

NFTY Convention Jewish Day School

Introduces: HOLIDAY HOOPS!



December 2017

Event Description:

The South Florida area is well known for being a great area for high school sports. Starting in the winter of 2017, The NFTY Jewish Day School will introduce a holiday season basketball tournament known as "Holiday Hoops". This eight-team tournament will showcase the best Jewish basketball talent in the state of Florida, and will also include great Jewish high school players and teams from every part of the United States of America. Every game of the tournament will be held on the campus of the NFTY Jewish Day School in Miami, Florida.

All proceeds from this tournament will be donated directly to the ACLU.

Planning / Timeline:

The planning timeline for the Holiday Hoops tournament begins in March of 2017. The checklist below indicates the items that need to be completed between now and the beginning of the tournament in December, and it also includes the person responsible for making sure the item on the checklist gets completed.

Completion Date	Checklist Item to be Completed	Person(s) Responsible
March	Secure the gym for dates needed (Dec 28-30, 2017)	Tournament Director / Athletic Director
	Inform coach at my school about commitment to tournament for next school year	Tournament Director / Athletic Director
	Design marketing materials and invitations to tournament	Tournament Director / Athletic Director
	Send E-vite and invitations to Jewish Schools inviting them to the Holiday Hoops Tournament	Tournament Director / Athletic Director
	Meet with Athletic Committee to begin process of securing sponsors for tournament	Tournament Director / Athletic Director
April / May	Secure visiting team hotel	Tournament Director / Athletic Director
	Secure commitments from visiting teams	Director Tournament Director / Athletic
	Send dates and times of tournament games to officials association	Director Tournament Director / Athletic
	Contract security company for coverage for tournament	Director Tournament Director / Athletic
	Send game contracts to the 7 visiting teams	Assistant Athletic Director
	Order trophies / plaques	Assistant Athletic Director
	Tournament / Game Notification Sent to Officials	Director Tournament
		Director /

Early December	Programs Printed or Copied	Tournament Director / Athletic Director
	Officials Checks/Moneybags/Boxes	Assistant Athletic Director
	Secure Personnel for the Scorers Table	Tournament Director / Athletic Director
	Purchase items for Hospitality Room	Assistant Athletic Director
Game Day	Greet and Pay the Officials (towels & water/refreshments)	Tournament Director / Athletic Director AND Custodians
	Greet Visiting Team & Assign Lockers & Key (check on any needs) Bus Parking	Assistant Athletic Director
	Cover any special procedures for the night with visiting team coaches	Director
	Escort Game Officials To & From Court (Refreshments)	Tournament Director / Athletic Director
	Timer in place (each game) Scorer in place (each game)	Assistant Athletic Director
		Assistant Athletic Director
	Announcer in place (each game) General Supervision/Security (Teams to & from court, 1/2 time & after game)	Assistant Athletic Director
	Ticket Takers Stationed (1 Hour min. before game) National Anthem/ half-time show	Tournament Director / Athletic Director
	Game Balls Given to Officials (15 Min. Before tip-off)	Assistant Athletic Director
	Money Collected, Counted, Deposited	Tournament Director / Athletic Director
	Practice Balls Taken To & From the Court At half-time time & Between Games	Assistant Athletic Director Head Coach
	Game Scores Called In	Custodians
	Check and clean the Locker Rooms	Custodians
	Check and clean the Restrooms	
	Pull Bleachers and raise bleacher backs	

Set up commons area for concessions		Custodians	
Set up front door area-- include table for tickets and raffle		Assistant Athletic Director	
Set up back door ticket table if needed		Custodians	
Pass gate table if needed		Assistant Athletic Director	
Unlock Doors (1 Hr. Min. Prior) lock side doors on gyms		Custodians	
Pull and lock gates (1 Hr. Min. Prior)		Custodians	
Put out extra trash cans in gyms and commons		Custodians	
Sweep Floors at half time & between Games		Custodians	
Secure Facilities after Games clean up and put away		Custodians	
Collect and wash officials towels		Custodians	

Personnel Needed:

The Director of Athletics will serve as the Tournament Director, and oversee the team of people that will run the tournament. The leadership team will also include the Assistant Athletic Director and the Head Coach of our varsity basketball team. One member of the leadership team will always be on site for the three days of the tournament, the leadership team will supervise the custodial staff, the security staff, the supplemental staff of ticket takers, scorekeepers and other personnel as assigned. This leadership team will also serve as the only communicators with the officials and the local / national media. There will be two volunteers on duty per session that will run the concession stand. The volunteers will be parents of varsity players and will be assigned by the Head Coach. The tournament director will enter into a contract with a 3rd party provider of athletic trainers, thus making sure there will be an athletic trainer at each and every game. The trainer will report directly to the tournament director.

Conduct of Activities:

The 2017 Holiday Hoops tournament will play all 15 games at the NFTY Jewish Day School in Miami, Florida. The eight teams will be comprised of four teams from the state of Florida, and four teams from out of state. The in-state teams are Yeshiva (Boca Raton), Hebrew Academy (Miami), Donna Klein (Boca Raton), and Posnack (Miami). The out of state teams are Towson (Baltimore, MD), Milken (Los Angeles, CA), Tarbut V'Torah (Irvine, CA), and Atlanta Hebrew (Atlanta, GA).

The setup of the court for Holiday Hoops 2017 will be in congruence with the National Federation of High Schools official high school court dimensions. The South Florida Basketball Officials Association will assign the officials for the Holiday Hoops tournament. The cost of officials are outlined in the budget in this report, but breakdown to \$53 per official per game, meaning a total of \$106 will be spent per game on officials. Each game will have an official scorekeeper and an official timer. Each of these adult aged employees will be paid \$20 per game, making the total per game to be \$40.

Towson								
Game 1 Monday 12/28 7:00pm								
Yeshiva	(1)							8 Team
		Tuesday 6:00pm (7)						Double Elimination
Milken								
Game 2 Monday 12/28 5:30pm								
Tarbut V'Torah	(2)							
			Wednesday 7:30pm (11)					
Hebrew Academy								
Game 3 Monday 12/28 4:00pm								
Donna Klein	(3)							
		Tuesday 7:30pm (8)						
Posnack School								
Game 4 Monday 12/28 8:30pm					Friday 3:30pm (14)			
Atlanta Hebrew	(4)							Winner
Loser's Bracket								
		Loser 8			Loser 11			Saturday 7:00pm(15)
								Winner
Loser 1	Wed 4:30pm(10)			Thursday 6:00pm(13)				
Tuesday 3:00pm (5)								
Loser 2								
		Loser 7						Loser of 14 if 1st loss
Loser 3	Wed 3:00pm(9)							
Tuesday 4:30pm (6)								

Event Management Checklist

1. Day of Game / Event Staff in Place:
 - Tournament Manager
 - Ticket Booth
 - Certified Athletic Trainer
 - Table/Scoreboard/Timer
 - Custodian
2. Meet / Greet Teams using Visitor Locker-room
 - Locker Room Assignments according to brackets
 - Team Bus / Vans: Park in appropriate / designated area
 - Escort Team to locker-room before game, at half, and after game
3. Officials
 - Locker Room Assignment(s)
 - Security and escorts
 - Compensation
 - Arrival time at event
4. Game Set-up and Take-down
 - Supervisor(s) and workers
 - Date(s) and time(s)
 - Game Balls
5. Ticket Operations
 - Ticket seller in place
 - Capacity of gym is 400
6. Communication
 - Public Address system
 - Music (warm-up, halftime, between games)
 - National Anthem
 - PA Announcer to introduce teams and starting line-up
7. Police/Security
 - School security is on duty 24/7
 - Informed of game times and days
8. Custodial Support
 - Date(s), time(s), location(s)
 - Manning requirements
9. Parking and traffic control
 - Date(s), time(s), location(s)
 - Manning requirements
10. Activities
 - Hospitality room
 - Half-time/intermission
11. Awards
 - Team Champion / Runner-up trophy
 - 8 individual all-tournament awards
 - Rule books
 - Correspondence and memos
12. Post game/event meeting and evaluation
 - Review all aspect of game/event both good and bad
 - Make changes / adjustments for next year

Facilities:

All games will be played on campus at the NFTY Jewish Day School. The gymnasium sits in the center of campus and is a full sized court (84 feet by 50 feet). The setup of the court for Holiday Hoops 2017 will be in congruence with the National Federation of High Schools official high school court dimensions. The diagram of the court is below:

2017 Holiday Hoops Budget:

INCOME:			
Entry Fees	7	\$300	\$2,100
Admissions	700	\$5	\$3,500
Bronze Sponsors	5	\$250	\$1,250
Silver Sponsors	3	\$500	\$1,500
Gold Sponsors	1	\$1,000	\$1,000
Concessions	1	\$1,250	\$1,250
TOTAL INCOME			\$10,600
EXPENSES:			
Officials	15	\$106	\$1,590
Scorekeepers	15	\$20	\$300
Timers	15	\$20	\$300
Custodian	5	\$60	\$300
Hospitality Room	1	\$300	\$300
Marketing	1	\$3,000	\$3,000
Concession	1	\$500	\$500
Miscellaneous	1	\$350	\$350
Insurance	1	\$450	\$450
Game Basketballs	2	\$49	\$98
T Shirts	100	\$9	\$900
Program Guide	200	\$4	\$800
Trophies / Awards	4	\$40	\$160
Athletic Trainer	1	\$750	\$750
TOTAL EXPENSES			\$9,798

Emergency Response Plan:

Parking Areas & Traffic Control:

- Keep entrances and exits of all roadways clear so emergency vehicles can enter and exit.
- Team busses and vans must park behind the gym in the designated bus parking area. No exceptions.
- Players and coaches must use the designated entrance that is off limits to the public. No individuals other than those associated with the team are permitted to use this entrance.

In Case of Non – Medical Emergency:

- Team players are to be removed from the area and gather in a designated safe location.
- Coaches should stay with their team and take attendance of players.
- Visiting team will report to their bench or bus and also take attendance of players and managers.
- The coaches are to report the name of any missing team member immediately to the AD and/or administrator in charge.
- During a building evacuation, if the weather is adverse, both home and visiting teams will gather in the visitor's team bus.

In Case of Medical Emergency:

- The athletic director / administrator in charge (along with the certified athletic trainer) will assess the situation and determine if rescue and/or medical personnel are needed and will make the 911 call. The athletic director is certified in CPR/AED.

Communications:

- The athletic director / administrator in charge will make any public address announcement concerning an evacuation. Directions to the spectators should be clear, concise and delivered in a calm manner.

Media:

- Faculty on duty should direct questions from the media to the administrator in charge / athletic director. Be cautious when dealing with the media and parents.