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Kimberly Rodrigues

Sports Event Planning

Welcome!

SPECIAL EVENTS

- ≡ Special Events Defined
- ≡ Writing Operation Orders (OPORD)
- ≡ Design Event Part 1
- ≡ Design Event Part 2
- ≡ Promote Event
- ≡ Implement, Celebrate and Review

SPORTS SPECIAL EVENTS

- ≡ Introduction to Sports Events

≡ Rules

≡ Officials and Coaches

≡ Sports Registration

≡ Facilities and Equipment

Special Events Defined



Kimberly Rodrigues

Special Events Defined

Attending a ballgame is considered a great American pastime. It's an event that has etched itself in American history. Wouldn't it be great to create events that have long standing impact like an all-American baseball game? It's always fun to get out and enjoy ourselves. But events don't just happen; they are created. As event coordinators, programmers, and managers, we help create those experiences for our customers.



00:40

"Take Me Out to the Ball Game"



Special Event or Program?

FMWR Programmers, Managers and Event Coordinators are often asked to plan an event or program so that our Military Community will be able to participate in a variety of activities. The terms Programs and Events are often used interchangeably. But there is a difference.

Special Event

Is a one time or infrequently occurring activity. A Special Event may focus on a specific purpose like a marathon or triathlon, or mark a special occasion such as

the 4th of July or an

Program

Is an activity that is offered on a continual basis, such as aerobic or weight training classes. Programs are also on a much smaller scale, may focus on a specific target audience, and

Motivators and Benefits

What motivates someone to attend a special event? Is it the crowds, the smell of hotdogs on the grill, or waiting in line for hours to try your luck at winning a stuffed animal? Whatever the motivation, Special Events enhance the quality of life for members of our military communities.

1

Offer families a place to spend leisure time together, meet new friends and create memories

2

Bring citizens together, giving them an opportunity to meet other people and create a sense of excitement for community members.

3

Create a sense of excitement for community members

Special Event Steps

What are the steps or phases you will go through in order to conduct a successful event? We have identified four critical steps. Each piece is just as important as the next and they are all interdependent.

Step 1

Design Event (30%)



The Design Phase is the foundation of any good event. During this step you will determine your committee members, set goals and objectives, brainstorm for great ideas, develop and assign tasks, create a prototype of the event, and perform an event risk assessment.

Step 2

Promote Event (30%)



“If you build it they will come”...not if they don’t know about it. So you’ve designed this really great event...now go tell them about it. Promoting your event is the second phase in the event coordination process.

Step 3

Implement (30%)



This is the step where you put all that planning to the test. Do what you said you were going to do and troubleshoot as issues come up. Although planning is the most important part of the process, you'll never know if those plans can work if you don't implement them.

Step 4

Celebrate (10%)



You and your event planning team designed a great event, promoted it, implemented your plans and had good participation. Now it's time to Celebrate!! This phase also includes a few administrative things like clean-up and capturing your successes and challenges in an event after-action report. Once these are done, it's time to party!

Operations Order (OPORD)

When planning a special event or program you may need to develop an OPORD or TASKORD to convey the 5 W's, "Who, what, when, where and why" that outline the scope of the event. See

OPORD sample below with instructions to complete each block. Click on image below to see outline of OPORD and the link to download the sample OPORD with instructions.

OPERATION ORDER	
2. Mission	_____

3. Execution	
Intent	_____

a. Concept of the operation	_____

(1) Maneuver	_____



OPORD-SAMPLE.doc
38 KB



Task Order (TASKORD)

Task Order is a mini-contract that define a specific project's scope, cost, and schedule; they explain exactly how the money is to be spent. As a component of a contract, the Task Order's scope, cost, and schedule must conform to terms of the master contract.

Tips when writing a Task Order (TASKORD)

Keep it short and concise focusing on providing information about the intent, mission, and/or systems impacted by the task order. Describe what this task will accomplish. This should reflect

the end state you want to achieve. Describe the type of work and range of tasks the order will accomplish, or support.



TASKORD-Format.doc
53 KB





**(Published) FRAGORD 001 to OPORD 21-016 Fort Sill
Family Morale Welfare and Recreation Summer
Concert.docx**
68 KB





DRAFT OPORD 21-XXX Fort Sill Concert.docx
69.9 KB





(DRAFT) G3IN21-XXX Oktoberfest 2021.docx
488.6 KB





(Published) G3IN21-190 2021 Tour de Sill.docx

486.2 KB



**(Published) G3IN22-027 2021 Fort Sill Holiday Tree
Lighting Ceremony.docx**

491 KB



**(Published) TASKORD 22-076 2022 Buffalo Soldier Run
Walk.docx**

490.4 KB



**Buffalo Soldier Run Walk - Appendix A; 27-Mile
Route.docx**

413.8 KB



Buffalo Soldier Run Walk - Appendix B; 37-Mile Route.docx

505.3 KB





**Buffalo Soldier Run Walk – Appendix C; 48-Mile
Route.docx**

1.1 MB



Buffalo Soldier Run Walk – Enclosure 1.docx

2.1 MB



**OPORD 22215 (2022 Armed Forces Day Parade And
Celebration).pdf**

185.8 KB



Parade Party MAP.pptm

4.3 MB

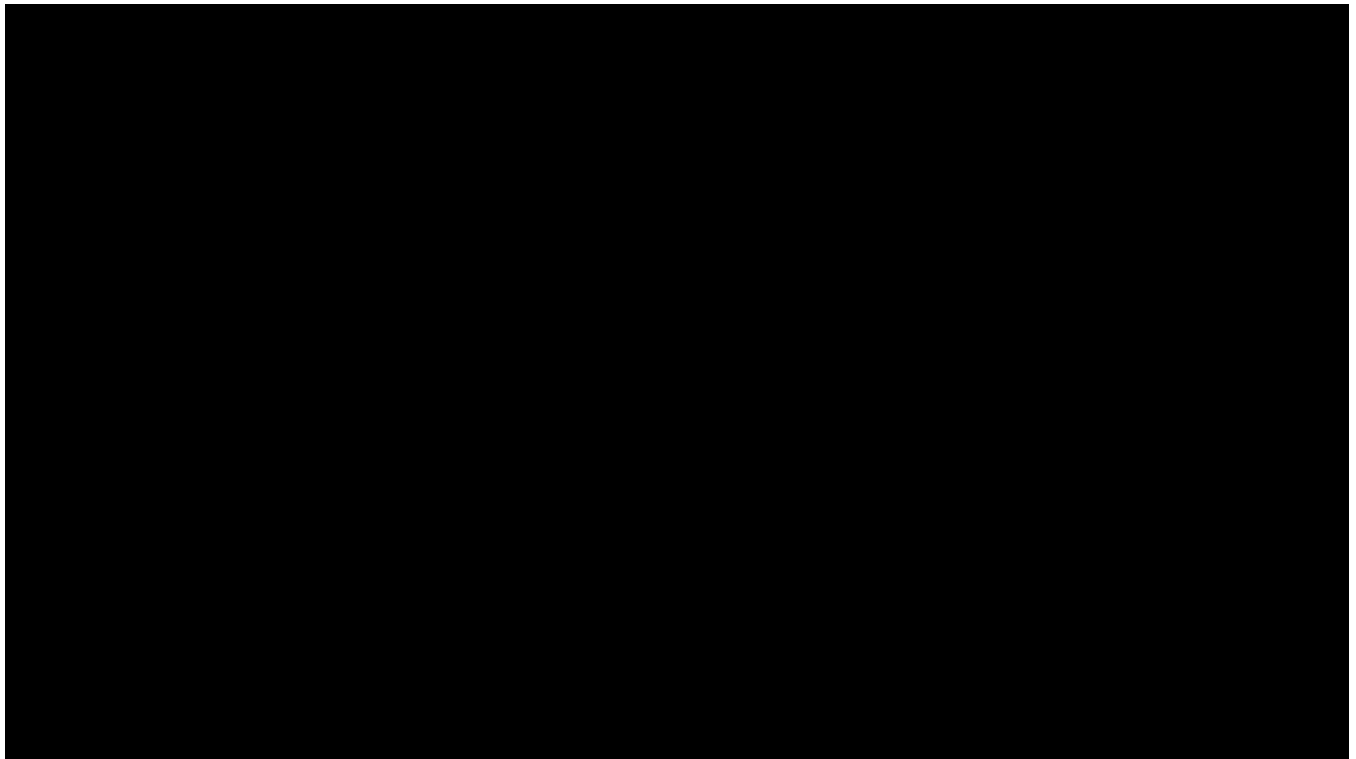


Parade Route – Enclosure 01.pdf

277.8 KB



Writing Operation Orders (OPORD)



Mission orders (OPORDs) clearly convey the unit's mission and commander's intent. OPORDs summarize the situation (current or anticipated starting conditions), provide the key tasks, describe the operation's objectives and end state (desired conditions), and provide a simple concept of operations to accomplish the unit's mission.

Effective orders foster mission command by—

1. Describing the situation to create a shared understanding

2. The mission section concisely summarizes what the team is about to do and answers the five Ws: who, what, where, when, and why.
3. The execution details how your team will accomplish its goal. By conveying the commander's intent and concept of operations. Assigning tasks to subordinate units and stating the purposes for conducting these tasks
4. Sustainment is the control measure necessary to synchronize the operation while retaining the maximum freedom of action for subordinates.
5. Task-organizing forces and allocating resources
6. Directing preparation activities and establishing times or conditions for execution

Click on each + below to find out more.

+

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+

 COPY ____ OF ____ COPIES
UNIT NAME
LOCATION
DATE-TIME GROUP

+

 OPERATIONS ORDER [XX-XXX]:

+

 (U) References

+

 (U) Time Zone Used Throughout the OPORD: ZULU

+

 1. (U) Situation

+

 1.A (U) Area of Interest

+

 1.B. (U) Area of Operations

+

 1.B.1. (U) Terrain

+

 1.B.2. (U) Weather

+

 1.B.3. (U) Enemy Forces

+

 1.B.4. (U) Friendly Forces

+

 1.B.4.1(U)

+

 1.B.4.2 (U)

+

 2. (U) Mission

+

 3. (U) Execution

+

 3.A. (U) Commanders Intent

+

 3.A.1. (U) Purpose

+

 3.A.2. (U) Key Tasks

+

 3.A.3. (U) End State

+

 3.B. (U) Concept of Operations

+

 3.C. (U) Tasks to Subordinate Units

1

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1.B.4.1(U)

1.B.4.2 (U)

2. (U) Mission.

3. (U) Execution.

3.A. (U) Commanders Intent.

3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.

Classification

Place the classification at the top and bottom of every page of the OPORD. Place the classification marking at the front of each paragraph and subparagraph in parentheses.

Each page and portions of the text on that page will be marked with the appropriate abbreviation (“TS” for TOP SECRET, “S” for SECRET, “C” for CONFIDENTIAL, or “U” for UNCLASSIFIED).

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1.B.4. (U) Friendly Forces.

1.B.4.1(U)

1.B.4.2 (U)

2. (U) Mission.

3. (U) Execution.

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3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

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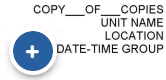
1

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Heading

1. The first line of the heading is the copy number assigned by the issuing headquarters.
2. The second line is the official designation of the issuing headquarters (for example, 1st Infantry Division).
3. The third line is the place of issue. It may be a code name, postal designation, or geographic location.
4. The fourth line is the date or date-time group that the plan or order was signed or issued.
5. The fifth line is a headquarters internal control number assigned to all plans and orders in accordance with unit standard operating procedures (SOPs).

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OPERATIONS ORDER [XX- XXX] :

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1.B.4. (U) Friendly Forces.

1.B.4.1(U)

1.B.4.2 (U)

2. (U) Mission.

3. (U) Execution.

3.A. (U) Commanders Intent.

3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.

1

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Date-Time Group

The date and time combination consists of a six-digit date-time group.

- The first two digits indicate the day of the month;
- The next four digits indicate the time, express times in the 24-hour clock system.
- The letter at the end of the time indicates the time zone.
- Add the full name of the Month and four-digit Year

For example, a complete date-time group for 6 August 2022 at 1145 appears as
06 11:45 Zulu August 2022.

If the OPROD is for a single time zone or LOCAL, it is expressed as
06 11:45 Lima August 20.

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COPY ___ OF ___ COPIES
UNIT NAME
LOCATION
DATE-TIME GROUP

OPERATIONS ORDER [XX- XXX]



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1.B.2. (U) Weather.

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1.B.4.1(U)

1.B.4.2 (U)

2. (U) Mission.

3. (U) Execution.

3.A. (U) Commanders Intent.

3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.

1

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Operations Order Number

The OPORD is identified as

[number] [(code name)] [(classification of title)]

Example: OPORD 3411 (OPERATION DESERT DRAGON) (UNCLASSIFIED)

Number plans and orders consecutively by calendar year. Include code name, if any.

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COPY ___ OF ___ COPIES
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OPERATIONS ORDER [XX- XXX] :

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1.B.4.2 (U)

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3. (U) Execution.

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3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.

1

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References

List documents essential to understanding the OPORD.

List references concerning a specific function in the appropriate attachments.

List maps and charts first.

Map entries include series number, country, sheet names or numbers, edition, and scale.

List other references in subparagraphs.

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 - 1.A (U) Area of Interest.
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 - 1.B.4.2 (U)
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3. (U) Execution.
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 - 3.A.1. (U) Purpose.
 - 3.A.2. (U) Key Tasks.
 - 3.A.3. (U) End State.
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1

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Time Zone

State the time zone used in the area of operations during execution. When the OPORD applies to units in different time zones, use Greenwich Mean (ZULU) Time.

ZULU (Z) or LOCAL. (Order writers do not abbreviate local time as [L]. The abbreviation for the LIMA time is L.)

Central Standard Time in the continental United States is SIERRA.

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COPY ___ OF ___ COPIES
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3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.

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Situation

The Situation describes the stage where the operation takes place.

It covers everything outside the unit's control, including the **area of interest** and the **area of operation** (terrain, weather, enemy, and friendly forces).

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Area of Interest

The Area of Interest describes the area of interest – what is happening now.

Example: The Army faces an environment characterized by reduced resources (funding and personnel) while readiness requirements remain constant.

Refer to Annex B (Intelligence) as required.

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Area of Operations

The Area of Operations describes the area of operations to include terrain, weather, enemy forces, and friendly forces.

Refer to the appropriate map by its subparagraph under references, for example, “Map, reference (b).”

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3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.



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Terrain

The Terrain describes the aspects of terrain that impact operations. If applicable.

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3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.



1

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Weather

The Weather describes the aspects of weather that impact operations. If applicable.

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3. (U) Execution.

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3.A.3. (U) End State.

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Enemy Forces

Enemy Forces identify everything/everyone that opposes or threatens your outcome, including natural elements.

Example: During **changing times**, how we deliver our services and treat our most valuable resource, our IMCOM professionals, becomes critical. We must recognize the contributions our professionals make in support of Army readiness.

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2. (U) Mission.

3. (U) Execution.

3.A. (U) Commanders Intent.

3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.



Friendly Forces

Friendly Forces briefly identifies the missions of friendly forces, people who can help achieve the mission, and the objectives, goals, and missions of civilian organizations that impact the issuing headquarters in the following subparagraphs.

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1.B.4.1(U)



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3. (U) Execution.

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3.A.2. (U) Key Tasks.

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Friendly Forces Subparagraph 1

One example of friendly forces is the Higher Headquarters Mission and Intent, which identifies and state the mission and commander's intent for headquarters two levels up and one level up from the issuing headquarters.

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1.B.4.2 (U)



2. (U) Mission.

3. (U) Execution.

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3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

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Friendly Forces Subparagraph 2

A second subparagraph example includes Higher Headquarters Two Levels Up and identifies the higher headquarters two echelons above (for example, Joint Task Force-18).

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1

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Mission

The Mission is the unit's mission—a short description of the who, what (task), when, where, and why (purpose) that clearly indicates the action to be taken and why.

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1.B.4.2 (U)

2. (U) Mission.

3. (U) Execution.

3.A. (U) Commanders Intent.

3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.



1
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Execution

The Execution describes how the commander intends to accomplish the mission in terms of the **commander's intent**, an overarching **concept of operations**, schemes of employment for each warfighting function, assessment, specified **tasks to subordinate units**, and key coordinating instructions in the subparagraphs below.

UNCLASSIFIED

COPY ___ OF ___ COPIES
UNIT NAME
LOCATION
DATE-TIME GROUP

OPERATIONS ORDER [XX- XXX] :

(U) References:

(U) Time Zone Used Throughout the OPORD: ZULU.

1. (U) Situation.

1.A (U) Area of Interest.

1.B. (U) Area of Operations.

1.B.1. (U) Terrain.

1.B.2. (U) Weather.

1.B.3. (U) Enemy Forces.

1.B.4. (U) Friendly Forces.

1.B.4.1(U)

1.B.4.2 (U)

2. (U) Mission.

3. (U) Execution.

3.A. (U) Commanders Intent.

3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.



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Commander's Intent

Commanders develop their intent statement personally. The commander's intent includes **Purpose, Key Tasks, and the End State.**

UNCLASSIFIED

COPY ___ OF ___ COPIES
UNIT NAME
LOCATION
DATE-TIME GROUP

OPERATIONS ORDER [XX- XXX] :

(U) References:

(U) Time Zone Used Throughout the OPORD: ZULU.

1. (U) Situation.

1.A (U) Area of Interest.

1.B. (U) Area of Operations.

1.B.1. (U) Terrain.

1.B.2. (U) Weather.

1.B.3. (U) Enemy Forces.

1.B.4. (U) Friendly Forces.

1.B.4.1(U)

1.B.4.2 (U)

2. (U) Mission.

3. (U) Execution.

3.A. (U) Commanders Intent.

3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.

1

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Purpose (Commander's Intent)

The Purpose is an expanded description of the operation's purpose beyond the "why" of the mission statement.

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COPY ___ OF ___ COPIES
UNIT NAME
LOCATION
DATE-TIME GROUP

OPERATIONS ORDER [XX- XXX] :

(U) References:

(U) Time Zone Used Throughout the OPORD: ZULU.

1. (U) Situation.

1.A (U) Area of Interest.

1.B. (U) Area of Operations.

1.B.1. (U) Terrain.

1.B.2. (U) Weather.

1.B.3. (U) Enemy Forces.

1.B.4. (U) Friendly Forces.

1.B.4.1(U)

1.B.4.2 (U)

2. (U) Mission.

3. (U) Execution.

3.A. (U) Commanders Intent.

3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

3.A.3. (U) End State.



3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.

1

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End State (Commander's Intent)

The End State describes the desired future conditions that represent success.

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COPY ___ OF ___ COPIES
UNIT NAME
LOCATION
DATE-TIME GROUP

OPERATIONS ORDER [XX- XXX] :

(U) References:

(U) Time Zone Used Throughout the OPORD: ZULU.

1. (U) Situation.

1.A (U) Area of Interest.

1.B. (U) Area of Operations.

1.B.1. (U) Terrain.

1.B.2. (U) Weather.

1.B.3. (U) Enemy Forces.

1.B.4. (U) Friendly Forces.

1.B.4.1(U)

1.B.4.2 (U)

2. (U) Mission.

3. (U) Execution.

3.A. (U) Commanders Intent.

3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks



3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.

1

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Key Tasks (Commander's Intent)

The Key Tasks are those significant activities the force/team must perform to achieve the desired end state. (Numbering additional key tasks 3.A.2.A. ; 3.A.2.B. etc.)

UNCLASSIFIED

COPY ___ OF ___ COPIES
UNIT NAME
LOCATION
DATE-TIME GROUP

OPERATIONS ORDER [XX- XXX] :

(U) References:

(U) Time Zone Used Throughout the OPORD: ZULU.

1. (U) Situation.

1.A (U) Area of Interest.

1.B. (U) Area of Operations.

1.B.1. (U) Terrain.

1.B.2. (U) Weather.

1.B.3. (U) Enemy Forces.

1.B.4. (U) Friendly Forces.

1.B.4.1(U)

1.B.4.2 (U)

2. (U) Mission.

3. (U) Execution.

3.A. (U) Commanders Intent.

3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

3.B. (U) Concept of Operations



3.C. (U) Tasks to Subordinate Units.

1

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Concept of Operations

The Concept of Operations goes into more detail on the execution of the mission.

Keep it as a high-level plan yet allow subordinates to have autonomy in decision-making.

Tell a quick story of how you envision the operation step-by-step.

(Numbering steps– 3.B.1.; 3.B.2.; 3.B.3.; 3.B.4.)

UNCLASSIFIED

COPY ___ OF ___ COPIES
UNIT NAME
LOCATION
DATE-TIME GROUP

OPERATIONS ORDER [XX- XXX] :

(U) References:

(U) Time Zone Used Throughout the OPOD: ZULU.

1. (U) Situation.

1.A (U) Area of Interest.

1.B. (U) Area of Operations.

1.B.1. (U) Terrain.

1.B.2. (U) Weather.

1.B.3. (U) Enemy Forces.

1.B.4. (U) Friendly Forces.

1.B.4.1(U)

1.B.4.2 (U)

2. (U) Mission.

3. (U) Execution.

3.A. (U) Commanders Intent.

3.A.1. (U) Purpose.

3.A.2. (U) Key Tasks.

3.A.3. (U) End State.

3.B. (U) Concept of Operations.

3.C. (U) Tasks to Subordinate Units.



1

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Tasks to Subordinate Units

The tasks for Subordinate Units include the **names of subordinates** and a **list of tasks**.

OP ORDER [number] UNCLASSIFIED

3.C.1. (U) Name the subordinates.

3.C.1.A (U) List each task.

3.D. (U) Coordinating Instructions.

3.D.1. (U) Time or condition when the OPOD becomes effective.

3.D.2. (U) Commander's Critical Information Requirements (CCIRs).

3.D.3. (U) Essential Elements of Friendly Information.

4. (U) Sustainment.

5. (U) Command and Control.

5.A. Command.

5.B. Control.

5.C. Signal.

5.C.1.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

ACKNOWLEDGE:

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ANNEXES:

DISTRIBUTION:

2

UNCLASSIFIED

OP ORDER [number]

UNCLASSIFIED

3.C.1. (U) Name the subordinates.



3.C.1.A (U) List each task.

3.D. (U) Coordinating Instructions.

3.D.1. (U) Time or condition when the OPORD becomes effective.

3.D.2. (U) Commander's Critical Information Requirements (CCIRs)

3.D.3. (U) Essential Elements of Friendly Information.

4. (U) Sustainment.

5. (U) Command and Control.

5.A. Command.

5.B. Control.

5.C. Signal.

5.C.1.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

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DISTRIBUTION:

Name of Subordinates

Name the subordinates.

An example - IMCOM Directorates (E,P,R,S,T)

- 3.C.1. (U) Name the subordinates.
- 3.C.1.A (U) List each task.
- 3.D. (U) Coordinating Instructions.
- 3.D.1. (U) Time or condition when the OPORD becomes effective.
- 3.D.2. (U) Commander's Critical Information Requirements (CCIRs)
- 3.D.3. (U) Essential Elements of Friendly Information.
- 4. (U) Sustainment.
- 5. (U) Command and Control.
- 5.A. Command.
- 5.B. Control.
- 5.C. Signal.
- 5.C.1.
- 5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

ACKNOWLEDGE:

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ANNEXES:



Distribution

List recipients

OP ORDER [number]

UNCLASSIFIED

3.C.1. (U) Name the subordinates.

3.C.1.A (U) List each task.

3.D. (U) Coordinating Instructions.

3.D.1. (U) Time or condition when the OPORD becomes effective.

3.D.2. (U) Commander's Critical Information Requirements (CCIRs)

3.D.3. (U) Essential Elements of Friendly Information.

4. (U) Sustainment.

5. (U) Command and Control.

5.A. Command.

5.B. Control.

5.C. Signal.

5.C.1.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

ACKNOWLEDGE:

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ANNEXES 

DISTRIBUTION:

Annexes

Attachments (annexes, appendixes, tabs, and exhibits) are information management tools. They simplify orders by providing a structure for organizing information. However, even when attachments are used, an effective base order contains enough information to be executed without them.

For additional information on Annexes go to FM 6-0 C-67.

UNCLASSIFIED

OP ORDER [number]

3.C.1. (U) Name the subordinates.

3.C.1.A (U) List each task.

3.D. (U) Coordinating Instructions.

3.D.1. (U) Time or condition when the OPORD becomes effective.

3.D.2. (U) Commander's Critical Information Requirements (CCIRs)

3.D.3. (U) Essential Elements of Friendly Information.

4. (U) Sustainment.

5. (U) Command and Control.

5.A. Command.

5.B. Control.

5.C. Signal.

5.C.1.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

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ANNEXES:

DISTRIBUTION:

List of Tasks to subordinates

State the task assigned to each unit that reports directly to the headquarters issuing the order. Each task must include

- who (the subordinate unit assigned the task),
- what (the task itself),
- when,
- where, and
- why (purpose).

Use a separate subparagraph for each unit. List units in task organization sequence. Place tasks that affect two or more units in Coordinating Instructions)

OP ORDER [number] UNCLASSIFIED

3.C.1. (U) Name the subordinates.

3.C.1.A (U) List each task.

3.D. (U) Coordinating Instructions. 

3.D.1. (U) Time or condition when the OPORD becomes effective.

3.D.2. (U) Commander's Critical Information Requirements (CCIRs)

3.D.3. (U) Essential Elements of Friendly Information.

4. (U) Sustainment.

5. (U) Command and Control.

5.A. Command.

5.B. Control.

5.C. Signal.

5.C.1.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

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ANNEXES:

DISTRIBUTION:

Coordinating Instructions

List only instructions and tasks applicable to two or more units not covered in unit SOPs.

Include

- the effective **time or condition**
- **Commander's Critical Information Requirements (CCIRs)** and
- **Essential Elements of Friendly Information (EEFIs)**

3.C.1. (U) Name the subordinates.

3.C.1.A (U) List each task.

3.D. (U) Coordinating Instructions.

3.D.1. (U) Time or condition when the OPORD becomes effective

3.D.2. (U) Commander's Critical Information Requirements (CCIRs)

3.D.3. (U) Essential Elements of Friendly Information.

4. (U) Sustainment.

5. (U) Command and Control.

5.A. Command.

5.B. Control.

5.C. Signal.

5.C.1.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

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OFFICIAL:

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ANNEXES:

DISTRIBUTION:

Time or Condition

List the time or condition when the OPORD becomes effective.

- 3.C.1. (U) Name the subordinates.
- 3.C.1.A (U) List each task.
- 3.D. (U) Coordinating Instructions.
- 3.D.1. (U) Time or condition when the OPORD becomes effective.
- 3.D.2. (U) Commander's Critical Information Requirements (CCIRs)
- 3.D.3. (U) Essential Elements of Friendly Information.
4. (U) Sustainment.
5. (U) Command and Control.
- 5.A. Command.
- 5.B. Control.
- 5.C. Signal.
- 5.C.1.
- 5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

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ANNEXES:

DISTRIBUTION:

Commander's Critical Information Requirements. (CCIRs)

List commander's critical information requirements (CCIRs).

OP ORDER [number]

UNCLASSIFIED

3.C.1. (U) Name the subordinates.

3.C.1.A (U) List each task.

3.D. (U) Coordinating Instructions.

3.D.1. (U) Time or condition when the OPORD becomes effective.

3.D.2. (U) Commander's Critical Information Requirements (CCIRs)

3.D.3. (U) Essential Elements of Friendly Information

4. (U) Sustainment.

5. (U) Command and Control.

5.A. Command.

5.B. Control.

5.C. Signal.

5.C.1.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

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ANNEXES:

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Essential Elements of Friendly Information (EEFIs)

Essential Elements of Friendly Information is a list of essential elements of friendly information.

List specific instructions for specific circumstances that are likely to apply to the majority of subordinates in the majority of circumstances.

- 3.C.1. (U) Name the subordinates.
- 3.C.1.A (U) List each task.
- 3.D. (U) Coordinating Instructions.
- 3.D.1. (U) Time or condition when the OPORD becomes effective.
- 3.D.2. (U) Commander's Critical Information Requirements (CCIRs)
- 3.D.3. (U) Essential Elements of Friendly Information.
4. (U) Sustainment. 
5. (U) Command and Control.
- 5.A. Command.
- 5.B. Control.
- 5.C. Signal.
- 5.C.1.
- 5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

ACKNOWLEDGE:

OFFICIAL:

{SIGNATURE}

ANNEXES:

DISTRIBUTION:

Sustainment

Sustainment is the Administration and Logistics to include personnel, supplies, tools, and help to get any major project done.

OP ORDER [number]

UNCLASSIFIED

3.C.1. (U) Name the subordinates.

3.C.1.A (U) List each task.

3.D. (U) Coordinating Instructions.

3.D.1. (U) Time or condition when the OPORD becomes effective.

3.D.2. (U) Commander's Critical Information Requirements (CCIRs)

3.D.3. (U) Essential Elements of Friendly Information.

4. (U) Sustainment.

5. (U) Command and Control 

5.A. Command.

5.B. Control.

5.C. Signal.

5.C.1.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

ACKNOWLEDGE:

OFFICIAL:

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ANNEXES:

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Command and Control

May also be listed as Command and Signal. It includes

- **Command**
- **Control**
- **Signal**

UNCLASSIFIED

OP ORDER [number]

3.C.1. (U) Name the subordinates.

3.C.1.A (U) List each task.

3.D. (U) Coordinating Instructions.

3.D.1. (U) Time or condition when the OPORD becomes effective.

3.D.2. (U) Commander's Critical Information Requirements (CCIRs)

3.D.3. (U) Essential Elements of Friendly Information.

4. (U) Sustainment.

5. (U) Command and Control.

5.A. Command

5.B. Control

5.C. Signal

5.C.1.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

ACKNOWLEDGE:

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ANNEXES:

DISTRIBUTION:

Command (Command & Control)

Command refers to the chain of authority. If you are not available when a problem arises, who is authorized to make decisions in your absence? What kinds of decisions can be made by others, and which ones are you reserving for yourself?

1. Location of Commander and Key Leaders. State where the commander and key leaders intend to be during the operation, by phase if the operation is phased
2. The succession of Command. State the succession of command if not covered in the unit's SOPs.
3. Liaison Requirements. State liaison requirements not covered in the unit's SOPs.

- 3.C.1. (U) Name the subordinates.
- 3.C.1.A (U) List each task.
- 3.D. (U) Coordinating Instructions.
- 3.D.1. (U) Time or condition when the OPORD becomes effective.
- 3.D.2. (U) Commander's Critical Information Requirements (CCIRs)
- 3.D.3. (U) Essential Elements of Friendly Information.
4. (U) Sustainment.
5. (U) Command and Control.
- 5.A. Command.
- 5.B. Control.
- 5.C. Signal.
- 5.C.1.
- 5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

ACKNOWLEDGE:

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ANNEXES:

DISTRIBUTION:

Control (Command & Control)

Control describes how, where, and when the command posts (CPs) operate. Including the location of each CP and its time of opening and closing, as appropriate.

State the primary controlling CP for specific tasks or phases of the operation (for example, “The division tactical command post will control the air assault”).

Reports. List reports not covered in SOPs. Refer to Annex R (Reports) as required.

OP ORDER [number]

UNCLASSIFIED

3.C.1. (U) Name the subordinates.

3.C.1.A (U) List each task.

3.D. (U) Coordinating Instructions.

3.D.1. (U) Time or condition when the OPORD becomes effective.

3.D.2. (U) Commander's Critical Information Requirements (CCIRs)

3.D.3. (U) Essential Elements of Friendly Information.

4. (U) Sustainment.

5. (U) Command and Control.

5.A. Command.

5.B. Control.

5.C. Signal.

5.C.1.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

ACKNOWLEDGE:

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ANNEXES:

DISTRIBUTION:

Signal (Command & Control)

Signal identifies the communication channels and how you or the POC can be reached via email, phone, etc.

List POCs in 5.C.1.

Perhaps routine messages should go through email, but urgent messages require a text or phone call. Are there any keywords that demand particular attention?

UNCLASSIFIED

OP ORDER [number]

3.C.1. (U) Name the subordinates.

3.C.1.A (U) List each task.

3.D. (U) Coordinating Instructions.

3.D.1. (U) Time or condition when the OPORD becomes effective.

3.D.2. (U) Commander's Critical Information Requirements (CCIRs)

3.D.3. (U) Essential Elements of Friendly Information.

4. (U) Sustainment.

5. (U) Command and Control.

5.A. Command.

5.B. Control.

5.C. Signal.

5.C.1.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

ACKNOWLEDGE 

OFFICIAL:

{SIGNATURE}

ANNEXES:

DISTRIBUTION:

Acknowledge

The Acknowledge section provides instructions for how the addressees acknowledge receipt of the OPORD.

The word “acknowledge” may suffice.

Refer to the message reference number if necessary. Acknowledgment of an OPORD means that it has been received and understood.

For additional information, go to FM 6-0.

You can download templates and examples of OPORDs below.

Design Event Part 1

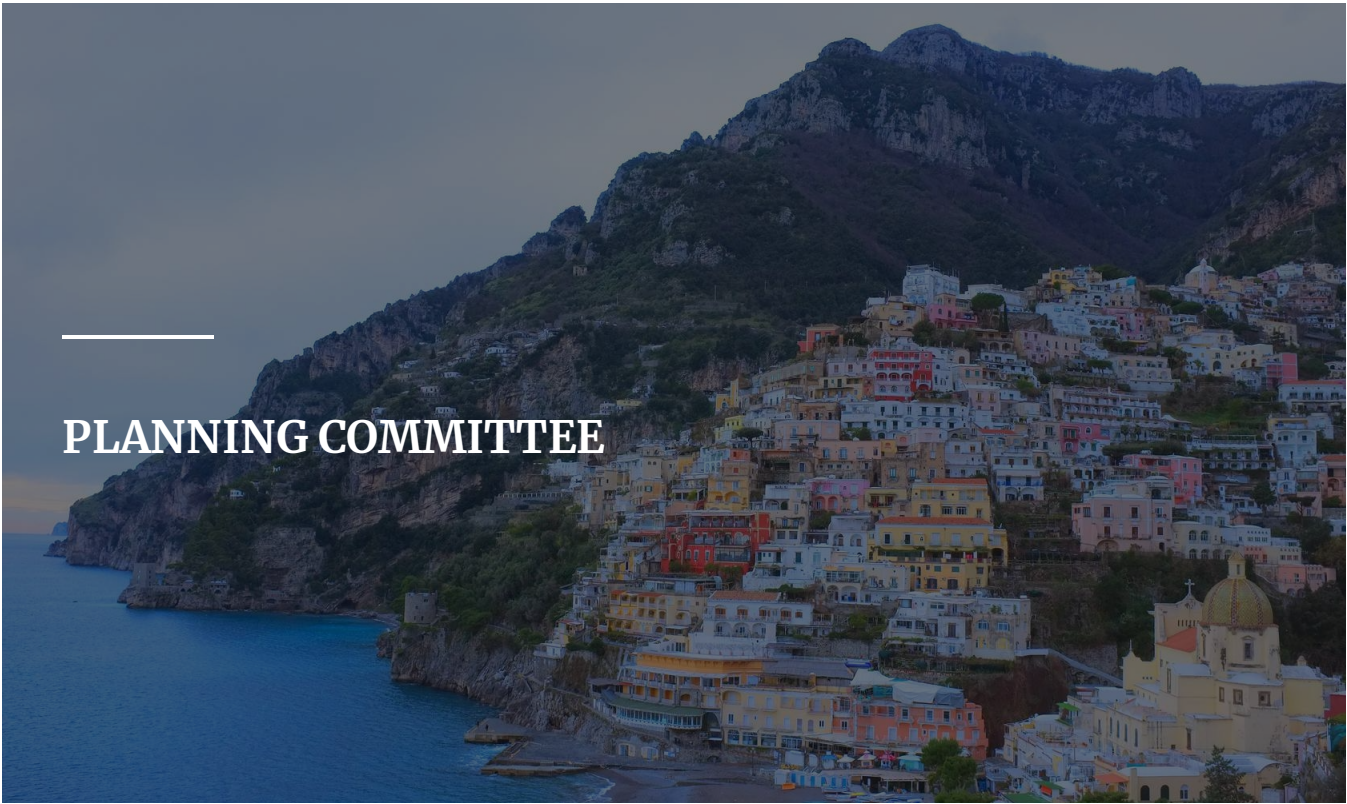


Design an Event, Part 1

The first step in planning an Event is to do just that...Plan your event. It begins with pulling your team together, setting your goals and objectives, and brainstorming for ideas. A strong initial plan will serve as the foundation of your event and will help to get you moving in the right direction. Think of it as the first layer of bricks when constructing a building. If those bricks aren't strong and placed properly, your structure won't be sound and could fall apart mid-way through the process.

Design Phase Steps

- 1 Select planning committee
 - 2 Form goals and objectives
 - 3 Brainstorm ideas
 - 4 Assign Tasks
 - 5 Develop a prototype
- 



PLANNING COMMITTEE

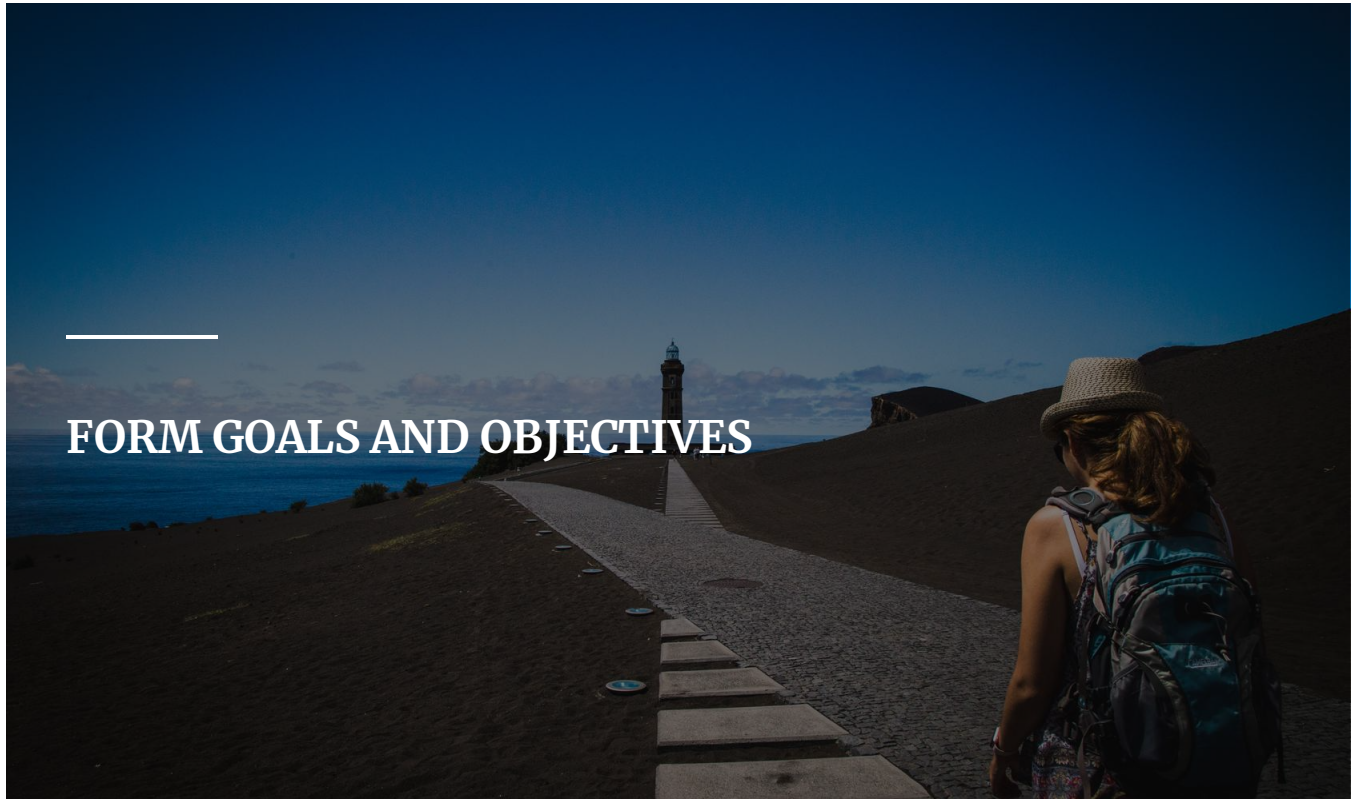


“Good plans shape good decisions. That's why good planning helps to make elusive dreams come true.”

- Lester R. Bittel, The Nine Master Keys of Management.

Teams

Why do we use groups of people or Teams to solve problems or come up with plans and ideas? Ever heard the old adage “Two heads are better than one”? Exactly! Working as a team expands our creative possibilities.

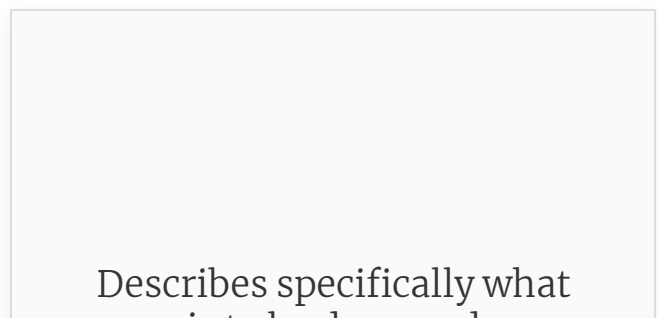
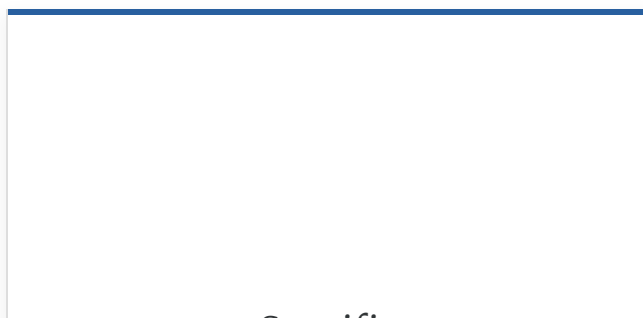


Use of the acronym S.M.A.R.T. can assist you in developing clear, concise objectives that will be understood by everyone in your organization.



Goals and Objectives

A fundamental part of any planning process is a set of statements that specify what the organization plans to accomplish over a given period of time. Without knowing why you are planning an event, there is really no way to continue the planning process to determine what the event will be or if it will be successful. Establishing the goals for an event will give your event purpose. The objectives will outline how you are going to accomplish your goals.



Specific

is to be done and
designates responsibility.

Measurable

Express in quantitative
terms whenever possible.
Quality issues are hard to
measure unless you put
them in terms of number
of mistakes or complaints,
etc.

Attainable

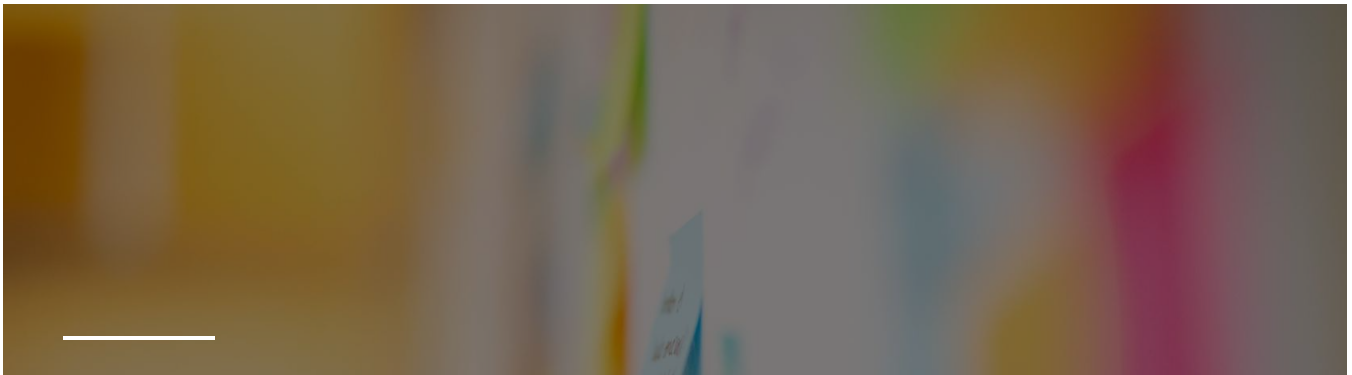
It's feasible in terms of
resources needed to
achieve. Challenging
objectives motivate, but
unattainable ones have the
opposite effect.

Results Oriented

State in terms of the end results, not in terms of activities to be performed.
It's the outcome of activities.

Time limited

The objective should have a beginning date and an ending date.



BRAINSTORM

Brainstorming

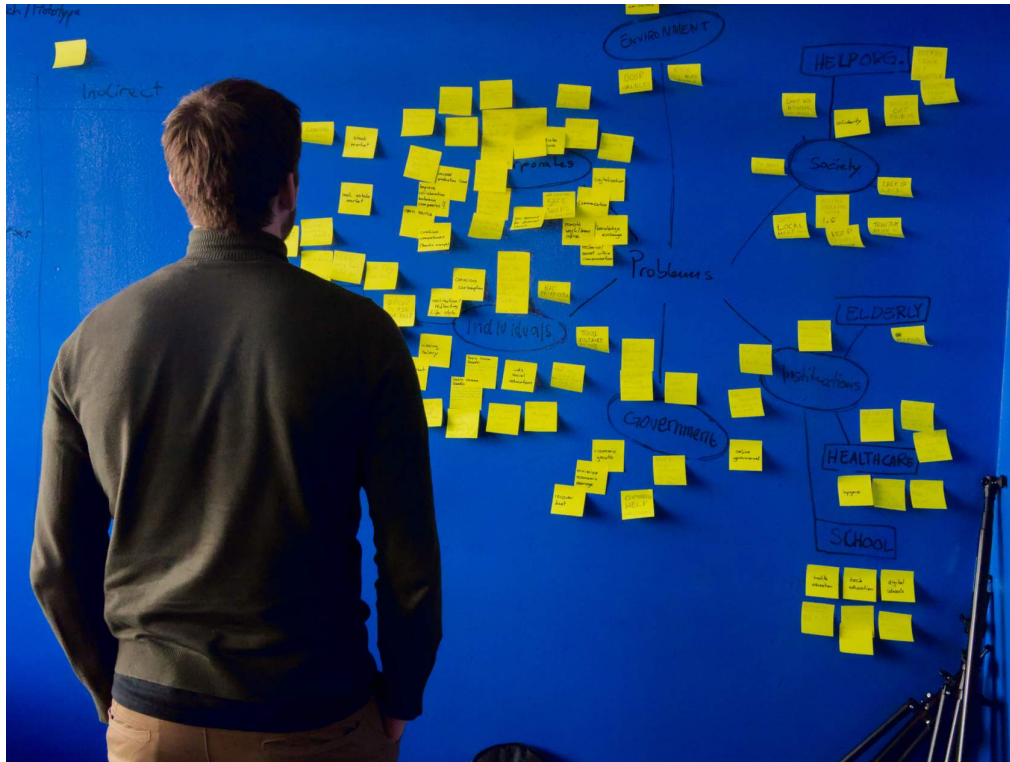
Brainstorming is a technique used to generate ideas. It can help you reframe an event or program you offer at your garrison. Brainstorming is a perfect opportunity to throw out crazy ideas and possibilities. It is not a tool for determining the best solution, but it will help you generate many possibilities in a short amount of time.

You want to make sure your participants understand what it is you are asking them to do. You may want them to:

- Generate new ideas for Vendors at your Fourth of July celebration
- Brainstorm new games to play at the annual Oktoberfest celebration.

Setting ground rules will help your brainstorming session be more effective. This doesn't mean that you place strict limits on your participants. But you do want to ensure a safe environment where everyone has the opportunity to contribute.

BRAINSTORMING



Key Ground Rules for Conducting a Brainstorming Session

Step 1

All ideas are accepted

There are no dumb ideas. Period. It's a brainstorming session, not a serious matter that requires only serious solutions.

Step 2

No debating

Don't criticize other people's ideas. This isn't a debate, discussion, or forum for one person to display superiority over another.

Step 3

Capitalize on each other's ideas and thoughts

Build on other people's ideas. Often an idea suggested by one person can trigger a bigger and/or better idea by another person. A variation of an idea on the board could be the next “Velcro” idea. It is this building of ideas that leads to out-of-the-box thinking and fantastic ideas.

Step 4

More ideas the better

Reverse the thought of “quality over quantity.” Here we want quantity; the more creative ideas the better.

Design Event Part 2



Design an Event, Part 2

There are some basic things that must happen when planning any event. Big event or small, planning begins with identifying all those details that must be handled. And once identified, they must be delegated to the team members. Another basic and necessary aspect of event planning is the event layout. When designing the layout, you need to determine the best positioning for food vendors, portable toilets, first aid, and anything else you have planned. These are all part of the Design Phase of an Event. We will also look at the second Phase in the event planning process, Promote/Market the Event.



ASSIGN TASKS



Delegate Tasks

In order to delegate all the identified details, you need to develop a task list. Let's get some practice developing one. The Garrison Commander has asked you to develop and execute a special event for the installation. You have formed your planning committee, brainstormed and come up with some creative ideas, and determined your goals and objectives for the event. Now you need to share the wealth and identify all the tasks that need to be completed. With all events there is plenty of work to go around and using a task list to track who, what, when, and how of an event is very important.



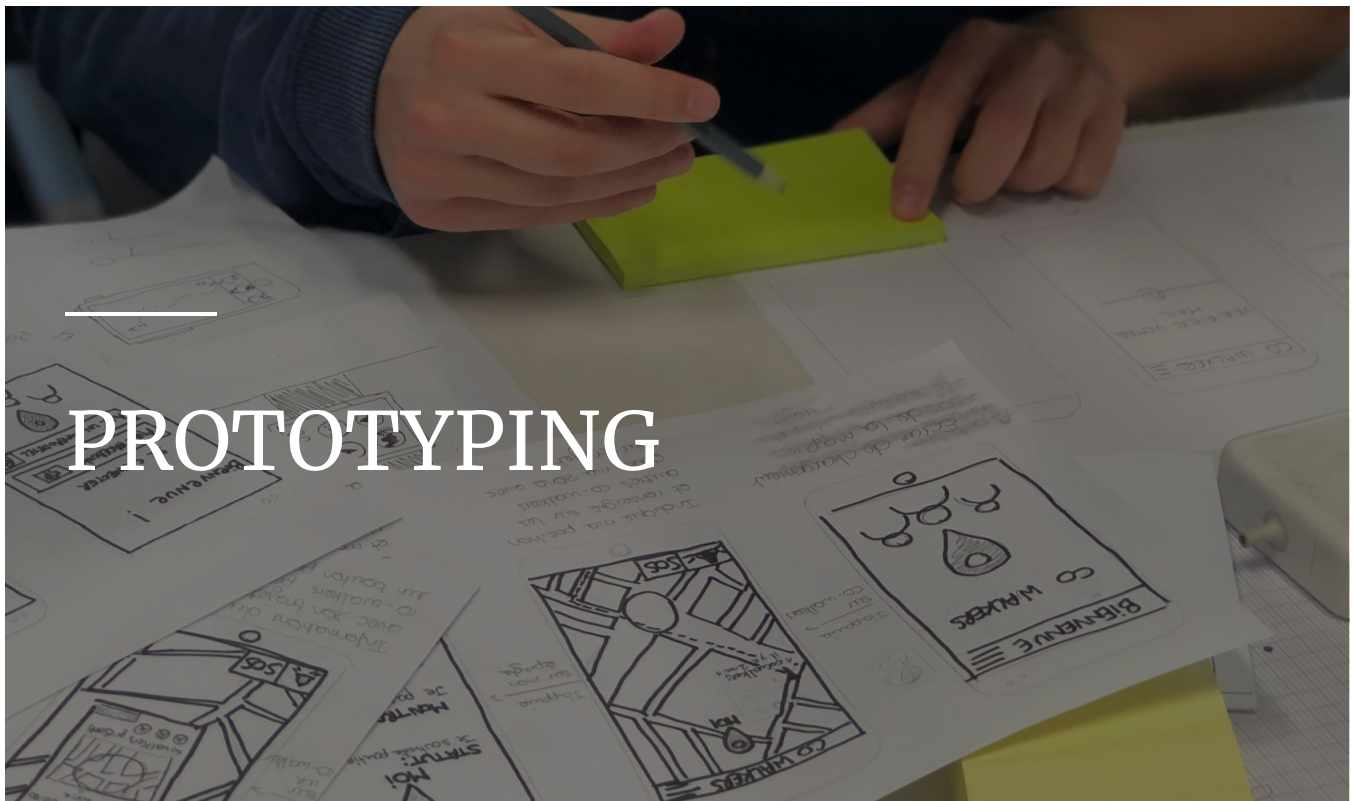
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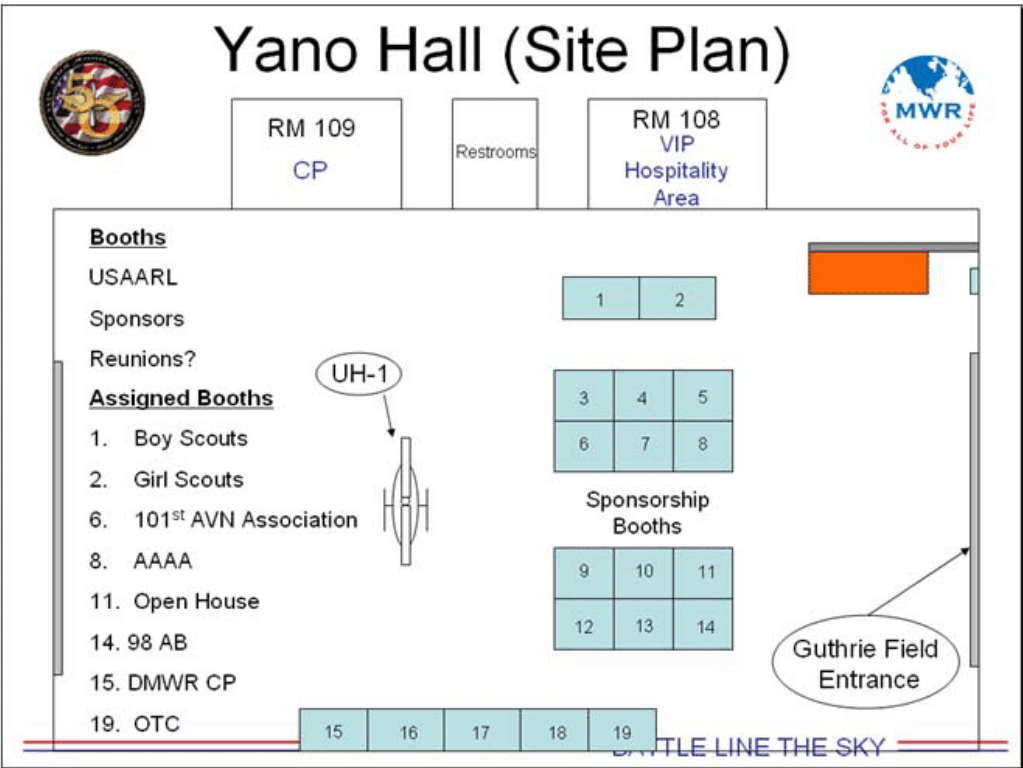


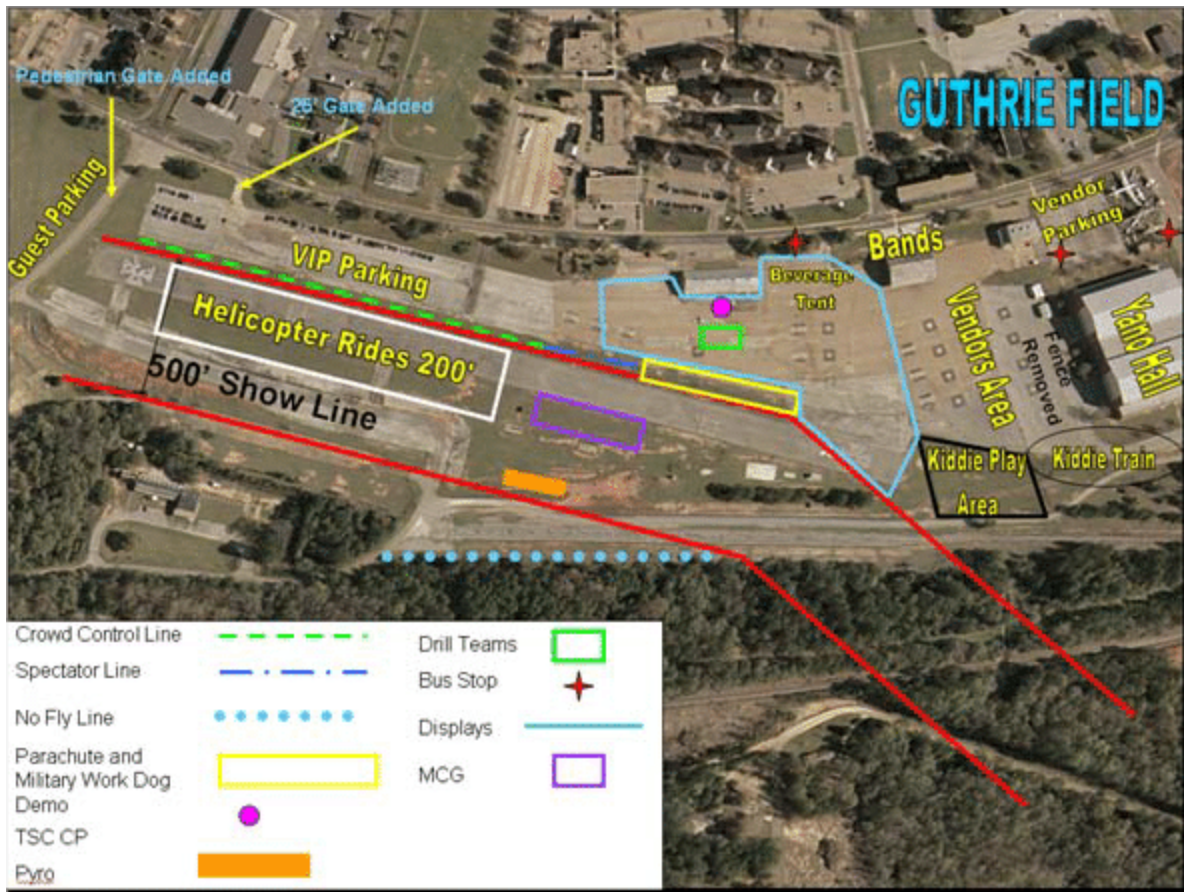
PROTOTYPING

Design Prototype

Remember, it is important that you design a layout of your event so you can determine the best positioning for food vendors, portable toilets, first aid, and anything else you have planned. You do this by creating a prototype.

A prototype is an example of a functional model to be created for your event. In other words, it's a way for you to design your event layout and to get a visual of what may work and what will not. This can be a one dimensional pen and paper diagram or you can be creative and build a 3 dimensional model.







Planning Tips to Consider

- 1 Power sources (electrical, lighting)
- 2 Accessibility (parking, seating)
- 3 Rest rooms
- 4 Personnel support (referees or other officials, volunteers, security)

5

Event Surface (Grass with uneven ground, concrete – hard to put up tents if necessary)

6

Traffic flow

7

People Traffic

8

Vendor Location (Do you have 3 funnel cake vendors side by side?)

9

Potential Safety Hazards

10

Locker/changing rooms

RISK ASSESSMENT

Risk Management

Okay...here comes the lecture! The **safety of our customers and staff** must be a **number one priority** for everyone within FMWR. As an event coordinator, you are responsible for ensuring a **risk assessment is done prior to any event**. Why? Because you are responsible for making sure **risks are identified and appropriate measures are put in place to mitigate those risks**. Luckily for you there are several tools available to help you accomplish this risk assessment.

Risk Management

First, make sure you have a clear understanding of your local Garrison and MWR policies and procedures. Ask your chain of command about their views on risk management and don't forget to visit your local Safety office. They are the subject matter experts and can provide assistance in assuring you are putting on a safe event. So what is Risk?

Risk Is?

Risk is the chance of something going wrong-- the risk that injury, damage, or loss will occur. We identify Risk through a Hazard Analysis.

Hazard Analysis Is?

Accomplished by analyzing the given assignment or activity to determine the relationships between the degree of loss and likelihood of that loss occurring.

RISK ASSESSMENT MATRIX						
Severity		Probability				
		Frequent A	Likely B	Occasional C	Seldom D	Unlikely E
Catastrophic	I	E	E	H	H	M
Critical	II	E	H	H	M	L
Marginal	III	H	M	M	L	L
Negligible	IV	M	L	L	L	L
E – Extremely High		H – High		M – Moderate		L – Low

Risk Assessment Matrix

The risk assessment matrix is a useful hazard assessment tool that integrates probability and severity ratings to provide an overall risk level of Low, Moderate, High, or Extremely High.

For example, if an activity has the possibility of causing an injury that may be Critical to the participants, but the probability of that injury occurring is Unlikely, the risk, according to this matrix, is Low.

After you have identified your risks you will need to put measures in place to mitigate them.

For example: Having Lifeguards in place during the swim portion of your Triathlon.

Composite Risk Management



atp5_19.pdf
5.1 MB



- Basic doctrinal document on Composite Risk Management
- Applies to all army activities, both military and civilian

REGULATIONS

Operations



ARN6687_FM 3-0 C1 Inc FINAL WEB.pdf
10.9 MB



- Specific manager's responsibilities related to risk management

Army Safety Program



ARN16777_ARN16343_AR385_10_FINAL.pdf

2 MB



- Policy on safety management procedures
- Information on manager and supervisor's responsibilities

Promote Event

KR Kimberly Rodrigues



“If you build it they will come”...not if they don’t know about it! So you’ve designed this really great event...now go tell everyone about it.

Promoting your event is the second phase in the event coordination process. Developing a marketing plan is crucial to the success of the event. Every event is unique and it's important to dedicate time for creating a solid marketing plan. Once you have the event designed, you need to commit to your event by developing a strong marketing campaign and executing it as planned. You and your team know it will be great, so get out there and make it great for your customers.

Questions/Strategies to Consider when Promoting Your Event.

- 1** Have you submitted a Publicity Request to your Marketing Department?
- 2** Will the request include the need for Posters, Flyers, banners, tickets, web page, local newspaper, local radio, television, garrison paper, command calendars, etc.
- 3** Are you required to cover these costs out of your budget?
- 4** Do you want Marketing to capture photos at the event? And will they be posted on your FMWR Website?
- 5** What about Sponsorship? This is a great way to add to any event you may be hosting and Sponsors in your local community maybe able to help you promote your event.

Make sure you are working closely with your local Sponsorship coordinator and submitting sponsorship requests in accordance with your local policy.

6

Most Marketing Departments require a sufficient amount of time prior to the event to ensure sponsorship and promotion requests are carried out in a timely manner (Generally 90 days from event date).

Lesson 6 of 11

Implement, Celebrate and Review

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Kimberly Rodrigues

A close-up photograph of a silver, mesh-covered microphone. The microphone is positioned in the foreground, slightly to the right of the center. The background is a blurred crowd of people, suggesting a public event or performance. The lighting is soft and ambient, with some bokeh light effects from the background.

IMPLEMENT



Implement

Is where you put all that planning to the test. Do what you said you were going to do and troubleshoot as issues come up. Although planning is the most important part of the process, you'll never know if those plans can work if you don't implement them.

Final details prior to implementation

The event preparations are in full swing and the event itself is right around the corner. There's no turning back now. You have a strong marketing plan and people are starting to talk about the upcoming event. Most of the items on your task list have been accomplished and now you are down to the final execution items for the event. A great way to stay organized and to streamline is to create an execution-day To-do list that focuses on the final items that need to be accomplished the week of the event. Be sure to include who is doing what. Items such as

coordinating the event set-up area (grass cut, ants treated, generators placed, toilets marked, signage, etc.), vendor check-in, final safety inspections, food inspections, and staff briefings all need to be done within the final week before the event.

i You should also be pulling all of your inventory and supply items needed for the day of the event. Ask yourself the following questions when identifying those things that need to be tracked:

Last Minute Checks:

- 1** On the event task list, what is left to be completed?
- 2** Have we identified all risks? What are they and have we mitigated them?
- 3** Do we have a communications plan? Who has access to it?
- 4** Do we have a First Aid and emergency evacuation plan?
- 5** Has the entire events team been briefed?



EVENT TOOLBOX ITEMS

EVENT TOOLBOX

Every event planner needs a tool box. It is a box that is filled with those things you would need when doing any event. The tool box may include tape, scissors, flashlight, utility knife, zip ties in various lengths, caution tape, trash bags, staple gun, hammer, nails, etc. A consolidated place to get small last minute supplies that will aid in making quick fixes.

- Fire Extinguisher – Just in case
- Stapler – Useful for attaching signs, making quick repairs
- Velcro, Tape (cellophane, masking, duct, packing – good for hanging, repairing, labeling, etc.
- Trash Bags – good for putting trash in, of course, but can also protect items (or people) in case of rain or hold items if it gets windy.
- Scissors/Utility Knife – cutting tape, paper for signs, rope, etc.
- Tape Measure – figuring out just where to put things
- Push Pins, Rope, Thumb Tacks, Nails, Staples – Putting back up anything that falls or is blown down
- Hammer – Useful with the nails and tacks mentioned above
- Flashlight – When something goes wrong it's often in a dark, closed area.
- Zip Ties – holding any number of things together, attaching items you can't poke holes in
- Pens, Markers – Making signs, labeling items

Behind the Scene Strategies



Every event has its ups and downs. No matter how much planning and preparation goes into it, there will always be something that comes up and needs quick solutions.

On the surface things may look seamless to your customers, but behind the scenes could be very different. Making your customers unaware of any missteps isn't as hard as it sounds. With a little planning and anticipation on your part, you can deal with most situations as they come up.

Step 1

It is event day and all of your vendors have shown up and things are falling into place, but one of your staff members, who was supposed to sell tickets, hasn't shown up to work his/her shift.

Ask yourself, "What do you do?" then have a contingency plan.

Step 2

It's the day of the event, and a vendor does not show.

Ask yourself, "What do you do?" then have a contingency plan.

Step 3

Electrical supply cannot support the vendor as coordinated.

Ask yourself, "What do you do?" then have a contingency plan.

Step 4

Vendors sell unauthorized merchandise as described in their contract (glow items, firecrackers, inappropriate merchandise).

Ask yourself, "What do you do?" then have a contingency plan.

Thinking about what can, and may, go wrong is key to overcoming potential obstacles to implementing your event.

Ask yourself **WHAT IF** this happens, **THEN WHAT** can I do... **Planning is the KEY!**





Celebration

You and your event planning team designed a great event, promoted it, implemented your plans and had good participation. Now it's time to Celebrate!! This phase also includes a few administrative things like clean-up and capturing your successes and challenges in an event after-action report. Once these are done, it's time to party.

Celebrate the success and for all the hard work accomplished!

Depending on the size and scope of the event, you and your planning team could have been working for months if not years getting ready for an event. A lot of effort goes into pulling off an event and it takes a team of people pulling together and doing their part to ensure the event's success. An important part of completing an event is to celebrate your successes. It can be by small gestures to each other throughout the planning and execution of the event or a day set aside for a party following the event. The important thing to remember is to celebrate the work you and your team do when putting on an event.

Below are just a few ways to recognize your team:

- Throw a party or luncheon
- Have the commander award certificates appropriate for civilian employees or volunteer staff
- Give a unique gift that indicates the event name and date on it
- Cash rewards if they are civilian employees
- Thank you cards
- Event souvenir
- Time off awards

- Unique on the spot recognition that anyone can give (for example: the MWR You Rock Award which is a rock with “You Rock” and the person’s name painted on it.)
- Personal letter from the command

These are just a few examples so don’t forget to give yourself and your team a pat on the back for a job well done.

AFTER ACTION REPORT (AAR)

After Action Report

The After Action Report (AAR) should capture all aspects of the event. It will provide key information to senior leaders and demonstrate the impact your event had on the community.

Installations vary in their requirements for what should go into an AAR. Some areas of consideration are:

Everyone who participated should contribute to the AAR. The AAR should be completed no more than 10 days following the event. Make sure you check with your local FMWR for standards or policies regarding AAR's.

- 5W's (Who, What, When, Where, Why)
- What went well
- What could have gone better
- Recommendations
- Were goals and objectives met?
- Customer comments
- Attendance numbers
- Marketing Information
- Financials (labor costs, income, expenses)
- Photos of the event
- News articles, promotions materials, ticket samples, flyers, etc.

AAR Sample



RecMan 18-1 AAR (1).pdf
195.2 KB



Introduction to Sports Events

KR

Kimberly Rodrigues

Introduction to Sport Events

Sporting events are deeply rooted in our history and carry long standing traditions. The thrill of competition, the excitement of the game, the camaraderie of teammates, and the enthusiasm of the fans, all play a part in making sporting events a much loved pastime. FMWR Recreation programs continue that tradition by bringing competitive and leisure sport activities to our Soldiers and family members.



Sports and Special Events

So what's the difference between a Sport Event and a Special Event? In both, much planning must be done, to include: developing goals and objectives, preparing your financials, recruiting volunteers, scheduling facilities, contracting with vendors, acquiring sponsors, and more. The bottom line is that Sport Events are very similar to Special Events and require more than just establishing rules and picking teams.





Sports and Special Events – Similarities

Sport events, as with hosting a concert, require an overall coordinator, ticket sales, marketing, concessions or vendor sales manager, electrical or engineer staff, admin support, public relation coordinator, suppliers, and others working together as a team to produce the sport event. Major holidays such as the 4th of July, Oktoberfest, and Christmas are usually marked with large scale special events. Similarly, sports also have large recurring events such as the Super bowl, Olympic Games, and the World Series. Sport and special event industries are both service-driven. They both provide a venue of entertainment for their customers.



The Impact Sport Special Events Play on Soldier Morale

When putting on an event we want our participants to enjoy themselves, but hosting sporting events within FMWR is more than providing an activity. It's about fostering a lifelong love of sports, physical fitness, and bringing the community together.



Army Sports Mission Components

Per AR215-1

Sports and Fitness will include Installation and unit-level intramural programs designed for broad-based participation in a full range of individual and team intramural programs consistent with patron interest, availability of suitable facilities, unit missions, and climate. Creating opportunities to enhance individual morale and unit esprit de corps, promote teamwork and cooperation, engage in competitive recreation, and to encourage individuals to attain and sustain high levels of physical fitness and physical readiness. Emphasis will be on group participation in unit and intramural sports. Army Sports programs provide soldiers an opportunity to participate in a full range of individual and team sports. Emphasis is placed on mass participation at the intramural level - with instruction, practice, and competition planned for all skill levels, starting with the beginner. Through interesting, challenging, and enjoyable individual and team sports, Army Sports programs enhance group morale and the development of a high state of mental and physical well being; assists in the development of the vital assets of teamwork and the will to win, confidence, and aggressiveness; and compliments the required unit physical training program.





AR215_1.pdf
838.4 KB







Types of Sport Events

Often when we hear the word Sporting Event, we may think of a baseball, football, or basketball game, but sporting events are much broader than just team sports. There are a variety of events you can put together that your audience can participate in or be a spectator of if they choose. Below are a few examples of sport event categories for you to explore. Keep in mind this is a general list and many sport events can be cross categorized.

Rules

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Rules

Everything in life seems to come with rules. This is especially true when it comes to sport events. Establishing the rules is the foundation for any sport event you conduct. The rules will help when dealing with issues such as eligibility, how to play the game, and managing disputes.

Identifying Sources for Sport Event Rules

AR215-1 (pg77) states that generally, playing rules published by U.S. national sports governing bodies will be used for all competitions conducted within the Army. Table 8-5 is a listing of the U.S. national sports governing bodies. Otherwise, installations will use rules of any other

recognized sports organizations, such as the National Federation of State High School Associations, the National Collegiate Athletic Association, the National Intramural-Recreational Sports Association, or the United States Slow-pitch Softball Association. Overseas commands may use international rules. If appropriate, sport events will follow the rules of their national governing agency.

So why do we have rules? We have rules in order to:

- 1 Help to settle disputes.
- 2 Ensure we are following safety measures.
- 3 Enable participants to know expectations.
- 4 Ensure that a facility is properly outfitted for an activity.



Rules Committee

Who decides when rules need to be modified? This is where a Rules Committee is a good idea.

The Rules Committee is made up of members from your community and can help in determining things such as:

- Eligibility
- Registration process
- Unsportsmanlike conduct
- Managing disputes
- Disqualifications
- Equipment
- Categories of competition
- Results
- Officials for events
- Qualifying events
- Interpretation of rules



Your Rules Committee

Can also help your sports program by identifying sport activities for the calendar year, selecting officials, and determining coaching requirements/eligibility.

Modifications to Sport Rules

Why modify sports rules at all? Why not follow the official rules? In general, there are two reasons: to meet a specific objective or to solve a perceived problem. Keeping this in mind, the sense of the original game is usually not altered significantly, because the changes are only those that need to be changed to conduct the game. Specifically, several categories of reasons can be established for changing or altering rules.





- Administrative/financial easements**

- Time/Space/Personnel limitations

- Officiating simplifications

- Limitations on equipment and facility setup

- Adjustment to participant profiles**

- Skill/Fitness levels

- Intellectual/Social levels

- Level of experience with sports participation

- Quantity/quality of participation**

- Meaningful participation by everyone

- Equality of participation time by everyone on a team

- Get most game action within available time allotted

- Atmosphere of play**

- Attitudes/Behaviors

- Safety

Volleyball



Administrative/Financial Easements

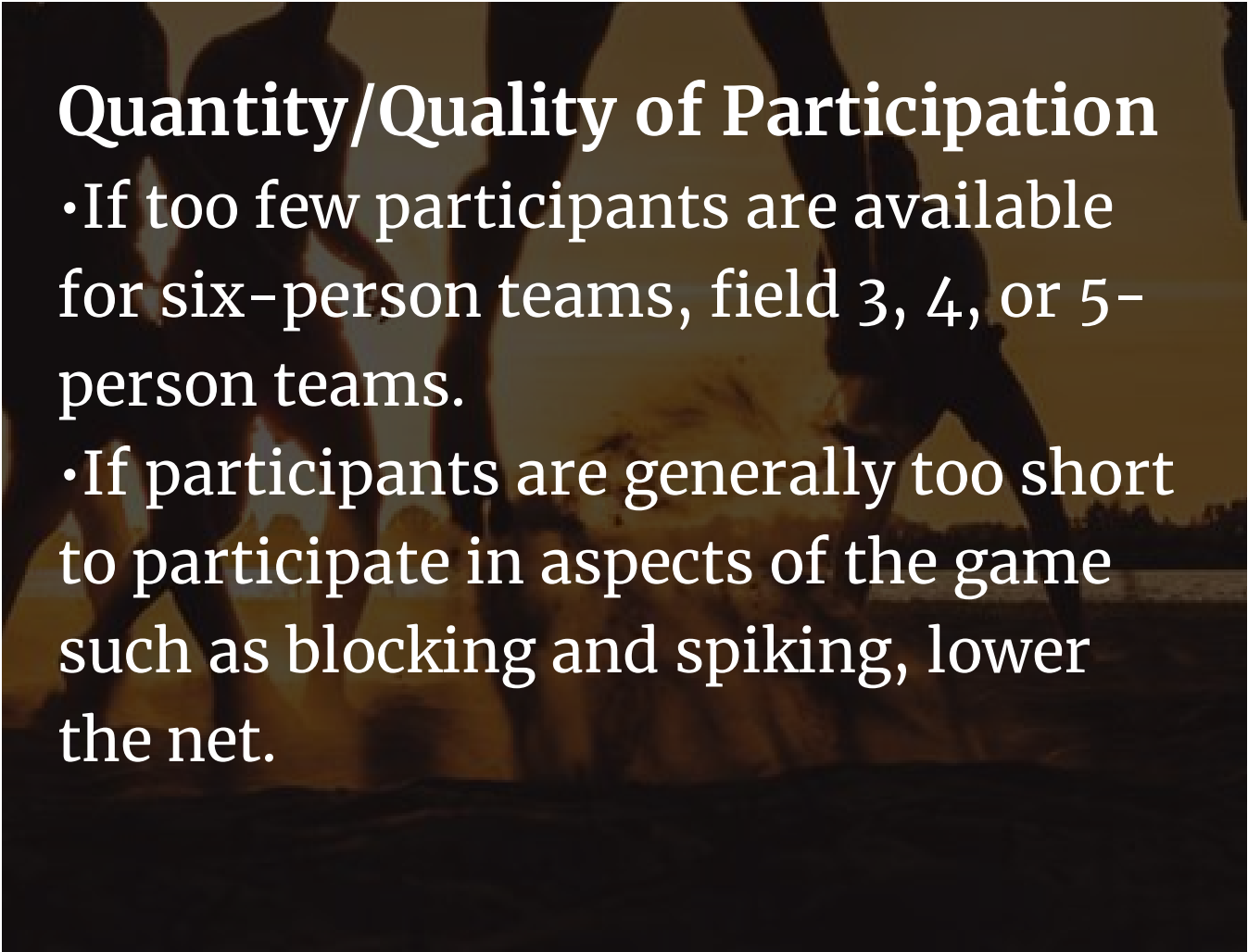
- Use one official rather than two
- To predictably control scheduling, rather than playing best two out of three matches, play a set time for a match. Whoever leads at the end of that time wins. (This may require other modifications, e.g. serving team must serve within 10 seconds of whistle to prevent “stalling.”)

Adjustment to Participant Profiles

- Allow unlimited hits rather than normal maximum of three hits.

Quantity/Quality of Participation

- If too few participants are available for six-person teams, field 3, 4, or 5-person teams.
- If participants are generally too short to participate in aspects of the game such as blocking and spiking, lower the net.



Quantity/Quality of Participation

- If too few participants are available for six-person teams, field 3, 4, or 5-person teams.
- If participants are generally too short to participate in aspects of the game such as blocking and spiking, lower the net.

Football

Administrative/Financial

Easements

- Flag football requires less equipment than Tackle.

Touch football requires less equipment than Flag.

- To predictably control scheduling, limit clock stoppages, e.g. only after touchdowns, penalty discussions, and the last 30 seconds of the game.

Adjustment to Participant Profiles

- A smaller field is easier for younger players and lessens the effect of a single faster, more skilled player.
- Always spot the ball in the middle of the field to simplify play-calling options.
- Allow all players on the team to be eligible to catch a pass.

- Use junior-sized footballs.

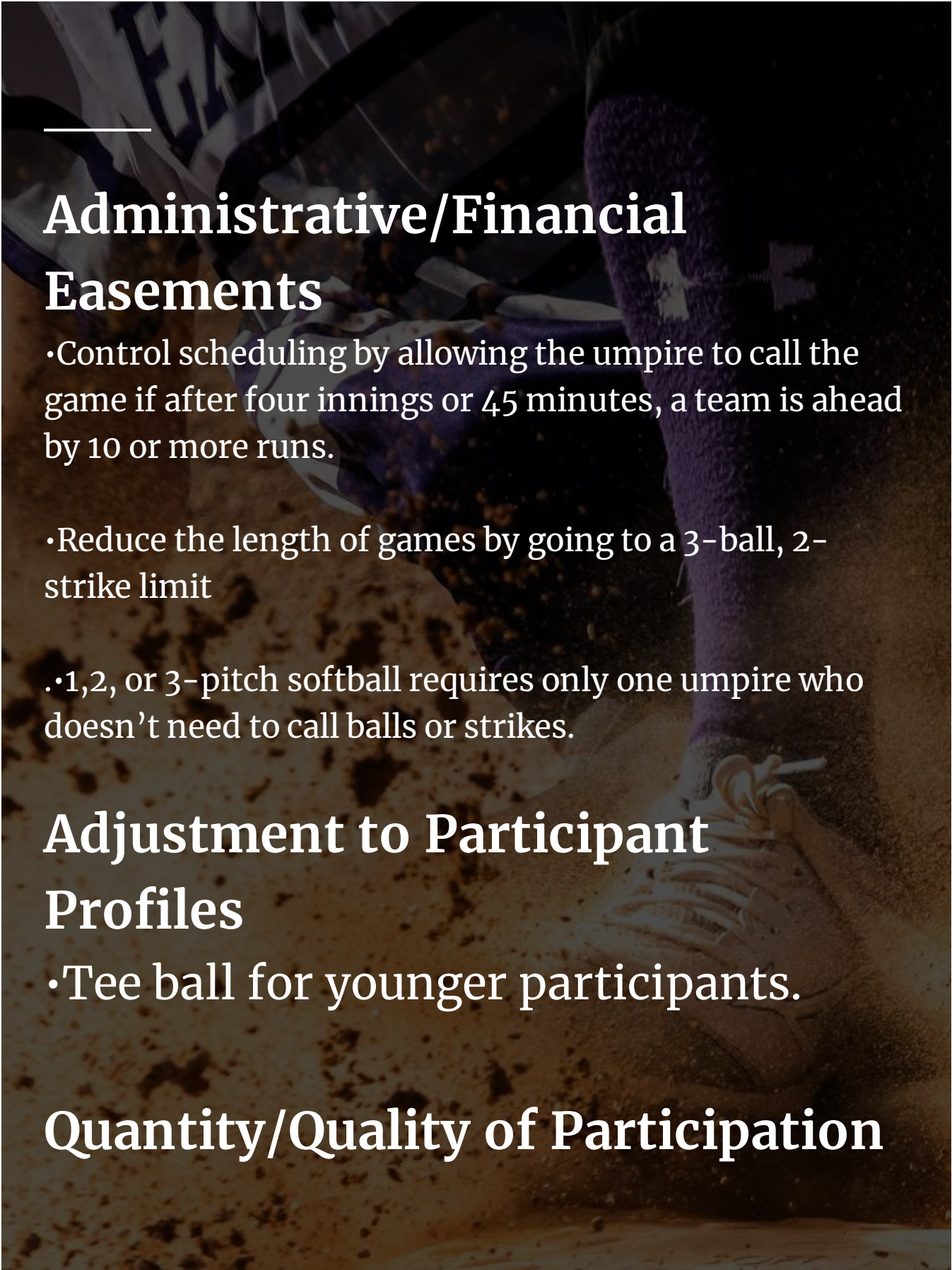
Quantity/Quality of Participation

- If too few participants are available for 11-person teams, field smaller teams (as few as 6 can work well).

Atmosphere of Play

- For safety, play flag (less contact than tackle) or touch (less contact than flag).
- In Touch football, establish penalties for “rough” touches.

Baseball/Softball



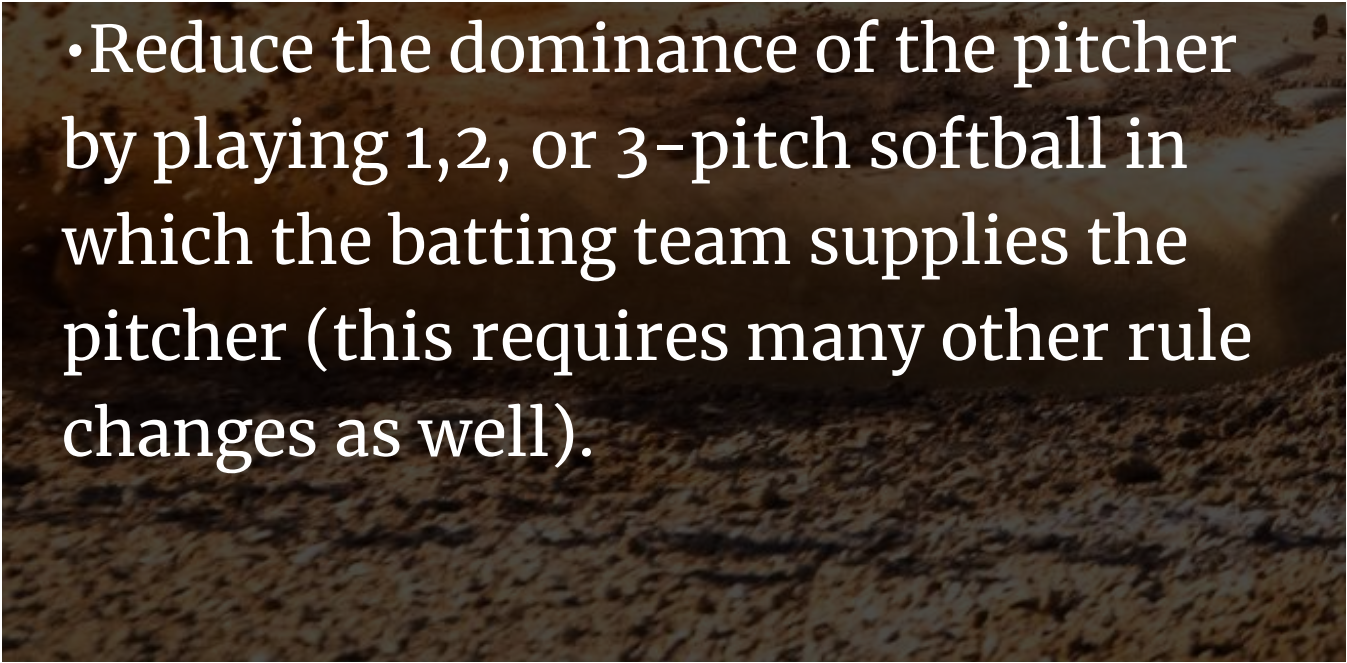
Administrative/Financial Easements

- Control scheduling by allowing the umpire to call the game if after four innings or 45 minutes, a team is ahead by 10 or more runs.
- Reduce the length of games by going to a 3-ball, 2-strike limit
- 1,2, or 3-pitch softball requires only one umpire who doesn't need to call balls or strikes.

Adjustment to Participant Profiles

- Tee ball for younger participants.

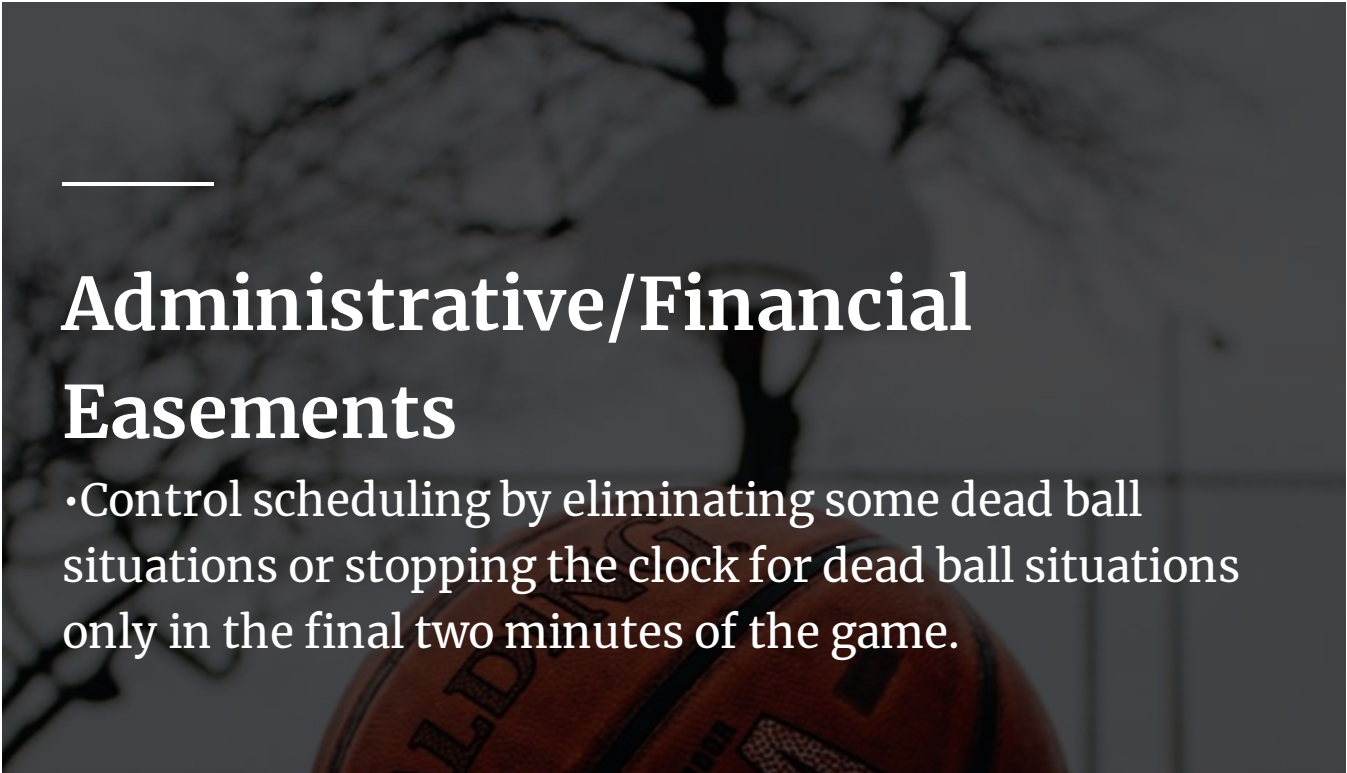
Quantity/Quality of Participation



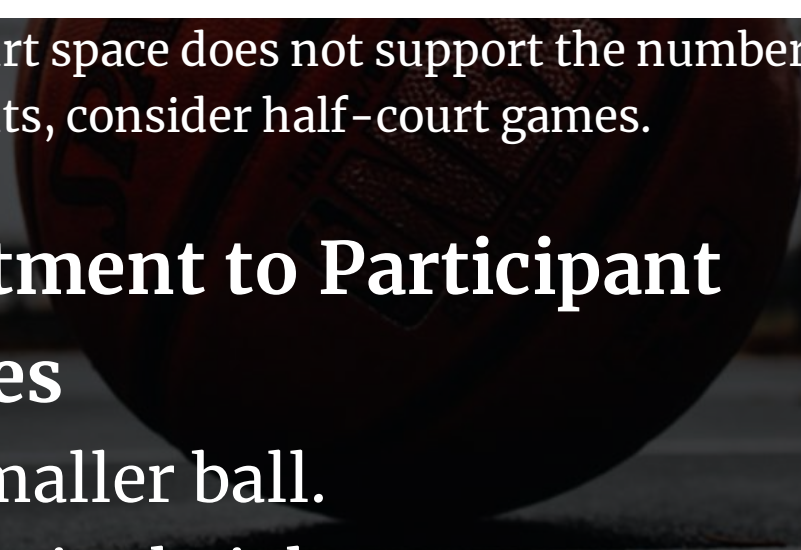
- Reduce the dominance of the pitcher by playing 1,2, or 3-pitch softball in which the batting team supplies the pitcher (this requires many other rule changes as well).

Basketball

Administrative/Financial Easements



- Control scheduling by eliminating some dead ball situations or stopping the clock for dead ball situations only in the final two minutes of the game.

- 
- If the court space does not support the number of participants, consider half-court games.

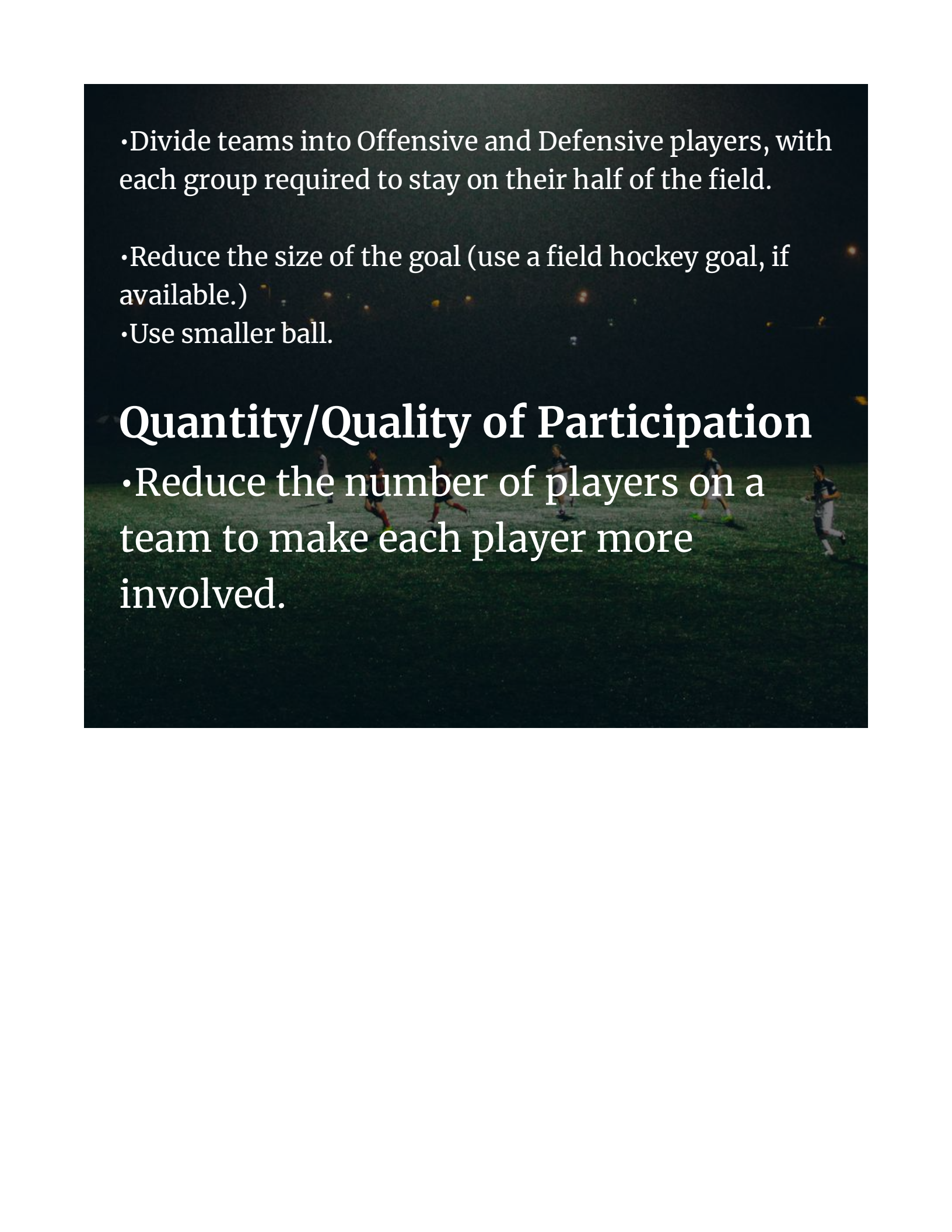
Adjustment to Participant Profiles

- Use smaller ball.
- Lower rim height.

Soccer

Adjustment to Participant Profiles

- Reduce the size of the field for younger participants.

- 
- The background of the slide is a photograph of a soccer game taking place at night on a grassy field. Several players are visible, some in motion, with their lights reflecting on the grass. The scene is dimly lit, with some artificial lights visible in the distance.
- Divide teams into Offensive and Defensive players, with each group required to stay on their half of the field.
 - Reduce the size of the goal (use a field hockey goal, if available.)
 - Use smaller ball.

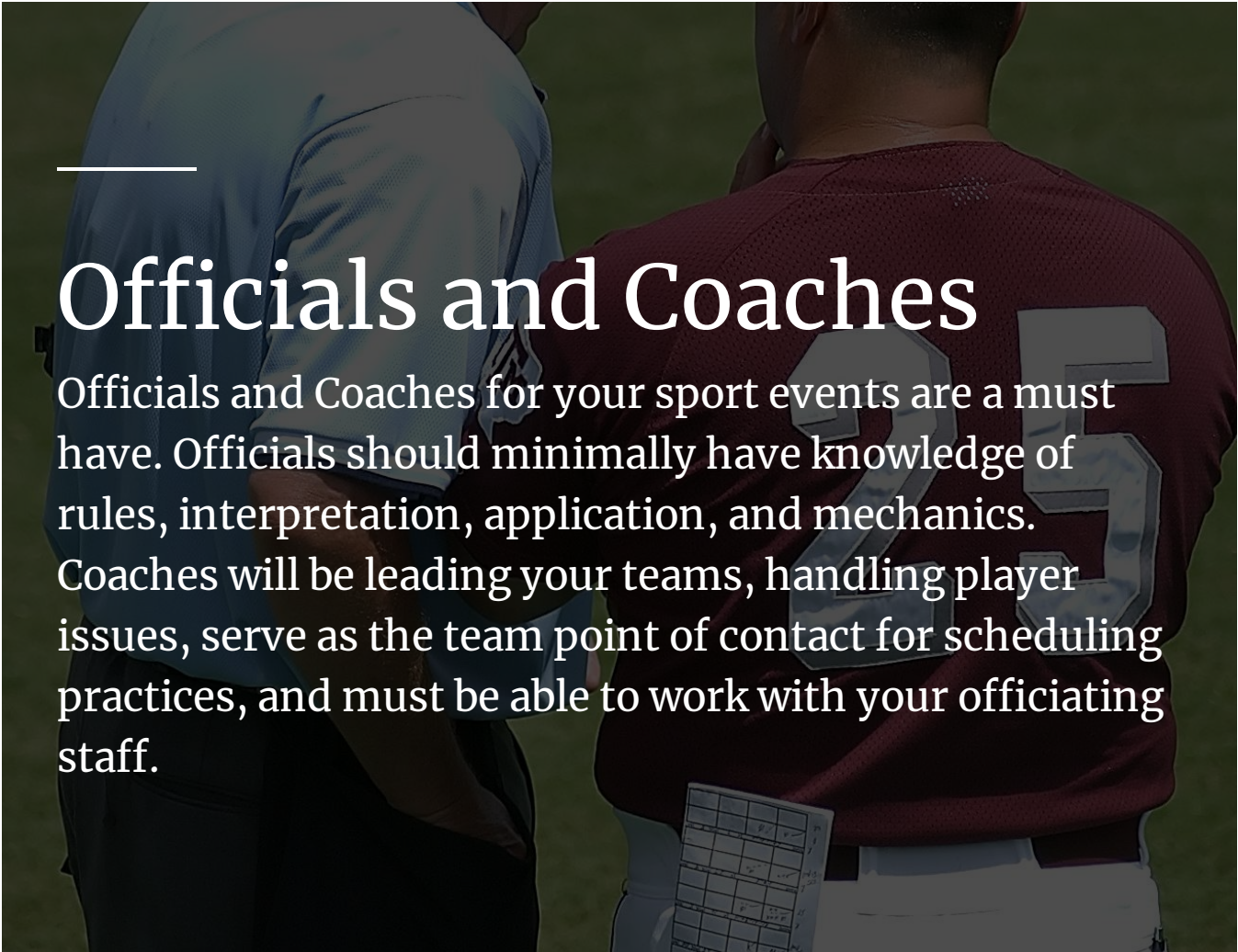
Quantity/Quality of Participation

- Reduce the number of players on a team to make each player more involved.

Officials and Coaches

KR

Kimberly Rodrigues



Officials and Coaches

Officials and Coaches for your sport events are a must have. Officials should minimally have knowledge of rules, interpretation, application, and mechanics. Coaches will be leading your teams, handling player issues, serve as the team point of contact for scheduling practices, and must be able to work with your officiating staff.



Identifying Officials

Making sure you have an availability of officials for your sport event is critical. Many communities have some sort of officials association, whether they are local, district, or state associations. This is usually a good place to start when looking to hire officials for your sport event. If you do not have associations, start advertising through your FMWR Marketing department to recruit for officials. Depending on the location of your garrison, you may need to hire individuals to do your officiating. If you are not able to locate any certified officials you could offer clinics or certification classes for your officials. Get online with the sport's National Governing Body (NGB), they may be able to recommend sources and or provide instructors to conduct training for officials.

Hiring Officials

When you have rules, as you will with any sport event you run, you need someone who will ensure those rules are applied. Having a qualified official perform that function is the wise choice. It is recommended that you have an agreement between both parties, preferably a contractual agreement between the NAFI and the official. You should begin by identifying all the requirements you have and what you want the Officials to provide. In contracting this is called a Statement of Work and would probably include some of the following:

- Qualifications
- Certifications or Licenses
- Knowledge of specific sport rules
- Scheduling, availability
- Pay
- Hiring Individuals verses an Association
- Number needed
- Qualifications
- What happens if you have no-shows
- Interpretations
- Start date of contract
- Playoff schedule

£20.00

LOVE

WHAT YOU DO

AND

DO WHAT YOU

LOVE



Coaching Staff

The Coaching staff is important to any sporting event and is a key component of your overall Sports program. Whether hired or volunteers, your coaching staff will play a large role in the administration and execution of your sports program. Coaching responsibilities go well beyond getting their team ready for a game. Consequently, as the Sports Director, you too have responsibilities to the coaching staff. As the Sports Director it is your responsibility to ensure your coaching staff receives training. This training should include a thorough understanding of the rules and procedures for working with your FMWR Sports program.

Sports Registration

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Kimberly Rodrigues

A background image showing the lower bodies and legs of several triathletes standing on a sandy beach. They are wearing athletic gear, including shorts and leg sleeves. Some leg sleeves have distance markers like '15M', '25M', and '50M'. One person's leg sleeve has the 'XTRERRA' logo. The image is slightly blurred and has a dark overlay to make the text stand out.

Sports Registration

You have planned your sport event, established the dates and location, and depending on the event you are hosting, you may have preregistration and onsite registration. Either way, knowing who will be participating in your sport event is just one critical element of the registration process. Registration can also help with ensuring your sport event starts on time, participants are placed in appropriate



categories, simplifying the work of your officials and sport event staff.





Pre-Registration

How are you going to identify your participants? Do you need to know who they will be prior to your event? Will you allow last minute registration? These questions need to be addressed and made public to your staff, officials, and potential participants prior to the start of your sport event. Consider the following when developing your pre-registration plan:

- Determine the qualifiers for participation
- Determine Registration application information
- Determine when registration will begin and end

Don't forget to think about where your participants need to pick up their registration forms or where they need to go to register if it's a particular building, primary location on your garrison, or through internet registration. This information should be included as part of your promotions plan.



Determine the Qualifiers for Participation

- Is the event open to everyone?
- Are there age, weight, or height restrictions?
- Are there pre-qualification requirements such as a particular time, distance, or record one must have to participate?

Determine Registration Application Information

- Name, address, gender, birth date, age, height, and weight of participant
- Parental or Guardian contact information

- Evidence of eligibility
- Identification as a national governing body member
- Notification of special services required by individual
- Sizes for fitting equipment and/or uniform
- Collection of fees
- Waiver/release form
- Medical history
- Emergency care and transportation consent form

Determine When Registration Will Begin and End

- How long will registration be open? Several months, weeks, or is it on-going?
- Will participants be allowed to register the day of the event?
- Will there be a late registration fee?

RecTrac Registration

RecTrac is a great tool to use when registering participants for your sports programs. You can use it to manage leagues, check out equipment, manage instructors/trainers, and setup sports specific activities. Setting up your sports events and programs in RecTrac allows for a central registration point for your participants as well as a repository of applicant-requested information. You can use RecTrac to:

- Set up an Activity (program or event).
- Register your participants in the activity.
- Generate Rosters.

- Query participant information.
- Create mailing labels.



Event-Day Registration



Registration of participants is critical for getting any event started on time and simplifying the work of the clerk of the course or event managers and event officials. The registration procedure must be well organized and ready to start when the first athlete arrives. As the sports director, you must be flexible and ready to expand the operation if large quantities of athletes show up. Here are a few tips for ensuring your onsite registration runs smoothly:

1. Plan and organize your onsite registration process prior to the day of the event.

2. Practice your registration plan with your registration staff and identify issues and solutions prior to day of the event.
3. Have plenty of supplies on hand to support registration (markers, tape, safety pins).
4. Ensure plenty of space for registration (tables, chairs, pens, stanchions).
5. The registration area should be large enough so there is ample room for large crowds and organized so the flow is such that participants will not have to back track.

The GOSS System

Developed by Marshall Goss in the early 1980's. Goss was the Head Men's Track and Field Coach at Indiana University, when he introduced his registration and meet management system. He served as Manager of Officials for the 1984 Olympic Games, and was inducted into the Indiana High School Track and Field Hall of Fame 1994. In 2003 he became the Assistant Athletic Director and Director of Facilities at Indiana University. He never worked for FMWR but delivered his services on a contract basis. The GOSS system is a process used for registering entries into events for Track and Field. We were introduced to it when Coach Goss came to Europe to conduct the USAREUR Track and Field Clinic.



The GOSS System



The GOSS system applies a series of step and procedures to keep your registration process organized and on time.

Step 1

Distribute/Fill In Information Sheet



The GOSS system applies a series of step and procedures to keep your registration process organized and on time.

Step 2

Fee Payment



Participants turn in the Information sheet. If participants are being charged, the entry fee is collected. The competitor's information sheet is then marked "Paid" and initialed by the collector.

Step 3

Information Sheet Turn In/Participant Items Distributed



A competitor number is assigned to each participant and recorded on the information sheet and on the participant's Event Registration Cards. The information sheet is collected.

The number of Event Registration Cards given to a participant should equal the number of events in which he/she is allowed to participate. This should be done especially if there is an entry fee. This eliminates the requirement to keep track of the number of Event Registration Cards given to a participant.

Each participant should also receive a competitor number, four safety pins, and a schedule of events. The schedule of events could be eliminated if it is posted on the registration tables.

Step 4

Registration Card Fill In



The participant now fills out the Event Registration Cards for the events they desire to enter. This should include name of event, previous best (for seeding purposes), name (full name for final results and news media), and team he/she represents.

Step 5

Registration Card Turn In



Once completed, participant places the Event Registration Cards into appropriate event baskets.

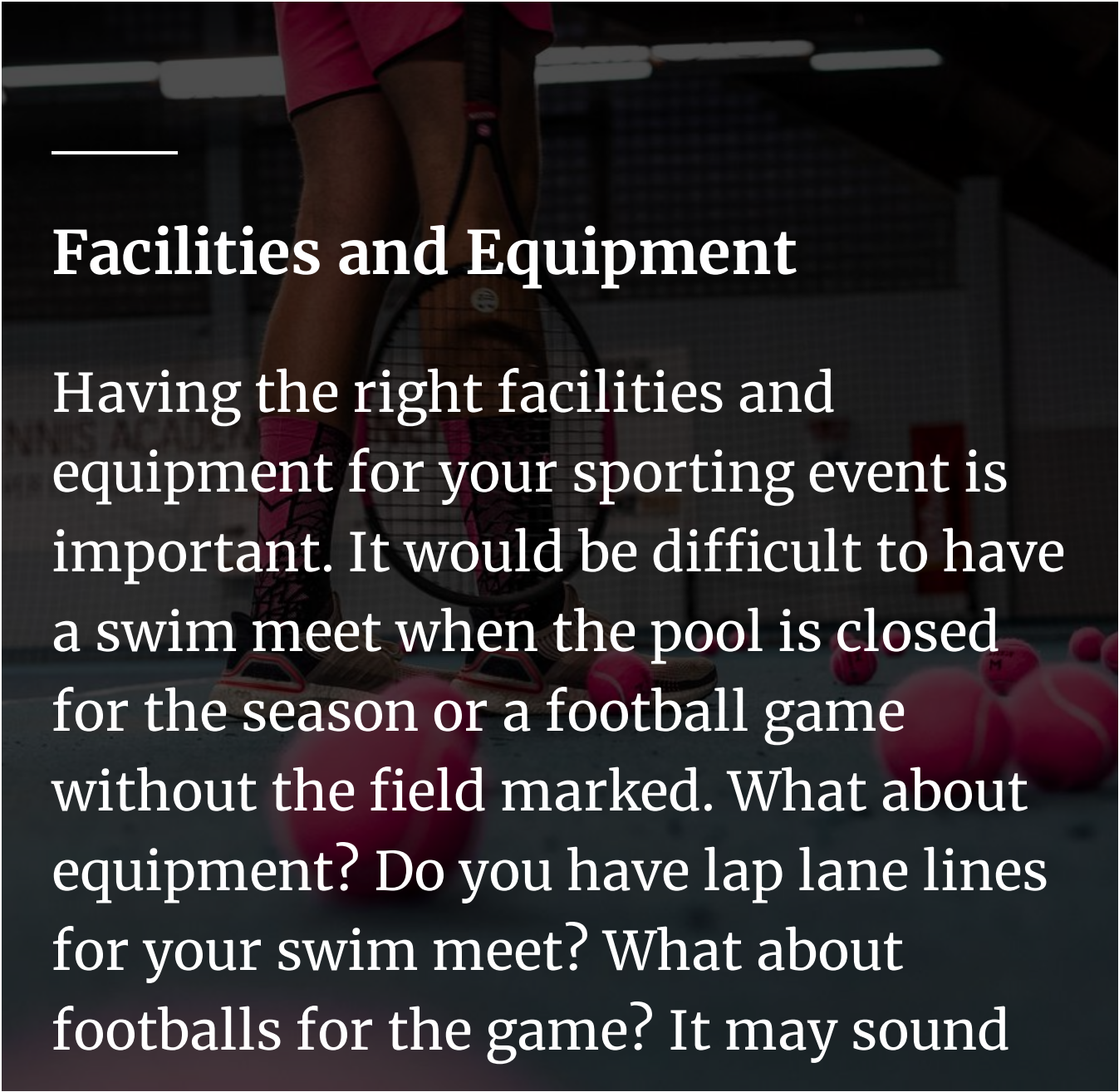
Summary

The GOSS System is considered a huge breakthrough in the event registration process!

Facilities and Equipment

KR

Kimberly Rodrigues



Facilities and Equipment

Having the right facilities and equipment for your sporting event is important. It would be difficult to have a swim meet when the pool is closed for the season or a football game without the field marked. What about equipment? Do you have lap lane lines for your swim meet? What about footballs for the game? It may sound

silly to think about, but these are the little details that can spoil your event.





Facility

You have determined that you will be conducting a sporting event. You know that you have a facility to use, but does it really meet all of your requirements? Your facility needs involve not only playing facilities, but locker rooms, restrooms, spectator seating, parking, traffic flow, food service, a vendor area, handicapped access, and more. Have you considered the following?

- Sufficient Access and Exits to the venue
- Restroom Facilities sufficient to accommodate the anticipated number of attendees
- Entry – Ticket collection or the sale of tickets at the door
- Procedures for cancelling or postponing
- Dealing with disorderly or unsportsmanlike like spectators
- Emergency evacuation plan
- Weather Plan
- [COVID guidance](#)

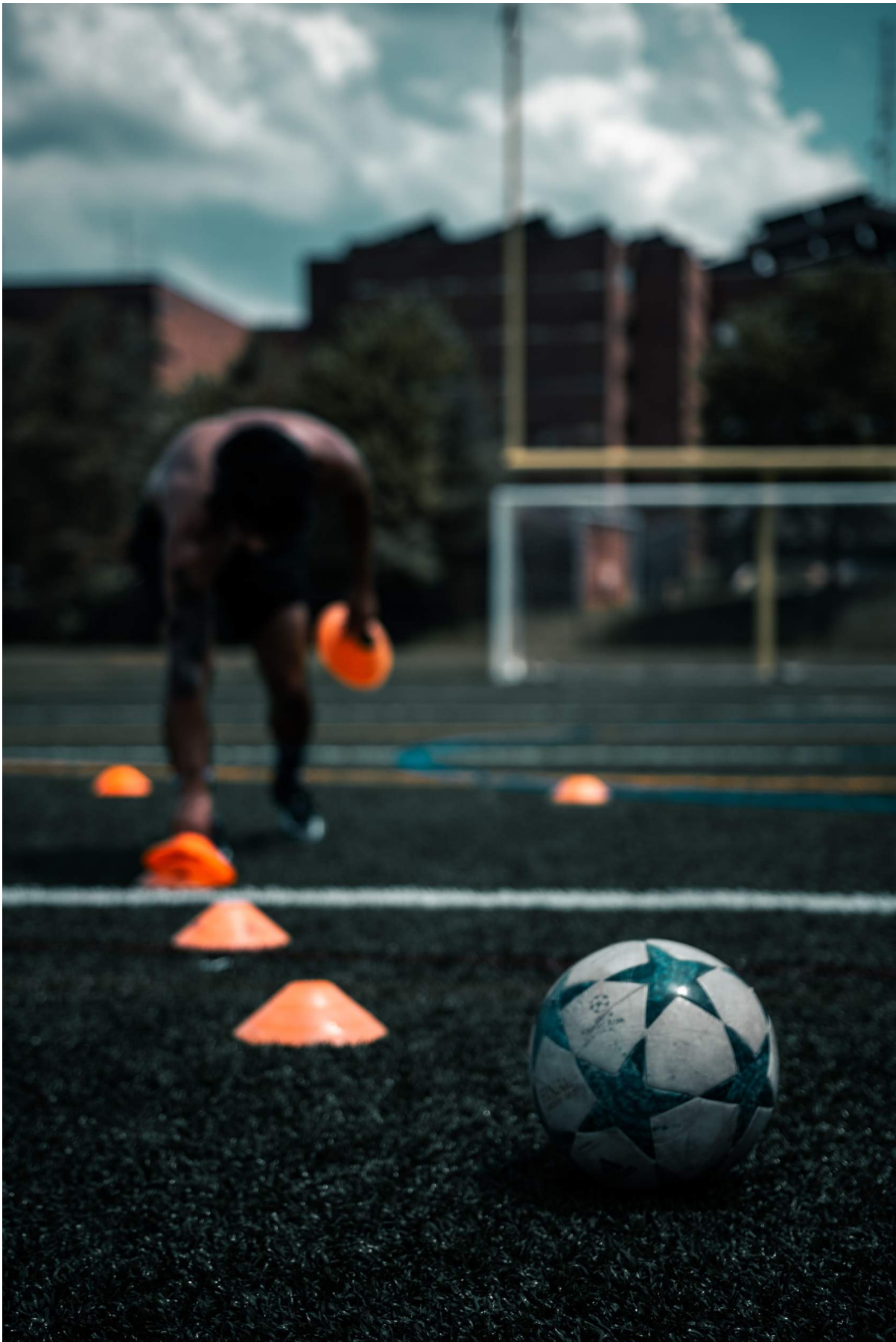
These are just a few examples of things you should be looking at when scheduling your facility. Check out this handy facility inspection checklist.

Equipment

Your equipment is another key part of preparing for any sport event. It is your responsibility as the sport event program coordinator to make sure your participants and coaches know what items you have available and what they are responsible for providing. You need to make sure the equipment you do issue is in good working condition. Make sure that everyone participating in

the program or event clearly understands who is responsible for what equipment. For example: if you are providing the uniforms or if each team is responsible for purchasing their own. Are you providing the practice equipment, practice fields, helmets, etc.? Other things to do include:

- Inventory what is available
- Determine what additional items are needed for the event/program
- Enter new Inventory into RecTrac
- Distribute the equipment, uniforms, and supplies
- Plan for storage and security
- Inspect and maintain the equipment



END OF COURSE

This concludes the end of the Sports Event Planning course. For additional sports resources, please visit the [Sports Management resource page here](#).