



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Academic Officer

October 27, 2011

# Department of Athletics Game and Event Management

Version 01

Submitted by: Willie Jackson, interim Director of Athletics

### **Introduction**

This document has been prepared to provide a blueprint for successful game and event management.

### **Brainstorm-Before and During an Event**

1. What can be done? Teams, officials, facility, medical needs
2. What should be done? Facilities, transportation, support, security
3. What can be done? Promotion/marketing

### **Key People You Will Need**

1. Game Manager
2. Ticket takers and sellers
3. Event host/hostess-teams and officials
4. Officials
5. Security
6. Announcer
7. Concessions
8. Set-up and clean-up
9. Medical personnel-athletic trainer, doctor, other (dial EMT)

### **Where to Find Key People**

1. Faculty and staff
2. Retired Staff
3. Other school System Personnel

### **Some Practical Suggestions**

1. Have a back-up P.A. System and scoreboard
2. Have ample security coverage, know where they are located
3. Carry a cellular telephone, key people should carry two way radios
4. Carry a whistle
5. Make sure to shut off sprinklers
6. Never give out your keys
7. Provide maps
8. Have an evacuation/emergency plan
9. Have a good announcer
10. Put everything in writing

### **Final Comments**

1. All events are different in some way, prepare!
2. A successful event is measured by the level of enjoyment of the activity by all participants and attendees.

**Game Management Checklist  
Table of Contents**

**Sport**

Cross Country **4**

Football **5**

Softball **7**

Indoor Track and Field **8**

Soccer **10**

Tennis **12**

Basketball **14**

Swimming **17**

Baseball **20**

Lacrosse **22**

**Cancellation Checklist 26**

**Emergency Contact Information 27**

- *Athletic directors shall use a sign-in sheet to account for all paid game workers. The Sign-in sheet is to be kept on file in the athletic director's office for 5 years or until audited.*

**Game Management Checklist**  
**Fall**  
**Cross Country Dual, tri, or Quad Meet**

**Game Manager** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Meet/Score** \_\_\_\_\_ **Time** \_\_\_\_\_

**PRE-MEET/COURSE SETUP**

- \_\_\_\_\_ Measure and mark course day before
- \_\_\_\_\_ Paint
- \_\_\_\_\_ Cones (20)
- \_\_\_\_\_ Pole
- \_\_\_\_\_ Hammer
- \_\_\_\_\_ Rope

**PERSONNEL**

- \_\_\_\_\_ Referee
- \_\_\_\_\_ Starter
- \_\_\_\_\_ Clerk or Course
- \_\_\_\_\_ Chute Inspectors
- \_\_\_\_\_ Callers
- \_\_\_\_\_ Course Inspectors
- \_\_\_\_\_ Timers
- \_\_\_\_\_ Marshal
- \_\_\_\_\_ Scorer
- \_\_\_\_\_ Trainer

**EQUIPMENT NEEDED**

- \_\_\_\_\_ Place numbers (1 boys set & 1 girls set)
- \_\_\_\_\_ Numbers
- \_\_\_\_\_ Pins
- \_\_\_\_\_ Gun
- \_\_\_\_\_ Shells
- \_\_\_\_\_ Stop Watch (multiple timer with print out)
- \_\_\_\_\_ Quick Score Cards
- \_\_\_\_\_ Time Sheet
- \_\_\_\_\_ Result Sheet
- \_\_\_\_\_ Pencils
- \_\_\_\_\_ Clipboards

**Game Management Checklist  
Football**

Game Manager \_\_\_\_\_ Date \_\_\_\_\_  
 F Game/Score \_\_\_\_\_ Time \_\_\_\_\_  
 JV/V Game/Score \_\_\_\_\_ Time \_\_\_\_\_

**PRE-GAME/FIELD SET-UP**

- \_\_\_\_\_ \*Field marked on Thursday (in case of rain, Friday and the field is not turf)
- \_\_\_\_\_ Grass cut (if field is not turf)
- \_\_\_\_\_ Yard line markers out
- \_\_\_\_\_ Pads on goal post
- \_\_\_\_\_ Water on for teams (water key needed) - quick connects, hose, etc.
- \_\_\_\_\_ Cover for track protection-plywood/ rubber tarp, etc.
- \_\_\_\_\_ Cover drains and other hard surfaces
- \_\_\_\_\_ Ticket booth set up (sign, lights, desk, and chair)
- \_\_\_\_\_ Chain and lock all non-entrance gates
- \_\_\_\_\_ Check visitors' locker room (clean, paper, chalkboard, drinks)
- \_\_\_\_\_ Check officials' locker room
- \_\_\_\_\_ Flag
- \_\_\_\_\_ Stadium lights on, when needed

**PRESS BOX SET-UP**

- \_\_\_\_\_ Clean and empty trash
- \_\_\_\_\_ PA system set up
- \_\_\_\_\_ Scoreboard on - check board in press box, on and working (control board)
- \_\_\_\_\_ Telephone, radios, phone #'s of other press boxes, EMT
- \_\_\_\_\_ Programs
- \_\_\_\_\_ Roof door open for filming crews
- \_\_\_\_\_ Restrict roof for filming coaches (Keep arm-chair QBs in bleachers)

**ADMINISTRATIVE GAME DETAILS**

- \_\_\_\_\_ Meeting visiting team
- \_\_\_\_\_ Meet Officials
- \_\_\_\_\_ Administrative coverage/police security
- \_\_\_\_\_ Cheerleader information
- \_\_\_\_\_ Program distribution and collection for cheerleaders or boosters
- \_\_\_\_\_ Reserved seats
- \_\_\_\_\_ Parking attendants for buses, officials, administrators, or boosters
- \_\_\_\_\_ Assist boosters
- \_\_\_\_\_ Announcers packet

**PRE-GAME**

- \_\_\_\_ Band Practice (9:30am)
- \_\_\_\_ Specialist on field (10:00am)
- \_\_\_\_ Coin toss (11:05pm)
- \_\_\_\_ Teams leave the field for band activity (10:10am)
- \_\_\_\_ Teams back on field for introductions (10:25am)
- \_\_\_\_ Starting line ups (10:26am)
- \_\_\_\_ National Anthem (10:30am)

**HALF TIME**

- \_\_\_\_ Coordinate 20 minutes with band, cheerleaders, dance team, and other special events
- \_\_\_\_ Teams and Officials to locker rooms

**POST GAME**

- \_\_\_\_ Equipment secured
- \_\_\_\_ Press box clean and locked
- \_\_\_\_ Game field and team benches cleaned
- \_\_\_\_ Tickets boxes secured in vault
- \_\_\_\_ Stadium lights turned off
- \_\_\_\_ Ticket Manager

**OFFICIALS**

F \_\_\_\_\_

JV/V \_\_\_\_\_

**OTHER:** Unsportsmanlike behavior- coaches, team spectator, etc.

\_\_\_\_\_  
\_\_\_\_\_

**Game Management Checklist  
Softball**

**PRE-GAME SET-UP**

- \_\_\_\_\_ Grass cut
- \_\_\_\_\_ Lines on field
- \_\_\_\_\_ Corner Cones
- \_\_\_\_\_ Cages/ pegs for cages
- \_\_\_\_\_ Horn
- \_\_\_\_\_ Clock
- \_\_\_\_\_ Trash cans on field sidelines

**ADMINISTRATIVE**

- \_\_\_\_\_ Greet officials

**PERSONNEL**

- \_\_\_\_\_ Timer
- \_\_\_\_\_ Scorekeeper (Coach's duty)
- \_\_\_\_\_ Trainer - \_\_\_\_\_

**POST-GAME**

- \_\_\_\_\_ Trash removed
- \_\_\_\_\_ Equipment secured

**OFFICIALS**

JV \_\_\_\_\_  
V \_\_\_\_\_

**OTHER:** Unsportsmanlike behavior- coaches, team spectators, etc.

\_\_\_\_\_  
\_\_\_\_\_

**Game Management**  
**Track and Field - Indoor**  
**Dual, Tri, or Quad Meet**

GAME MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MEET/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

**PERSONNEL**

\_\_\_\_ Scorers (2)

\_\_\_\_ Announcer (1) – order of events (PA system/radios)

\_\_\_\_ Trainer

\_\_\_\_ Hurdle setters & block setters

\_\_\_\_ Runners

**TRACK EVENT OFFICIALS**

\_\_\_\_ Clerk of course (1)

\_\_\_\_ Head timer or referee (1)

\_\_\_\_ Timers (7)

\_\_\_\_ Judges (3)

\_\_\_\_ Inspectors

\_\_\_\_ Starter

**FIELD EVENT OFFICIALS**

\_\_\_\_ Shot put Event Judge (1) Helpers (2-3)

\_\_\_\_ Pole Vault Event Judge (1) Helpers (2)

\_\_\_\_ High Jump Event Judge (1) Helpers (2)

\_\_\_\_ Long Jump Event Judge (1) Helpers (2-3)

\_\_\_\_ Triple Jump Event Judge (1) Helpers (2-3)



**EQUIPMENT NEEDED**

- \_\_\_\_\_ Team score sheet (boys/girls)
- \_\_\_\_\_ Track heat sheets
- \_\_\_\_\_ Field sheets
- \_\_\_\_\_ Starter gun \_\_\_\_\_ 2 boxes of shells (50 shells @)
- \_\_\_\_\_ Stop watches 8-10
- \_\_\_\_\_ Blocks 6-8
- \_\_\_\_\_ Clip boards (1 for each official with duties and rules listed)
- \_\_\_\_\_ Pencils
- \_\_\_\_\_ Whistles 2
- \_\_\_\_\_ Blocks
- \_\_\_\_\_ Hurdles 60
- \_\_\_\_\_ Shot Put (Boys and Girls) + (1 100' Tape Measure
- \_\_\_\_\_ Long Jump (1-2 Rakes) (1 100' Tape Measure)
- \_\_\_\_\_ Triple Jump (1-2 Rakes) (1 100' Tape Measure)
- \_\_\_\_\_ High jump Standards, Crossbar, Pads (1 50' Tape Measure)
- \_\_\_\_\_ Pole Vault Standards, Crossbar, Pads 1 50'Tape Measure)

**OTHER** Unsportsmanlike behavior – coach, team spectators,

---

---

---

### Game Management Checklist

#### Soccer

Game Manger \_\_\_\_\_ Date \_\_\_\_\_

JV Game/Score \_\_\_\_\_ Time \_\_\_\_\_

V Game/Score \_\_\_\_\_ Time \_\_\_\_\_

#### PRE-GAME SETUP

\_\_\_\_ Bathrooms clean/open (if applicable)

\_\_\_\_ Visiting team dressing room

\_\_\_\_ Trash cans on field sidelines

#### ADMINISTRATIVE

\_\_\_\_ Scoreboard turn on press box microphone set up

\_\_\_\_ National Anthem set up

\_\_\_\_ Ticket boxes

\_\_\_\_ Flag up on pole

\_\_\_\_ Lines on field

\_\_\_\_ Goals on field, corner flags in place

\_\_\_\_ Greet officials

\_\_\_\_ Field lights on, when needed

#### PERSONNEL

\_\_\_\_ Scorekeeper/Clock operator

\_\_\_\_ Announcer

\_\_\_\_ Ticket seller \_\_\_\_\_

\_\_\_\_ Trainer \_\_\_\_\_

\_\_\_\_ Snack bar/Booster Club

**PRE-GAME**

\_\_\_\_ Warm up time 20-30 minutes before game time

\_\_\_\_ 5 minutes before game time, equipment check with officials

**HALF-TIME**

\_\_\_\_ Drinks for officials

**POST-GAME**

\_\_\_\_ Remind coach to call in scores

\_\_\_\_ Goals moved and secured

\_\_\_\_ Trash removed

\_\_\_\_ Equipment secured

\_\_\_\_ Press box locked

\_\_\_\_ Stadium lights turned off

\_\_\_\_ Ticket box in vault

**OFFICIALS**

JV \_\_\_\_\_

V \_\_\_\_\_

**OTHER** Unsportsmanlike behavior – coaches, team, spectators,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Game Management Checklist

### Tennis

Match: \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

#### PRE-MATCH SETUP

\_\_\_\_ Arrival time, check with visiting team, AD, or coach

\_\_\_\_ Sweep or squeegee courts, if necessary

\_\_\_\_ Pick up trash, tennis can lids and small pebbles

\_\_\_\_ Check net heights, measure net at center straps

(put center straps on and correctly adjust them)

\_\_\_\_ Post signs near entrance gates which state days and times of matches and practices

\_\_\_\_ Provide a water cooler with ice and water, cups towels

\_\_\_\_ Towels, ice, and water (if a player is injured or gets overheated)

\_\_\_\_ 9 cans of new balls/one for each varsity match (coordinate with coach)

\_\_\_\_ 1 hopper of practice balls

\_\_\_\_ Small table designated for headquarters

#### BEFORE MATCH

\_\_\_\_ Welcome teams, give directions to restroom, locker room facilities

\_\_\_\_ Briefly highlight rules, such as, foot faults, line calls, and any local “ground rules”

\_\_\_\_ State areas where spectators may and may not be

\_\_\_\_ Official score sheet on clipboard, update with changes and scores

(Coaches should exchange line ups before match and notify each other of exchanges

due to injury etc, before double matches begin)

\_\_\_\_ Introduce coaches

\_\_\_\_ Announce lineups and pair-up players #1-#6

\_\_\_\_ Begin matches with a 1 minute warm-up with opponent for singles competition

**DURING MATCH**

\_\_\_\_ Move around to all the courts for crowd control and to encourage good sportsmanship on and off the court

\_\_\_\_ Officiate or review tie break, if necessary

**POST MATCH**

\_\_\_\_ Checks scores

\_\_\_\_ Put away equipment

\_\_\_\_ Call scores to newspapers

**OTHER:** Unsportsmanlike behavior – coaches, team spectators, etc.

---

---

**Game Management Checklist**

**Winter**

**Basketball**

Game Manager \_\_\_\_\_ Date \_\_\_\_\_

F Game/Score \_\_\_\_\_ Time \_\_\_\_\_

JV/V Game/Score \_\_\_\_\_ Time \_\_\_\_\_

**PRE-GAME SET UP**

\_\_\_\_ Bleachers out on both sides and side baskets up

\_\_\_\_ Dust floor and/or wet mop

\_\_\_\_ Clean lobby, lobby bathrooms, and drinking fountains

\_\_\_\_ Team dressing rooms prepared/board and chalk

\_\_\_\_ Entryway checked and opened

\_\_\_\_ All necessary doors closed and secured

\_\_\_\_ Scoring tables and banner

\_\_\_\_ Team chairs- 15 on each side

\_\_\_\_ Gym lobby- 2 tables, 2 chairs for ticket sales (barricade or folding table if necessary)

**ADMINISTRATIVE**

\_\_\_\_ Set up scoreboard

\_\_\_\_ Set up PA

\_\_\_\_ Set up possession clock

\_\_\_\_ National Anthem (Tape or student performers assigned)

\_\_\_\_ Ticket boxes from Finance Officer

\_\_\_\_ Ticket signs

\_\_\_\_ Announcer information/schedule

**PERSONNEL**

\_\_\_\_ Scorekeeper

\_\_\_\_ Announcer

\_\_\_\_ Ticket Sellers \_\_\_\_\_ (Arrival Time \_\_\_\_\_)

\_\_\_\_ Security/Police

\_\_\_\_ Administrative assignments

\_\_\_\_ Student helpers

\_\_\_\_ Booster club/Concession stand

\_\_\_\_ Trainer

\_\_\_\_ Greet visiting teams and show them to their team rooms

\_\_\_\_ Great officials – give them key to their room

**HALF TIME**

\_\_\_\_ Coordinate half time with cheerleading coach, dance team sponsor, and other performing groups

\_\_\_\_ Open team rooms

\_\_\_\_ Direct officials to nearby room

\_\_\_\_ Provide drinks for officials

\_\_\_\_ Notify both teams that there are only 3 minutes left

**DURING GAME:**

\_\_\_\_\_ Monitor behavior of coaches, athletes, and spectators

\_\_\_\_\_ At designated time pick up ticket boxes from ticket sellers and secure

**AFTER GAME**

\_\_\_\_\_ Coordinate clean up with custodians

\_\_\_\_\_ Put all equipment in storage room

\_\_\_\_\_ Turn off the PA system and scoreboard

\_\_\_\_\_ Walk the official s to their room and get their key

**OFFICIALS:**

F \_\_\_\_\_

JV \_\_\_\_\_

V \_\_\_\_\_

**OTHER:** Unsportsmanlike behavior – coaches, team spectators, etc

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### Game Management Checklist

#### Swimming and Diving

Game Manager \_\_\_\_\_ Date \_\_\_\_\_

Meet/Score \_\_\_\_\_ Time \_\_\_\_\_

#### PRE-MEET SETUP

\_\_\_\_ Host School contacts visitors to establish lanes

\_\_\_\_ Determine number of lanes used

\_\_\_\_ Determine placement of diving (if double meet occurs at a small pool, first meet should have last and second meet should have diving first to save time)

\_\_\_\_ Fill-in official time cards day before the meet

\_\_\_\_ Prepare official meet sheet the day before the meet

#### SECURE OFFICIALS

#### HOME TEAM (1 each)

\_\_\_\_ Referee

\_\_\_\_ Starter

\_\_\_\_ Stroke and Turn Judges

\_\_\_\_ Scorer/Diving Announcer

\_\_\_\_ Chief Timer

\_\_\_\_ Timers (12)

\_\_\_\_ Diving Judges (3)

\_\_\_\_ Assistant Diving Scorer

**VISITING TEAM** (1 each)

\_\_\_\_ Stroke and Turn Judges

\_\_\_\_ Scorer

\_\_\_\_ Diving Scorer

\_\_\_\_ Diving Judges (2)

\_\_\_\_ Timers (12)

**CHIEF TIMER**

\_\_\_\_ Line up timers (15 minutes before start)

**2 home and 1 away times in away lane**

**2 away and 1 home timers in home lanes**

\_\_\_\_ Check watches for operating condition, have back up watches

\_\_\_\_ Prepare lane time materials –clipboards, pencils program

\_\_\_\_ Have starter conduct a time check

\_\_\_\_ During competition, watch timers carefully for proper technique

\_\_\_\_ Constantly check every lane for accuracy and speed

\_\_\_\_ Collect time cards after each race

\_\_\_\_ Deliver time cards to Time Recorder/ Scorekeeper

\_\_\_\_ Following meet, collect all watches, clipboards, pencils

**REFEREE**

\_\_\_\_ Observe feet entry into pool during warm up, diving only with coach’s supervision from under the blocks

**SCOREKEEPER**

\_\_\_\_ Receive all time card

\_\_\_\_ Record place winners on score sheet

\_\_\_\_ Keep running team score

\_\_\_\_ Following meet assemble team cards for respective coaches

\_\_\_\_ Submit scores to newspaper

**OTHER** Unsportsmanlike behavior- coaches, team spectators, etc

---

---

---

**Game Management Checklist**

**Spring**

**Baseball**

Game Manager \_\_\_\_\_ Date \_\_\_\_\_

JV Game/Score \_\_\_\_\_ Time \_\_\_\_\_

V Game/Score \_\_\_\_\_ Time \_\_\_\_\_

**PRE-GAME SET UP**

\_\_\_\_ Set up PA

\_\_\_\_ Set up scoreboard

\_\_\_\_ Flag up on pole

\_\_\_\_ Lines on field

\_\_\_\_ Trash cans on field sidelines

**ADMINISTRATIVE**

\_\_\_\_ National Anthem set up

\_\_\_\_ Ticket boxes from finance

\_\_\_\_ Greet officials

\_\_\_\_ Field lights on, when needed

**PERSONNEL**

\_\_\_\_ Scorekeeper

\_\_\_\_ Announcer

\_\_\_\_ Ticket seller- \_\_\_\_\_

\_\_\_\_ Trainer- \_\_\_\_\_

\_\_\_\_ Snack bar/Booster club

**PRE-GAME**

\_\_\_\_ 5 minutes before game time, equipment check with official

\_\_\_\_ Drinks to officials, check with boosters

**POST-GAME**

\_\_\_\_ Turn off PA system

\_\_\_\_ Turn off scoreboard

\_\_\_\_ Equipment secured

\_\_\_\_ Press box locked

\_\_\_\_ Field lights turned off

\_\_\_\_ Trash removed

**OFFICIALS:**

---

**OTHER:**

---

---

---

### Game Management Checklist

#### Lacrosse

Game Manager \_\_\_\_\_ Date \_\_\_\_\_

JV Game/Score \_\_\_\_\_ Time \_\_\_\_\_

V Game/Score \_\_\_\_\_ Time \_\_\_\_\_

#### PRE-GAME

\_\_\_\_ Bathrooms clean/open (if applicable)

\_\_\_\_ Visiting team dressing room set up (if applicable)

\_\_\_\_ Trash cans on field sidelines

#### ADMINISTRATIVE

\_\_\_\_ Flag on the pole

\_\_\_\_ Lines on field

\_\_\_\_ Goals on field

\_\_\_\_ National Anthem set up

\_\_\_\_ Scoreboard turned on press box, microphone set up

\_\_\_\_ Ticket boxes from finance

\_\_\_\_ Greet Officials

\_\_\_\_ Field light, on when needed

Equipment Needed: (Coaches duties)

\_\_\_\_ Clock & stopwatch

\_\_\_\_ Score book

\_\_\_\_ Horn

**PERSONNEL**

- \_\_\_\_ Scorekeeper
- \_\_\_\_ Announcer
- \_\_\_\_ Ticket seller-\_\_\_\_\_
- \_\_\_\_ Trainer\_\_\_\_\_
- \_\_\_\_ Snack bar/Booster Club
- \_\_\_\_ Timer

**PRE-GAME**

- \_\_\_\_ Warm up time 20-30 minutes before game time
- \_\_\_\_ 5 minutes before game time, equipment check with official

**HALF-TIME**

- \_\_\_\_ Drinks for officials

**POST-GAME**

- \_\_\_\_ Remind coach to call in scores
- \_\_\_\_ Goals moved and secured
- \_\_\_\_ Trash removed
- \_\_\_\_ Equipment secured
- \_\_\_\_ Press box locked
- \_\_\_\_ Stadium lights turned off
- \_\_\_\_ Ticket box in vault or secured

**OFFICIALS**

JV \_\_\_\_\_

V \_\_\_\_\_

\_\_\_ Girls:

\_\_\_ Boys:

**OTHER**

\_\_\_\_\_  
\_\_\_\_\_



**Cancellation Checklist**

Sport \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Reschedule Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

**SCHOOL PERSONNEL**

\_\_\_\_ Principal

\_\_\_\_ Opponent’s Activities Director

\_\_\_\_ Head Coach

\_\_\_\_ Administrators on duty

\_\_\_\_ Band director

\_\_\_\_ Trainers

\_\_\_\_ Dance Team Sponsor

\_\_\_\_ Cheerleading Coach

\_\_\_\_ Transportation

\_\_\_\_ Security

\_\_\_\_ PA Announcement to Staff/Student

**SUPPORT PERSONNEL**

\_\_\_\_ Custodial Staff

\_\_\_\_ Team Doctors

\_\_\_\_ Boosters

\_\_\_\_ Security/Police

\_\_\_\_ Performing Groups

\_\_\_\_ Special Guests

**GAME PERSONNEL**

\_\_\_\_ Officials

\_\_\_\_ Chain Crew

\_\_\_\_ Announcer

\_\_\_\_ Scorer

\_\_\_\_ Timers

\_\_\_\_ Volunteers

\_\_\_\_ Ticket Takers

\_\_\_\_ Student Technicians

\_\_\_\_ Site Location (pool/indoor track)

**COMMUNITY**

\_\_\_\_ Hotline

\_\_\_\_ Police

\_\_\_\_ Newspapers

\_\_\_\_ Radio Station

## Emergency Contact Information

Name	Cell Phone Number	Email Address
Willie Jackson, Interim Director	202 – 579 - 4510	<a href="mailto:Willie.jackson@dc.gov">Willie.jackson@dc.gov</a>
Patricia Briscoe, Asst. Director	202 – 438 - 9774	<a href="mailto:Patricia.briscoe@dc.gov">Patricia.briscoe@dc.gov</a>
Darrin Cook, Events Coordinator	202 – 438 - 9776	<a href="mailto:Darrin.cook@dc.gov">Darrin.cook@dc.gov</a>
Jamila Watson, Lead Athletic Trainer	202 – 439 - 6437	<a href="mailto:Jamila.watson@dc.gov">Jamila.watson@dc.gov</a>
Evelyn Dunston – Lightfoot, Program Coordinator	202 – 821 - 6551	<a href="mailto:Evelyn.dunston-lightfoot@dc.gov">Evelyn.dunston-lightfoot@dc.gov</a>
LaTreece Brown, Administrative Assistant	202 – 439 - 6443	<a href="mailto:Latrecece.brown@dc.gov">Latrecece.brown@dc.gov</a>