

LETTER OF INSTRUCTION

EVENT: Volleyball

RESPONSIBLE UNIT: Company B

TIME: 1330 hrs, 2 October 2004

LOCATION: Wyman Park Sand Volleyball Court

UNIFORM: Unit Alternate APFUs

TASK ORGANIZATION:

- a. Staff Requirements: OIC/NCOIC, 3 Umpires, 1 Scorekeeper
- b. Eligible Participants: Team of 6-10 per unit (2 females on court at all times).

1. **SITUATION:** To explain the process that will be used to conduct and score the Volleyball event.
2. **MISSION:** To complete 2 games and determine 1st, 2nd and 3rd place winners
3. **EXECUTION:** The Volleyball game will be held at Wyman Park Sand Volleyball Court from 1330 – 1530 hrs.

a. Concept of Operations:

- (1) Each unit will have a team consisting between 6-10 players.
- (2) 2 Females will be on the court at all times.
- (3) 2 out of 3 games to 15.
- (4) 1 team will receive bye into championship game.
- (5) Single Elimination

4. **SERVICE SUPPORT:** The OIC/NCOIC will be responsible for coordinating the following equipment needed to conduct this event. This list is not considered to be all-inclusive but to be used as a guide when rehearsing event.

- Hand held radio
- Volleyball/Net
- Scoresheets
- Water/Cups

5. COMMAND AND SIGNAL:

- a. **Command:** Succession of command for this event is OIC/NCOIC.
- b. **Signal:** Hand-held radios will be the primary means of communication. OIC will hand receipt radios from the BN Commo NCO on Friday evening. Frequencies TBD.

RISK ASSESSMENT: Event OIC/NCOIC will complete a risk assessment for their event prior to Friday morning and submit to the BN XO during that evening's backbrief. Copy of risk assessment will be available at training site for review by participants while event is being conducted.

SAFETY BRIEF: Event OIC/NCOIC will prepare a safety brief covering all risk factors associated with this event. Safety brief will be presented to all participants prior to the event starting.