



FINAL INFORMATION PACKET FOR STAFF WORKING THE 2007 NCA ALL-STAR NATIONAL CHAMPIONSHIP

Thank you for accepting our invitation to work the NCA All-Star National Championship. Enclosed you will find **final information** regarding the championship. Please read all of the information carefully. Everything you need to know should be written in the following pages.

If you are not able to attend, please call IMMEDIATELY! 1-877-622-7823 ext. 1335

MEETING TIMES FOR STAFF:

There will be a mandatory meeting on **Friday, February 16th, at the Dallas Convention Center** **???????? 8:00pm**. Please be on time! At this meeting, you will receive ½ of your per diem, an event t-shirt, job assignment(s), report times for each day of the championship, and your staff credential.

WHAT TO BRING:

1. White Asics tennis shoes - please clean them up
2. White socks
3. NCA Dress uniform
4. Khaki pants & Black pants
5. Nice belt & comfortable dress shoes (if you don't want to wear your staff Asics)
6. Staff warm-ups (if you have them)
7. Staff backpack and THIS information (more information will be added at the initial meeting).

The attire for the staff will be as follows:

Day 1: Event t-shirt, khaki pants, nice belt and Asics. Spotters & Line Judges will wear dress uniform.

Day 2: Staff will wear dress uniform. Camp Managers/Athletic Trainers, NDA Staff will wear event t-shirt and khaki pants, OR you can wear your red summer polo shirt.

Girls, there will be no colored finger nail polish or jewelry (exception of wedding rings) allowed during the entire championship. You will need to wear your hair pulled half-back or up while working. We ask that you wear make-up because the lights at the convention center wash out even the prettiest faces.

Guys, you may wear a red undershirt with your uniform only if it cannot be seen. Please be clean-shaven (no facial hair), have your hair combed, and wear no jewelry except for wedding rings.

****There are no t-shirts, jeans, black leggings, ball caps, sweatpants, or non-Asics tennis shoes allowed in uniform.**

JOB ASSIGNMENTS

We hope that you are looking forward to attending the championship, and we want to make sure that you have an enjoyable time. We are counting on you to be a strong representative for NCA and stick to your assigned job at all times. When at your assigned station you will be able to take breaks to just relax or to go view some squads. We will be giving a tour of the Convention Center and more details at the initial meeting so that you will be accurate when speaking to customers.

PER DIEM

You will be given **part of your per diem** at the initial meeting. This is to cover any cost incurred from parking at the Convention Center and hotel and for any extra meals or snacks.

MEALS

NCA will provide meals at the Convention Center for those working the championship. If you eat after competition hours it will be at your own expense or out of your left over per diem.

HOTEL

Working staff members (instructors, managers & trainers) have been assigned hotel rooms at the Adams Mark Hotel Downtown. **Please note that NCA will be responsible for room and tax charges only.** You will be responsible for phone calls, room service and any other extras. Please **do not** switch roommates. The rooms have been reserved under each person’s name, and they must be accurate for check-in and check-out procedures. Your hotel rooms are reserved for the nights of February 16-18. **You will need to check out of your hotel by the morning of February 19.**

Please remember that you represent NCA at all times in and out of the Convention Center. Our customers as well as the hotel management will observe your behavior. I need to know if you do not plan on staying in the hotel. We want to pay for the correct number of rooms.

DIRECTIONS

A map to the Adams Mark Hotel is enclosed. If you need additional directions, please stop by the hotel concierge or the Event Tent in the Grand Ballroom. You are encouraged to carpool to the Dallas Convention Center for the meeting and split the cost of parking. If you need a ride from the hotel to the DCC, please meet in the Adams Mark Lobby by 7:15pm and a van will be there to meet you.

STAFF MEETINGS:

Each night when competition has ended the staff will meet in the Main Arena to discuss plans for the following day.

Have a safe trip and we’ll see you soon!



CHECKLIST FOR ALL-STAR NATIONALS STAFF

- _____ NCA Dress Uniform (ALL male/female instructors)
- _____ White Asics tennis shoes and NCA Socks
- _____ Khaki pants, belt, nice **(comfortable)** shoes
- _____ Black pants, belt, nice **(comfortable)** shoes
- _____ NCA Staff Warm-Ups (if you have one, it does get chilly)
- _____ NCA Staff Backpack
- _____ All of the included paperwork
- _____ Camp Managers/Athletic Trainers: Red Summer Polo Shirt (with sleeves) for Day 3
- _____ Athletic Trainers: Please bring your kit. Ice will be provided.