

COA Festival Advisory Committee

MEETING MINUTES

Fresno Radisson Hotel and Conference Center

September 15, 2005

A. WELCOME AND CALL TO ORDER

Co-Chair Stu Van Horn called the meeting to order at 9:10 a.m.

A. UPDATE/CHANGES TO OFFICIAL ROSTER OF FESTIVAL ADVISORY COMMITTEE (FAC)

The co-chair requested updates to the existing roster and asked that updates be emailed to the COA office at Intern@coasports.org. Corrections included Daniel Larios, Kulwant Singh, Gary Dilley, Kelly Carr, and Glenn Haller. The chair requested additional updates should be emailed to Intern@coasports.org.

B. FESTIVAL INCOME AND EXPENDITURES BUDGET STATUS

The co-chair summarized the current income and expenditures grid for the championship festival and provided a budget breakdown of funds distribution. For more information, contact the COA at Svanhorn@coasports.org.

D SCA MEETING SCHEDULE FINAL CHANGES

The co-chair requested final changes to sport coaches association meeting dates and times. Several edits were provided by committee members, including:

- A CCCLGCA coaches meeting was confirmed for November 13, 2005 at 8:30 p.m. at the Quality Inn Hotel,
- 5CTCA requested an increase in theatre seating to 75 attendees at its membership meeting on November 18, 2005 at 8:00 p.m. at the Ramada Inn,
- A CCCSCA board dinner meeting was confirmed for December 8, 2005 at 5:00 p.m. at Fresno Pacific University,
- A CCCFCA executive board meeting on December 9, 2005 was changed to 9:00 a.m. at the Ramada Inn,
- A CCCFCA board meeting time change on December 9, 2005 to 12Noon at the Ramada Inn,
- A CCCFCA series of breakout sessions time change on December 9 to 3:00 p.m. at the Ramada Inn.
- A CCCSCA time change to 7:00 p.m. on December 10, 2005 for a coaches meeting at Fresno Pacific,

- A time change and increase in expected attendees by CCCMBCA for a March 9, 2006 meeting at 1:00 p.m. (instead of 4:00 p.m.) and increase hollow square to 25 attendees,

The following activities were added to the SCA schedule of meetings:

- A CCCWBCA board lunch/meeting on March 8, 2006 at 12:30 p.m. at the Radisson
- A CCCWBCA banquet of champions dinner for teams on March 8, 2006 to 6:30 p.m. at the Radisson,
- A CCCMBCA executive board meeting on March 9 at 1:00 p.m. at the Radisson,
- A CCCMBCA hall of fame brunch on March 10, 2006 at 9:00 a.m. at the Radisson,
- A CCCMBCA open forum meeting on March 10, 2006 at 12Noon at the Radisson,
- A CCCMBCA executive board meeting for all-state selection on March 11, 2006 at 8:00 a.m. at the Radisson,
- A CCCSIA membership meeting on March 11, 2006 at 9:00 a.m. at the Radisson,
- A CCCWBCA brunch on March 11, 2006 at 10:00 a.m. at the Radisson,
- A COA/CCCWBCA/CCCMBCA advisory committee meeting on March 12, 2006 at 9:00 a.m. at the Radisson.

D. REVIEW OF SCA STUDENT ATHLETE EVENT

The co-chair reviewed the SCA student athlete events being coordinated by each SCA. Several amendments were reported, including:

- A CCCLGCA dinner event for participating student athletes was confirmed for November 13, 2005 at 6:00 p.m. at the Quality Inn Hotel,
- A CCCLGCA free youth clinic on November 13, 2005 at 12N at the Fresno Len Ross Youth Facility,
- A CCCSCA TOPSoccer clinic on December 10, 2005 in between semi-final soccer matches at Fresno Pacific University,
- A CCCWPCA commitment to host their banquet at Pardini's Restaurant on November 17, 2005 at 6:00 p.m.
- Elimination of the CCCWCA athlete banquet on December 10, 2005.

C. FESTIVAL ROOM BLOCK FINAL UPDATES

The co-chair reviewed the festival room block by date and sport. The following changes were requested:

- Elimination of the December 8, 2005 room block for soccer teams at the Radisson and Piccadilly Inn Airport
- A conference call with basketball director Jim Stephens and the Radisson to finalize the room blocks for MW basketball. The COA will initiate the conference call the week of September 26, 2005.

D. REVIEW OF COMPETITION AND ASSOCIATION ACTIVITY SCHEDULE BY DATE

The co-chair reviewed each entry in the by date competition schedule. The updated version will be finalized and included in the COA Festival Participants Handbook. Several additions were completed. The co-chair reminded attendees to access the updated schedule using their pass code on the COA Festival pages of the COA website, www.coasports.org.

E. CHAMPIONSHIP PROGRAM COVERS

COA communications director David Eadie briefed the committee regarding the production of souvenir program covers that the COA will provide to each sport coaches association. Eadie reminded attendees that each association is responsible for the production of the programs and encouraged coordinators to utilize Professional Print and Mail of Fresno to produce the interior pages and print the programs. The following quantity of program covers has been ordered by the COA:

Sport	Qty.	Cover Window Copy
Women's Golf	200	November 14-15, 2005 Riverside Golf Course
M/W Cross Country	400	November 19, 2005 Woodward Park
M/W Soccer	1,000	December 10-11, 2005 Fresno Pacific University
W Volleyball	250	December 9-11, 2005 Selland Arena
M/W Water Polo	600	November 18-19, 2005 Central Aquatics Complex
Wrestling	600	December 9-10, 2005 Fresno City College
Football	1,200	December 10, 2005 Grizzlies Stadium
M/W Basketball	1,200	March 9-12, 2006 Selland Arena
Women's Badminton	300	May 12-13, 2006 Pasadena City College
Baseball	500	May 27-29, 2006 Fresno City College
Men's Golf	200	May 8, 2006 SCGA Golf Course, Murrieta
Softball	800	May 12-14, 2006 Maidu Sports Complex, Roseville, CA
Swim and Dive	600	May 4-6, 2006 Pasadena City College
Tennis	300	May 11-13, 2006 Claremont Club, Glendale
Track and Field	500	May 12-13, 2006 Bakersfield College
M Volleyball	400	April 28-30

F. TICKETING ORDER FOR FALL FESTIVAL VENUES

Eadie provided an overview of the approved quantity, type and mix of tickets to be ordered for each applicable venue. The tickets will be distributed to venue directors in October 2005. For more information, contact Deadie@coasports.org. The COA is funding the cost for development of printed tickets for use at all venues (except XC and W Golf). The tickets will be numbered, allowing the COA to use the retention stub portion of the ticket for in-venue promotional activities.

F. T-SHIRTS PROGRAMS OF COA AND SPORT COACHES ASSOCIATIONS

The co-chair provided an overview of the two aspects of the T-shirt program, including the COA commitment to purchase youth T-shirts for clinic/workshop attendees and polo shirts for advisory committee members. In addition, the co-chair invited each sport coaches association to indicate their willingness to bundle and outsource their T-shirt requirements to an outside vendor. At present, the COA is gathering quotes from three companies interested in providing the T-shirts and polo shirts. The co-chair will share quotes with each sport coaches association, once received. The following chart identifies the quantities requested and indicated the willingness of each coaches association to participate in the bundled buying program:

1. COA T-shirt order

- 2000 Youth/Adult T-shirts as follows:
 - 400 Youth Small
 - 600 Youth Medium
 - 800 Youth Large
 - 100 Adult Small
 - 50 Adult Medium
 - 50 Adult Large
 - T-shirts to be yellow in color with COA Festival logo on front. Additional front copy to read (above festival graphic): *COA Festival Participant*.
- 250 Collared Polo Shirts
 - 50 Adult Small
 - 50 Adult Medium
 - 75 Adult Large
 - 50 Adult XL
 - 15 Adult XXL
 - 10 Adult XXL
 - Polo shirts to be gray color with festival graphic on breast plate or sleeve. Back side of collar to stitch in '*COA Festival*'

Please note: The T-shirts and polo shirts to be shipped to COA by October 30, 2005.

2. T-shirt orders for Sport Coaches Associations

Sport	Team T-shirts	Total T-shirts	Vendor Does On-Site Sales	Revenue Split
Football	160	750	Yes (12/10)	
MW Basketball	360	750	Yes (3/9-3/12)	
MW Water Polo	200	500	Yes (11/18-19)	
MW Soccer	NA	400	Yes (12/10-12/11)	
MW Cross Country	NA	300	No (NA)	NA
Wrestling	NA	300	Yes (12/9-12/10)	
W Golf	NA	75	Yes (11/14-11/15)	
W Volleyball	NA	TBD	Yes (12/9-12/11)	
Sub-Totals:	720	3,075		
Totals:	3,795			

Please note: Women's Volleyball requires rosters of eight finals teams on shirts and conducts pre-sale of shirts during regional competition(s), held first weekend in December.

G. PRODUCTION OF FESTIVAL PARTICIPANTS HANDBOOK

The co-chair discussed the primary elements to be included in an inaugural handbook for participating teams and coaches attending the festival. The co-chair indicated that the finished booklet will be distributed to all athletic directors, sports information directors, equipment managers, athletic division secretaries, and all fall sport coaches by early October 2005. The handbook will include (but not limited to) the following sections:

- Full roster of committee members, supporting agencies, and key facts and figures
- Festival venue schedules
- Schedule of SCA student athlete clinics, events, banquets
- Listing of all SCA business meetings
- Lodging information
- Ticketing information
- Adopt A Team program information
- Area/venue maps
- Emergency contact numbers
- Student athlete survey

H. FOTOPRO'S PRESENTATION

FotoPro's owner Berry Evans provided a brief overview of requested photography services at the COA festival. Evans will continue working with the COA to develop a photography schedule. The co-chair noted that much of the photography emphasis will be on non-competition activities clustered into the festival, as well as championship finals of each festival sport.

G. COA EVENT MANAGER'S WORKSHOP

COA Assistant Executive Director Debra Wheeler and the co-chair conducted an event manager's workshop for event managers/venue directors at the conclusion of the Festival Advisory Committee meeting. Wheeler reviewed various administrative obligations of event managers and the co-chair provided an overview of the business elements of the festival, including partnering relationships.

**The next meeting of FAC is scheduled for October 26, 2005 at 11:00 a.m.
via CCCConfer teleconferencing services.**

To participate on October 26, 2005, committee members are to:

Dial 866.316.1517. When prompted, enter pass code: 878855.

Respectfully Submitted,

Stuart Van Horn

COA Associate Executive Director