

Dear Coaches:

As Contest Manager for District <number> Governor's Cup Competition, I look forward to your school's participation in the competition we are hosting.

Using your KAAC-provided coach password, visit <http://my.kaac.com/login> to enter your student names and required officials into the online scoring program. The deadline for this information is <date (night before planning meeting)>

KAAC rules state that all schools must be represented at a mandatory Coaches' Planning Meeting. Our meeting will be held <date> at <time> in <room name or number>. If you cannot attend, please let me know who will be attending to represent your school in discussing these important matters:

1. Guest Internet connectivity (bring samples of your student devices to test!)
2. Nominations for Chief Official and Inquiry Panel
3. Officials' assignments
4. Severe Weather Plans (send your Coach Input Form at least two days before our meeting)
5. FPS and Composition schedule for both competition and scoring
6. Quick Recall: Draw, Officials, buzzer equipment
7. Lunch options

Please have all your required officials before our meeting.

I look forward to seeing you on <date>.

Sincerely,
Mill Miller, Contest Manager, District <number>