

TO: **Bryan Koch, Francis Howell**
Rich Beckett, U.S. Army

From: **Mike Sinnott**

Re: **River City 7-on-7**

Date: **June 14, 2012**

This is a document to just lock down some of the details for the Army STRONG River City 7-on-7 event at Francis Howell High School on June 23.

We have 20 teams committed to competing at Francis Howell on June 23. The event is set to begin at 7:00 AM, due to the conditions of secondary field and the tremendous response to the event. The coaches' meeting at the 50-yard-line will be at approximately 6:45 AM. We'll play the tournament exclusively on the turf field.

Officials

If there is a booking agent that you usually use for officials, then I can contact him to discuss the securing of officials for the event. With our budget and the length of the day, my recommendation is to bring the officials on for the second-half of the day, during the championship round. This make the morning session more instructional in nature. From my experience, things get a bit more chippy in the afternoon after a long day, so the officials are usually more helpful in the afternoon.

Game Management

I will be on-site on the day of the event. In addition, the U.S. Army will provide soldiers to help with the management of the event.

Field Managers (2)

The U.S. Army will provide two (2) soldiers to help as field managers who will ensure the proper scorekeeping and report the proper scores to the press box after each game. The field manager will also serve as a rules coordinator and the liaison between each field and the tournament director. The field manager will ensure that the teams are moving quickly between games.

Game Managers (4)

The U.S. Army will provide personnel to help with the management of the event at Francis Howell. We will have four U.S. Army recruiters who will serve as game managers for the event. The Army personnel will help with the spotting of the ball, moving the teams to the line of scrimmage, keeping track of the timing, etc.

PA Announcer

This does not need to be a professional announcer. All we need is someone on-site who is somewhat competent at speaking into the microphone. We will have at least two professional broadcasters on-site during the event who can handle the professional announcing duties, if it becomes necessary. Essentially, this can be a volunteer who wants to watch the games and make occasional announcements on the PA system.

Athletic Trainer

We can compensate an athletic trainer to be on-site for the day of the event. If it is possible to use your athletic trainer for the day, then that would work out wonderfully and we can compensate that person for the day.

If a trainer is not available, we would be willing to pay for an ambulance to be on-site for the day.

Concessions Staff

Francis Howell keeps all revenue generated from concession sales on the day of the event. This could be pretty significant, considering that as many as 340-400 student-athletes on-site, along with coaches, parents, and fans.

Traditional concession-fare is pretty acceptable for the event and the concession staff might want to consider serving breakfast and transitioning to lunch later in the day. The largest group of people will be at the event between 10 AM – 1 PM, with the crowd thinning out as teams lose in the single-elimination championship round.

Press Box Equipment

Of course, we will need power to the press box for the scoreboard and public address system. The key component of the press box equipment is a printer for the printing of the brackets for the championship round. The brackets will be distributed to the teams after pool play.

The scoreboard will be used to keep the timing of the event throughout the day. Each day is 25:00 with a running clock and all games should start and end at the same time with the main scoreboard clock serving as the game clock for all games. For the secondary field, the public address announcer can announce throughout each game how much time is remaining in intervals of: 20; 15; 10; 5; and two-minutes remaining.

We will need access to a working PA system. A wireless microphone is helpful, but not necessary for the event. The PA system ensures that we have the ability to speak with all of the participants at the same time during the event.

U.S. Army On-Site

The U.S. Army will be on-site the day of the event. I will double check to see what assets they will bring out for the event, and what needs they may have for the event. The Army's needs will likely be limited to power and a high-traffic area for the Army to set up a table to distribute information.

Checklist

1. Officials
2. Athletic Trainer
3. Power to Press Box
4. Printer with paper
5. Working Game Clock
6. Working PA system
7. Concessions & Staff
8. Access to Bathrooms
9. Water Coolers & Ability to Refill Coolers
10. Pylons & Yard Markers
11. Tables for Army, trainer, water coolers