

AKSS Outdoor Ultimate League

ONSITE LEAGUE COORDINATOR RESPONSIBILITIES

League Night Responsibilities

Before each week:

Ensure equipment box is fully stocked including

- Cones
- Scoreboards
- Hooter
- Game discs
- Bibs
- Pump for hooter
- Ice packs
- First aid kit
- Spirit score sheets (enough for all rounds on the night)
- League Coordinator copy of the draw
- Pens

Before teams arrive:

1. Arrive early (at least 20 minutes before games are due to start, 30 minutes if possible).
2. Unlock changing rooms/toilets (if applicable)
3. Set out fields with cones, scoreboards and game discs
4. Meet and greet team organisers as they arrive and ensure they have their full team(s) present. Check if players need to be added to their roster.

For the first week of games:

1. Ensure you introduce yourself to all team organisers as they arrive and make sure they know that you are the onsite contact to come to with any issues or questions and remind them to ensure their team always fills out and return their spirit score sheet promptly after each game.
2. Collect any team rosters that have not been submitted in advance (the league administrator will advise which teams these need to come from).

Before each round starts:

1. Check all teams are present and ready to go.
2. Deal with any defaults. Make it clear to both teams BEFORE they start play what the default rules are and if they are playing a default game. A spirit score sheet should still be submitted for a default game in order for spirit and MVP to be counted for the team that has not defaulted.
3. Try to get games started on time and finished on time.
4. Blow the hooter to clearly express start and finish times. Make sure games stop when the hooter goes to ensure the next round can start on time.
Note: Playoff games may need to continue if there is a draw at the conclusion of the game.

During each game:

1. Keep an eye on the games to ensure games are running smoothly. Be available where possible to assist with rules issues (particularly games where neither team has an Ultimate player as the coach).
2. Give out scoresheets to each team with instructions to fill it out **immediately** after the game and return it to you.

At the end of each game:

1. Blow the hooter to end the game.
2. Record scores from all games (don't rely on the teams to give you the correct scores).
3. Collect the scoresheets. **Check the score sheets** to ensure that the results are correct and deal with any score discrepancies immediately before the teams leave. Ensure an MVP is listed (male and female for co-ed league) by name (not "guy in red shorts") and a spirit score has been given. Find the team and get them to correct if there are any issues.

Playoffs Only

1. Prior to any playoff game, ensure that both teams understand that if the scores are tied when the hooter sounds, play continues until a goal is scored.
2. As full time approaches, stand next to the court that may be tied. Encourage teams to keep playing if the scores are tied at the hooter. Sound the hooter and loudly inform teams to keep playing until a goal is scored.

At the conclusion of the last game:

1. Collect and check all scoresheets.
2. Pack away all Auckland Ultimate gear (scoreboards, discs, cones, hooter)
3. Check fields to ensure there is no rubbish left and collect any lost property.
4. Make sure toilets/changing rooms are clear of property and people (if applicable)
5. Lock the toilets/changing rooms (if applicable)

Note – getting fields and facilities for ultimate is a challenge so it extremely important that we look after the fields and facilities that we are permitted to use so we can sustain future bookings.

After each league night:

1. Collate scores/Spirit/MVPs
2. Enter all score on google doc draw.
3. Report any incidents to the Schools Adminsitrator – if there have been any issues/incidents/complaints onsite, report these to the Schools Administrator ASAP with full details:
 - What happened?
 - What action was taken?
 - Any follow up action required?

General Responsibilities

1. Know the league rules and ultimate handbook for schools – ensure you are familiar with the specific league rules i.e. dropped pulls, defaults, substitutions, etc.
2. The Onsite League Coordinator may have to deal with complaints, conflicts and queries and must be able to do so in a professional, calm and clear

manner. You are welcome to seek advice from other experienced Ultimate players present (who aren't involved in the disagreement).

Finals night/Prize giving responsibilities

1. Record the placings of each division and winners of all awards.
2. Gather players together for prize giving.
3. Thank players for coming. Thank sponsors (if applicable). Thank parents for their support. Thank coaches for their efforts.
4. Award prizes.
5. Ensure a photo is taken of the winning team/teams when presented with their cup/trophy/prize.
6. Remind teams of upcoming events that they may be a part of, particularly any schools things coming up or any NZ U19 initiatives that may be coming up.

At the conclusion of the league

1. Write up a league report for the Auckland Ultimate website which includes:
 - Final rankings of all teams
 - Winners of MVP Prizes
 - Spirit Winners
 - Action images if possible
 - Images of the prizes being awarded.
2. Submit this to the Schools Administrator.
3. Provide any feedback to the league administrator of things that worked well and things that could be improved for the future.

AKSS Outdoor Ultimate League

LEAGUE ADMINISTRATOR RESPONSIBILITIES

Pre-league communications:

1. Send out registration forms
2. Send reminder to submit registration forms
3. Chase up registration forms
4. Send team rosters forms to registered schools
5. Chase up team rosters. Note - the Onsite League Coordinator and League Administrator will need to have copies of the team rosters. Any rosters received by the Onsite League Coordinator must be submitted to the League Administrator and vice-versa.

The draw

1. Send draw to College Sport
2. Send link to draw to all registered teams

Confirm all players are AU members

1. Check all rostered players are AU members
2. Send emails to team manager to chase up any students that are not on AU membership site

Finance

1. Liaise with AU treasurer to create invoices for all registered teams
2. Send invoices to registered teams
3. Liaise with Treasurer to confirm payments
4. Chase up any outstanding payments until all fees are paid

Prizes and trophies

Organise prizes for the winning teams. Budget as follows:

- \$10 per player for winning team (generally \$100 per team)
- \$30 total for team spirit prize
- \$50 per player for over-all MVP prize
- \$10 per player for each team MVP

Prizes should be of a suitable nature for school students. Ideally branded merchandise or medals.

Ensure previous year's trophies are returned before finals night in order to have them for the finals presentation.

Complaints

Liaise with schools and the AU exec if any complaints or issues arise that require mediation or follow-up.

Post-league communications:

1. Thank all teams for participation
2. Send final results
3. Send reminder about upcoming schools events