** State Championships Bid Proposals will be presented to the ASAA Board on Day One. This will give them enough time to read through all the proposals. Voting will take place on Day 2 of the Board Meeting.
  - a. State Tournament Bid Presentation Process on Day 1/2.
    - i. The State Championships Director will present qualified bids for each sport/activity.
    - ii. Presentation Schedule
      1. Person from the Host Site (calls in or is present)
      2. ASAA Board Region Representative
      3. ASAA Staff Member
  - b. Conclusion of ASAA Board Meeting, the Region Representative of the school/group who submitted each bid will call the school/group with approval or disapproval and the reasons why.
8. **Final Decision & Follow-up:** Within a week of Early Winter Meeting ASAA staff, the State Championship Director, will follow up in writing/phone to the contact person for each bid with approval or disapproval and the reasons why. Decisions of the ASAA Board of Directors are final and not appealable.

### **Special Notes:**

- A host who is awarded a state championship bid, according to this protocol, will be able to attend that specific championship prior to the year you host.
- If no bids submitted meet the minimum ASAA board expectations, this bid process will be modified to allow more time for bid proposals to be submitted and then accepted.