



# **AFDA League Manual**

**4 July 2010**

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## **Introduction**

This manual has been designed to assist Australian Flying Disc Association (AFDA) members starting and developing Ultimate leagues in Australia.

It is proposed that this document be used as a framework for starting and running established leagues, and that the templates developed will provide support to current and future League Directors.

Before commencing your new league, it is important to consult with your State Flying Disc Association (FDA). Each FDA is responsible for flying disc activities conducted in their State and any parties hosting or promoting events should communicate their activities to their governing FDA. Failure to inform your FDA of your league may affect insurance coverage of not only the players but yourself as an organiser.

In addition to the manual, Anna Haynes, the AFDA Development Officer, is always happy to speak with you about how to start a league and provide you with support. To contact Anna, send her an email at <development@afda.com>.

Any feedback about the manual, or suggestions for improvements, can also be sent by email to Anna.

## **The Planning Stage – Phase I**

Before starting a league, your first step should be to conduct a needs assessment by asking yourself a few questions:

- Why do you want to start a new league?
- Is there a need for a new league?
- Will the proposed league have a negative impact on any existing leagues?
- What are your goals or expected outcomes for the proposed new league?
- Is your new league endorsed by your State FDA?

## **Motivating Factors**

Your motivating factors will shape your league and assist you in designing goals and a structure to suit your needs. Motivating factors may be (but not limited to) a combination of the following:

- You just moved to a new area
- Natural expansion (field space issues)
- Specific target group specific e.g. Juniors
- Association or club objective
- Recruitment drive
- Personal passion
- Convenience
- Revenue raiser

## **Areas of consideration**

Whatever your inspiration, you have decided to start a new league. There are several influencing factors you need to take into account:

- Finding a suitable playing venue
- Timing and duration of the league
- Setting a budget
- Advertising/Promotion
- Player registration
- Team organisation
- Competition Structure
- Fixtures
- Week to week coordination
- Finals/Presentations
- Publishing of results
- Post league wrap up

## **Goal Setting**

Once you have worked out your motivation for starting a new league, you should turn your mind to what you want the goals for your league to be. You should look to set some benchmarks which, if met, you will consider your league to be a success. Sample benchmarks might include:

- Minimum number of participants
- Ongoing event
- Profit Target

If your League is successful by your terms, it will assist in the sustainability of it as an ongoing project.

## **The Venue**

Booking and securing public fields can be arranged through your Local Government Authority or your Local Council. Other arrangements may be possible through local schools however, there may not be floodlighting at these venues if you are planning to conduct an evening league.

By contacting your authorised field provider you will be able to check field availability including time and days, how many weeks/months, facilities (such as toilets) car park capacity and floodlight access. Be aware that many councils will have restrictions on how late you can use their fields - be sure to confirm this in your initial enquiries. A rental agreement in the form of an invoice will be issued and this will form a major component of your budget.

The relationship you develop with your field provider is extremely important. Future bookings may be assessed on your dealings, not to mention the overall image of Ultimate in general. Your FDA may have existing relationships with field providers and it is recommended you discuss this area with them before moving forward with your booking.

## **The Planning Stage – Phase II**

Securing fields will shape your new league. It will decide the maximum player capacity, number of fields you can provide, how long your games will be and the total duration of your new league.

## **The Budget**

Your league should not cost you money. It is important to take into account the logistical costs of running a league when working out your budget so that you know you can cover your expenses.

It is also important to have a back-up plan – e.g. a state or local association that will underwrite any costs incurred in running the league that cannot be covered by fees, grants or sponsorship.

The major expenditure items are field hire, insurance and equipment, but there are some smaller items to take into account that can assist with smooth operation of the league. As the organiser, it is up to you to decide the necessary items to ensure an efficient and user friendly league based on the financial situation of your club or association and the projected size of the league.

A template budget is set out at Attachment B of this manual.

Budget Item	Comments
<b>Venue</b> <ul style="list-style-type: none"> <li>• Field Hire/Lights</li> </ul>	<ul style="list-style-type: none"> <li>• Hourly charge rates</li> <li>• Seasonal Charge rates</li> <li>• Are lights included in the charge rate?</li> </ul>
<b>Insurance/ Event Based Fees (EBF)</b> <ul style="list-style-type: none"> <li>• AFDA EBF</li> </ul>	<ul style="list-style-type: none"> <li>• Charged at per person per game</li> <li>• Full fee structure can be found on the Insurance link of the AFDA website.</li> </ul>
<b>State Event Based Fees (EBF)</b>	<ul style="list-style-type: none"> <li>• Does your State FDA charge a separate EBF or other fee?</li> </ul>
<b>Equipment</b> <ul style="list-style-type: none"> <li>• Clipboards/Pens</li> </ul>	<ul style="list-style-type: none"> <li>• Either one per game or one per team</li> <li>• Makes it easier for Captains to complete weekly rosters</li> <li>• String can be purchased quite cheaply and be used to tie the pens to the clipboards</li> <li>• Place a copy of the current WFDF (pocket version) rules and any league specific rules in each folder for handy reference</li> </ul>
<b>League table</b>	<ul style="list-style-type: none"> <li>• A simple fold out table establishes an easy reference point for players.</li> <li>• Clipboards can be collected and returned here</li> <li>• General league enquiries can be directed from here via the League Director</li> <li>• Avoid leaving items on the ground leaving them susceptible to loss or damage</li> </ul>
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• Basic first aid supplies and knowledge is recommended</li> <li>• Have ice or instant ice packs available</li> </ul>
<b>Siren/Hooter/Whistle/Stopwatch/Megaphone</b>	<ul style="list-style-type: none"> <li>• How will you signal start and finish of games?</li> <li>• Can the signal be heard on all the fields?</li> </ul>
<b>Money tin/Cash box</b>	<ul style="list-style-type: none"> <li>• Are you collecting cash?</li> <li>• Whether from disc sales or player fees it is recommended to have a safe, secure container to store any cash.</li> </ul>
<b>Line Markings</b>	<ul style="list-style-type: none"> <li>• It is unlikely full line marking will be a possibility but being able to mark the corners with a water based marking paint will assist a quick set up of the fields each week.</li> <li>• Discuss this with you Local Council as to what the procedures are for line marking</li> </ul>
<b>Storage Container</b>	<ul style="list-style-type: none"> <li>• A plastic storage container is ideal for storing the clipboards.</li> <li>• It makes for easy transportation from a vehicle to the fields</li> <li>• Clipboards can stay dry during the winter months</li> </ul>

<b>Budget Item</b>	<b>Comments</b>
<b>Kit Bag</b>	<ul style="list-style-type: none"> <li>• A kit bag to store all the equipment, keeps everything together and easily transportable</li> </ul>
<b>Cones</b>	<ul style="list-style-type: none"> <li>• Cones to mark the fields/end zones</li> <li>• One colour per field assists players and eases confusion.</li> </ul>
<b>Discs</b>	<ul style="list-style-type: none"> <li>• Are games discs being supplied?</li> <li>• Factor in the cost of supplying games discs whether it is one per field or one per team.</li> <li>• Have a permanent marker pen handy to clearly label discs.</li> </ul>
<b>Prizes Team prizes</b>	<ul style="list-style-type: none"> <li>• Is there a team prizes for the winning team?</li> <li>• Medals?</li> <li>• Trophy?</li> </ul>
<b>MVP</b>	<ul style="list-style-type: none"> <li>• Are you providing MVP prizes?</li> </ul>
<b>Spirit</b>	<ul style="list-style-type: none"> <li>• What is your reward for teams demonstrating outstanding "Spirit of the Game"</li> </ul>
<b>Catering</b>	<ul style="list-style-type: none"> <li>• What is being provided by the organisers? E.g. Pizza on finals night</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Weekly printing of rosters or fixtures</li> <li>• Replacement ink cartridges</li> <li>• Paper stocks</li> </ul>
<b>Promotion</b>	<ul style="list-style-type: none"> <li>• Artwork, printing, posters, flyers, advertise</li> <li>• How will you promote your league?</li> <li>• Press release in the local paper, letter box drop, posters, electronic?</li> </ul>

Once you prioritise your expenses and work out your expected costs, you can calculate what to charge participants. This will help you set the minimum number of participants you can operate with and help ensure you do not run at a loss. If this is an ongoing event, the first league might not make a large profit but merely cover costs. The second league will not have all the same set up costs and the majority of funds can be injected back into your Club or Association.

## Start up costs

To offset the costs of starting a new league, you may be able to obtain an injection of capital from your State Association or the AFDA via the AFDA's grants program. AFDA Grants are awarded every 6 months at nationals (April) and mixed nationals (October), with applications due about one month beforehand. More information about the AFDA grants program is available here: <http://www.afda.com/trashtalk/showarticle.php?articleid=715>

## League Structure

After locating a venue and working out a rough budget, the next step is to consider the structure of your league. The format will be greatly dependant on your target audience.

- Beginner
- Experienced
- Elite
- Junior
- Adult
- Mixed
- Separate Gender

The more experienced the playing group, the more self sufficient the league will be as players have a history of league involvement and understand the process and rules of play.

## Beginner leagues

Starting a new league for beginners who have not yet been exposed to the game (or very limited exposure) will require more planning and consideration for your format.

Keep in mind new players will not have the fitness or skills in the beginning of more experienced players. Consider variations that help develop players and keep them involved for longer.

### *Example - Trial a 6 week Beginner League*

Format is 5 a side on smaller sizes fields. You can accommodate more teams and still have a roster of up to 10 players. Players get a chance to get plenty of disc contact, work on their fitness and hone their skills.

Ultimate terminology is a whole new language and this smaller “hands on” environment allows organisers to guide player development. Smaller fields mean smaller throws which can really assist in the most basic skills.

At the end of the 6 weeks, teams can be reorganised and a 6 or 7 a side competition can commence.

Game duration will depend on your participants also. Shorter games with more available substitutions will be required for newer players.

Being able to dedicate an experienced player to take on the role of team leader or “coach” to each of your new teams will be a great benefit. New players can learn from more experienced players, and ongoing support at games is a great way to keep new players engaged. Limiting the number of experienced players on the pitch at any one time will also allow the newer players to thrive, get more of the disc and learn more about the game in a practical way.

If your league is dedicated to new players, allow “Come and Try” opportunities. Creating a casual, fun environment for new players to try the throws and play a “pick up” game is a great way to give people a taste of what is to come if they sign up. Provide a welcoming and supportive environment, and people will not only tell their friends, they will bring them along!

## **Promoting Your League**

Knowing your target audience will define your marketing campaign. Brainstorming some promotion ideas is a great way to start the ball rolling and identify what is affordable, manageable and effective for your operations.

- Posters
- Flyers
- Local paper advertisement
- Letterbox Drop
- Press release
- Shopping centre promotion
- Community radio announcements
- Direct mail out via Australia Post
- Promoting to existing players
- Website
- Advertising in school newsletters
- Church groups

- Youth centres
- Local Council Recreation or Youth Officers
- Social media and networking sites

A neat colour poster, flyer or postcard will not only show professionalism, but provide an eye catching snapshot of the great product you have on offer. Letter Box drops and local paper advertisements are useful in targeting the area surrounding the fields where your new league is to be located. WAFDA has successfully completed letter box drops in conjunction with Australia Post in the past and can provide details to new leagues on what is involved.

It is important to note that there is no one single particular foolproof method. Using a combination of advertising avenues is important and will help you reach a wider audience.

Be sure to include contact details on all promotion such as a phone number, email and website address.

## **Role of the League Director**

The League Director is responsible for the coordination and running of all logistics related to competition operations.

Tasks may include (but not limited to):

- Develop fixtures for all divisions.
- Coordinate the weekly operations of the league competition.
- The point of contact for all team captains and players.
- Provide weekly rosters to teams.
- Maintain player attendance records, spirit scores and MVP tallies.
- Keep custody of the league equipment.
- Advise players of payment methods.
- Provide weekly score updates to the Website Administrator.
- Coordinate presentations for all divisions.

Whether you are running the league yourself or finding someone else to run it for you, a job description is a great way to keep organisation on track.

Remember, running a league does not have to be a one person show, many hands make like work and delegating areas of responsibility such as field set up, timekeeping, player liaison and finances will ease the organisational burden.

A template League Director job description is set out at Attachment C.

### **Weekly team rosters**

Instilling good habits in your players (new or old) is essential. An organised league will save you time and energy and make your time as a league director an enjoyable one.

Displaying a weekly team duties roster may help with the delegation of duties. When teams collect their team rosters each week they can see how they can assist in an efficient operation and not leave you running around collecting field cones at the end of the games.

Template weekly rosters are set out at Attachment D.

## **Fixtures**

A round robin format is an easy and fair way to design your league fixtures. Having an even number of teams is a luxury but not always possible. Some resources to help you with fixtures can be found on the AFDA website at [http://www.afda.com/resources/tournament\\_formats.htm](http://www.afda.com/resources/tournament_formats.htm) or on the UPA website at <http://www.cs.rochester.edu/u/ferguson/ultimate/upa-formats/upa-formats-basic.html>. If you think of a league as being a ten week long tournament you should have no trouble using these resources for the planning of your weekly fixtures.

## **Insurance & Policies**

Whilst we strive to provide a safe environment for our participants, inevitably injuries can and will occur and League Directors have a duty of care to have an understanding of practices and procedures regarding insurance.

All insurance policies are held by the AFDA.

- Public Liability Insurance (\$20,000,000)
- Professional Indemnity Insurance (\$2,000,000)
- Personal Accident Insurance (non Medicare medical – 85% up to \$1,500 – excess \$50)

Additionally, the AFDA have in place the Members Compassionate Fund (MCF) which can assist injured players with out of pocket expenses. Note that the MCF is not an insurance scheme. In no way is the AFDA obliged to make any payment or a particular level of payment when a member has suffered a loss, but will do its best, with the capital available to the Fund, to alleviate financial hardship. The AFDA recommends that members take out private medical insurance or be prepared to use the public system in case of injury. No guarantee can be made that the MCF will cover any medical bills.

A more in depth look at the Insurance coverage on offer can be found on the AFDA website at [http://www.afda.com/tournaments/conference/2008/AFDA\\_Insurance\\_Summary.doc](http://www.afda.com/tournaments/conference/2008/AFDA_Insurance_Summary.doc)

All insurance information regarding the MCF structure can be found on the AFDA website via the insurance link.

A guide to making claims can be found at [http://www.afda.com/showcontent.php?page=claims\\_procedure](http://www.afda.com/showcontent.php?page=claims_procedure).

A certificate of currency may be necessary when making field bookings. Certificates for each State can be downloaded at [http://www.afda.com/showcontent.php?page=insurance\\_certificate](http://www.afda.com/showcontent.php?page=insurance_certificate).

It is recommended that you check the applicable certificate for your State and ensure that your local council/field provider is listed. If your council/field provider needs to be added, please contact Simon Wood by email [admin@afda.com](mailto:admin@afda.com).

Note, you must represent an affiliated association in order to use this certificate. If in doubt please check with your State FDA or email [admin@afda.com](mailto:admin@afda.com) for clarification.

Be sure you are familiar with AFDA and any State FDA or Club policies applicable to Player Protection and Safe Play. Extreme weather conditions to field conditions are areas of consideration and as League Director you are responsible for the duty of care of your participants.

All AFDA policies can be found here: [http://www.afda.com/showcontent.php?page=admin\\_policies](http://www.afda.com/showcontent.php?page=admin_policies)

## **Registration**

To ensure all your players are covered by insurance, print accurate rosters, track payments, organise catering numbers and keep valuable player participation statistics, it is essential that you use the AFDA registration system.

To add your League to the AFDA registration system you will require AFDA website administration rights. Consult your FDA in regards to gaining permission to receive these rights or email [info@afda.com](mailto:info@afda.com) for clarification.

### **How to Register your League on the AFDA database**

Login at [www.afda.com](http://www.afda.com) and, using the navigation panel, go to the Tournaments link and click Register. You will then be taken to the Competitions page where you click the Add a Competition tab.

The Add New Competition page provides a template of all the information needed relating to your league. Dates, duration, format, venue and costs can all be added via this template.

By selecting either the Team Fee or Player Fee options, you can use this system to help track payments. There is an Outstanding Fees and a Summary button that will provide you with a report when needed.

If you think you will require additional information you can add it in the “Prompt for Other Information” section of the template. This section may assist you in collecting information that can either help you set up your league or gather evaluation data such as; how did you find out about this league? Or have you had any previous playing experience?

Once this information is complete you can now add divisions. If you are conducting a single division league, you can simply put the title of your event in the division section. You will then be able to add teams. In the beginning you may not have names for your teams or even have the teams sorted out, but you can title team titles to reflect the information you require. For example “All Participants Register Here” or “Beginners Register Here”.

### **Printing Rosters and sending emails from the registration page**

Once your teams are sorted and all participants are registered, you are able to print off playing rosters for your weekly games by clicking the Show Roster followed by the Print Roster link for each team. This roster allows you to keep track of playing numbers and record game scores and spirit scores.

The registration system also has a Send Email option. Emails can be sent directly to all Captains or to All Players using this option making it a simple way to communicate with your league participants without setting up a separate database.

Take some time to become familiar with the tabs in each section so you are confident with how to add, edit and email players, as well as printing rosters and reports.

### **Assisting members to use the AFDA registration system**

Providing some hints on how to use the AFDA registration system will help your members sign up for future events. An example of this can be found on WA Flying Disc Association’s website:

<http://www.waultimate.com/content/view/200/94/>

Having a sign up form at the league registration table is an easy way for new players to provide details. This allows you to register individuals for an AFDA membership number or email registration instructions.

If the resource is available, a laptop with a wireless internet connection at your league site will allow players to register and be issued an AFDA on the spot.

## Rules

While Australian Ultimate is governed by the World Flying Disc Federation rules of play, some modifications may be needed and these should be communicated to all participants.

With new players, league organisers and senior players must take it upon themselves to show positive leadership. It is important that experienced players set a good example by knowing the rules, hence encouraging newer participants to take ownership and learn the rules themselves.

Having hard copies of the rules in each team folder allows participants to access rules easily to settle any disputes that may arise. Promoting online versions on the rules allows players to access the rules at a time that suits.

The AFDA provides a pocket version of the full WFDF rules can be found here:

[http://www.afda.com/showcontent.php?page=rules\\_official](http://www.afda.com/showcontent.php?page=rules_official)

This 2 page condensed document can be laminated and placed in each team folder. Laminating these rules will assist in keeping undamaged for ongoing use and avoid problems such as moisture.

Your League rules can also explain what happens if there is a cancellation, how the progress ladder is constructed, what happens in the event of a forfeit and how the finals will be formatted.

Some examples of online rules including modifications can be found here:

**WA Flying Disc Association** - <http://www.waultimate.com/content/view/205/95/>

**Ultimate Frisbee NSW** - [http://ufnsw.com.au/leagues\\_nsl\\_rules.htm](http://ufnsw.com.au/leagues_nsl_rules.htm)

**Ten Simple Rules** - [http://www.afda.com/showcontent.php?page=rules\\_simple](http://www.afda.com/showcontent.php?page=rules_simple)

**Junior Ultimate Rules** - [http://www.afda.com/showcontent.php?page=juniors\\_lessons](http://www.afda.com/showcontent.php?page=juniors_lessons)

## Self Refereeing and Spirit of the Game

One of the most unique aspects of Ultimate is that it is self refereed. Ultimate relies upon a Spirit of the Game that places the responsibility for fair play on every player.

In reference to Spirit of the Game, the WFDF rules state, "*It is assumed that no Ultimate player will intentionally violate the rules.*"

League organisers and experienced players have a responsibility to set a positive example by settling rules disputes, explaining calls and always upholding the Spirit of the Game.

There are many ways to promote Spirit of the Game. One way can be to include team spirit scores in your ladder updates. Advertising team spirit scores allows teams to see how they are regarded on the pitch by other teams.

Always encourage participants to factor in how well teams “Self Refereed” when completing spirit scores. A Spirit of the Game score sheet can be downloaded here

<http://www.wfdf.org/index.php?page=rules/spirit.htm>

An example of a Spirit Ladder can be found at

<http://primal.waultimate.com/Yokine%20Ultimate%20League.htm>

At the 2009 AFDA Conference, WFDF Rules Committee member Rueben Berg demonstrated a proactive approach for making and responding to calls using the BE CALM method.

<b>Breathe</b>	don't react straight away
<b>Explain</b>	what you think happened
<b>Consider</b>	what they think happened
<b>Ask</b>	other players for advice (on perspective and rules) if needed
<b>Listen</b>	to what everyone has had to say
<b>Make</b>	a call loudly and clearly (and use Hand Signals)

The BE CALM approach will not only set a good example to fellow players (old or new) but continue to uphold the value that self referring does work.

The full version of the latest WFDF can be found at <http://www.wfdf.org/>

## **Communication**

Consistent, simple communication is a great way to keep participants in the loop with all aspects of the League. Keeping information relevant and concise will allow you to pass on vital information to participants, without overwhelming your recipients or burying key points.

You may need to try a few different methods, as not all people respond to the same communication mediums. Email is always the easiest and cost effective method, but regular verbal communication (reminders) back up your message. A printed flyer is a tangible item that participants can take away if they have not read your emails.

External stakeholders such as sponsors or your State FDA also like communication. Progress reports and/or documents drawing attention to recent highlights contribute to promoting your league.

## **Weekly Operations**

A weekly operations checklist will assist you greatly in the early stages of your new league.

Taking in to account *Murphy's Law*, most issues will present themselves in the first few weeks. With a flexible attitude and good communication, most players will never catch on to what can sometimes be chaos behind the scenes.

As the weeks progress, you will adopt a management routine, and with a bit of preparation, the league will start to take care of itself.

A weekly checklist is set out at Attachment E.

## **Social Aspect**

Providing an enjoyable and social environment is a great way to guarantee return customers. It is a good idea to organise a venue where players can gather after their games, maybe get some food and interact with other players off the pitch.

If your venue and weather permits, an esky with sports/soft drinks can not only be a revenue raiser but can give players a reason to stay after the game and socialise. Teaching games such as Schtick, Goaltimate, Hot Box, Disc Golf or Double Disc Court encourages other flying disc games while building skills and having fun (see <http://www.afda.com/juniors/games.htm>)

Alternatively, a local pub, café or restaurant can also provide a good after-league venue.

## **League Finals**

League finals are an exciting time for players and organisers alike. Arranging prizes or catering (if applicable), encouraging spectators and promoting your next league are all high on the agenda.

Scheduling your fixtures to allow a placing game for all teams will ensure all players are present for the final week and any presentations that follow the final. Scheduling the Grand Final 10 – 15 minutes

after the placing games (if possible) will allow the other teams to watch the end of the final after their game has finished.

The tasks that you will need to complete are set out in the League Director Checklist below.

## **Post League Duties**

At the completion of your league, a few areas will require your attention:

- AFDA Event Based Fees
- Administration
- Evaluation

## **Event Based Fees**

For each tournament or league played around Australia, the AFDA charges a small amount known as an Event Based Fee (EBF). This amount is used to pay for insurance, WFDF affiliation and governance of the sport at a national level.

A full breakdown of Member Fees and details about payments can be found at

[http://www.afda.com/showcontent.php?page=member\\_fees](http://www.afda.com/showcontent.php?page=member_fees)

You should advise the AFDA within 7 days of completion of the event, of sufficient details to calculate the AFDA fees.

Details you need to include are:

- Name of event
- Nature of event (league or tournament)
- Length of event (days for tournaments, weeks for leagues)
- Electronic list of AFDA Numbers, or link to an online registration page with such a list.

If you do not provide these details to the AFDA, EBFs will be calculated on the number of players registered for your league on the AFDA Database. For this reason, it is important that player numbers are kept up to date on the Registration Page.

The AFDA will issue you an invoice within 7 days of receipt of the details. You must pay the fees within 28 days of the invoice being issued.

You can pay by cheque or by direct deposit to the AFDA bank account

[http://www.afda.com/showcontent.php?page=bank\\_details](http://www.afda.com/showcontent.php?page=bank_details) . Please include the invoice number on any payment.

## **Administration**

Look to undertake the following tasks in the week after the end of your league:

- Posting of the final results whether on a website or an email update to the participants.
- A quick wrap up report of the finals including league champions, MVPs, spirit winners for your participants, Club or State FDA.
- Return keys (if applicable) to your local council/field provider
- Prepare and advertise your next league

## **Evaluation**

Take some time to evaluate your league.

- Did you achieve your desired outcomes?
- Was your budget realistic?
- What changes could you make or recommend for future leagues?
- What worked well, what didn't?
- Was the venue and format suitable?

Another method is to let your participants have their say. Setting up an online survey or an online forum opportunity is an easy way to gain valuable feedback from your paying customers.

Evaluating your project is a professional approach to the sustainability of your league. Learning from and taking on board feedback received will only help your league develop and grow.

## **Attachment A - League Director Timeline/Checklist**

This is a timeline/checklist of tasks that may be conducted by the League Director before, during and after any ultimate league. This timeline/checklist refers to tasks related to running a single or multiple division leagues.

### **Approx 6 Weeks before League Starts (could be longer):**

- Find and book a suitable location for your league
- Some field providers may have a seasonal booking policy, each council varies slightly and information can be obtained by contacting the council directly.
- Create competition and divisions on AFDA website
- Advertise league on websites, including registration link, costs (team/player fees), divisions, and any other relevant information.
- Advertise league on existing mailing lists, with the registration link and a link to website article.
- Enact your promotion plan including posters, flyers and advertising.
- If holding associated 'Come-And-Try' before start of league, ensure adequate notice and promotion is given.

### **Approx 1-2 weeks before start of league:**

- Encourage team captains to pay team fees before start of league.
- Ensure you have all equipment necessary: first aid kit, ice, box with team folders, siren, etc.

### **Approx 2-3 days before start of league:**

- Send email to team captains explaining any league-specific information, eg. league rules, whistle/siren times, penalties for incomplete score sheets, etc.
- Most captains will be familiar with procedure, explain the procedures for any captains new to the role.
- Prepare team folders with team names, ensure pens are working

## **DURING LEAGUE SEASON**

**1-2 days before games** (NB: Do this 1-2 days prior to games in case the AFDA website is unavailable on game day.)

- Print out team sheets, check all text on sheets. Sometimes some text on the score sheet is truncated, write in manually if required.
- Put rosters into team folders
- Print games schedule for the day

### **Game Day**

#### *Before games*

- Ensure field markings are visible. Might have to create new markings, ensure that marks line up accurately.
- Check field markings, refresh if necessary. New paint may be required every 2-3 weeks, possibly every 1-2 weeks during winter.
- Put out marker cones or arrange team duties
- Put schedule and team folders on table
- Put first aid kit in easily visible/accessible location

#### *During games*

- Sound pre-game/start/pre-end/end whistles/horn as required

#### *After games*

- Ensure all team folders have been returned
- Collect marker cones or arrange team duties.
- Scan fields for stuff left behind, collect and keep/discard as appropriate

#### *1-2 days after game day (sooner is better)*

- Retrieve score sheets from team folders
- Record details of win/loss/scores, update ladder, spirit scores, player participation, MVP votes.

- If any information is missing or conflicting, contact team captains for clarification. Request that captains do this as soon as possible after game day, whilst they can still remember. Apply any penalties for missing information (if applicable).
- Update results and ladder on your website, or if you do not have privileges to do this then send results information to web administrator to update.
- Save weekly score sheets in league binder.

### **Finals Week (In addition to regular duties):**

#### *Prior to Game Day*

- Calculate winners for MVP and Spirit awards.
- Purchase prizes
- Plan timing for presentations – ie. Between division slots, after all games, etc. If there are multiple timeslots, beware that most people will not stay to watch games in other divisions (or other timeslots in the same division) and will leave when their own games are over rather than wait for presentations.

#### *Game Day*

- If ordering pizza to be delivered to fields, contact supplier between 2-4 pm on game day to place order.
- This gives them plenty of time to prepare the larger order. Make sure they know where to deliver them.
- Presentations: present awards to winning teams/individuals.
- Inform teams of the start-date for the next league (if known).

### **After end of league:**

- Update website with league results – League Champions, MVPs, Spirit, etc.
- Send player participation spreadsheet (list of all players in each team, and number of games played by each player) to AFDA Administration Officer and to your State FDA Treasurer (if applicable).
- This information is used to calculate EBF payable.

## Attachment B – Template League Budget

<b>INCOME</b>	
Team fees (if any)	
Individual fees	
Grants or FDA subsidies	
Sponsorship	
SUBTOTAL	

<b>EXPENSES</b>	
<b>Venue</b>	
Field Hire	
<b>Insurance</b>	
AFDA EBF	
<b>Other Fees</b>	
State FDA EBF	
<b>Equipment</b>	
Clipboards	
Cones	
Discs	
Kit Bag	
League Table	
Marking Paint	
Money Tin	
Pens	
Siren/Hooter/Whistles	
Stopwatch/Timer	
Storage Container	
First Aid Kit	
<b>Prizes</b>	
Winners	
MVP	
Spirit	
Catering	
<b>Promotion</b>	
Advertising	
Printing/Paper for printing	
EXPENSES SUBTOTAL	

## **Attachment C – Template League Director Job description**

### **Summary**

The League Director is responsible for the coordination and running of the {State FDA/Club} official league competition namely {League Name}.

### **Responsible To**

The League Director is directly responsible to the President of {State FDA/Club} and the members of the {State FDA/Club}.

### **Tasks**

The League Director should:

- Develop fixtures for all divisions.
- Coordinate the weekly operations of the league competition.
- Be the point of contact for all team captains and players.
- Provide weekly rosters to teams.
- Maintain player attendance records, spirit scores and MVP tallies.
- Keep custody of the league equipment.
- Advise players of payment methods.
- Provide weekly score updates to the Website Administrator.
- Coordinate presentations for all divisions.

### **Budget**

The budget and team fees are to be finalised by the {State FDA/Club} Treasurer.

### **Essential criteria**

- Access to a computer with internet, email, web, MS Word, MS Excel or equivalent/compatible.
- Access to a printer.
- Good written and oral communication skills.
- Be a member of the AFDA and {State FDA} and abide by their policies.
- Know the current WFDF rules of the game.
- Knowledge of the current {State FDA} League specific rules and guidelines.

**Desirable criteria**

- Previous experience as a director of leagues or structured competition.
- Good working knowledge of the *{State FDA/Club}*, including rules, policies and the duties of all office holders and committees.
- Be familiar with the AFDA registration system.
- Have a first aid certificate, or be prepared to undertake a first aid course.

**Appointment terms and Time Commitment Required**

- The League Director is appointed by the Executive Committee for the duration of the league competition
- The estimated time commitment required as the League Director for *{State FDA}* is {X} hours per week.

**Remuneration**

- The League Director will be paid a stipend of *#{insert amount on a per league or per week basis}*.
- The League Director will also be reimbursed for any expenses incurred on behalf of the league in accordance with the budget approved by the *{State FDA/club}* Treasurer.
- The League Director will also be reimbursed the cost of completing any standard first aid course.

# League Fixtures

DATE	FIELD ONE	FIELD TWO	FIELD THREE	BYE
	Team One (D)	Team Three (D)	Team Five (D)	
	V	V	V	
	Team Two (F)	Team Four (F)	Team Six (F)	

**(D)** = Team Supplies Game Disc

**(F)** = Team collects cones

*Thank You*

# League Fixtures

DATE	FIELD ONE	FIELD TWO	FIELD THREE	BYE
	Team One (S)	Team Three (S)	Team Five (S)	
	V	V	V	
	Team Two (C)	Team Four (C)	Team Six (C)	

**(S)** = Team Sets Up Field

**(C)** = Team collects cones

*Thank You*

## Attachment E – Weekly Checklist

	Yes	No	Needs attention/replacing
<b>Venue</b>			
Keys			
Toilet Access			
Lights			
<b>Administration</b>			
Weekly Rosters			
Team Duties			
Rules			
<b>Equipment</b>			
Clipboards			
Cones			
Discs			
Kit Bag			
League Table			
Marking Paint			
Money Tin			
Pens			
Siren/Hooter			
Stopwatch/Timer			
Storage Container			
Whistle			
First Aid Kit			
<b>Prizes</b>			
Winners			
MVP			
Spirit			
Catering			
<b>Update Results</b>			

## Contact information

Should you require any further assistance, contacts for experienced League Directors or resource copies please do not hesitate to contact the AFDA Development Officer; Anna Haynes via [development@afda.com](mailto:development@afda.com)

## Acknowledgements

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