World Flying Disc Federation

Ultimate Committee

Tournament Director's Manual

for

World Ultimate Championship

Tournaments

All contact details for the WFDF Board and Ultimate Committee and information about WFDF can be found at:

www.wfdf.org

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I PREFACE

The purpose of this manual is to provide Tournament directors with the means to ensure that every World Championship Ultimate event is of the highest quality, is within the Spirit of the Game and ensures the growth and development of the sport. This manual is in constant development itself and it reflects the need for constant change within the sport as we grow. We hope you find it useful, but more importantly we hope it reflects the level of organisational skills now expected of World Championship events.

The Tournament Directors Manual (TDM) outlines the organisation of play and activities at WFDF World Ultimate Championship tournaments. WFDF awards franchises for all World Championship Ultimate events, including the World Ultimate Championships (WUC), the World Ultimate Club Championships (WUCC) and the World Guts Championships (WGC). The TDM should also be used as the basis for the sanctioning of Regional Ultimate Championships including, but not restricted to, European, Pan-American, Pacific Rim, African and Asian National and Club Championships.

In future years it shall also be used as a basis for the sanctioning of other World Ultimate Championships which may include, but is not restricted to, World Indoor Championships, World Student or University Championships, World School Championships.

This document serves as the working document formally referred to in the Tournament Bid Proposal and the Contract for hosting World Ultimate Championships included in the Appendices. Tournament Directors shall follow the directives provided in the TDM and offer advice to competing nations or teams based on the directives outlined in this document.

The TDM is a product of WFDF. It may be altered by the Board of WFDF on the recommendation of the WFDF Ultimate Committee. This committee is responsible for upholding and applying the directives presented in the TDM and reserves the right to adapt such directives as individual tournament circumstances demand.

The official language of WFDF is English. English shall be used in all circumstances unless it prejudices the interests of any members or individual players.

II RESPONSIBILITIES OF PLAYERS

A. Team Captains and Representatives.

Each team participating in a World Championship tournament shall name one player or representative to act as the team spokesperson and captain of the team. This person shall represent the interests of the team from the time of registration with the Tournament Director (TD) until all play and organisational factors are complete. This shall include, but not be limited to, discussions in any on-field or off-field disputes that may arise, attendance at the Captain's Meeting immediately before the tournament starts, ensuring

that all fees and organisational aspects are fulfilled by the team and that all players follow the responsibilities set down in the current WFDF Rule Book and the current TDM.

In addition to the named Team Captain each team may nominate a Team Director to take part in any formal meetings held during the course of the tournament. The Team Director may help the Team Captain in any decision making process and help with any language issues. The Team Captain may delegate their responsibilities to the Team Director. If this occurs the TD must be informed of this decision. It is mandatory that either the Team captain or Team Director speaks English.

B Rosters and Eligibility

1. World Ultimate Championships (WUC) for national teams.

Preliminary rosters for all national teams shall arrive with the TD, in the format provided by the TD, no later than eight (8) weeks before the first day of play of the tournament.

The team roster must be inspected by an official of the National Flying Disc Association who represents the team before being sent to the TD. This official shall countersign the roster to indicate they have inspected it and found it to be in accordance with player eligibility rules and the definition of a national team provided in this TDM as well as any other directives provided by the Ultimate Committee and notified to National Associations by the TD or WFDF.

The rosters shall contain the following information on each player:

Full name
Shirt number (0-99)
Date of birth
Gender
Permanent address
Nationality
Explanations regarding eligibility, where appropriate
Standard passport photograph

These rosters do not fully bind the teams regarding final player selection. Players may be added or taken from the roster as appropriate up to the fourteen (14) day deadline, though this initial roster should reflect the most likely selection available to play for each team.

Final rosters for all national teams shall be given to the TD fourteen (14) days before the start of the tournament. No players may be added to the team after this final roster is handed in without express permission from the Chair of the Ultimate committee.

The TD is responsible for providing the Chair of the Ultimate Committee with all team rosters no later than twelve (12) days before the first day of play.

For a player to be registered to represent a national team, it is necessary that he/she has: complied with the national team eligibility requirements as set out in article 106 of the WFDF Official Rules of Flying Disc Sports and paid the appropriate player fees for the event.

The minimum number of players permitted on a roster for teams is twelve (12). All teams must register at least 12 players for the start of the tournament. If, during the course of the tournament, a team is not able to field at least 10 players for a single game, then the Tournament Rules Group (TRG) may suspend that team from competition on medical grounds.

Exceptions for all teams.

Tyro Teams.

When a country begins to develop Ultimate play it may not be able to field a fully representative national team. In certain circumstances, in order to help the development of the sport, a country may enter a tyro team.

Any team that has not entered a division in any previous WUC (or within the past nine years) may be regarded as a Tyro team. This enables the team to recruit up to five (5) players who would not normally be eligible for that team, from other countries. However, individual players must still be eligible for the division in which the tyro team is entered.

International teams.

Teams that have played at previous WFDF sanctioned events (that is, NOT tyro teams) but are currently unable to field a full squad may combine with other countries to produce an International team in any division. No International team may compete in the semi-final stages of a WFDF event unless there are four teams in the division.

All decisions about the inclusion of tyro and international teams shall be at the discretion of the WFDF Ultimate Committee.

2. World Ultimate Club Championships (WUCC) for club teams.

Preliminary rosters for all club teams shall arrive with the TD, in the format provided by the TD, no later than four (4) months before the first day of play of the tournament. At this time teams will be requested to put forward a player fee deposit of no less than \$US 2,500. Players not registered will be subject to a late penalty fee. This preliminary roster is not valid until accompanied by the appropriate player fee deposit.

The team roster must be inspected by an official of the National Flying Disc Association which the club team represents before being sent to the TD. This official shall countersign the roster to indicate they have inspected it and found it to be in accordance with player eligibility rules and the definition of a club team provided in this TDM and

any other directives provided by the Ultimate Committee and notified to National Associations by the TD or WFDF.

The rosters shall contain the following information on each player:

Full name
Shirt number (0-99)
Date of birth
Gender
Permanent address
Nationality
Date of joining the club
Explanations regarding eligibility, where appropriate
Standard passport photograph

The TD is responsible for providing the Chair of the Ultimate Committee with all team rosters no later than two (2) months before the first day of play.

If it is necessary to make changes to the preliminary roster, a final roster for a club team may be submitted by fax or email to the Chair of the Ultimate Committee (or their designated representative) no later than fourteen (14) days before the first day of play. This amended roster may include the names of up to five (5) players not named in the preliminary roster and must be countersigned again by an official of the National Flying Disc Association which the club team represents. No players may be added to the roster in the final fourteen (14) days before the start of the tournament nor during the course of the tournament without the express permission of the Chair of the Ultimate Committee.

A team may withdraw any player from competition at any time up to the initial payment deadlines. If a team withdrawing players from competition also adds new players to its roster, the forfeited player fee for the withdrawn players shall be counted toward the player fees for the added players.

For a player to be registered to represent a club team it is necessary that he/she has: complied with the club team eligibility requirements set out below and paid the appropriate player fees for the event.

The minimum number of players permitted on a roster for teams is twelve (12). All teams must register at least 12 players for the start of the tournament. If, during the course of the tournament, a team is not able to field at least 10 players for a single game, then the Tournament Rules Group (TRG) may suspend that team from competition on medical grounds.

Definition of a club team

For Open, Women's, Mixed and Masters Teams:

A team comprised of players who have not, for the last four months prior to the WUCC played, competed or entered into competitive tournaments with any other team.

Teams may have up to three players on their roster who are not regular members of their team. These individuals must not have played for any other team entered for WUCC for that year. These individuals must be clearly identified on the Team Roster and their presence approved by their National Association.

A sports club that is a legally recognised entity operating in one geographic area and with a membership base large enough to support more than one competitive team, may enter the tournament with a single team in each division of its choice, comprised of players selected from any regularly competing team of the club.

It is the responsibility of National Associations to nominate bona fide club teams, up to three extra players and exceptions before the pre-registration roster deadline which may be approved under the following directives;

Exceptions for Open, Women's and Mixed Teams (all exceptions to apply)

- 1. Common sense and the spirit of the game should prevail
- 2. Countries nominating 2 or less teams in any division should ensure a minimum of 51% of players are regular members of that team (this includes the three (3) players identified in 2 above) and the remainder of the team must be paid up member players of other teams and their own National Association.
- 3. A further exception in this situation is when a player belongs to both a student team and a different club team. They may continue to play for both teams prior to WUCC. (NB: Hat competitions are not regarded as 'teams')
- 4. The remainder of the team (maximum 49%)must be geographically adjacent to the club they wish to play for, not be closer geographically to any other teams from the same country entered for WUCC and whose own clubs are not entered in WUCC.
- 5. Players living in more than one country may play together as an International Team and waive points two (2) and four (4) above.

Exceptions for Masters Teams

- 1. Male and Female masters should be 30 years of age during the year of the tournament.
- 2. Common sense and the spirit of the game should prevail
- 3. Countries nominating 2 or less teams should ensure a minimum of 51% of players are regular members of that team.
- 4. The remainder of the team must be paid up member players of other teams and their own National Association.
- 5. The remainder of the team must be geographically adjacent to the club they wish to play for, not be closer geographically to any other teams from the same country entered for WUCC and whose own clubs are not entered in WUCC in any other division of the same gender as that player.

6. Players living in more than one country may play together as an International Team and waive points three (3) and five (5) above.

Exceptions for Mixed Teams

- 1. Mixed teams must field four players of one gender and three of the other at all times of play. Mixed teams must have a minimum of six players of each gender on their roster.
- 2. Common sense and the spirit of the game should prevail
- 3. Countries nominating 2 or less teams should ensure a minimum of 51% of players are regular members of that team.
- 4. The remainder of the team must be paid up member players of other teams and their own National Association
- 5. The remainder of the team must be geographically adjacent to the club they wish to play for and not be closer geographically to any other teams from the same country entered for WUCC.
- 6. Players living in more than one country may play together as an International Team and waive points three (3) and five (5) above.

After the preliminary rosters are due all exceptions to the definition of a team shall be scrutinised by the Chair of the Ultimate Committee (or their representative). Exceptions will be considered on a case by case basis and could, for example, include the case of a player who currently lives in a different geographic area but has historically played with the club.

All rosters containing players classified as exceptions according to the definitions above must include an explanation for each of these exceptions that describes the particular circumstances that have made it possible to approve the player on the roster.

C Uniforms

1. Standards

All World Championship events are prestigious in nature. Every tournament reflects on those who play. The standards that are set with Uniforms is a major way of convincing the public and media that we should be taken seriously as a sport. The following directives apply to team uniforms.

a) Shirts

All players in a team shall wear shirts that match in colour and design in each game. Teams shall have available a light coloured and separate dark coloured set of team shirts. The shirts shall be numbered with Arabic integral numerals in the range 0-99, with unique numbers for each player of the team. The numbers should be sewn or printed on the backs of shirts and should be a minimum of 20 centimeters high and 5 centimetres wide. They should be located so that they are completely visible and have a sufficient

difference in colour to the shirt material to allow easy reading. Individual players must use the same shirt numbers throughout the tournament to help with the gathering of playing data.

b) Shorts

All players in a team shall wear shorts matching in colour and design in all games. Shorts may have numbers sewn or printed on the front left leg of the shorts. The numbering should match that of the player's shirt.

c) Socks

All players in a team should wear socks matching in colour and design in all games. This is mandatory for all teams in Final Games.

2. Sponsorship Logos and Emblems.

Teams participating in World Championship tournaments may display sponsor's logos or emblems on their shirts. Each participating team retains the sole commercial rights to their uniforms. However, the following restrictions apply to sponsor's logos and emblems.

Sponsors logos or emblems should be neatly sewn or printed onto uniforms. They should also leave enough of the original shirt uncovered to enable a member of the TRG to distinguish the actual colour of the uniform from any direction.

In some countries the advertising of various products such as tobacco and alcohol are prohibited by law. Teams entering into sponsorship arrangements are expected to be aware of any such restrictions in the host country of a World Championship tournament. Please contact the TD for advice on sponsorship and any potential restrictions. The TD should contact all National Associations to make clear any restrictions.

D Financial Responsibility

Teams entering World Ultimate Championship tournaments must keep to the payment schedules provided by the TD and as advised by the Ultimate Committee. The TD may collect two types of fees:

1. Team Entry Fee

The team entry deposit shall be US\$2,500, to be paid by the deadline set by the TD, no earlier than six (6) months before the tournament and no later than four (4) months before the tournament. The team entry deposit covers organisational and communications expenses incurred by the tournament and guarantees that the team is included in the tournament format.

Teams that do not comply with the team entry fee deadline provided by the TD risk losing the opportunity to compete in the tournament. The TD has the right to penalise any late payments at a rate of up to 20% of the initial fee for each month, or part of a month, that a team is late with the payment of their team entry fee. Tournament entry closes eight (8) weeks before the first day of play of the event. At this point the TD or Ultimate Committee may decline to accept new teams into the tournament.

A team withdrawing from the tournament more than eight (8) weeks before the start of the tournament shall receive a refund of 50% of the team entry fee. A team withdrawing from the tournament later than eight (8) weeks before the start of the tournament shall forfeit the entire team entry fee.

2. Player entry fee.

This fee shall be no higher, for each option in a range of options, than the higher limit set at the WFDF Congress approving the tournament bid. The player fee shall be paid by the deadline provided by the TD no earlier than six (6) months prior to the start of the tournament and no later than eight (8) weeks before the tournament starts.

The team deposit of US\$2,500 shall be deducted from the overall cost of players fees, less a maximum of US\$250 which shall be deemed to be the team fee.

The player entry fee is divided into two parts; the tournament fee and the accommodation and food fee. The tournament fee shall be a set amount paid by all players in the tournament. The accommodation and food fee shall be set according to the type of accommodation and food offered, within the limits set by WFDF Congress.

The tournament fee covers the overall participation of a player in the event, including field costs, medical services, communication costs, transport costs, social arrangements, WFDF player fee and all services provided to players on the field site.

The accommodation and food costs cover all aspects of lodging and catering arrangements made available by the TD and chosen by the individual player.

The TD has the right to penalise any late payments at a rate of no more than 10% of the total player fee for each month or part of a month that the fee for an individual player is late. Tournament entry for players closes eight (8) weeks before the first day of play (See section on Rosters). At this point, eight (8) weeks before the start of the tournament, fees equalling the intended final number of players in a team must be paid, including any late payment penalties. Individual players, or whole teams, may be excluded from the tournament if these payments are not made. The TD and Ultimate Committee may accept additional players to team rosters after this date up to two (2) weeks before the tournament, subject to a penalty payment.

Each team is guaranteed a number of player accommodations equivalent in value to the number of fees they have paid by the initial date that player fees are due. Teams that do

not meet the deadlines for player fees cannot be guaranteed accommodations at the tournament site, but will not be denied participation in the event provided that the team entry fee and tournament fee are paid, as outlined in this document. In these circumstances the team entry fee and tournament fee must still be paid before the final deadlines outlined above and by the TD.

A team withdrawing from the tournament eight (8) weeks or more before the start of the tournament shall receive a minimum of 80% refund of the players fees paid by the team. The TD has the right to deduct up to 20% of the fees to cover any accommodation deposits or administrative charges incurred by a team or individual player.

A team withdrawing later than eight (8) weeks before the start of the tournament shall forfeit the entire player entry fee.

An individual player withdrawing from the tournament (when their team remains registered) eight (8) weeks or more before the start of the tournament shall receive a minimum of 80% refund of the players fees paid by the team. The TD has the right to deduct up to 20% of the fees to cover any accommodation deposits or administrative charges incurred by a team or individual player.

An individual player withdrawing from the tournament four (4) weeks or more, but less than eight (8) weeks, before the start of the tournament shall receive a refund of 50% of the player fee paid less their proportion of the team fee.

An individual player withdrawing from the tournament less than four weeks before the start of the tournament shall forfeit their player fee. The only exception is when an individual player has suffered an injury or medical condition and this is supported by a doctors letter. In such cases an 80% refund shall be made.

TD's should include this clause in any contract with a host providing accommodation if they are required to fill a fixed quota of players.

The TD may provide teams with an early payment discount option. This discount shall be no higher than 10% of the player entry fee.

E Player Conduct

Ultimate is a sport that relies on the willingness of the individual player to keep to the rules and to actively display the Spirit of the Game in their conduct and behaviour. Whilst expecting players and teams to be highly competitive and committed WFDF and TDs also expect players to conduct themselves as responsible athletes, both on and off the field.

F Tournament Rules Group (TRG)

The TRG was established to arbitrate in on-field and off-field disputes between players,

staff and members of the public. The TRG shall be established at each WFDF tournament before play begins, traditionally at the Captains Meeting. The TRG is chaired by the Chair of the Ultimate Committee or their delegated representative, and includes the TD of the event, or their delegated representative, and one player from each division represented at the event.

The TRG is sanctioned in the WFDF Rule Book, section 110, "Protests".

The TRG will address formal requests, complaints or protests about any issue concerning on-field or off-field activities. Requests, complaints or protests may be brought to the attention of TRG by any Team Captain or Team Representative, identified before the tournament. Requests, complaints or protests may be brought at any time during the period starting from the end of the captains Meeting to midnight on the final day of play at the tournament.

Upon receipt of a request, complaint or protest the TRG will meet at its earliest convenience and make a decision available to all parties involved at least two (2) hours before the start of play the following day. The TRG for any request, complaint or protest shall be composed of the Chair of the Ultimate Committee, the TD and the elected player from the division in which there is a perceived difficulty. The decision shall be posted where players may have access to read the outcome.

The TRG may, at its discretion, disqualify a player or an entire team from any event or from the entire tournament whenever that player or team exhibits violent, obscene, abusive, disruptive or illegal behaviour; cheats or otherwise attempts to create an unfair advantage for themselves or disadvantages others through circumvention of the rules; or otherwise causes substantial hardship, inconvenience or annoyance to spectators, officials or players.

The TRG may also censor an individual player or team orally or in writing; alter or nullify the result of any event; or order an event to be partially or completely replayed.

In the event of an extremely serious conduct violation the TRG may, after disqualifying a player or team from competition, refer the matter for later review and sanctioning actions by the WFDF Board of Directors.

If any member of the TRG has a vested interest in any matter put to the TRG that member shall be withdrawn to be replaced by their representative, or in the case of an elected player. another elected player from another division. Should two or more members of the TRG have a vested interest in the matter put to the TRG they shall be replaced by unbiased WFDF elected officials available at the tournament. These shall initially be Board members or members of the Ultimate Committee.

If an issue is brought to the TRG that effects the general interest of all or a group of teams participating in the tournament, the TRG may call an advisory Captains' Meeting of all or selected teams. The calling of such a meeting does not in any way reduce the

powers of the TRG and the TRG is in no way bound to suggestions or decisions made by such a Captains' Meeting.

Any player or team disqualified from the tournament shall forfeit all fees paid.

If any player or team, or group of teams, chooses to challenge a decision made by the TRG in the course of handling a request, complaint or protest during a WFDF World Ultimate Championship tournament, they should file a written protest to the WFDF Board of Directors within 30 days of occurrence

This section of the TDM supercedes section 109 "Disqualifications" of the WFDF Official Rules of Flying Disc Sports.

III Tournament Play

A Rules

The rules to be used for any WFDF sanctioned World Championship tournament shall be the current edition of the WFDF Official Rules of Flying Disc Sports. These may be adapted and amended by WFDF in conjunction with the Ultimate Committee and TD in line with tournament requirements.

A revised edition of the rules are published annually and becomes effective on April 1st each year. They are available at www.wfdf.org

B Divisions of play

1.Definitions

The divisions of play are as set forth in section 105 "Classification of players" of the WFDF Official Rules of Flying Disc Sports. Competitions at World Championship tournaments are organized in six divisions:

Open, Women, Mixed, Masters, Junior-Open and Junior-Women..

2. Suspension of a division

The Ultimate Committee may suspend any division, after discussion with the TD, if the number of teams registered for that division four (4) months before the start of the tournament is 4 or less.

The WFDF Board, in awarding the franchise for the tournament, may decide to exclude any division from the tournament or arrange those divisions at a separate location.

C Tournament formats

The tournament format, all seeding and scheduling of teams at WFDF World Championships shall be determined by the Ultimate Committee and must be kept to by the TD and the Organising Committee. The following section examines the different formats that may be used at a World Championship event. The Ultimate Committee has complete discretion in this area but is advised on an annual basis by both WFDF Congress and the WFDF Players Forum.

Ultimate Tournaments vary, in common with many sports, and the format chosen to best reflect Ultimate on a World Championship level has to take account of the number of participating teams, availability of fields and the length of the tournament. However, the following guidelines should be used:

A World Championship in Ultimate shall always be determined in a single, final game. The winning team of this final game becomes World Champions. This applies to all divisions and to all WFDF sanctioned World Championship tournaments.

In WUC tournament play:

Invitations and initial seeding of teams

Invitations and Seeding of all teams shall be determined by the Ultimate Committee. This will be based on the previous performance and attendance of countries at previous WFDF sanctioned events (See section III D).

Tournament Format

If there are less than 6 teams in a division then there shall be a double round robin with semis and Final with a 3rd/4th play-off

If there are 6-7 teams in a division there shall be a round robin with semis and final and with a 3rd/4th playoff. Teams finishing 5th, 6th and 7th shall play a further round robin to determine places.

If there are 8 teams there shall be a round robin with quarters, semis and Final with a 3rd/4th playoff

If there are 9-11 teams in a division then there shall be a single round robin with semis and finals, with a 3rd/4th play-off

If there are 12-16 teams in a division there shall be 2 Pools. The top four teams in each pool shall advance to Division 1 taking the scores against other teams with them who advance from the same pool. Teams from Pool A now play against all teams from Pool B. The remainder of the teams shall advance to Division 2. If there are 5 or less teams then they shall start Division 2 play from scratch. If there are 6 or more teams then they shall take the scores against other teams who advance from the same original pool with them. They shall then play all teams from the opposite pool. At the end of Division 1 play the

top four teams shall play a semi-final, with Place 1 v Place 4 and Place 2 v Place 3. The winners of the semi-final shall play the Final and the losers of the semi-final shall play for the 3rd/4th play-off.

If there are 17-20 teams in a division then there shall be 4 Pools. The top two teams in each pool shall advance to Division 1, Pool A, taking the scores against other teams who advance from the same pool with them. They shall then play all teams from the opposite pools.

The next places in each first round Pool shall advance to Division 2, Pools B and C, taking their scores with them and playing teams from the opposite pools. This division will determine places 9-20.

Division 2 Pools shall play games against teams from other pools. After this round teams placed 1st and 2nd in Pools B and C shall play a knockout phase to determine places 9-12. Teams placed 3rd and 4th in Pools B and C shall play a knockout phase to determine places 13-16. Teams placed 5th and 6th shall play-off for places 17-20.

The top four teams after the completion of Division 1 shall play for the medal positions. All other teams shall play Knockout format for places 5-8 in Division 1- (5 v 8 and 6 v 7).

In WUCC tournament play:

Invitations and initial seeding of teams by nation.

Invitations and Seeding of all teams shall be determined by the Ultimate Committee. (See section III D for further seeding information.

The process of allocation of teams for each country for World Ultimate Club Championships is open. WFDF is a players organisation and the Ultimate Committee, made up of elected players, have always made the process of allocations open to all through their national associations. Nearly all information is contained in this Manual which is the accumulation of 18 years of World Championship play. The allocation of teams is the process begun in 1987 and re-devised by Juha Jalovaara in 1993. This has been modified according to the views of WFDF Congress and Players Forum since 1994 and has been applied consistently since that time.

- . The criteria for the allocation of teams per country, in order of priority, are:
- 1. membership of WFDF
- 2. the number of teams in a division, as decided by the TD and Chair of Ultcomm
- 3. the finishing positions of club teams at the last WUCC
- 4. the attendance of club teams at the last WUCC
- 5. the finishing position of club teams at recent regional events (e.g. European or Pan-American Championships)

- 6. attendance of club teams at recent regional events
- 7. the finishing position of national teams at the last WUC
- 8. the attendance of national teams at the last WUC
- 9. the finishing position of teams at World Games (for mixed division only)

For WUCC allocations a much stronger weighting is given to club teams than national teams.

Other considerations might include the emergence of new WFDF members, in order to include as many countries as possible in the initial bid process; the need to develop ultimate in groups of countries that cannot field a pure club team (hence international teams in the past); and the use of a wild card pick by TD and Chair of Ultcomm in unusual circumstances (e.g. Women on the Verge for 1997, Scotland for 1999)

These priorities are rated and scored and the model applied according to the number of teams in a division

Tournament Format

If there are 6 teams or less in a division then there shall be a double round robin with a semis and Final and a 3rd/4th play-off

If there are 7-11 teams in a division then there shall be a single round robin with semis and finals, with a 3rd/4th play-off

If there are 12-16 teams in a division there shall be 2 Pools. The top four teams in each pool shall advance to Division 1 taking the scores against other teams with them who advance from the same pool. Teams from Pool A now play against all teams from Pool B. The remainder of the teams shall advance to Division 2. If there are 5 or less teams then they shall start Division 2 play from scratch. If there are 6 or more teams then they shall take the scores against other teams who advance from the same original pool with them. They shall then play all teams from the opposite pool. At the end of Division 1 play the top four teams shall play a semi-final, with Place 1 v Place 4 and Place 2 v Place 3. The winners of the semi-final shall play the Final and the losers of the semi-final shall play for the 3rd/4th play-off.

If there are 17-64 teams in a division there shall be up to 16 pools of between 4-5 teams per pool. The top 2 or 3 teams in each pool (up to 32 teams) advance to Division 1, where there is further pool play of teams of 4. The top teams in these pools shall advance to the quarter final, then semi-final and final stages of the tournament. The remaining teams in Division 1 shall play for places 17-36 in equal segments, using a knockout format. The bottom 2 or 3 teams in the original pool play shall advance to Division 2 where there will be further pool play of teams of 4 or 5. At the end of pool play the top 2 teams in each pool shall play a knockout format for places 33-48 and the remainder of the teams from Division 2 shall play for places 49-64. This might sound very complicated

and demands particular mathematical and methodical skills on the part of the Ultimate Committee, but for an example of how this might look for a 40 team tournament see below.

"40 teams in 8 pools (of 5). Round robin in each pool. Teams 1-3 from each Round 1 pool advance to Division 1, where there are 4 further pools of 6 teams each. Bottom 2 teams in each Round 1 pool play in Division 2 where there are 4 pools of 4 teams. Round Robin in each pool. Top two teams from Division 1 pools advance to 8 team knockout format. Remaining 16 teams play knockout format for places 9-16 and 17-24...

Top 2 teams in Division 2 pools play knockout format for places 25-32. Remaining 8 teams play knockout format for places 33-40."

Tournament Schedule for WUCC 1995-Millfield

The eight (8) team knockout phase shall consist of Place 1 v Place 8, 2 v 7, 3 v 6 and 4 v 5. This format may be modified if places 1 or 2 have already played places 7 or 8 in Division 1 play. This is mathematically possible, especially if one team breaks its seeding dramatically, either up or down.

Pool format.

In the formation of pools for initial pool play in a tournament teams should be placed into pools on a continuous rolling programme according to their seeding. For example, in a tournament with two pools teams would be placed:

Pool A	Pool B
1	2
4	3
5	6
8	7
9	10

In a tournament with eight pools the teams would be placed:

Pool A	В	С	D	Е	F	G	Н
1	2	3	4	5	6	7	8
16	15	14	13	12	11	10	9
17	18	19	20	21	22	23	24
32	31	30	29	28	27	26	25

D Seeding of teams

The seeding of all teams in all divisions shall be the responsibility of The Ultimate Committee. Their decision shall be final and no changes may be made to the seeding of any team after the seeding lists have been approved and passed to the TD.

The seeding of teams is based upon three factors, in the following order of priority: Past performance in World Championship tournaments

Past performance in national and continental tournaments

The desire to spread countries equitably throughout pool play ensuring a geographic spread so that teams from the same country or continent do not dominate one pool ensuring teams an opportunity to play against teams not normally encountered. This principle will only apply if a team has to move one seeded place from the agreed list based on past performance.

The Ultimate Committee shall keep a data-base of all results from WFDF Championship tournaments and ask all national associations and the European Flying Disc Federation (EFDF) to provide them with a yearly update of the seeding of club teams in their country or in continental national and club championships for each division.

The information used to seed teams should place the competing teams into the tournament format so that all teams have an opportunity to reach their perceived ranking. In WUCC all teams from the same country shall be ranked by their National Association. In the final seeding these national rankings shall be kept, irrespective of past performance at WUCC.

E Scheduling games.

The tournament schedule for a WFDF World Championship event shall be devised by the Chair of the WFDF Ultimate Committee. It shall be devised using the following directives.. The schedule shall not be distributed to participating teams until it has received its final approval from Members of the WFDF Ultimate Committee.

All team registration for any WFDF World Championship tournament shall close eight (8) weeks before the start of play. In the following two weeks the Ultimate Committee shall seed all teams in each division, decide on the appropriate tournament format and then devise and approve the schedule. It is expected that this process will take two (2) weeks. The Final schedule, seeding and tournament format may then be distributed by www, email or fax to participating teams hopefully giving them six weeks notice of their own games.

There will be no change to the schedule, seeding or tournament format after it has been sent to teams unless in an emergency situation. Such a situation might be the withdrawal of a team after the schedule has been sent out. In this or any other emergency situation the express approval of the Chair of the Ultimate Committee is needed to alter any aspects of the tournament.

Directives for devising the schedule.

Essential

Teams shall only play two games each day.

Teams must have a break of at least one game duration between matches.

Teams should only ever have three (3) early morning, first game starts during the first six (6) days of the tournament.

All teams shall play every other team in their allocated pool once.

The tournament format and schedule should ensure that no teams play each other twice before the semi-final stage of the tournament, unless a double round robin is being used. This will ensure that scheduling of all games will meet the essential requirements listed above.

Desirable

No team shall have more than two consecutive early morning starts

Teams in the same division, but in different pools, shall have an opportunity to watch teams play in the other pools.

Teams in different divisions, but from the same country, shall have an opportunity to watch and support those teams play.

Teams playing in the last slot of each day shall not play the first, early morning slot of the next day more than twice during the tournament.

F Timing and scoring of games

All games in World Championship tournaments shall start on time with the exception of those games covered by the conditions set out below in the section titled "Exceptions".

1. Starting and ending the game

All field staff responsible for scoring and timing games shall arrive at the appropriate field thirty (30) minutes before the game they are due to score or time begins. They shall place themselves in a position visible to any players approaching the field. Both Team Captains or Team Representatives shall report to the field staff at the appropriate field fifteen (15) minutes before their game is due to start. The Team Captains or representatives shall register the arrival of their team with the field staff and present them with the team roster for that game.

Captains of the two teams shall flip discs to determine possession and field position for their teams at the start of the game. Should one or both Captains not report to the field staff at this time, the staff shall note this, contact the central information centre by walkie-talkie, and ask for a public notice to be made to attract the Captain and/or their team to the appropriate field. Upon the arrival of the Captain the staff shall inform them of the amount of time left before the beginning of the game. Rosters will then be handed to staff for verification.

Teams with less than 10 players on their roster for any one game will not be permitted to play.

Teams who have delivered their roster late will not be permitted to play until the roster has been checked. If this means they are late starting then they will forfeit points. All teams must be ready to play five (5) minutes before they are due to play. Teams who do not have seven players on the line and at least three (3) substitutes ready to play when the signal is given to start play shall give one (1) point for each minute they are late to the opposing team. If a team has not arrived after fifteen (15) minutes they shall forfeit their game to zero (0). Should neither team arrive on time then they shall both gain points at the rate of one (1) per minute until a team arrives and lines up, or until both teams arrive and line up or until both teams forfeit their game zero-zero (0-0) after 15 minutes. Should either or both teams fail to turn up and so forfeit their game they shall automatically be referred to the TRG by the TD for possible disciplinary action.

If at the scheduled starting time of the game only one of the Captain's is present, then that Captain may choose which end their team will defend and whether they will pull or receive. If neither Captain is present then the first Captain to arrive shall have first choice.

The TD shall organise a signal that can be heard simultaneously on every field being used by the tournament. Five (5) minutes before the scheduled start of a game a signal will be transmitted to all fields in order to prepare all teams to line up ready to play. A different signal shall be transmitted to start the game at the designated time. The two signals shall be recognisably different from each other

At the end of regular play a further signal will be transmitted. This shall also be different from the other two signals.

Exceptions.

Games will start on time, unless a previous game has over run its time on the same field as the next scheduled game. Teams may have to wait until the previous game is completed before starting their game. They shall still follow the pre-match procedure outlined above and if another field is available teams may be asked to switch at the time they hand in their roster fifteen (15) minutes before the scheduled start of their game.

If the game does not start on time because of the late arrival of one or both of the teams the start and finish signals shall remain in force for that game. If, however, a game starts late because of another game playing extra time on the scheduled field, and another field being unavailable, then the field staff shall note the beginning time of the game and adjust all subsequent timings so that the game shall run for its allotted time. The field staff shall then enforce this new time schedule irrespective of the time schedule of other games being played in the same round.

2. Time Caps

All games at World Championship tournaments shall be time capped.

In Pool play the time cap shall be set at least fifteen(15) minutes less than the length of time allowed for the round to be completed. For example a round that allows 1 hour 45 minutes for a game shall have a time cap of no more than 1 hour and 30 minutes.

Play will continue until the next point is scored. If the game has not reached its end then two points will be added to the highest score. The first team to reach that score will win. However, if a team reaches their target (21 or 17) with a lead of two then they shall have won. e.g. in Women's division if the score is 16-12 at the end of regular time and the leading team score another point, they shall have won.

3. Game Length

Length of games, including both points cap and time cap, shall be decided for each World Championship by the WFDF Ultimate Committee in conjunction with the TD.

As an example please see the table below for length of games in each division for Round 1 and 2 games, the knockout phase and Finals for WUC 2000.

	Points	Point	Half-	Half-	Time	Time	Time-
		cap	time	time	cap	outs per	outs/
			points	length		game	overtime
						per	
						team	
All Divisions	15	17	8	5'	100'	4	1
– Rounds 1							
and 2,							
Quarters and							
semis.							
All Finals	17	19	9	10'	2h	3 per	1
						half	

4. Field procedures- notes for TD, Captains, players and field staff

All players, Captains and staff should make themselves familiar with the WFDF Rules before reading this section.

With the introduction in 1999 of a new group of rules designed to speed up the game the role of the field staff was extended. This role has not been changed by the 2000 rule changes. The field staff will still have the jobs of scoring and time keeping, including the timing between points and on disputes. They are not available for rule clarification or the settling of any disputes. That is the responsibility of the players. They are, however, responsible for monitoring your time on the field and their decisions will be final.

We ask you, in fact INSIST, that you brief all your players on this point. Any abuse of field staff will be a disciplinary matter as far as we are concerned. It is the responsibility of all players in all teams to follow all field staff instructions below with complete

compliance and co-operation. The captains are responsible for the behaviour of their team.

The following procedures apply.

A central horn to start the timing of games. The field staff will be responsible for giving your teams all the information they need to organise themselves. This will come in a variety of forms detailed below. The staff will blow whistles from one to three times to warn the teams of the time limits. Three times always indicates that play shall resume immediately.

Time limits between goals

The time limit between the scoring of a goal and the ensuing throw-off is sixty (60) seconds for the receiving team, and seventy-five (75) seconds for the throwing team. These limits are enforced by the following procedure.

The forty-five seconds whistle – one signal

+ (a) As soon as a goal is scored (in the event of a discussion, as soon as the goal is acknowledged by the defending team), the timekeeper starts a clock. After forty-five (45) seconds, the timekeeper blows a whistle once to warn the receiving team that it has fifteen seconds before the minute runs out.

The sixty seconds whistle – two signals

- + (b) After sixty seconds, *if the receiving team has acknowledged that it is ready*, the timekeeper signals (whistles twice) the throwing team that it has fifteen seconds before the seventy-five seconds run out.
- + (c) If the receiving team does not acknowledge that it is ready before the sixty-second whistle, this signal means that that team loses a time-out if it has any time-outs remaining. The timekeeper then tells the captains that a time-out has been assessed, and a regular time-out for that team takes place. If the receiving team has no time-outs remaining then a time-out does not occur, there is no pull, and the receiving team takes possession of the disc 15 yards behind their own goal line, midway between the two sidelines. Play is restarted with a check.

The seventy-five seconds whistle – three signals

+ (d) If the throwing team does not throw before the seventy-five second whistle, that team loses a time-out if it has any time-outs remaining. The timekeeper then tells the captains that a time-out has been assessed, and a regular time-out for that team takes place. If the throwing team has no time-outs remaining then a time-out does not occur, there is no pull, and

the receiving team takes possession of the disc at the brick mark nearest the goal it is attacking. Play is restarted with a check.

Time limits after time-outs

(a) Time-outs between points:

Each time-out between points extends the time between goals by 2 minutes. Play is restarted as between ordinary goals. However, when a time-out between points has occurred, the timekeeper gives an additional warning whistle 30 seconds before the offense must be ready to receive the throw-off. These signals are the same as for time limits after half-time.

(b) Time-outs during points:

The timekeeper signals

- once when thirty (30) seconds are remaining and
- once when fifteen (15)seconds are remaining.

At the end of 2 minutes all offensive players must have established stationary positions and the thrower must signal readiness.

If the offense is not ready at the end of 2 minutes then the timekeeper shall blow the whistle twice to confirm that the time-out has expired. The marker may then initiate or resume the stall count immediately.

If the offense is ready at the end of 2 minutes the defense has an additional fifteen (15) seconds to establish positions, during which time the offense must remain stationary. The timekeeper shall give a final signal (by blowing the whistle three times) when these 15 seconds have elapsed at which time the offense may begin play immediately.

If both teams are ready at any time before the final signal is given then play is restarted with a check and all remaining timekeeper signals are dispensed with.

Time limit after half time

The same procedures also apply at the beginning of each half of play, except that the timekeeper gives warning signals:

- at 30 seconds (once) before the receiving team must acknowledge readiness,
- 15 seconds (once) before the receiving team must acknowledge readiness.
- 15 seconds (twice) before the throwing team must throw and
- a final signal (three times) when play is to be resumed immediately. These are the same signals as for time-outs between points.

Disputes

After a dispute has gone on for thirty seconds, the official shall instruct the players involved to resolve the issue immediately or return the disc to the last thrower. Thus, there is no strict thirty seconds time limit but a realistic expectation that play shall resume.

Notes

Note 1: if both teams are ready at any time before the final signal is given then play is restarted and all remaining timekeeper signals are dispensed with.

<u>Note 2:</u> the signal of readiness is that a player on the team in question raises a hand. Players must establish and hold their positions prior to signaling readiness.

Note 3: It is common for players to confuse overtime with the time-cap. Overtime has nothing to do with time elapsed since the start of the game. Overtime occurs when the score is tied at one point less than the number of points for which the game was originally scheduled, e.g. at 16-16 in a game to 17.

Note 4: the corner discs of WUCC 1999 are not used at WUC 2000. Additional spare discs may now be held by the officials to be used by the offense to replace an out-of-bounds or damaged disc at the offense's discretion.

Scoresheets

A copy of the WFDF scoresheet for World Championships is available in the Appendices of this TDM. This shall be completed by appropriate field staff and returned to the central tournament statistical office or field co-ordinator immediately after each captain has signed the sheet as a true record of the game.

Scoresheets and Spirit of the Game

At the end of each game Team Captains must sign the scoresheet as a correct record of the game. They will also be asked to complete a SOTG score for their opponents on a scale of 0-10, where 0 is a disastrous game and 10 is so exceptional that someone, or the whole team, must have been a superb SOTG ambassador. It is not expected that teams will score their opponents 10 just because they have crushed them with little effort. A 10 would be for a very tight competitive game with disputes called but settled quickly; where teams were aware of tensions and high levels of competitiveness but players feel good about winning/loosing nonetheless.

Staff will also be asked to rate teams on a scale of 0-10 for the Staff SOTG Awards.

Field staff guidelines.

Staff guidelines produced for WUCC 1999 and WUC 2000 are included in the Appendices of this TDM. They are designed to assist TOC and individual staff members get the most out of the event as well as support the rules and regulations laid out by WFDF.

G. WFDF Meetings and Congress

WFDF Congress and/or a Players Forum shall be held at each WFDF WUC or WUCC tournament. TD's shall arrange appropriate rooms and scheduling for these events to take place.

IV Tournament Organisation

This section is intended as a practical guide to planning and implementing a WFDF World Ultimate Championship. TD's are advised to follow this section if they wish any bid to host a World Championship to be accepted. This section is divided into two main parts;

A The Bid Proposal

B Planning and Running the Championships

The information in this section is the product of running WFDF World Championship events since 1983. It will be updated based on the information received from future Championships so that we improve on our previous best.

A The Bid Proposal.

TD's wishing to run a WFDF World Ultimate Championship have to make a bid to the WFDF Ultimate Committee. The nature of this bid is outlined in the Bid Proposal Document (BPD)to be found as an appendices at the end of the TDM. It is the starting point for all tournaments as considerable planning and information gathering has to go on before a BPD can be submitted. To help TD's a commentary is provided under the main headings of the BPD.

Proposal Statement

This is your introduction to the bid. Who will host the tournament? WFDF will accept

bids from associations, clubs or individuals but it must be clearly stated who is responsible for the bid. What are your aims and objectives in hosting the tournament?

Tournament Location

When and where will the Championship be? WUC is usually held at the end of August and WUCC at the end of July/beginning of August. On a global basis these have proved to be the best dates, especially for the Junior division at WUC.

The choice of venue is central to the success of your bid. The essential factors for all Championships are the quality of the fields, the quality of the food and accommodation and the provision of player related services, especially medical facilities and the players pack. However, if fields are some distance from the accommodation or if there are fields at a number of different sites then the organisation becomes much more difficult and expensive. You will need to provide transport and duplicate services. Ideally the accommodation and fields should be as close as possible, preferably within 10-15 minutes walk at most.

In the bid you will need to provide a map of the site, including the location of all fields and accommodation. An accompanying video is also a good idea and any other form of presentation you feel appropriate to make your point. Potential hosts should be looking to use electronic media for all aspects of the tournament.

The BPD also asks for a description of the local weather. If your weather is extreme then it is advisable to outline how players will cope. Extremes of any type of weather are disadvantageous to Ultimate players, especially droughts, heat or cold and wind.

Tournament Organising Committee

The BPD asks for details of all staff that you feel you will need. For the TD and Tournament Organising Committee (TOC) it requests a lot of detail. It is essential that the TD has considerable experience in running Ultimate Tournaments. It is part of the brief of the Ultimate Committee to encourage National Associations to increase the number of experienced TD's through their regional and national championships.

TD's must have run tournaments with the following profile to qualify for acceptance of their bid:

A National Championship, organised within WFDF guidelines A tournament of at least three days duration, organised within WFDF guidelines A tournament that has provided accommodation and food to at least 300 players and organised within WFDF guidelines.

Other TOC staff, outlined in the BPD should be suitably qualified according to their role. This is especially the case for medical staff. We would encourage TD's to recruit professionally qualified staff for the areas of PR, Business Management and Media co-

ordination.

The greatest task is to recruit field staff though. This is usually quite easy, depending on what you have to offer, but getting the numbers right is the most crucial. The past four WFDF World Championships have, on average, employed field staff at two and a half times the number of fields being used. This allows staff a rest and to be used for other jobs apart from scoring and timekeeping. These other jobs might be water duties, sale of merchandise, medical support, bar and food sales.

You will need to have a clear idea of the number of fields you will be using to help estimate your staff numbers. You can't know this for sure until all the teams are registered, but you have to have a number in mind when looking originally for a suitable site.

Staff at previous tournaments have been recruited on both a local and international level. They have either been paid, or had accommodation and food provided, or have done it for free. The overall experience is that it is easier to motivate staff for the eight days of a tournament if they get something for it.

You will also need to think about staff facilities in terms of food, drink, clothing, etc. This has further implications for your budget.

Playing Facilities

As mentioned above you will need to estimate the number of fields you will need to run the tournament. WUC events average at 14-18 but more teams are playing every year. WUCC events are averaging at 18-24, and ideally there should be an extra 6 for the number of teams allocated places and for contingency.

The most important factor is the quality of fields though. It is difficult to predict droughts and hard fields, but you should make the quality of the fields a priority. Ideally the fields should be watered, soft on the knees but firm underfoot. Players should be able to lay-out without grazing their skin. Sand based fields will not be permitted to be used, nor astroturf or other synthetic material. The fields should be flat with no obstructions/objects embedded in them or within 5 meters of the sidelines or endzones. This includes sprinkler heads, manhole covers, football posts, fencing, walls etc.

All fields must be regulation size as per the current WFDF Rule Book. This includes the 5 meter area around each field that no-one should enter during play.

TD's should also provide plans for alternative fields should their first choice not be available due to some disaster or unforeseen natural event.

All other areas of responsibility outlined under this heading in the BPD should be addressed.

On-Field Facilities

What facilities are you going to provide for players and spectators on the fields? The BPD lists 9 areas you might think of, but this list is only limited by your imagination. The area that we would highlight though is the need for a comprehensive information service to players and public.

Final Game Facilities

A decision to make early on is whether you will commit yourself to a stadium final or hold the final on the regular fields. Clearly there are advantages to both, and it is largely dependent upon your budget or contacts with the local community. Should you decide to have the finals at a stadium then you need to be clear about all the facilities that are available.

Security

Unfortunately every WUC has suffered because players property has been stolen, either from the fields, their rooms or from themselves. Consideration needs to be given to security and how it would be used.

Accommodation and Food

This area of planning is the most time consuming. It needs to be detailed and you have to be sure it is what players will be happy with and that it is value for money. During a seven or eight day tournament players need to sleep well and comfortably. Gone are the days when camping is a choice of the majority. Even younger players find it hard to play well on day 5 if they have been sleeping on a floor.

Sorting out accommodation before the bid is difficult. The bid itself can take up to six months to process from the time of asking for the possibility of available accommodation and being able to confirm it. It is the main reason why we allocate bids at least two years in advance. You will need to have enough rooms/beds on offer before you can sign contracts with the accommodation owners. For WUC this has been at the 800-1,000 level for the past four years. For WUCC it is at the 1,500-2,000level.

Players do not need to be housed in the same place. A range of accommodation should be available, catering for the range of incomes available to players/teams.

Food is the next greatest challenge. The basic package to players should include breakfast and dinner. Lunch is usually provided on the fields at extra cost to players. Unless a venue has hosted an Ultimate tournament before you will find it difficult to convince them that players eat as much as they do. The type of food, or lack of it, has been a major problem at some time during most World Championships. Venues just run out or do not provide enough variety for players from different cultures and lifestyles. So you need to brief your prospective hosts and plan your budget accordingly.

The needs of a range of dietary cultures must be met each day.

Medical Facilities

In the planning stage you need to be clear about the services you want for players. The minimum requirement per medical shift is:

A qualified doctor A senior physiotherapist 5 Physiotherapists 3 Nurses

The last WUCC treated over 1,500 separate injuries, seven of which were serious and needed hospital treatment, including surgery. The TOC is responsible for the medical care of all players and must provide these services along with appropriate medical equipment and materials. This service should be provided free at point of delivery for all registered players and staff.

Non-medically trained clinical staff, such as massage therapists and chiropractors, may be used and players may be charged for their services, but they should not be used to replace qualified clinical personnel identified above.

Insurance

The TOC will need to take out third party public liability insurance to cover all players, staff and spectators from accidental damage as a result of holding the tournament. This includes insurance for all temporary structures, the housing and food options and medical treatment for non-playing injuries occurring on the tournament site. The TOC must also have insurance against the damage to any property hired by the TOC. There have been incidents in the past when players have destroyed equipment and the cost had to come from all the players at the tournament.

Transportation

If transport is required to move players around you will need to cost and plan that into the BPD. Please specify what the transport will be and how players may access it.

All other areas of responsibility outlined under this heading in the BPD should be addressed.

Trophies and Medals

Trophies are the tangible outcomes of the Championships. It has been a tradition that all teams receive a trophy or token to acknowledge their presence at the tournament. The compulsory trophies are for the top three places in each division and for Spirit of the

Game in each division. There are trophies for WUCC donated by Madison in 1993 for each of the Open, Women and Masters division.

Medals are provided by WFDF at cost price and are for the individual players in each of the top three teams in each division. They are engraved prior to the tournament and come with ribbons.

Players Pack

What will you put into the players pack? Discs, shirts, bags, presents etc? The more effort you put into this the greater reward you will get from player co-operation during the event.

Tournament Social Events.

What will you put on for the players? How will it look? Who will do it? Where will it be? Apart from the Opening and Closing ceremonies the choice of social events is yours. However, Trading Night and end of play parties on the Friday and Saturday evenings are not only traditional but further opportunities to sell drink, food and merchandise.

Player and Public Relations, Sponsorship and marketing

This is a large area of responsibility but essential to the growth of the sport. How we treat the public and how we are treated by the media will determine the way our sport develops in the future. Every World Championship is a showcase. Any firm offers of sponsorship should be supported by confirming letters. It is recommended that you include the local community, especially local government, in the bid. They will usually have a lot to offer. Any offers of media coverage should also be confirmed.

Suggestions for the daily newsletter and any development work to be taken on by the TOC should be outlined.

Tournament Merchandise

WFDF has made it clear for some time that it does not expect TOC's to run a World Championship for nothing. There is a clear line drawn between the fees paid by players to help pay for the tournament, and the money that players or spectators spend at the tournament itself. TOC's may keep all profits generated from sales throughout the tournament or after. It is essential that in the BPD any merchandising plans be outlined. We would expect a business plan for all aspects of the merchandise, not to keep control but to advise TD's and then to learn from that TD's experience.

WFDF Facilities

Conference facilities will need to be available for WFDF meetings throughout the week of the tournament. This would include the Captains Meeting, WFDF Congress, WFDF

Players Forum, Ultimate Committee Meetings and Tournament Rules Group meetings.

Budget

When bids are scrutinised by the Ultimate Committee one of the major areas of discussion is the budget presented as part of the bid. An accurate, realistic but clear budget is an advantage. All aspects of the bid should have a budget heading. There should be a clear breakdown under the following headings:

Income
Accommodation and Food costs
Field costs
Player package costs
Social costs.

A more detailed breakdown of typical expenditure can be found in the BPD in the appendices. The most important factor is to produce a balanced budget. You will have to cost a lot of equipment, resources (including staff) and materials, food and accommodation, field costs, social events, transport etc so that you can calculate the income necessary to break even. There is a risk in doing this because you will have to estimate the probable number of players who will attend and will be paying for the tournament. A generous sponsor can really help here.

WFDF recognise the risk that TOCs make, and ask that you are certain that your budget is a true reflection of the costs so that we can advise you. We do not want TOCs to loose money. We would rather you made a small surplus on player fees and redistributed the money afterwards than loose money from your own pockets.

Players pay for World Championships. It is part of WFDF responsibility to all players that they get value for their money. The level of the individual player fee is the most important financial factor in any bid.

Summary

This section has detailed the factors you will need to consider before even making a bid to the WFDF Ultimate Committee to host a WFDF World Ultimate Championship. Should you be able to satisfy the criteria set out in the BPD and this TDM then you should complete a proposal and forward it to the Chair of the Ultimate Committee in time for consideration for the year you wish to host the tournament. This is usually 30 months prior to the event.

B. Planning and Running the Championships

If your BPD is accepted by the Ultimate Committee and ratified by Congress or the WFDF Board then you will need to begin the process of organising yourself to run the tournament. Until the bid has been accepted most things have been kept on hold, but now

you must put your planning into action. The following is a time line that you will have to keep to if you are to fulfil the contractual obligations you have entered into with WFDF. This applies to all WFDF sanctioned events.

Time and Event Diary

Two (2) years before, or as soon as WFDF have confirmed acceptance of the bid.

Confirm the booking of Fields, Accommodation and Food.

Sign and return the Contract for WFDF sanctioned events.

Begin to promote the tournament amongst WFDF members including dates and venue, contact names and numbers.

Begin to attract sponsorship, media interest

One (1) year before

Ultimate Committee confirms eligible teams (WUC) and numbers of teams (WUCC) for each division.

Mail all eligible WFDF members with invitations to attend the tournament. This to include information on player eligibility etc.

Registration Forms and Roster Forms, Payment of Fees (team and player), availability of accommodation options etc.

Eight (8) months before

All WFDF member countries to notify TOC of teams selected to play. Provisional numbers of players, coaches, guests for each team to be notified to TOC.

Six (6) months before

Team Fees may be paid. Closing date eight (8) weeks before (penalties may apply)

Four (4) months before

Player Fees may be paid. Closing date eight (8) weeks before (penalties may apply)

Eight (8) weeks before

Registration closes. No further teams accepted

WFDF Ultimate Committee seeds all teams, devises tournament format and draws up schedule

Four (4) weeks before

All teams notified immediately schedule is agreed by WFDF Ultimate Committee.

Two (2) weeks before

All individual player registration closes.

Tournament Begins Registration Opening Ceremony 7 days of play

Closing Ceremony.

So that you may have a broader view of what you are expected to deliver at the tournament and the role of the WFDF Ultimate Committee, it is advisable to read the Contract for WFDF World Ultimate Championships. This can be found in the Appendices at the back of the TDM.

First Mailing and ongoing communication with teams

All general mailings to teams have to be checked by the Chair of the Ultimate Committee, but especially the first mailing. This should be sent to all member countries one year before the tournament. This means that you will need to put it together well before then so that it can be checked and any changes made before you go to print.

The method of mailing is up to you. Generally all mailing goes out electronically now but there is also a need to mail paper versions of all documents to some members.

The first mailing should include information on player eligibility, team eligibility, regulations on Uniform, (in Section II) Registration Forms and Roster Forms, the cost to players and teams, how to pay Fees (team and player), availability of accommodation options with details of food and other services, a time-line of when teams/players need to meet certain deadlines (outlined above), the arrangements for payment, a description of the accommodation site and fields, transport arrangements including the cost of flights to the nearest large airport and any other information you feel players want or need to have.

Registration Forms and Roster Forms. You should give all countries/teams the opportunity to give you as much information a possible as early as possible. The Registration form should be use to collect information on Team names, contact details, estimated number of players, accommodation choice, any dietary requirements (vegetarian, vegan etc), and other information you feel you require to plan the tournament effectively.

The Roster Forms laid out in the appendices have been designed based on the information in Section II of this TDM.

The general principle throughout your communication with teams is the more information you give them the less likely they will need to contact you during the year and the more likely you will achieve the aims of the tournament and WFDF. The better your communication and organisation the less stress you will experience.

After the first mailing you should intend to mail all teams on a regular basis. This is best done via a dedicated web-site and supported by individual e-mails to team representatives. You will need to keep teams updated on:

the level of registration of teams and players in each division the status of their accommodation bids reminders about payment of fees arrangements for seeding and tournament format general information about the progress of the tournament, media interest, sponsorship. information on how to get to the accommodation and field sites from local airports, rail, car links car hire and other services

Payment of Fees and banking facilities.

On a global basis the most cost-effective means of transferring large sums of money is by electronic transfer from one bank to another. It is cheaper for member countries than, say, money orders or cheques. It is also more secure. You will need to open a bank account that can accept electronic transfers. It is suggested you open an interest paying account so that you can make some money on the interest of the money sent by teams which will help pay for the bank charges.

When instructing teams about the method of payment you should insist on all bank charges being paid by the teams. This will prove to be cheaper for the teams than the TOC paying charges in the host country and then passing them on to the teams when they arrive for registration. It also saves a lot of time and discussion.

Record Keeping

As teams return their registration forms in response to the first mailing you will need to create a record keeping system.. You will need to record

the teams entered from each country all the contact details for each team all the payments received and money owed the number of players registered for each team the number of coaches, guests for each team the names of all participants for ID Card purposes the names and contact details for all staff all the correspondence received

You are advised to create a data base for all aspects of the tournament to help in your planning and delivery. For example all addresses can be put into a mail merge system, all financial aspects, both income and expenditure can be put on a spreadsheet, all paper correspondence, including print outs from email, can be filed in country/team order.

Opening and Closing ceremonies.

What are you going to do for the opening and closing ceremonies of the tournament? Will it be indoors or outside? How long will it be? Who will be there? What do you want to achieve?

Opening ceremonies have varied considerably but usually involve a short display reflecting local culture, and a few short speeches welcoming all players to the tournament. Traditionally this has involved the local mayor or politician, the TD and either President of WFDF or their representative at the tournament. There is usually a flag raising ceremony also which includes the flags of all participating countries, host flag, the WFDF flag and the International World Games Association flag.

Closing ceremonies have usually included the presentation of trophies and medals to teams and players, closing speeches by TD, WFDF, or national/local dignitaries, and flag lowering ceremonies. This has usually happened on the site of the finals to provide a focus for the players and spectators and media attending the finals.

Both these events need to be well planned. Equipment needed might include

PA system loud enough for everyone to hear Electronic equipment as appropriate to the event Seating for players and guests Staging for events Flags and flagpoles Staff to act as guides/flag bearers Programme of events

Rehearsals may be needed so that participants can practice their parts in order. This is especially important for the Opening Ceremony when you should have time to get the events together.

Building a team-Staff recruitment

You will need staff to be responsible for a wide range of jobs. These basically fall into the following categories:

Tournament Organizing Committee (TOC); outlined in the BPD, to include responsibility for all aspects of the tournament planning. The TOC can be any size you wish but should include responsibility for team/player liaison, field management (including field staff), accommodation and food, sponsorship, marketing, public relations, finance and staff recruitment. This would include:

Medical Staff, including doctor, physiotherapists, nurses, paramedics, all with some experience of treating sportsmen/women.

Field Staff for scoring, timekeeping, water duties, setting and clearing fields, preferably people with some knowledge of Ultimate, but this is not essential as long as they are briefed adequately about the game and their role.

Results and statistics co-ordinator for all aspects of play.

Sales Staff to handle merchandise and retail outlets

Information Staff for the general public

Newsletter staff to produce daily newsletter/results service Social staff to take care of parties, events and other non-playing activities.

The number of staff employed during the tournament depends upon the level of service you are offering to players and the level of budget set for staff costs. As mentioned above it is usual to employ two and half times the number of field staff per field. The minimum standards for medical staff are set out above. The more staff you have the more you will be able to do during the tournament, but you need to balance this with any staff costs.

Recruiting staff can be done many ways. Most staff are recruited through the local Ultimate club or National/Regional Association. However, not all staff have been Ultimate players at past tournaments which has given a balance to staff teams. Non-ultimate staff provide an opportunity to recruit new players or spread informed opinion about the sport.

A proportion of staff have been recruited from other countries for most World Championships. This has given individuals opportunities to attend tournaments and learn about running events. In the past years staff have been recruited from developing Ultimate countries such as Latvia, Czech Republic, Hungary and Venezuela. We would encourage TOCs to continue this practice as a means of developing Ultimate world-wide and helping WFDF achieve its aims.

As mentioned above, staff will need to be offered some rewards for their services. If they are not local then accommodation and food will be required for the length of the tournament. If they are local then some other form of reward needs to be devised. This could include merchandise, social events, or payment.

It is advised that staff do not play in the tournament. This is up to the TOC to decide, but playing-staff tend to develop resentment amongst non-playing staff and it is difficult to develop staff cohesion if playing-staff are spending time with their own team.

The most important part of planning the tournament is building a team of staff that you can delegate jobs to. With very few exceptions most staff at past tournaments have been volunteers, usually with full-time jobs or students with commitments. This has meant that most staff, though willing, have had little time to do a lot of work before the tournament week. It is better to give staff one role at a time in the planning stage. If they complete their task then they can do another or help others. The jobs that need to be done are outlined below.

Food, rooms and domestic arrangements.

Rooms. It is essential that rooms/beds are as comfortable as possible for all players. It is not healthy or safe for players to get too little sleep because of the condition of the accommodation. You need to be sure that what you are providing is adequate for the needs of all players.

There needs to be close liaison with the person responsible for the provision of rooms/beds and food for the tournament. You need to know exactly how many rooms are available, in what combination of bed numbers, and where they are. It might be a hotel, college campus, school, gymnasium or other venue, but an accurate number of beds is needed so that teams can be allocated appropriately. Players will want to know about the size of rooms, shower facilities, storage, security, kitchen space and equipment and laundry. They will also want to know about the nearest shops, pubs, restaurants, where the nearest bank, how to get a bus down town, where the nearest disc-golf course is and any number of other facts that you will need the answer to.

Food needs to be planned well in advance. As mentioned in the section on making a bid, players will receive breakfast and dinner as part of their pre-paid package. Lunch will need to be provided on the fields. When planning this element of the tournament you need to take account of the following:

Breakfast. A wide variety of foods will need to be made available. Both hot and cold food, friut, cheeses, cold meats, eggs, cereals, hot and cold drinks. As players will start playing each day at around 8.30-9.00am breakfast will need to start at 6.30 for some players each day. They need time to digest their food and warm-up before playing.

Lunch. Teams will not play more than two games per day so there will need to be a long period for lunch to cater for teams playing first and getting hungry at 11.00am and those not playing until the last game slot and not wanting to eat until 3.00pm. The most popular lunches are those with high carbohydrate content including pizza, pasta, baked potatoes, and rice along with some protein that is easily digestible. Salad, sandwiches, filled rolls and cakes/biscuits also go down well. Players also consume large quantities of liquids, especially water, juice and cans of soft drinks.

Dinner. At the end of the day players need large quantities of food to replenish their reserves. Dinner should be served from about 5.00pm to 8.00pm. It is important to include a high protein element in every dinner across a range of choices, especially for vegetarians and vegans.

Fields, lines, scoreboards, cones, tables, chairs, staff equipment

This is a relatively direct task. Once the number of fields has been decided then arrangements need to be made to provide all the facilities players need in order to play.

The fields must be marked out according to dimensions in the WFDF Rule Book, including a 5 meter restraining line around the field and the 'brick' spots. The lines should be clearly visible and arrangements to re-mark them on a daily basis should be made. Eight (8) cones should be provided per field, four (4) for each endzone. These should be clearly visible and offer no threat or hazard to players.

Scoreboards should be available at every field with the appropriate numbers to score the game.

The names of teams should be visible on the scoreboard so that spectators/players may

know the score for each team.

A table and chairs should be available for staff to sit at and appropriate tenting for extreme weather conditions.

Other equipment staff need include a stopwatch, score sheet, whistle and plastic cover (in case of rain), pen, and match discs.

Technical equipment - Radios, PA, Mobile phone.

Communication during the tournament is essential, both internally between staff and externally from staff to players and the public. The following equipment will need to be booked well in advance of the tournament

The most efficient form of communication between staff is by hand-held radio. All active field staff, that is those scoring and timing games, must have a radio at each field. Each medical centre must have a radio as should the on-site doctor or other medical staff not based at the medical centre. The TD and Field Director also need radios. Other staff should be supplied with radios at the discretion of the TD but might include the staff responsible for results and newsletter, information centre staff and sales staff.

Radios are essential for two main purposes:

The safety of players. Field staff should be able to contact medical staff for assistance in the case of injury on the field. This rapid response may be essential for the well-being of players.

Relaying information from Staff Control to fields and from staff on the fields to Staff Control. This may include requests for information, clarification of points of information, requests for help, for water or other equipment.

Radio communication is usually controlled by national and local law. You will need to check whether you are able to use radios on the fields and general tournament site. Some sites have restricted use due to their proximity with emergency services such as hospitals. Your local radio supplier should be able to advise you as to the most suitable system for the site but you will also need to check with the site host.

A Public Address system is essential for giving general information to players and the public. This would include signals to start and finish time-cap games; where teams were playing and at what time; information about Ultimate and the tournament in particular; providing music where appropriate. It is advisable to have a staff member familiar with the use of a microphone in a PA system to be responsible for all public messages.

The PA system should be able to be heard at all fields and by all players and public on those fields. This may involve cabling speakers over a long distance in which case all safety precautions need to be taken to ensure players and public are in no danger from live cables and speaker towers.

Mobile phones should be available to the TD, Field Co-ordinator, Medical Centre and

Doctor for the purpose of summoning external medical help for players, particularly ambulances. Other staff that would benefit would include Sponsorship, Marketing and Media staff to cope with inquiries and requests from their clients.

Field Co-ordinator planning

The Field Co-ordinator should be appointed as soon as possible. Their main role is during the tournament but the following should be planned:

The number of field staff needed to service the tournament, the recruitment of such staff and the collection of data on staff to include contact address and numbers, shapes and sizes for staff clothing and other information as needed e.g. personal profiles if you are to include such information in a tournament programme/brochure.

A staff training package that includes staff instructions for working on the fields, desirable behaviour, rules, scoresheets, scoring and timing guidelines. (For copies of these see Appendices)

Scoring Sheets, may need to be designed with instructions on how to complete them (see Appendices)

Organisation of Scoring Sheets, distribution to staff before each game, collection at the end of games and passing of results to statistician.

System to collect Roster Sheets from teams and check against Master roster supplied by teams at Registration

Effective use of the scoreboard system. This might include ideas about how to stop scoreboard numbers flying away in the wind or dissolving in the rain.

Devising a roster of staff to cover all the games. This will not be possible until the schedule has been devised by the TOC and approved by WFDF.

Planning staff meetings before the tournament and each night of the tournament after play is finished. Field Co-ordinators will need a room and appropriate equipment to run these meetings. The meetings are essential to get feedback from the days' games and to plan for the following day. The meetings also help develop staff cohesion and identity.

Medical facilities: staff and equipment

The appointment of a senior medical officer, either a doctor or senior physiotherapist, makes this part of the planning process a lot easier. They should be familiar with sports injuries and made familiar with the injuries likely to occur amongst Ultimate players if they do not know already.

The information they will need to plan for the recruitment of other medical staff and equipment is;

the number of players likely to attend the tournament

what facilities they have for housing a medical centre (the best option is a centre on the fields, usually a large marquee (tent) 15metres x 10metres.)

what budget they have to spend on equipment and materials.

what rewards they can offer staff who work for the tournament.

The medical provision for a WFDF tournament is an essential item. Many factors contribute to a player getting injured including size of team , players becoming dehydrated, players not replenishing energy reserves through inadequate or inappropriate food, poor quality pitches, poor sleeping arrangements and the players' general level of fitness. A major part of this section of the TDM is dedicated to addressing the health and safety issues of players at tournaments. However, the medical facilities available to players have to be adequate to cope with a high level of injury and be free at the point of delivery.

Some teams arrive at WFDF tournaments with their own doctors and physiotherapists. These teams should not be disadvantaged because of their on arrangements. All players will pay the same tournament fee and are therefore entitled to the same service.

Previous WFDF tournaments have seen variable numbers of injuries treated by medical staff. This has largely been dependent upon the condition of the fields and the prevailing weather. Where there has been drought and therefore short grass and hard surfaces, injuries have averaged one and a half per player. Where there has been rain on the fields before a tournament and the grass is longer and the fields more forgiving then injuries have averaged a half per player. However, all tournaments have seen serious injuries, usually connected with torn ligaments or accidental collision, that have required hospital treatment.

Contact with the local hospital to inform them of the tournament and the likely use of their facilities is essential. There should be a designated vehicle and driver to transport injured players to hospital at all times during play. All staff should be aware of the procedure established by TOC to summon immediate help to the fields.

Most injuries can be dealt with by the medical staff on the playing site. The most common injuries in the past years have been:

Grazes, especially to legs and the side of the torso Strained or pulled muscles, mainly thigh and calf Twisted ankles Strained ligaments Torn ligaments, cartiledge and Achilles heel tendons Hand injuries Head injuries

During WUCC 1995 there were 75 contacts between players and doctors, 1,500 between players and physiotherapists and 7 hospital casualties which included broken bones, mainly hands. The most serious injury was a fractured zygomatic bone (in the face) which required surgery three days after the accident. This pattern has continued during the tournaments of 1996-1999.

The equipment medical staff have typically used include:

Physiotherapy benches x 8
Ultra-sound machines x 4
Air-cast supports for legs and arms
Crutches
Wrist braces

The materials that have been used include:

Tape; about £5,000 was spent on tape and other one-off equipment at 1999 WUCC, mainly for ankles, thighs, shoulders and knees.

Ice; about 50kgs of ice were used per day at the 1999 WUCC for injuries alone. Ice should be available at the medical centre but also at fields if possible.

A freezer is needed to store ice along with plastic bags for holding ice.

A full range of first aid and physiotherapy materials

Further detailed information from past events is available to medical staff

Water, Toilets, Rubbish

Water is an essential item for any tournament. Water must be available at all times at the side of each field. Ideally there should be two water containers per field, one for each team. Water must not be allowed to run out and plans to refill water containers must be in place before the tournament starts.

Toilets

There must be adequate toilet facilities for both men and women on the field site. It is recommended that one toilet is required for each 75 players of each gender. Should you expect a large number of spectators then they have to have toilet facilities also. If these are not available as standard on the fields than you will need to hire them.

Rubbish

Tournaments generate a great deal of rubbish/trash. WFDF tournaments have a history of encouraging all players and the general public to recycle as much rubbish as possible. This is usually done by providing labelled bins for cans, paper and plastic at a number of locations on the field site. Teams should also be given rubbish bags to clear their field at the end of each game. This takes the burden off staff but also places positive responsibility onto players. Since 1995 there has been an award for the most ecologically sound team (ie who cleared the trash up). The staff team usually win it by the way.

Tents for players, staff, medical centre and sales.

Accommodation will need to be provided for a range of purposes on the fields. Players require a tent/marquee to store their bags when not playing, especially if it rains. This should be a large marquee and may provide other facilities for players as the TOC think best. Most tournaments have provided three such tents on the fields, distributed equally

across the site

Staff require a central location, which may need to be a marquee. There will need to be central staff control on the field site, usually holding any equipment necessary to run the tournament for example the PA system, central radio control system etc. Staff may also require cover at each field in case of rain, so that they may continue to score and time keep effectively.

The Medical Centre may need to be a tent also. It should be able to hold up to 8 physio benches and have enough room for players to sit/lie whilst waiting for treatment. Suggested size 30m by 10m. Because of the nature of some injuries part of this tent should be screened. It is recommended that massage/chiropractic services are housed separately from direct medical services.

Sales tents also need to be provided for merchandise, food and drink.

Each tent/facility will need to be equipped with electricity supplies, tables and chairs and any specialist equipment required.

Security

It is an unfortunate fact of life that security is now needed at large tournaments. The publicity generated by each tournament attracts people who regard it is an opportunity to steal. Each WFDF tournament in the past decade has had its share of theft. This has mainly happened on the fields but also from players rooms and cars. You will need to plan security appropriately. There is the need for a balance between protection of property and person and an intrusion into the tournament itself. It is recommended that security include the following:

Individual ID cards for all players, coaches and officials.

Security patrols for the safeguard of player property, especially on the field

Staff to be briefed about security and personal safety according to local law

All players to made aware of security implications for their property, cars and person.

A secure facility to store passports, airline tickets, extra cash and personal possessions for each team/player.

Statistician and the display of results

The tournament statistician should be responsible for the official recording and storing of all results from all games in the tournament. The minimum requirement is that all results of all games are displayed in a place available to players and the public. This should be done immediately after play finishes for each available playing slot. There should also be a complete results service available to players and public each evening. This would include all the results of all games played that day, plus a table showing the relative position of each team in their respective pools.

The compilation of SOTG scores, from teams and staff, is also essential, though these should not be distributed to anyone until after the event and winners of each division announced. This job must be given to a person who will not divulge the ongoing SOTG scores to anyone during the event.

The statistician will need to develop a scoring system, preferably on computer, before the tournament. It may be possible for past scoring systems to be use from previous tournaments. You will need to check with previous TD's to see if they are available and compatible with your computer systems.

Other stats that have been collected in the past include all assists and catches as well as the analysis of all information on the game score sheet.

A compendium of all results should be made available at the end of the tournament for all teams and a complete results service should be submitted to WFDF, along with the tournament report and final budget, within six weeks of the end of the tournament.

Newsletter

A tournament newsletter should be produced on a daily basis. This should be available to all players before lunch each day. The minimum requirements of the newsletter should be:

- the results of the previous day, including pool positions
- any WFDF notices concerning the tournament, for example Congress, Players Meetings etc
- any TOC notices concerning the tournament, for example social events, transport arrangements etc.

Newsletters have also included photos, reviews of particular games, items from other teams.

You need a clear view of the role the newsletter will take. You will need to recruit a specific team as most of the production work for the newsletter has to take place during the night. It is recommended that you plan for the following:

A newsletter editor and sub-editor - preferably with night time habits

A computer system that can handle the production of a newsletter including appropriate software, a scanner and other technology to help in the process.

A digital camera and attached photographer

A team of reporters who can review games. These may be some of the field staff who are not scoring/timekeeping

Medals and trophies

Medals should be ordered from WFDF, specifically Johan Lindgren in Sweden. He will have all the engraving done and send you a bill. They are good quality medals

specifically for WFDF tournaments and are supplied at cost. You will need to over-order in some divisions. You will need gold, silver and bronze for each division.

It is best to order the number of medals based on the size of the largest squad in each division. There is nothing worse than running out as you are giving the medals to the teams, and don't forget the coaches!

A typical inscription will be

WUCC 2008 OPEN DIVISION VANCOUVER, CANADA

Trophies are at your discretion. Most tournaments have had trophies made according to the taste of their TD. Past tournaments have gone for Craft Trophies, made from stained glass or carved wood or trophies reflecting the host country's national heritage. The traditional tacky sports trophy has not appeared for a long time at WFDF tournaments!

Trophies should be available for a minimum of the top three teams in each division and a Spirit award for each division. It has been traditional for all teams to receive some trophy/permanent award for being there, but that is up to the TOC.

There are also three ongoing trophies for each division of WUCC, donated by MUFA after Madison in 93. These are currently held by the winners of the three divisions from the previous tournament. They should have had the bowls engraved with their names. It is worth reminding them before they send them back to you. These are currently:

Open – DOG –USA

Women – Women on the Verge – USA

Masters – Cigar- USA

ROOMS for WFDF and tournament use.

As part of the package with the hosts responsible for accommodation and food you should ensure that there are enough rooms, with enough space in them, to host any or all of the following meetings and events

Space for Registration All team captains/representatives

Captains Meeting Over 200 people WFDF Congress Up to 50 people Players Forum Over 200 people

Tournament Rules group 5 people Trading Night All players Parties/social events All players

Each room should have the appropriate number of chairs, tables and equipment required for its purpose; for example overhead projectors, TV and video, Screen, etc.

Media co-ordinator

The media co-ordinator will be responsible for the way that the tournament is portrayed by the media. This includes the relationship you develop between the printed media, terrestrial and satellite television, cable companies and the presentation of the tournament on the internet, through conference facilities as well as www sites.

Media contacts need to be developed on a local, national and international basis. Local media contacts are essential for developing a relationship with the local community in which the tournament is being held, encouraging all sections of the community to attend the tournament and help inform them of the nature of Ultimate. National coverage helps the development of the sport for the benefit of players and teams from the host country. This has proved especially powerful where the print media have produced significant articles or coverage, especially photos, that can be used to further promote the sport after the tournament is over. On an international basis TV coverage by multi-national or international broadcasting companies have proved to be an asset when approaching other media for future tournaments. Trans-world Sport's coverage of WUC 1996 and WUCC 1999 is a good example of this.

Media co-ordinator should develop a data base of all contacts. They should initially contact past TD's who should have their own data base and be able to give advice on who the best international contacts are. We shouldn't have to re-invent the wheel for every tournament

Initial contact with the media should be a minimum of a year in advance of the tournament dates. This allows all the yearly magazine and listings to include the tournament in their dates. This is especially important on a national level as it will help local contact later.

There should then be regular updates. The most effective programme appears to be 9, 6 and 3 months ahead of the tournament with more detailed press releases each time. Once the team details and playing format and schedule is decided it should form the final part of the full media package.

It has proved valuable to invite all press to the tournament and include a press pass and access to a hospitality tent/suite during the week of the tournament. Even if they do not come it creates a positive, professional image of the sport.

Before and during the tournament it is essential that all media contacts are recorded in some form. Journalists should be guided by staff to particular matches and encouraged to listen to experienced players about the sport, both its history and current state of play. A record of all coverage, written, spoken and visual, should be produced so that future TD's and WFDF may use it to help promote the sport on a world-wide basis.

Sponsorship co-ordinator

One of the most thankless of tasks at present. It is still difficult to persuade individuals or companies to part with cash or products to help support a World Championship. On a local level there has been some success with individual contacts between active players and companies proving the most beneficial, especially in the provision of services such as computer hardware, clothing companies and food and drink for players.

WFDF has developed an agreement between the main disc manufacturers to supply free discs of varying amounts to TDs as part of their promotion of the sport world-wide. These companies are Discraft, Wham-O and Innova. All contact with them concerning supply of discs should go through Bill Wright bwright@wrightlife.com at the Wright Life so you can get the best deal.

WFDF has also developed a very positive working relationship with Gaia Ultimate Wear and TD's will be encouraged to use their services to the full to supply quality clothing and footwear to players both before and during the event.

The role of the sponsorship co-ordinator is to attempt to provide the tournament with services or revenue. Services may relate directly to the event, such as discs, clothes etc but may also take on a wider range such as advertising or sponsorship from beer companies and others who can provide products for the players pack.. It should be remembered that WFDF does not permit sponsorship of any form from tobacco related companies.

This role requires considerable effort and time and the more expertise the person may have the better. Personal contact has always proved as valuable as the product we are trying to sell. Media coverage is a major plus and will entice advertising from local or national companies provided that the price is right.

A major factor is getting in early. Most companies allocate their advertising and promotion budgets a year in advance so TD's should start approaching companies when they are putting their bid together.

Public Relations

This has become a major job in the past few years. Since 1993 there has been a need to provide the public with an increasing level of information about the sport, its history, how it is played, what the current state of play is at any time during the tournament. This role links in with the media co-ordinator but is primarily needed during the tournament.

The public need to know what is going on. This can be done by printing information in programmes and information sheets, broadcasting on local radio and making full use of PA systems on the tournament site. The public need and want to know about how to play the game, who is winning/loosing, where teams are from, who the players are, who is playing now and where. Much of this information can be gathered before the tournament

but a lot needs to be provided during the event.

All aspects of the event that the public come into contact with will effect their view of the sport including contact with Staff, buying tournament merchandise, how much information is available to them and where they can get it from.

Party person

An essential element in any tournament is the level of social contact encouraged by the TOC for players, guests and the public (if appropriate). The level of social events should be carefully balanced with the need for players/teams to fulfil all their playing commitments. Experience has shown that parties every night do not attract a lot of players, but a few parties strategically placed during the week have a beneficial effect.

The type of parties/social events that have proved popular include:

Live music

Disco

Barbeques

Trading Night

Trips to places of local interest

Visits to sporting venues/events e.g. leisure pools, skating rinks, bowling

Included in this job might be responsibility for the opening and closing ceremonies.

Typically events have been held on the opening day (after registration), Tuesday (Trading Night), Leisure event (Wednesday, after end of round 1 of play), Disco (Friday, after all semi finals) and Final Party on the last night.

Factors that need to be taken into account include cost, venue, transport, equipment needed, licences for a bar if needed by law and any local difficulties such as noise level and potential complaints from the local population.

TOC's need to take the age of competitors into account when planning social events, especially for WUC where Junior teams attend. If local laws on alcohol consumption, for example, mean that Juniors cannot take part in some activities then alternative arrangements need to made for them.

It is a fun job but demands a high level of planning and costing during the process of putting a bid together. Co-operation with the sponsorship co-ordinator is clearly needed and local hosts have usually been able to provide positive contacts with e.g. brewers and bands.

Financial person

This role is crucial to the financial viability of any tournament. The financial director should ideally be a professional in the financial sector. They should have a wide

knowledge of budgetary control and also be able to advise the TOC on the financial implications of any plans. The budget is the most important part of tournament planning and it requires regular and frequent updates.

When making a bid the budget can only be estimated, but it needs to be estimated as accurately as possible given advice in the Bid Proposal and this TDM. Budgets should clearly identify income and expenditure. All budgets must be able to isolate accommodation and food costs, tournament playing costs and player package costs, including the CH12francs (Swiss) which is the WFDF player fee payable by the TOC to WFDF before the tournament.

A budget might be expected to include the following:

Income

Team fees
Players fees
Sponsorship
Advertising hoarding
Concessions
Donations

Expenditure

Grandstand seating

Video towers

Sound system

Media

Radio system

ID cards

Flags and poles

Tournament newspaper

Advertising and banners

Transport

Design and artwork

Players accommodation options

Social events

Players food options

Development programme

WFDF Player Fees (12 SWF)

WFDF staff costs (x3)- travel & accommodation.

Medical expenses

Ground staff for field maintenance

Trophies

Insurance

Medals

Electricity supplies

Players discs

Administration, web-site, phone bill etc. Players shirts
Staff accommodation, staff shirts etc
Scoreboards and other field equipment
Marquees (tents)

Budgets require constant revision and the TOC is required to submit a revised budget to WFDF six months before the tournament and six weeks before the tournament. This enables the WFDF to monitor and advise the TOC on financial aspects and avoid TOC's loosing money.

Good luck with all your plans.

Please find the Appendices after this page which we hope will help you plan and run a successful tournament.

Appendices:

• Bid proposal document for hosting a WFDF World

Ultimate championship event

- Contract for hosting a WFDF World Ultimate championship event
- Roster forms
- Score sheets
- Staff Field Instructions
- Captain's Meeting Notes-WUC 2000

World Flying Disc Federation

Bid Proposal for sanctioned WFDF Ultimate tournaments

These regulations and guidelines are intended to help all organisations make bids for all WFDF sanctioned Ultimate Championships, including World Ultimate Championships (WUC) and World Ultimate Club Championships (WUCC). The headings and guidelines are provided so that you may not only provide a realistic bid to the WFDF Ultimate Committee but to help you plan and put your ideas into action.

So that all bids are able to be judged on an equal basis we ask that you address each area outlined in the bid proposal. The essential requirements for a successful bid include the number and quality of fields, the accommodation and food being offered to players, medical facilities, the experience of the organisation in running large tournaments and an accurate budget. The desirable requirements include all other aspects outlined in this bid proposal.

If you have any questions regarding a bid for a WFDF sanctioned Ultimate tournament please contact the Chair of the Ultimate Committee in the first instance and then any members of the Ultimate Committee whose details can be found at the end of this paper.

Proposal Statement.

Organisation (association, club, team or individual) hosting the tournament.

The name of the tournament to be hosted

The aims and objectives behind the bid to host the tournament.

Tournament Location

Dates of the tournament

Main contact address of the tournament.

Site of the tournament fields and accommodation

Map of the site

Description of typical weather

Tournament Organising Committee (TOC)

Tournament Director, address details, qualifications and experience.

Key staff, address details of the jobs they will be required to do, qualifications and experience, including Field Co-ordinator, Accommodations Director, Medical Director, Statistician, Public Relations, Media Co-ordinator, Business Manager, Sales Manager etc. Tournament Staff; numbers of staff for fields, medical, accommodation and food, media etc.

Facilities to be provided for staff including accommodation, food and drink (especially at lunch times), shirts, jackets, etc.

Playing Facilities.

Fields

Number of fields available and their location.

Description of quality, grass, slope, surrounding areas.

Suitability for spectators

Availability of water

Lining of fields and cones
Scoreboards
Scorekeepers and timekeepers
Lighting available for night games
Parking for players and spectators
Contingency plan should main fields become unavailable.

On-Field facilities.

Players centre - in case of rain or sun
Medical facilities
Public information centre
Sales and concessions
Toilets and changing rooms including shower facilities
Food and drink available on the fields
Sound system and radio system for staff
Video towers or other filming facilities
Results service
Display facilities for playing schedules and results

Final Game facilities, if different to above.

Stadium location

Description of location, field quality, spectator facilities, media facilities, sales opportunities.

Security

How will you ensure security for players and their possessions on the fields and at their accommodation?

Accommodation and Food

Range of accommodation available for players, staff and guests, including room size, number of beds per room, bathroom facilities, catering facilities.

Is camping available?

Proximity to fields – how far are the housing options from the fields?

Food options available for players and guests

Suitability of rooms and food for large numbers of Ultimate players.

Proximity of other accommodation and food facilities if players do not take up your options.

Allocation of meal tickets, player accommodation options etc. (Use ID card?)

Medical Facilities

Range of medical facilities available to players on the fields, including doctors, nurses, physiotherapists, paramedics, masseurs etc.

Medical equipment available to players on the fields

Range of medical facilities available to players at the accommodation, in the town or city.

Proximity of hospitals to tournament site

Availability of ambulance cover at tournament site

Planned response to medical emergencies

Medical and third party insurance provided by the TOC.

Transportation.

Distance from airports and seaports to tournament site
Arrangements to transport players from accommodation to fields
Typical airline expenses from major cities world-wide to the host country
Transportation details for any special events during the tournament.

Trophies and medals.

Trophies for teams

Medals (provided by WFDF) for all players in top three teams of each division.

Players pack

What will the TOC provide? Discs, shirts, bags, WFDF Rule books etc. for players. Identification Cards for players, staff and spectators.

Tournament Social Events

Opening ceremony Trading night

Parties

Events, discos, films etc.

Closing ceremony

Are there any local difficulties in partying all night?

Player and Public Relations and Marketing.

Facilities for spectators and guests.

Showcase facilities for the Tournament including national flags, grandstand seating, corporate hospitality

Sponsorship, including companies approached and estimate of financial or product contribution (include letters confirming this)

Media coverage, TV, Radio, Print, Internet.

Tournament newsletter.

Results service.

Development programme.

Any plans for work with local schools and in the community?

Tournament merchandise.

Design of tournament Logo (must include WFDF logo on all products)
Quantity and range of merchandise
Plans for retailing merchandise
Opportunities for other countries/teams to sell merchandise

WFDF Facilities

Rooms and facilities available for WFDF Congress and Forum Phone line available for access to the Internet Conference call telephone facilities available for WFDF officers Accommodation, food and transport costs for three (3) WFDF Officials

and finally.....The Budget.

Your budget should reflect all aspects of your bid. If you have specified a facility we would expect to see it in the budget. The budget should be divided into expenditure and income. The income should be detailed enough for us to be able to identify the costs of a range of accommodation options. We should also be able to see what the player costs are if a player chooses not to take up your choice of accommodation options.

It has become accepted practice that TOC's should be financially compensated for the amount of work they do to put on a major tournament. The practice that we expect TOC's to follow is to keep team and player fees as low as is possible whilst providing a quality service. The financial compensation for TOC's will then come from the sales of goods and a percentage of sponsorship money, the remainder being used to lower team and player fees. All monies generated through the sale of the tournament to any media outlet, especially satellite or terrestrial TV, will be transferred directly to WFDF.

We give an example of what budget headings might be included in a tournament bid. One aspect you must be aware of is that the WFDF fee for sanctioning any bid is 12 Swiss Francs per player. This is non-negotiable.

Income

Team fees
Players fees
Sponsorship
Advertising hoarding
Concessions
Donations

Expenditure

Grandstand seating

Video towers

Sound system

Media

Radio system

ID cards

Flags and poles

Tournament newspaper

Advertising and banners

Transport

Design and artwork

Players accommodation options

Social events

Players food options

Development programme

WFDF Player Fees (12 SWF)

WFDF staff costs (x3)- travel & accommodation.

Medical expenses

Ground staff for field maintenance

Trophies

Insurance

Medals

Electricity supplies

Players discs

Administration, web-site, phone bill etc.

Players shirts

Staff accommodation, staff shirts etc

Scoreboards and other field equipment

Marquees (tents)

Budgets require constant revision and the TOC is required to submit a revised budget to WFDF six months before the tournament and six weeks before the tournament. This enables the WFDF to monitor and advise the TOC on financial aspects and avoid TOC's loosing money.

Use the headings provided previously.

These headings will allow the Ultimate Committee to make a decision as to the most appropriate site for a WFDF sanctioned Ultimate tournament. The only other criteria that may be used is the past site history of previous tournaments. It is the intention of the WFDF Board to distribute tournament sites as equitably as possible on a geographic basis, whilst taking into account the distribution of Ultimate players world wide. What your bid will not include at this stage is a detailed time scale of events leading to the tournament itself. This will be provided for you once your bid is accepted. These

further guidelines will include information of the registration of teams, team and player eligibility, the payment of team and player fees, a timescale for the payment of those fees, player uniforms, a schedule for refunds, a deadline for registration, the seeding of teams and the tournament format. All these matters will be decided by the Ultimate Committee and implemented by the TOC. The TOC will be immediately responsible to the Ultimate Committee for the running of the tournament and finally responsible to the WFDF Board.

Time scale for consideration of your bid.

The dates for submission and consideration of all bids are outlined below. Bids should be received at least 24 months before the tournament. The timescale for bids for WUCC 2002 are detailed below.

May 30th 2000 All bids to Chair of Ultimate C	committee for initial review
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and feedback to bidders. No more bids accepted after this

date.

June 30th2000 All bids in final form circulated to Ultimate Committee

members by bidders.

July 30th 2000 Ultimate Committee recommends successful bid and back-

up bid to WFDF Board for approval

WFDF Congress 2000 Final decision taken by Congress. All bidders informed of

decision.

We wish you good luck with your bid.

Ultimate Committee Members and all contact details can be found at:

www.wfdf.org

World Flying Disc Federation Ultimate Committee

Contract for WFDF World Ultimate Championships

This contract sets forth the minimum terms and conditions between you, the Tournament Director (TD), representing the WFDF World Ultimate Championships Organising Committee (herein termed TOC) and the World Flying Disc Federation (herein termed WFDF) regarding the 2000 World Ultimate Championships (WUC), to be held on August 5-August 12 2000 at Heilbron, Germany.

Title

The official title of the tournament shall be the "WFDF 2000 World Ultimate Championships."

Recognition of WFDF sanctioning process.

The WFDF logo and the title "World Flying Disc Federation" or "WFDF" shall appear on all discs, shirts, promotional material, administrative material and printed materials, including programmes. An explanation of the role and function of WFDF shall appear in all promotional, press and public material. The wording of such explanation shall be agreed with WFDF prior to publication.

Responsibility to WFDF

The TD and TOC shall be directly responsible to the Board of WFDF for all matters concerning the planning, organisation, implementation and evaluation of WUC 2000. The main WFDF contact with the TD and TOC shall be the elected Chair of the Ultimate Committee.

Tournament Co-ordination.

WFDF Responsibilities shall be to:

- agree all communication with member countries and other interested parties before being sent out
- liase with the TD and TOC and advise on all aspects of tournament planning, either directly or through the Tournament Director's Manual
- determine the seeding and tournament format for all divisions of WUC
- determine the playing schedule for all teams
- determine and enforce all tournament playing guidelines, including length of games, starting times, points, caps, team eligibility and any other aspects decided on by WFDF Ultimate Committee
- organise and run the Captain's Meeting prior to the first game of the tournament
- establish and oversee the Tournament Rules Group, composed of the WFDF Representative, TD and an elected player or players.
- accept responsibility for the choice and use of Observers if appropriate
- organise and run the WFDF Congress and Players Forum during the period of the tournament

TOC Responsibilities shall be to:

• plan and organise the tournament in a way that accurately reflects the Proposal Bid accepted by the WFDF Board and the advice included in the WFDF Tournament Directors Manual (TDM), including the:

- distribution of pre-tournament information to National Associations and other interested parties according to the timescale drawn up by WFDF and outlined in the section below.
- organisation of Opening and Closing ceremonies, including medal and trophy awards.
- provision of accommodation and food for all registered players, guests and representatives
- provision of accommodation, food and transport costs for three (3) WFDF representatives
- provision of free on-field medical facilities for all registered players
- provision and maintenance of the agreed number of official regulation size fields, including lines, cones and scoreboards.
- provision of other essential on-field facilities including an adequate supply of drinking water, toilet facilities for both men and women and rubbish disposal.
- provision of facilities for players on the fields including a players centre, medical centre, staff centre, central information centre for staff, players, public and press, facilities for eating and drinking and the organisation of other concessions
- provision of a public address system to cover the area of the fields
- supply of sufficient staff to run the tournament, including the TOC, local site staff to cover accommodation, food and other domestic issues, field staff, medical staff, security staff and concessions.
- display of game results and current standings in each division on a daily basis
- provision of medals for top three teams in each division and trophies for all teams
- provision of a tournament newsletter and Final Day programme
- provision of rooms for the Captains' Meeting, WFDF Congress and Players' Forum.
- attendance of TD or representative at the Captains' Meeting, WFDF Congress and Players' Forum
- establishment and maintenance of contact with local, national and international media before, during and after the tournament, including regular press releases. This should also include the collection of all press cuttings concerning the tournament to be included in the TOC's final evaluation package.
- provision of all official social events during the course of the tournament
- provision of third party public liability insurance on behalf of TOC and WFDF to cover all potential claims for negligence, injury or damage as a result of events at the tournament
- responsibility of ensuring that all sub-contractors and providers of facilities have third
 party public liability insurance on behalf of TOC and WFDF to cover all potential
 claims for negligence, injury or damage as a result of the failure of such facilities at
 the tournament
- responsibility for all the financial aspects of running the tournament within the budget submitted in the Proposal Bid. This is amplified in Budget section.

Broadcasting and videotaping arrangements.

WFDF has the right and responsibility, in working constructively with TOC, to award or limit broadcasting and videotaping rights and privileges at this tournament. WFDF shall negotiate such rights on behalf of the tournament with any national, international or

independent media organisation. All monies accrued by the TOC from media outlets shall be the property of WFDF.

Timeline.

The following timeline should be followed by TOC

One year before (minimum)

All national associations informed of the dates and venue of the tournament, including contact names and numbers.

September 1st

Official invitations sent to each national association with information regarding costs and availability of accommodation, food, players package

December 1st-March 1st.

National Associations notify TOC of teams selected to play at WUC. Only players approved by National Association can enter. All team Fees to be paid. All provisional numbers of players, coaches, guests for each team to be notified to TOC.

March 1st - June 5th

All teams approved by National Association to register players with TOC. This includes provisional roster. Team registration closes.

June 5th - June 19th

WFDF seeds teams and devises tournament format and playing schedule. All teams notified immediately schedule is agreed by WFDF.

July 5th

All player registration closes.

All exceptions to be approved by WFDF Ultimate Committee Chair.

Bid Proposal Update.

Six months prior to the tournament the TOC shall update the Bid Proposal and submit it to WFDF.

Budget

TOC shall:

- present an interim budget six months prior to start of the tournament
- present a pre-tournament update of the budget one month prior to the start of the tournament
- present final accounts for the tournament eight weeks after the end of the tournament.

All budgets should include a specific breakdown of

- Income
- Accommodation and Food costs
- Field costs
- Player package costs
- Social costs.

There should be individual itemised costs per player and an overall tournament figure for each area of the budget. These areas should be itemised in the way laid down by the Bid Proposal for WFDF sanctioned Ultimate tournaments.

TOC shall pay all bills relating to the tournament within four weeks of the end of the tournament. This shall include all moneys owed to WFDF through player registration, payment of national subscriptions made by members at the tournament or any other moneys owed WFDF. The player registration is a fee of SWF 12 (Swiss francs) per participant.

TOC shall accept that WFDF will not be responsible for any financial aspects of the tournament beyond that stated above. All sales from concessions shall be the responsibility of the TOC who have the right to distribute any moneys generated in a manner to be determined by them. Conversely, any loss at the tournament shall also be the responsibility of TOC.

Any profit made from team/player subscriptions shall be returned to WFDF to be distributed to member countries or held centrally to develop the sport of Ultimate.

Sponsorship

WFDF shall reserve the right to approve or disapprove any potential sponsor of the tournament. Such approval will not be unreasonably withheld and will be given within 30 days of official notification.

Any monies or goods raised as sponsorship shall be used to reduce player and tournament costs.

Any surplus monies or goods raised from sponsorship shall become the property of WFDF.

Responsibility.

TOC holds WFDF, its President, Board members, officers and co-ordinators, agents and consultants harmless from any claims and liabilities that may arise from the TOC's organisation of the tournament, including, but not limited to, claims and liabilities arising from inadequate insurance coverage.

In signing this contract the TD and TOC accept all aspects of the contract outlined above. Please sign both copies of this contract and return one to the Chair of the Ultimate

Committee. It has been a pleasure working with you and I look for tournament.	ward to a great
Please sign and add address and 'phone number/email address	
Tournament Director	
TOC Member	
TOC Member	
WFDF Chair of Ultimate Committee.	
Team Roster.	
Team	Name of contact
Division	Address of contact

Number	Name	Date of Birth	Gender	Address	Eli

Teams: X v Y

Date: Time: Division: Pool:

Starting zone	Pull-Team	End /
. Start Time		
Time Outs	Team X	Team Y
1		
2		
3		
4		
5		
6		

Half Time	Start	Finnish
(Actual Time)		

Score	Team X	Team Y
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

	Team X	Team Y	19	
Overtime TO 1			20	
Overtime TO 2			21	
			22	
End of Game			23	
(Actual Time)			24	
			25	
Injury TO's	Team X	Team Y	26	
1			27	
2			28	
3			29	
4			30	
5			31	
6			32	
			33	
FINAL SCORE		SOTG (0-10)	34	
		, , ,	35	
Team X =		Y=	36	
		From X	37	
			38	
Team Y =		X=	39	
		From Y	40	
			41	
			42	
CAPTAIN X	SIG:		43	
			44	
			45	
CAPTAIN Y	SIG:		46	
			47	
			48	
			49	
Staff Name			<u> </u>	<u>'</u>
SOTG Score	Team X	Team Y		

Staff Field Instructions – 1999 and 2000

Please find below the section from the players handbook on Tournament guidelines. You need to be aware of these if you are field staff because you need to be at the fields some time before the teams.

The field co-ordinators are responsible for staff allocation and supervision during the week.

There also follows Staff guidelines on how to manage Field situations.

Staff will be responsible for :
Scoring and time keeping
Selling merchandise
Running the bar
Social events
Babysitting
Writing reports
Taking photos
Delivering water to fields (we have golf carts)
Keeping everyone happy!!
And lots, lots more.

But the most important bit is the fieldwork.

Tournament Rules:

1. Starting and ending the game

All field staff responsible for scoring and timing games shall arrive at the appropriate field thirty (30) minutes before the game they are due to score or time begins. They shall place themselves in a position visible to any players approaching the field. Both Team Captains or Team Representatives shall report to the field staff at the appropriate field fifteen (15) minutes before their game is due to start. The Team Captains or representatives shall register the arrival of their team with the field staff and present them with the team roster for that game. Captains of the two teams shall flip discs to determine possession and field position for their teams at the start of the game. Should one or both Captains not report to the field staff at this time, the staff shall note this, contact the central information centre by walkie-talkie, and ask for a public notice to be made to attract the Captain and/or their team to the appropriate field. Upon the arrival of the Captain the staff shall inform them of the amount of time left before the beginning of the game. Rosters will then be handed to staff for verification. Teams with less than 10 players on their roster for any one game will not be permitted to play.

Teams who have delivered their roster late will not be permitted to play until the roster has been checked. If this means they are late starting then they will forfeit points.

All teams must be ready to play five (5) minutes before they are due to play. Teams who do not have seven players on the line and at least three (3) substitutes ready to play when the signal is given to start play shall give one (1) point for each minute they are late to the opposing team. If a team has not arrived after fifteen (15) minutes they shall forfeit their game to zero (0). Should neither team arrive on time then they shall both gain points at the rate of one (1) per minute until a team arrives and lines up, or until both teams arrive and line up or until both teams forfeit their game zero-zero (0-0) after 15 minutes. Should either or both teams fail to turn up and so forfeit their game they shall automatically be referred to the TRG by the TD for possible disciplinary action.

If at the scheduled starting time of the game only one of the Captain's is present, then that Captain may choose which end their team will defend and whether they will pull or receive. If neither Captain is present then the first Captain to arrive shall have first choice.

The TD shall organise a signal that can be heard simultaneously on every field being used by the tournament. Five (5) minutes before the scheduled start of a game a signal will be transmitted to all fields in order to prepare all teams to line up ready to play. A different signal shall be transmitted to start the game at the designated time. The two signals shall be recognisably different from each other At the end of regular play a further signal will be transmitted. This shall also be different from the other two signals.

Exceptions.

Games will start on time, unless a previous game has overun its time on the same field as the next scheduled game. Teams may have to wait until the previous game is completed before starting their game. They shall still follow the pre-match procedure outlined above and if another field is available teams may be asked to switch at the time they hand in their roster fifteen (15) minutes before the scheduled start of their game.

If the game does not start on time because of the late arrival of one or both of the teams the start and finish signals shall remain in force for that game. If, however, a game starts late because of another game playing extra time on the scheduled field, and another field being unavailable, then the field staff shall note the beginning time of the game and adjust all subsequent timings so that the game shall run for its allotted time. The field staff shall then enforce this new time schedule irrespective of the time schedule of other games being played in the same round.

2. Time Caps

All games at World Championship tournaments shall be time capped.

In Pool play the time cap shall be set at 100 minutes.

At the end of regular time play will continue until the next point is scored. If the game has not reached its end then two points will be added to the highest score. The first team to reach that score will win. However, if a team reaches their target with a lead of two then they shall have won. e.g in Women's division if the score is 14-12 at the end of regular time and the leading team score another point, they shall have won.

This sheet is designed to help you through the week. We hope that it will answer any questions you may have.

- Staff shirts must be worn and visible at all times when on duty unless it is very cold or wet...
- Staff on Game 1 each day must report to staff control by 8.00am to collect cones, score sheets, score-board numbers and walky-talkies. All other field staff must report to staff control 30 minutes before their game.

- Staff on Game 5 each day (or the last game on that pitch that day) are responsible for returning cones, scoreboard numbers and walkie-talkies to staff control.
- All games have an official score sheet which must be completed fully by staff and returned as soon as possible to staff control. Team Captains will report to you 15 minutes before their game is due to start. They must give you their player roster for that game. This will include all players names and shirt numbers. If a team does not have a team roster it cannot play.
- All matches must start on time. Teams not lined up ready to play two minutes after the scheduled time forfeit one point for each minute or part of a minute they are late. After 15 minutes the game is void.
- All matches are played to time. Each division has its own set of guidelines and directives. See the table below for time limits, point limits and time-outs. Simply put, each team has a set number of time-outs. Each time-out lasts 2 minutes only. This chart has yet to be approved by WFDF but wont change that much.

	Points	Point cap	Half- time points	Half- time length	Time cap	Time outs per game per team	Time- outs/ overtime
Open-pool play and knockout	15	17	8	5'	100'	4	1
Open-Final	21	25	11	10'	2h	3 per half	1
Women-pool play & semi's	15	17	8	5'	100'	4	1
Women- Final	19	22	10	10'	2h	3 per half	1
Co-ed pool play and knockout	15	17	8	5'	100'	4	1
Co-ed Final	19	22	10	10'	2h	3 per half	1
Masters-pool play	15	22	8	5'	100'	4	1
Masters Final	19	22	10	10'	2h	3 per half	1

The time limit for each game includes time-outs and half time, but not overtime.

Tournament Formats.

See web site for all Seeding, Division formats and game schedules.

Example of timing:

If a game starts at 08.30

8 time-outs @ 2 minutes 16 1 half-time 5 Play 1hr 20'

Play would finish at 10.21' Injury time-outs and overtime could extend this!

- **Injury Time-outs**: If a player is injured and an injury time-out is called by a member of that player's team, then play will stop and the clock will stop. If that player leaves the field then this will be regarded as an injury time out and should be recorded on the score sheet. If the player does not leave the field than that team will loose a regular time-out for that half.
- If a team calls a time-out but has none left, staff should inform the team, but play must continue
- At 1hr 40mins (100'), play will stop after the next score, unless the scores are different by one point or are equal. If this is the case then additional time is played until a team leads the other team by two clear points. Most games will reach their cap before time runs out, but it can get complicated.
- In a case where a game overruns its allotted time due to injuries or overtime, the teams due on that pitch next must still be ready to play immediately the other game is finished. So the staff for that next game must also be there.
- You are responsible for scoring and timekeeping only. You have complete authority in these areas. You should not become involved in any on-field discussions about play. You call time for the start; between points, disputes, end of time-outs; beginning and end of halves and the end of the match.
- The most difficult thing to do is to keep your concentration for up to 2 hours and make sure the score is always right. Do not let others distract you, especially members of, or supporters of, the teams that are playing, other staff, etc...
- All score sheets and team rosters must be returned to staff control as soon as
 possible after each match, but only after each Captain of the teams playing has
 signed the score sheet as a true record of the game and completed the Spirit of the
 Game score.

Staff Instructions

Welcome to the Staff Team. This will be a great week, hard work, but lots of fun. This information sheet outlines all the duties and responsibilities you may have during the week. You will not be asked to do everything, but you will certainly get your fair share. I have outlined the week chronologically, which should help us when we come to allocate people to jobs. There is a separate sheet for staffing games which you will need to read carefully.

Friday 21st July.

- 17:00 **Inaugural Staff Meeting**. Introductions, outline of the week, allocation of jobs, on-field instructions, questions and answers.
- 18:00 Dinner
- 19:00 Further bonding.....Trial score sheets, pre-registration tasks, ID Cards.

Saturday 22nd July

All staff must wear their staff shirts at all times they are on duty.

09:00 Signs placed around campus directing players to Registration

0	9:00	Staff on fields to supervise teams as they practice and keep them off the finals pitch! Also
to	0	do any last minute tidying un

10:00 Registration opens. Staff to be posted around campus to welcome and help players as

they arrive. Staff to help with Registration and players pack.

17:00 Registration closes

18:30 All staff in marquee to prepare for Opening Ceremony

19:30 Opening Ceremony in marquee. Staff to supervise players, spectators and guests; to

present to the players as a team in our own right. For this part of the day all staff must wear their shirts.

20:30 Opening Party. Staff to be on duty through the party for safety reasons, checking ID etc.

20.30 Captains meeting...

Sunday 23rd July

Games

07:30 Staff to set-up fields; flags, tables, chairs, water, PA, etc.

08:00 Staff for Game 1 report to Staff Control on the fields.

08.30 Game 1 starts.

10:30 Game 2 starts

12:30 Game 3 starts

14:30 Game 4 starts

16.30 Game 5 starts

18:30 Staff to clear the fields of flags tables, chairs, water carriers, rubbish etc.

On-Field.

08:00 Help set up Medical Team. Staff to be with Medical Team each day as liaison

10:00 Help The Ultimate Store set up

17:00 Help the Ultimate Store pack up.

18:30 Help the Medical Team pack up.

20:30 Team Meeting.

Monday 24th July

Games as Sunday
On-Field as Sunday

Off-Field

19.00 WFDF CONGRESS20:00 Team Meeting

Tuesday 25th July

Games as Sunday
On-Field as Sunday

Off-Field.

19:00 Set up Trading Night - Marquee.

20:00 Team Meeting.

21:00 Staff to be at Trading Night to help with supervision/safety.

Wednesday 26th July

Games as Sunday
On-Field as Sunday

Off-Field

20:00 Team Meeting

21.00 Staff the party in the marquee

Thursday 27th July

Games as Sunday On-Field as Sunday.

Off-Field

20:00 Team Meeting

20:00 WFDF Forum. Staff to attend to help with arrangements.

Friday 28th July

Games; as Sunday

On-Field As Sunday, but more so, especially with retail sales.

Off-Field.

20:00 Team Meeting

21:00 Friday Night Fling. Staff to be on doors for safety reasons, checking ID etc.

Saturday 29th July.

Games.

08:00 Staff on fields to prepare for Finals.

08:30 Staff scoring Game 1 to staff control.

09:00 Masters Final

11:30 Women's Final

14:00 Open Final

16:30 17:00	Medal and trophy ceremonies. All staff to be present and visible. Closing Ceremony. Goodbyes, thank you's and the call to party!.
On-Fi	eld
08:30	Help set up Medical Team.
09:00	Help The Ultimate Store set up
16:30	Help the Medical Team pack up.
17:00	Clear the Fields. Clear up the rubbish, pack up all equipment, store all goods, return as
much	as possible to its rightful place. Be a generally very helpful sort of person

19:00 ALL STAFF FINISH THEIR WORK AND ARE FREE TO DO WHAT THEY WANT - FOR EVER!

Captain's Meeting Notes – WUC 2000

18:00 Help the Ultimate Store pack up.

WFDF World Ultimate Championships 2000.

Heilbronn Germany.

Captain's Meeting

Agenda

Starting and Ending the game

Time Caps
Tied Procedures
Tournament Rules Committee
Team Discipline
Observers
Summary of WFDF Rule Revisions
WUC field procedures

WFDF Rules for Ultimate are those in force for this tournament.

Please be aware of these rules, especially the new rules. It is your responsibility to know them. There are notes in this section that give a brief description of the changes that you need to tell your players about.

1. Starting and ending the game

All field staff responsible for scoring and timing games shall arrive at the appropriate field thirty (30) minutes before the game they are due to score or time begins. They shall place themselves in a position visible to any players approaching the field.

Both Team Captains or Team Representatives shall report to the field staff at the appropriate field fifteen (15) minutes before their game is due to start. The Team Captains or representatives shall register the arrival of their team with the field staff and present them with the team roster for that game.

Captains of the two teams shall flip discs to determine possession and field position for their teams at the start of the game. Should one or both Captains not report to the field staff at this time, the staff shall note this, contact the central information centre by walkie-talkie, and ask for a public notice to be made to attract the Captain and/or their team to the appropriate field. Upon the arrival of the Captain the staff shall inform them of the amount of time left before the beginning of the game. Rosters will then be handed to staff for verification.

Teams with less than 10 players on their roster for any one game will not be permitted to play.

Teams who have delivered their roster late will not be permitted to play until the roster has been checked. If this means they are late starting then they will forfeit points.

All teams must be ready to play five (5) minutes before they are due to play. Teams who do not have seven players on the line and at least three (3) substitutes ready to play when the signal is given to start play shall give one (1) point for each minute they are late to the opposing team. If a team has not arrived after fifteen (15) minutes they shall forfeit their game to zero (0). Should neither team arrive on time then they shall both gain points at the rate of one (1) per minute until a team arrives and lines up, or until both teams arrive and line up or until both teams forfeit their game zero-zero (0-0) after 15 minutes. Should either or both teams fail to turn up and so forfeit their game they shall automatically be referred to the TRG by the TD for possible disciplinary action.

If at the scheduled starting time of the game only one of the Captain's is present, then that Captain may choose which end their team will defend and whether they will pull or receive. If neither Captain is present then the first Captain to arrive shall have first choice.

The TD shall organise a signal that can be heard simultaneously on every field being used by the tournament. Five (5) minutes before the scheduled start of a game a signal will be transmitted to all fields in order to prepare all teams to line up ready to play. A different signal shall be transmitted to start the game at the designated time. The two signals shall be recognisably different from each other

At the end of regular play a further signal will be transmitted. This shall also be different from the other two signals.

Exceptions.

Games will start on time, unless a previous game has over run its time on the same field as the next scheduled game. Teams may have to wait until the previous game is completed before starting their game. They shall still follow the pre-match procedure outlined above and if another field is available teams may be asked to switch at the time they hand in their roster fifteen (15) minutes before the scheduled start of their game.

If the game does not start on time because of the late arrival of one or both of the teams the start and finish signals shall remain in force for that game. If, however, a game starts late because of another game playing extra time on the scheduled field, and another field being unavailable, then the field staff shall note the beginning time of the game and adjust all subsequent timings so that the game shall run for its allotted time. The field staff shall then enforce this new time schedule irrespective of the time schedule of other games being played in the same round.

2. Time Caps

All games at World Championship tournaments shall be time capped. In Pool play the time cap shall be set at 100 minutes.

At the end of regular time play will continue until the next point is scored. If the game has not reached its end then two points will be added to the highest score. The first team to reach that score will win. However, if a team reaches their target (15) with a lead of two then they shall have won. e.g. in Women's division if the score is 14-12 at the end of regular time and the leading team score another point, they shall have won.

3. Tied procedures.

There is a well developed system for tie-breaks now. If two teams are tied on win-loss ratio after any phase of pool play then the result of the head-to-head game will determine places. If three or more teams are tied then the following order of criteria will be applied;

- 1. Points scored in games between those teams will be calculated. Teams will be ranked according to the points difference in those games. The highest positive difference will determine the highest ranking for that team. The remaining teams will be decided on the same basis.
- 2. After calculating the points difference between three or more teams, should the points difference be the same then the highest points scored in those matches will determine places. After determining places by this criteria, should two teams remain tied then their ranking will be determined on the head-to-head basis.
- 3. Should three or more teams still be tied after points difference and points scored are calculated then points difference in *all* games in that pool will be calculated and the team with the highest difference will gain the highest ranking. Further rankings will be determined by the results of head-to-head games.

Finally, should this still produce a tie (now we move to statistical instability) then all three teams shall nominate one player to throw one disc as far as they can. All players

shall throw at the same time, with any prevailing wind at their backs. The furthest throw shall win, other places determined on Head-to-Head.

4. Tournament Rules Committee.

This is the group that decides on all matters that effect the tournament including player discipline, tournament format and playing conditions. The committee is the group that arbitrates and decides on all matters brought before it. In the past four WFDF Ultimate Championships the committee has been involved in settling a number of issues concerning playing formats and player discipline, both on and off the field. The group have the responsibility to ensure that the game of Ultimate is seen in a positive way by all who come into contact with the sport. As such the committee has the power to exclude any players or teams who are judged to have acted in a way that discredits the game.

The Tournament Rules Committee is made up of:

WFDF Ultimate Committee Chair

Tournament Director

Players Representatives - one from each Ultimate division to be elected at the captain's meeting.

Should any member of the TRC be involved in any way with incidents that require the attention of the group, then that person shall step down for discussion of that incident.

5. Team discipline

Uniforms. All teams must wear uniforms that conform to the guidelines laid down by the Tournament Organising Committee. Shirts all the same, with unique numbers that are visible; shorts the same; socks the same for any Finals.

Time. All teams must make a determined effort to keep games flowing. Time wasting will be seen as being against the spirit of the game. The new rules will help you do this. So, please change ends quickly, only take 2 minutes for time outs and 5 minutes for half time. You will loose time and time outs from your 1hr 40 minutes and it will effect your score in the event of a tie in pool play. Please respect and respond to encouragement to speed up.

Fouls. There is no need for any prolonged discussion about a foul or call. Either you agree or disagree. If you agree the disc stays where it is, if not it goes back. There will be some very tight calls at times that seem crucial to individuals, but that does not alter the procedure. There is no need for arguments that slow the game and reflect badly on the sport. Settling disputes quickly is a very positive way of showing spectators that there is an advantage to our system of self-officiating over the concept of referees.

6. Observers.

TRG to be responsible for appointing observers if felt necessary, or if asked by both captains the day before. It is not anticipated that observers will be necessary.

7. Summary of the WFDF Ultimate Rules revisions

Introduction

The major part of the revisions are based on the new rules introduced in 1999. All but a few of the principles have been kept. However, with the experience of playing by these rules at Worlds in St Andrews, we have developed these suggestions further. The unification between the UPA and the WFDF ultimate rules has been a major aim. Referring to the trials of 1999, the following revisions should be noted.

Revisions

- The length of a full game has been reduced to reflect that most games are shorter than 21 and will be further reviewed to develop world-wide consistency after WUGC 2000.
- We have introduced a rule which instructs players to treat any bleeding wounds before rejoining the game.
- The rules that were tested during 1999 for time-keeping have been revised and improved. The revision includes clarification of some ambiguous situations and a reduction in the severity of the consequences of a late acknowledgement of readiness
- Replacements discs are not placed at the goal-lines, but can be held by the officials, and used for more occasions than the pull.
- There is a check after strip.

The pull

Reception in the end-zone: the rule (that the disc is to be played from where it is caught) tried during 1999, stands.

Failing to catch after touching: after a long (and sometimes heated) debate, it was decided that the pull-rule should revert to the old formulation. It is again not allowed to touch the pull in the air, fail to catch it and keep possession.

The continuation rule

The continuation rule has been rewritten to better clarify this situation and to begin the unification of the WFDF and the UPA continuation rules.

There have been three additions to the old rule:

- If a pass is released after the thrower was called for traveling and the pass is incomplete, the pass now counts and results in a turnover.
- For other violations called against the offense, if the pass is completed, it does not count and possession reverts back to the thrower.
- The defense should acknowledge if a violation did not affect the defensive effort and possession should revert back to the thrower.

8. WUC field procedures

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GENERAL INFORMATION

Please make yourselves very familiar with the revised WFDF Rules before reading this section.

With the introduction in 1999 of a new group of rules designed to speed up the game the role of the field staff was extended. This role has not been changed by the 2000 rule changes. The field staff will still have the jobs of scoring and time keeping, including the timing between points and on disputes. They are not available for rule clarification or the settling of any disputes. That is the responsibility of the players. They are, however, responsible for monitoring your time on the field and their decisions will be final.

We ask you, in fact INSIST, that you brief all your players on this point. Any abuse of field staff will be a disciplinary matter as far as we are concerned. It is the responsibility of all players in all teams to follow all field staff instructions below with complete compliance and co-operation. The captains are responsible for the behaviour of their team.

PROCEDURES

The following procedures apply.

A central horn to start the timing of games. The field staff will be responsible for giving your teams all the information they need to organise themselves. This will come in a variety of forms detailed below. The staff will blow whistles from one to three times to warn the teams of the time limits. Three times always indicates that play shall resume immediately.

Time limits between goals

The time limit between the scoring of a goal and the ensuing throw-off is sixty (60) seconds for the receiving team, and seventy-five (75) seconds for the throwing team. These limits are enforced by the following procedure.

The forty-five seconds whistle – one signal

+ (a) As soon as a goal is scored (in the event of a discussion, as soon as the goal is acknowledged by the defending team), the timekeeper starts a clock. After forty-five (45) seconds, the timekeeper blows a whistle once to warn the receiving team that it has fifteen seconds before the minute runs out.

The sixty seconds whistle – two signals

- + (b) After sixty seconds, *if the receiving team has acknowledged that it is ready*, the timekeeper signals (whistles twice) the throwing team that it has fifteen seconds before the seventy-five seconds run out.
- + (c) If the receiving team does not acknowledge that it is ready before the sixty-second whistle, this signal means that that team loses a time-out if it has any time-outs remaining. The timekeeper then tells the captains that a time-out has been assessed, and a regular time-out for that team takes place. If the receiving team has no time-outs remaining then a time-out does not occur, there is no pull, and the receiving team takes possession of the disc 15 yards behind their own goal line, midway between the two sidelines. Play is restarted with a check.

The seventy-five seconds whistle – three signals

+ (d) If the throwing team does not throw before the seventy-five second whistle, that team loses a time-out if it has any time-outs remaining. The timekeeper then tells the captains that a time-out has been assessed, and a regular time-out for that team takes place. If the throwing team has no time-outs remaining then a time-out does not occur, there is no pull, and the receiving team takes possession of the disc at the brick mark nearest the goal it is attacking. Play is restarted with a check.

Time limits after time-outs

(a) Time-outs between points:

Each time-out between points extends the time between goals by 2 minutes. Play is restarted as between ordinary goals. However, when a time-out between points has occurred, the timekeeper gives an additional warning whistle 30 seconds before the offense must be ready to receive the throw-off. These signals are the same as for time limits after half-time.

(b) <u>Time-outs during points</u>:

The timekeeper signals

- once when thirty (30) seconds are remaining and
- once when fifteen (15)seconds are remaining.

At the end of 2 minutes all offensive players must have established stationary positions and the thrower must signal readiness.

<u>If the offense is not ready</u> at the end of 2 minutes then the timekeeper shall blow the whistle twice to confirm that the time-out has expired. The marker may then initiate or resume the stall count immediately.

If the offense is ready at the end of 2 minutes the defense has an additional fifteen (15) seconds to establish positions, during which time the offense must remain stationary. The timekeeper shall give a final signal (by blowing the whistle three times) when these 15 seconds have elapsed at which time the offense may begin play immediately.

If both teams are ready at any time before the final signal is given then play is restarted with a check and all remaining timekeeper signals are dispensed with.

Time limit after half time

The same procedures also apply at the beginning of each half of play, except that the timekeeper gives warning signals:

- at 30 seconds (once) before the receiving team must acknowledge readiness.
- 15 seconds (once) before the receiving team must acknowledge readiness,
- 15 seconds (twice) before the throwing team must throw and
- a final signal (three times) when play is to be resumed immediately. These are the same signals as for time-outs between points.

Disputes

After a dispute has gone on for thirty seconds, the official shall instruct the players involved to resolve the issue immediately or return the disc to the last thrower. Thus, there is no strict thirty seconds time limit but a realistic expectation that play shall resume.

Notes

Note 1: if both teams are ready at any time before the final signal is given then play is restarted and all remaining timekeeper signals are dispensed with.

<u>Note 2:</u> the signal of readiness is that a player on the team in question raises a hand. Players must establish and hold their positions prior to signaling readiness.

Note 3: It is common for players to confuse overtime with the time-cap. Overtime has nothing to do with time elapsed since the start of the game. Overtime occurs when the score is tied at one point less than the number of points for which the game was originally scheduled, e.g. at 16-16 in a game to 17.

Note 4: the corner discs of WUCC 1999 are not used at WUC 2000. Additional spare discs may now be held by the officials to be used by the offense to replace an out-of-bounds or damaged disc at the offense's discretion.

Score sheets and Spirit of the Game

At the end of each game Team Captains must sign the score sheet as a correct record of the game. They will also be asked to complete a SOTG score for their opponents on a scale of 0-10, where 0 is a disastrous game and 10 is so exceptional that someone, or the whole team, must have been a superb SOTG ambassador. It is not expected that teams will score their opponents 10 just because they have crushed them with little effort. A 10 would be for a very tight competitive game with disputes called but settled quickly; where teams were aware of tensions and high levels of competitiveness but players feel good about winning/loosing nonetheless.

Staff will also be asked to rate teams on a scale of 0-10 for the Staff SOTG Awards. These will be used to supplement Team scores in the event of a tie.

All collated SOTG scores will be made public at the end of the tournament so that all teams and individuals can use the data to improve their SPIRIT in the coming years.

Charlie Mead

Chair – Ultimate Committee