

DECA Spikeball Fundraiser – Comprehensive Written Plan

Event Director: Ryan Agresti & Michael Lu

Supervising Advisor: DECA Teacher/Advisor (present on-site) **We need their name and contact added

Town Representative of the Youth Commission - Karla McCrimmon and/or Kristin Read

Date: April 19, 2026

Time: 5:00 PM – 9:00 PM

Location: Miller Activity Complex

1. Purpose of Event

The purpose of this Spikeball Tournament is to raise funds to support DECA members attending Nationals and ICDC competitions. The event also promotes student engagement and community involvement.

2. Program Budget

The facility, equipment and marketing materials are provided free of charge by the school and Town. We are seeking that concessions are donated by the Youth Commission.

Revenue

Registration Fees are \$16 per person or \$32 per team. We estimate there will be 50-72 teams. The Projected registration revenue is for 50 teams \$1600 and up to 72 teams for \$2304.

Expenses

We are asking the Youth Commission to donate the following: sports drinks, chips, candy, and food handling items. Concessions will have Youth Commission advertising on them and will be given to participants for free. Inventory will be purchased 1 week before the event, and receipts will be kept and reviewed after the event. No other expenses are to be expected.

Concession Item	Cost	Units in pack	Units needed	Purchase	Total Estimated Cost
Water	\$3.98	40	160	4	\$15.92
Gatorade	\$15.78	28	112	4	\$63.12
Chips	\$18.48	50	150	3	\$55.44
Candy	\$29.88	30	60	2	\$59.76
Ice	\$2.48	16 lbs		2	\$4.96
Total Estimated Cost					\$199.20

**Updated budget with Sams Club pricing

Concession Item	Estimated Bulk Cost per Unit	Recommended Inventory	Total Estimated Cost
Water Bottles	\$0.01	160 units	\$16.00
Gatorade	\$0.58	112 units	\$65.12
Chips (Variety)	\$0.50	100 units	\$50.00
Candy (Full Size)	\$0.90	75 units	\$67.50
Miscellaneous (Ice, Trash Bags)	N/A	N/A	\$15.00
TOTAL ESTIMATED UPFRONT COST			\$213.60

**Original budget

3. Event Materials & Equipment

The tournament will utilize the facility, 10 Spikeball nets, tables, chairs, a digital scorekeeping setup, and a Bluetooth speaker, all of which have been secured at no cost. The setup phase will commence with a 4:00 PM arrival, during which staff will safely space the 10 courts, position the check-in table and a first aid kit near the entrance, and establish a centralized scorekeeping station. To optimize foot traffic and minimize disruptions, the concessions table will be separated entirely from the gameplay area, and the music speaker will be positioned away from the courts to ensure referee calls remain audible. Teardown operations are scheduled to begin immediately at 9:00 PM, requiring volunteers to execute comprehensive trash removal, return all borrowed equipment to its original placement, and conduct a final facility walkthrough to ensure the venue is left in pristine condition.

4. Facility Usage Agreement & Expectations

All participants and attendees must strictly adhere to the rules of the Miller Activity Complex and the policies set forth by the Town of Castle Rock Parks and Recreation Department. To ensure compliance and minimize liability, every participant is required to complete and sign a digital waiver directly through the registration app prior to competing. This registration process includes strict adherence to the Town's medication policies, which mandate that the Town and its staff will not store or administer any medications, leaving possession and self-administration solely to the participant. A DECA advisor will be present for the duration of the event to oversee operations, and total attendance is projected to remain safely below the facility's estimated 300-person capacity.

5. Program Registration Process

Registration will be handled exclusively online through the tournament app, Scoreholio, entirely eliminating the use of paper forms. To secure a spot, participants must submit their names and contact

information, pay the required entry fee, and electronically sign both the digital liability waiver and the medication policy.

On the day of the event, check-in will strictly close at 4:50 PM to ensure the final match schedule can be generated and released by 5:00 PM. Once the schedule is live, a strict two-minute grace period will be enforced for late teams; if a team is not ready to play after this window, an automatic forfeit will be recorded for that match.

6. Staffing & Roles

To maintain operational efficiency, the Tournament Director will oversee the entire event, handle disputes, and ensure the schedule remains on time. A rotation of six total referees will monitor gameplay; three will actively officiate and enforce rules, while the other three rotate out to immediately report match winners. Two scorekeepers will receive these reports to enter results into a master spreadsheet, update standings, and announce upcoming matchups. Additionally, a dedicated Float Monitor will control the official timer, announce start and stop times, and assist with rule clarifications. Concessions will be staffed by the Youth Commission. All staff, including the dedicated setup and teardown team arriving at 4:00 PM and staying until cleanup is complete, must be fully confirmed at least one week prior to the event.

7. Event Timing & Capacity Evaluation

Expected attendance (100–144 players, plus staff and spectators) falls well below the facility's 300-person capacity. The Swiss-style, non-elimination tournament runs 5 to 6 rounds with 10 concurrent matches. Games are rally-scored to 21 (averaging 10 to 15 minutes) with a 15-minute hard cap and 3-minute transitions. If operations fall behind schedule, the tournament will immediately pivot to a 12-minute match cap, shortened transition times, and a maximum of four total rounds.

Contingency Plan

If the tournament falls behind schedule, match caps will immediately be reduced to 12 minutes and transition periods will be shortened. Additionally, the total number of guaranteed rounds will be cut to four to ensure the event concludes strictly within the facility's allotted timeframe.

8. Marketing & Outreach Plan

Marketing efforts, coordinated alongside the DECA advisor, will execute on a strict three-week timeline. The campaign will launch three weeks prior to the event with initial social media pushes and the release of the official registration link. At the two-week mark, the team will escalate outreach by posting physical flyers and initiating school announcements. During the final week, operations will shift to daily social media reminders, a mandatory promotional push from all team members, and integrated cross-promotion for the Youth Commission.

*The use of the Youth Commission logo will need Town approval before anything is posted or used in marketing outreach. This needs to be approved by Kristin Read before March 27.

9. Training & Oversight Plan

All referees will attend a mandatory 30-minute pre-event meeting at Castle View after school to

review the timing system, standard rules, and the dispute resolution process. During matches, active referees will make the initial calls on the floor; if a ruling is formally challenged, it will be escalated to the Tournament Director for a final, binding decision. In the event of an emergency, a first aid kit will be accessible at the check-in table, and the designated DECA advisor will be notified immediately. All incidents will be thoroughly documented, 911 will be called for any serious injuries, and all responses will strictly adhere to the Town's waiver's medical and self-administration policies.

10. Concessions Plan

The Youth Commission will donate the food and beverage items to the event. Items will have the Youth Commission logo and QR to the website on each item to promote the applications open for the next term. Commissioners will have a table set up and will be available to talk about the Youth Commission.

11. Music & Atmosphere

To maintain an energetic, organized and tournament-focused environment, a designated Music Coordinator will manage a curated, clean playlist prepared well in advance. Audio will be run through a Bluetooth speaker positioned away from the active courts to prevent interference with referee calls, playing at a moderate volume that serves as chill background music. The coordinator will ensure the music is promptly paused during all official announcements and will oversee the equipment for the duration of the event.

[How to play Spikeball video.](#)