

WFDF & BULA EVENT SPIRIT DIRECTOR MANUAL

April 2015

Requisites

- Have a good knowledge of the WFDF & BULA SOTG scoring system
- Have a good knowledge of the BE CALM strategy
- Have a good knowledge of the rules of Ultimate
- At least 5 years of (Beach) Ultimate playing experience with at least some top national/international experience.
- Not playing in a team at the event
- Good communication skills
- Fluency in English

Responsibilities

Before event:

- Get each team to assign a Spirit Captain, get contact info (mobile and email), and establish communication with Spirit captains.
- Ensure that all teams and players adhere to the Rules Knowledge Accreditation criteria set by the WFDF.
- Organize and promote a Spirit Captains meeting so that all Spirit Captains are present.
- Make sure there is a system to collect, enter, calculate, and disseminate Spirit scores.
- Promote good Spirit to all players online and in player booklet.
- Create laminated backup scoring sheets with examples of scoring.
- Ensure that there are prizes for Spirit winners (team trophy and individual medals)

At event:

- Manage the Assistant Spirit Director.
- Collect, enter, calculate, and disseminate Spirit scores (to players at event and outside world).
- Chase missing spirit scores to make sure that each day is complete.
- Talk to Spirit Captains of teams that gave opponents low scores to understand why and then, if needed, talk to the opponents to request to take steps so that the spirit scores will improve.
- Talk to Spirit Captains of teams that have given very high scores to the opponent (15+) to understand why.
- Talk to any team that has Spirit issues.
- Facilitate group meetings between multiple spirit captains in a division if that division is having problems.

- Watch games where there may be problems, to investigate the behavior of a team, or if asked by a team for specific feedback.
- Daily meeting with the Tournament Rules Group and alert them if there is a team with issues.
- Award the Spirit prizes.

Tips

As with most administrative jobs at large tournaments, the Spirit Director and his assistant(s) have a large logistical task. These tips may make the job easier.

Before event:

- 12-8 weeks before event: ensure you have the email and mobile number of all spirit captains and possibly all captains (at the event, the spirit captains may not have access to email every day).
- Encourage teams to earn their accreditation as early as possible.
- Check all players' rules accreditation as early as possible, as it can be lengthy process.
- Also encourage the spirit captain to forward a link to the Spirit Scoring Sheet and Spirit Scoring Examples so that **all** players are familiar with it prior to the tournament.
- Remind spirit captains of the date and time of the spirit captains' meeting. Encourage them to come and meet you separately afterwards if they can't make the meeting for whatever reason.

At event:

- Bring a reliable laptop (or two), ideally with an up-to-date version of Windows (for example, if using the Excel version of the scoring spreadsheet).
- Keep entered scores and feedback/notes well-organised and easily retrieved, as players may visit the "Spirit Booth" to query scores they were given or update scores as necessary.
 - Eg One folder per division.
 - If using paper spirit entry forms, mark concerning scores with a highlighter pen and keep them prominent. Mark entered scores with a different colour.
 - If using digital score submission, make a take-away list of teams to visit or investigate.
- Quick access to the schedule is important, to catch teams who need following up before/after their games (just before a warm-up might be suitable).
- At very large events, it might be necessary to send out "runner" volunteers to chase up teams who need to enter scores, or who need to be told to visit the spirit director.

Collecting and Displaying Scores:

- **Recommendation:** keep spirit scores as transparent/accessible as possible to everyone throughout the event. This may allow a team that is not doing so well to adjust their behavior based on this feedback.

- It might be possible to publish the individual game scores throughout the event, but keep the average score for each team off the display. This might still keep some mystery/suspense to who will be awarded the overall prize, while still allowing teams to see how they have been doing.
- Encourage spirit captains (or a single representative from each team, to keep the Spirit Booth from being overrun) to visit the Spirit Booth regularly to check up on scores.
- Only display the spirit scores for a game once both teams have entered their scores.
- Teams may be allowed to change the spirit score they have given to another team at the discretion of the spirit director, based on an improved knowledge of the scoring system, or if they review the score with their team and decide that it was determined incorrectly. This can happen in particular if:
 - A) A team is new to the scoring system and accidentally gives out a very high or low score through inexperience, or
 - B) Occasionally, teams have been known to give out an incorrect score for emotional reasons, such as losing the game, or in retaliation if they believe they will be given a low score, or even based on a preconceived idea of the opposition's spirit.

Finals and Awarding the Spirit Prizes

- It is preferable if all games count towards the awarding of the prize for SOTG, including the final(s).
- If possible, it is good for the Spirit Director to meet with the spirit captains involved in each final game, allow everyone to be introduced and remind them that SOTG is particularly visible and important in games that may be televised or have many spectators.
 - Also encourage adherence to rules that uphold good spirit, such as sideline players maintaining the 3m distance from the field of play, and players on the field keeping to discussion time limits.
- Before the final games, make sure that teams know that these games will count towards the spirit score for their opponent and it is important that they submit the score before they go off for their well-earned rest or celebration.
- For the reason above, it is very important that the winner of the prize is determined only once all scores have been entered, or, failing that, once all possible outcomes have been checked.
 - This may mean that for any missing scores, the Spirit Director should enter a 0 or a 20 and see if these change the resulting highest average score for any team in the running to win the prize.
 - However, there is some margin for error there, so it is safest if the prize is not awarded until all scores are accounted for.
- Although it may remove some of the surprise for the winners themselves, it's best to advise them ahead of time if they have won the prize, so that as many of their team as possible can attend the ceremony.