



Date:

Welcome to the 38th Annual Virginian Soccer Tournament!

My name is _____ and I am your team's Site Coordinator for [field site] _____ located in _____ [city, state]_. _____ [field site] _____ is one of 20 field sites being used during the Virginian where over 600 teams will be playing in **1,200** games throughout tournament weekend.

_____ [field site] _____ will be hosting games for the following divisions:

As your Site Coordinator, I am responsible for overseeing all operations at [field site] during the Virginian. I will be available at [field site] all day on Saturday, May 29th, and Sunday, May 30th and look forward to meeting you.

I would like to take this opportunity to provide you with some helpful information to assure you have a great tournament weekend.

****Some information you may want to provide:**

- Address of field site
- Directions to field site
- Map of field site (with numbered fields, available parking, location of bathrooms, location of HQ tent, etc)
- Directions to and from additional sites used during weekend
- Concession Information—what is for sale: packaged items, drinks, hot food; is a vendor at your site?
- Local Restaurants near sites
- Parking instructions
- Recommended personal items (are their bleachers or should they bring folding chairs; is there shade?, etc.)
- Team Check-in Reminder—30 minutes prior with team, player cards, and Virginian roster
- Surface of playing field (is it a turf field)
- Trash collection requests

Additionally, throughout the weekend we will be selling Virginian Merchandise at our fields. Please check out the tournament store on our website (www.soccertournament.com) to review some of the merchandise that will be available.

Although we hope there will be no need for it, we are prepared for injuries and will have a Certified Athletic Trainer at our site for all games.

Again, welcome to the Virginian and [field site]. Please feel free to contact me with any questions and I look forward to a great weekend of soccer. Thanks for playing the Virginian!

[Name]

[Title]

[Contact Info]