

Guide to planning an SSNL Ultimate Frisbee 4v4 Co-Ed Tournament

The following guidelines were developed by Aaron Power, Natalie O'Donnell and Claire Moore in order to assist in the planning of Ultimate Frisbee SSNL Foundation Tournaments by highlighting the most important elements of planning this type of tournament. Please refer to the SSNL Convenor's Manual for more specific information on SSNL tournaments and always refer to the SSNL Ultimate Frisbee Tech Standards for rules and regulations of this sport.

Venue, equipment and other materials:

- 4v4 Ultimate Frisbee is played on a standard basketball court that has at least 1 meter clearance on each side and is in a space free from any significant safety risk. Ensure that you reserve a gym facility well in advance of the tournament (suggested at least 3 months in advance and before applying to host tournament).
- Equipment required: Several game discs (175g). Game discs should be lightly used (or new condition) and free from dents/bumps.
- Court: In addition to using **cones** to indicate the end zones, we suggest using a **removal tape** (such as painter's tape) to indicate the front of each end zone.
- Scoring: A scoring device (scoreboard; electronic or a physical) and score sheets per game.
- SOTG score sheets
- Schedules, division results and other signage.
- Markers/pencils.

Volunteers needed and volunteer scheduling:

- The following volunteers are necessary to run an Ultimate tournament:
 - **Scorekeepers:** Fill in score sheet, keep track of game score and time. It's recommended to use volunteers who are not participating in the tournament (i.e. players/coaches); however, in the absence of additional volunteers, each team could be required to provide players to score 1 or 2 games during the tournament.
 - **Scorekeeper reminders:**
 - Complete scoresheet during game. **Coaches and captains need to sign after each game.**
 - **Game length:** 50 minutes
 - **Times outs:** 60 seconds (1 per team per half)
 - **Half time:** 3 minutes – First point scored at or after 25 minute have elapsed.
 - Do not stop the clock once started.
 - Use **buzzer** to give 30 second warning before each half starts. (After 2:30 have passed during half time)
 - **Time between games:** 10 minutes
 - **No cell phones at scorer's table.**
 - **Assistant convenor:** It's strongly recommended to have an assistant convenor who can take over in your absence and who can serve on the discipline and the protest committees. If you are also coaching, an assistant convenor is essential.

- **Medical professionals:** Depending on the size and nature of your tournament, this could be a volunteer trained in First aid, or for larger tournaments, volunteer medical aid organizations, such as St. John Ambulance. Some organizations may require payment.
- **Discipline committee members/protest committee members:** These members may include the convenor, assistant convenor and other impartial volunteers.
- The following volunteers are not necessary, but are strongly recommended:
 - **Game facilitator/Observer:** Ensures games start on-time/disc flip. Ensures that players use rules appropriately and intervenes to clarify rules/resolve disputes when necessary. It's important to note that the game facilitator/observer *is not a referee* as Ultimate is a self-referred sport and therefore *does not actively make calls*. However, they may teach correct rules to players who are unsure or clarify at appropriate times without interfering in game decisions.
 - **Finance/Treasurer:** Prepares a budget, writes cheques as required, and handles all monies (receipts and disbursements). This is particularly recommended for larger tournaments.
 - **Welcome table volunteers:** Volunteers to direct players, coaches and spectators to appropriate areas and to enforce facility rules. They may also collect fees for entry (optional).
- It's important to create a schedule for volunteers and to confirm their attendance a few days before the tournament. If you have enough assistance, you could delegate the task of overseeing volunteers and ensuring their arrival to the assistant convenor/another volunteer.

Committees necessary:

- **Discipline committee:** 2-3 members, which can include convenor and assistant convenor. Will make decisions if discipline problems arise with players, coaches or spectators. Should follow established guidelines when making decisions.
- **Protest committee:** 2-3 members, which can include convenor and assistant convenor. Will make decisions if in-game protests are filed or if post-game protests are filed. (Any protest must be accompanied by \$50 fee).

Teams:

- Ensure timely registration of teams for event in coordination with the regional rep for SSNL. Schools must register online (SSNL website) and team rosters provided to the convenor.
- Send registered teams the team roster form (1 week or more in advance of tournament). Ensure that teams follow 12 players max (alternates allowed but only 12 dressed per game play). All players must be on roster by the first game and changes are not allowed after this game (players cannot be added).
- Ensure all teams have a teacher sponsor who will be in attendance at the tournament.

Schedule:

- Before creating a final schedule, check with teams to see if any have travel restrictions or are unable to make certain game times due to existing conflicts.
- Create schedule, post online (SSNL website link provided) and submit for review. (At least 1 week in advance of tournament).
- Format of schedule (round robin straight to final or RR + playoffs and final) are subject to number of teams attending and time frame of tournament. Consult with SSNL on options.
- Once approved, send the schedule (or link) to all teams to distribute to players and guardians.
- Schedule should be updated online during the tournament.

Finances:

- **Revenue:**
 - Teams will be required to submit a **team fee** for participation in this tournament. For regional tournaments, the maximum cost is \$100 per team. **However, the cost should be kept as low as possible to teams. It should cover expenditures and small, incidental costs. As there is usually no paid official in Ultimate then costs should be low.**
- **Expenditures:**
- You will need to budget for the following required costs of hosting a tournament:
 - SSNL player fees: \$2 per player to be remitted to SSNL after tournament (Cost depends on size of tournament. Should be a max \$24 a team based on 12 person max in tech standards).
 - Cost of equipment (if new discs, cones, painter's tape, etc. are needed to be purchased).
 - Medical supplies: First aid supplies, band-aids, ice or ice packs, etc.
 - Costs associated with facility (some schools require cleaning fees)
 - Observers/game facilitators: While generally a volunteer position, some people may expect payment.
- The following costs are not required, but should be considered when budgeting for tournament costs:
 - Healthy snacks for players.
 - Snacks/refreshments for volunteers
 - Thank you cards/gifts for considerable help

Emergency Action Plan (EAP):

- Should outline when to enact EAP and what the protocol to follow will be.
- Should include emergency contact information and emergency contact numbers (ambulance, fire, etc.)
- Should include emergency exit plan (fire, other emergency requiring exit from building).
- Should include a map to nearest hospital/health care facility.
- Needs to be posted/available at venue.

Coaches meeting:

- Should take place before the tournament. If certain coaches are unable to attend, important notes should be sent to them in advance of their first game and they should arrange a time to meet in person before the team starts to play.
- Should discuss:
 - Introductions of tournament planning team and coaches

- Venue and facilities (dressing rooms, washrooms, water fountain, etc.)
- Services provided (Medical, refreshments, other)
- Tournament rules and expectations (must not change SSNL tech standards)
- Guidelines for SOTG, de-escalating conflict and discipline actions. **This is particularly important to discuss for self-referred sports.**
- Emergency action plan
- Other important details

If you need extra assistance or clarification for hosting an Ultimate Frisbee tournament, feel free to utilize the following:

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Ultimate NL Youth Director for Schools - schools@ultimatenl.ca

Good luck!!!