

COMMISSIONER'S HANDBOOK

HAWAII ULTIMATE LEAGUE ASSOCIATION (HULA) LEAGUE GUIDELINES

3RD EDITION, JUNE 2008

Mahalo to former HULA Boards, especially the 98-99 Board, for their role in the materialization of the 1st edition Handbook and 04-08 Boards for the 2nd & 3rd editions.
HULA website: <http://www.hawaiiultimate.com>

LONG LIVE ULTIMATE FRISBEE!

PRELUDE

The following Commissioner's Handbook is a compilation of advice and guidance from former Hawaii Ultimate commissioners. The Handbook is offered in the spirit of assisting commissioners, seasoned and non-seasoned alike, in one of the most important, challenging, and arduous roles of Hawaii Ultimate. Similarly, in order to assist your successor and future commissioners, we ask that upon completion of your tenure, you contribute to the development of this Handbook. To facilitate you in your contribution, a copy of this handbook can be downloaded off the HULA website.

A NOTE ON SPIRIT OF THE GAME

Spirit of the Game is one of the first items listed in the UPA Official Rules of Ultimate, 11th Edition. As commissioner, it is your duty to help spread the following SOTG gospel:

Ultimate relies upon a spirit of sportsmanship which places the responsibility for fair play on the player. Highly competitive play is encouraged, but never at the expense of mutual respect among players, adherence to the agreed upon rules of the game, or the basic joy of play. Protection of these vital elements serves to eliminate adverse conduct from the Ultimate field. Such actions as taunting of opposing players, dangerous aggression, belligerent intimidation, intentional fouling, or other "win-at-all-costs" behavior are contrary to the Spirit of the Game and must be avoided by all players.

COMMISSIONER'S HANDBOOK

Pick dates and length for your season.

This is not as easy as it sounds, and you may consult veteran players to get helpful hints. Consider conflicts with other local and mainland disc events as well as holiday seasons. There are some classic periods when league attendance has plummeted historically, including early summer when people in academics are finishing up and others are traveling, Thanksgiving, and the Holiday season. Also, keep in mind the large tournaments: Kaimana takes place in mid-late February (President's Day weekend) and Hopu happens around Veteran's Day weekend in early November. Traditionally, league games are not scheduled during tournament weekends, and sometimes not during the outer-island hat draw weekends, either. In making the schedule, you may include "fun" weekends, such as day games at Central Oahu, Waipio, Waimanalo, or beach. In past leagues, teams have played each other two to three times per season.

Select playing field locations, and secure permits.

Obtaining permits can be difficult and must be done well in advance of the season (2 months or more ahead of time, if possible). There is a lot of competition from other groups. NOTE: Any contact with the Honolulu Polo Club (Waimanalo Polo Fields) should be made through Mondo Chun.

Contact City and County of Honolulu, Parks and Recreation for permits.

Before contacting Parks and Rec officials, you should check with a HULA board member to find out who the current field liason is. If you are asked by the board to contact the fields managers on your own, identify yourself as ultimate league coordinator and provide your name and phone number as the official contact. Ask for a permit for the length of your season and see if the desired day and time slot is available. Pick up the permit and bring it with you weekly. Contact information for commonly used fields is listed below. Please note that Kapaolono park issues permits for three months at a time (ex: you can get the fields for January, February, and March starting on Oct. 1; fields for April, May, and June are available for reservations starting Jan.1, etc...). Laura Gilda is currently our field contact, and a schedule with field contact information can be obtained from her. Central Oahu Regional Park and Kapiolani fields are available upon request for tournament days and are scheduled semi-annually with meetings roughly in December for Jan-May & in May for June-Dec. The earlier you plan, the better chance of getting your choice of fields. Waipio is currently unavailable, but we are working on that. Ask Laura for further details. Check for other documents on the website under "About HULA". The password is alohaspirit.

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|---|----------------------|----------|
| Kapaolono | (Mr. Bobby Shintani) | 733-7370 |
| Kapiolani | (Charleen, M/W only) | 971-2525 |
| UH Manoa | | 988-4747 |
| Ala Wai | | 973-7266 |
| Kanewai | (Jeff) | 733-7366 |
| Central Oahu | (Steve Dilda) | 676-8982 |
| Palolo | (Joe) | 733-7358 |
| Waipio | (Wayne Sasaki) | 678-0593 |
| Other field inquires or maintenance: District 1 Office: | | 973-7250 |

Develop a league roster.

This can be done by circulating a sign up sheet at pickup or other disc events in the weeks prior to the beginning of the season. An email to hulamail should be sent out describing the upcoming league in detail. Additional players have been recruited in the past using posters, ads in the Weekly, and by word of mouth. You should also check with the HULA board to find out who is currently running the rec night and/or learning league, and if they have an email list to which you can send recruitment emails. Currently Jess Kaneshiro is running the rec night, and he can forward emails to his list.

Registration for league can either be done manually (survey-style) or online. Contact the web administrator (Dallas Willett: dawillett@hawaiiultimate.com) regarding the online option. Registration for league should require, at minimum, for players to list their name, sex, and current contact info. You may also want to ask about preferred means of contact (phone or email), years of experience, commitment level, preferred

playing position(s), height, speed, whether they wish to be placed on the same (or different) team as another player, and anything else you can think of. If a player signs up a friend, it is a good idea to check directly with the friend before placing them in the draft. Use the phone and email lists from the previous league to help contact additional players. Call any no-shows from last season to get the back into playing. A player list from last season is password protected online for league members to view.

Designate captains.

These individuals will be the foundation of your league, your major liaison to the players, and facilitators to help your season flow. Choose carefully. Captains should be leaders in spirit, strategy, and responsibility. In most cases, captains should have a few years of experience and should support you as a commissioner. Often times, captains will volunteer for the position (number of captains will depend on number of teams).

The following are some tips for making the captain's job effective. You should pass these on to your captains at the beginning of the season:

- Support the commissioner. The commish has a relatively thankless job, and players are always trying to push their own agenda on him/her. When the commish makes a call or a decision, stand by it and ask your team to do so, as well.
- Communicate with your team. Many captains call their players before each game as a reminder. You could employ a phone tree or email list to make this task easier.
- If you wish to provide shirts, ask your team for help.
- Lead by example. Promote spirit of the game. Be prompt and field your team on time. Follow through with established guidelines (time caps, time outs, etc.). Collect dues as directed by commissioner. Go for the Schlaup!
- Help resolve conflicts when asked – calmly, quietly, and quickly. If one of your players displays excessively bad spirit, you should intervene and remove him/her from the situation. For example, assign the person to cover a different member of the other team or ask him/her to sit down for a few points.
- Reach out to new players and encourage them. Spend time teaching them the game. Always be positive and perhaps assign one of your team veterans to mentor each newcomer.
- Keep track of the score, or make sure someone is.
- Cheer your opponents at the end of each game.

Update the online information regarding league.

Contact the current web administrator (webmaster@hawaiiultimate.com) to make sure league info on the HULA website is up to date in terms of the general description of league, registration deadlines, game schedules, etc. In the past, web features have also included online registration, updates on game scores and league standings, and "mugshot" photos of all players. Currently, league has a wiki-page with this information. Contact the webmaster to get an account for the wiki, or if you are not comfortable making changes yourself, the webmaster can make them. Players really appreciate the website being updated regularly, especially with stats and scores. As the season goes on,

you should also work with the web administrator to keep online player rosters and the hulamail email list up to date, particularly with league latecomers who often fall through the cracks since they usually do not submit official registrations. IMPORTANT: Once league is underway, it is the responsibility of the commissioner to update this online list, with the help of the web administrator. The list should include name, phone number, and email address.

Choose teams.

Based on the league sign up, last season's player turnout, and advice from past commissioners, select the number of teams for your league. As a general rule, you should have 12 people per team minimum. Around 15 per team is considerably better, as no-shows and injuries are a given. Recent leagues have had less people than in previous years. In these situations, players much prefer having few but larger teams as to avoid forfeiting games because of no-shows. We have had effective and entertaining leagues with as few as 6 teams. There are many methods to choose teams, with the obvious ways being draft or no draft.

Draft:

With a draft, schedule a pre-season captains meeting. It is useful for captains to have a list of all registered league players ahead of time in order to organize picks. Captains can decide together the draft details, with the two methods below being examples:

Method 1

- 1) Captains each rank themselves (in terms of what round pick they are) and agree on each other's ranking.
- 2) Men and women are chosen from separate pools. Women first.
- 3) For all couples, captains agree on a ranking for the partner chosen 2nd.
- 4) Draw numbers for draft order. For example, with 6 teams, the captain that draws 1 gets the first pick in men, but the last pick in women.
- 5) In the first round, the picks are done in the order of the drawn numbers: 1, 2, 3, 4, 5, 6. In the second round, the picks are done in the opposite order: 6, 5, 4, 3, 2, 1. Experience has shown that teams 1 and 6 are commonly strong, so alternative draft order should be considered.
- 6) Choosing women first can help keep the teams more even, as many of the stronger women are part of couples. When men are chosen first, some captains strategically choose men with strong women partners earlier in the draft than they would go on their own. This makes for unbalanced men's rosters.
- 7) After all women are chosen, choose men in the same way. Captains must "skip" the round if the second partner from the first round was ranked as that round in the draft.

Method 2

The commissioner maintains control of the draft in order to promote even distribution of player skill, with a goal of maximum league parity. First, group all

players into similarly skilled pools (for example, six player pools for a six team league). Pool the veteran handlers together, six speedy people together, six newcomers together, and so on. Then either pick player out of a hat within each pool (no captain control), or allow your six captains to pick one player per pool using a sequence similar to that of method 1. Captains do not pick within the one pool that they were placed in by the commissioner.

Other draft variables to keep in mind

- Commitment levels: commissioners may want to break up players into layers of commitment levels. For example, all players with 60% or higher commitment levels are drafted first. This helps to ensure that all teams will have players showing up all season.
- Skill-level: commissioners have the option of requiring captains to choose from a designated list of “skilled” players in the first few rounds to ensure teams are more even.
- Couples commonly wish to play on the same team, so try and work such requests into your team selection process to the best of your ability. Swapping draft picks is one way to deal with this.

No Draft:

The no draft option allows for teams to come into league already formed (like in recreational league). This allows for groups of friends to play together. In the past, it has been a good way to introduce new players to the sport since they are comfortable knowing what team they will be on. A downside is that teams may not be even in skill level.

Keep in mind that some people may fudge their signups. They may rank themselves a littler lower in certain areas or may lower their commitment levels to try and get on a better team. Keep this in mind and do not be afraid to alter rankings if you see fit.

Agree on Rules and Regulations with captains.

After the draft, make sure you discuss the season rules and regulations with the captains. Items to discuss include the length of games, time/point caps, rules for picking up new players, half-times, male/female ratio, team colors, and how non-drafted players will be placed on teams. For the last, either set up a fixed rotation by team, or simply retain the right to place them as you see fit as commissioner in order to balance team skill levels.

HULA membership.

Every player in league must be a registered HULA member. In order to become a member, players must pay a yearly HULA membership fee to the board treasurer. The membership is renewed each fall (August/September). The fee is currently \$23, which includes mandatory insurance (\$20) and incidental organizations fees (\$3) for each player per year. The HULA Board of Directors has a list of all paid HULA members. Since the fee is yearly, the commissioners must work with the HULA board over one year in order to ensure each player is accounted for. If the fee is not paid to the board by the third

week of play, the player cannot compete in league. This membership fee is in addition to any league fee that the commissioner sets.

Establish league dues.

Commissioners should prepare an estimated budget pre-season to decide how much to charge for league dues. Since there are no necessary expenses, league dues can range from nothing to a fee at the commissioner's discretion. In recent history, dues have been set at \$10 per player. Please estimate your expected expenses for the season before setting your league dues, as you will be responsible for staying within your budget. HULA will only in rare circumstances cover overspending. Consider the costs of providing food and beverage for any day games you have scheduled, including league finals, as well as any end-of-season party and/or prize expenses. The league dues can be used as the commissioner desires. However, the commissioner will be held accountable to submit a financial summary to the board at the end of the season.

Work with captains on a method of collecting dues from players. Often times, both the captain and the commissioner keep a list of the paid players. Captains collect the majority of the team's money and then hand over a list to the commissioner. The commissioner should be firm with the league dues, setting a rule such as: if the fee is not paid by the third week of play, the player cannot compete in league.

On the first day of league.

You may choose to plan an opening day event. This is an important bonding experience for new players. Providing items such as food and drink, music, and shade should be considered. Opening day can either be the first league game or a hat draw to get people back into it. The latter choice has the advantage of allowing you to finalize your player sign-up list.

Print out the league schedule and a contact list to distribute to captains (the contact list will also provide a means to keep track of who has paid their dues). Also, print out any guidelines and league rules, if possible. At the very least, each captain should have a copy of the 11th edition rules that they can bring with them to the fields each time there is a game. Bring cones, field permits, first aid kit, and any other materials as needed to every event. The HULA first aid kit should be obtained from past commissioner or the HULA board, and should be in the possession of the current commissioner at all functions. Check the first aid kit periodically and make sure that the contents are sufficient for league needs. Other supplies including cones, scoreboards, coolers, water coolers, shade tents are stored at Mondo's and can be used during HULA events. If a commissioner cannot make it to a league game, he should designate someone else to bring the necessary equipment and documents and keep track of time and scores.

Call all time caps as established during your captain's meeting, and promptly advise captains of any schedule or field changes. Resolve conflicts WHEN ASKED – calmly, quietly, and quickly. Alcohol and drugs are not permitted at the fields. Deal directly with these sensitive issues. We have had problems with late noise at Kapaolono fields recently. All players should be off the fields by 10 pm. It is up to the commissioners to ensure players are not lingering after hours as we may lose the fields.

After the games, pick up the cones, scoreboards, and rubbish. You could schedule each team to have alternating clean-up duty after league games. Also, you may need to start a league lost and found, since belongings are often left behind.

TALK to players in the league constantly.

If people are unsatisfied or unhappy about some aspect of the league, the sooner you find out about it, the sooner you can try to fix it. If people are happy, that is good to know, too. Also, you can go a long way towards making newcomers feel welcome by soliciting their input and simply asking how they're enjoying/adjusting to the league. Please remember that you are dealing with a very large group of people. Good organization is key! Clear and timely notice of schedules, contact information, and league fees are essential in order to make the season a success.

League Party.

Organize a post-season party, and obtain awards. Along with opening day, this is the most important event of the season with the majority of league dues going to cover the costs of the party and the awards. Players of the teams winning the season (highest rank) and finals day are typically given prizes (try and make it practical/useful). Each captain should be provided a spirit award for the team member of their choice. The spirit team should also be voted on by league members or captains and announced at finals or the party. The commissioners for the next season are typically chosen from the spirit team by the spirit team and announced at the party. The commissioner's trophy should be engraved with the new commissioner's name and handed over to the new commish at the finals party.

All awards are accompanied by a shot from the Schlaup. Before the party, make sure you locate and procure the Schlaup from the previous winner. The winner of the finals party traditionally wins the Schlaup and must make some sort of alteration/addition to the Schlaup before the next finals party.

In the past, awards ceremonies done late into the party were difficult to hear and a bit rowdy because of loud partiers. Switching the awards ceremony to just after finals or early in the party may help this issue.

You cannot start planning too early for the party!

Keep Books on your league finances.

Keep track of all transactions. These include revenue from dues, a running balance, and all saved receipts. It is useful to keep a roster handy to mark off who has paid dues. You can petition the HULA Board for additional funds to support league events and activities. HULA does not supply alcohol due to liability. You must turn in an itemized budget to the HULA treasurer at the end of your league season. Any extra funds should be submitted to HULA to deposit in general funds.

Update commissioners handbook.

Immediately after the end of the season, make comments on this document (we wish to constantly upgrade these guidelines) and submit them along with your league financial summary and current player roster to a HULA Board member.

SPIRIT OF THE GAME GUIDELINES

Some suggestions for the commissioners to uphold the vital concept of “spirit of the game” based on past HULA incidents:

- Direct your captains to keep foul disputes between players involved. If intervention is required, only captains should be involved. Tell other players to move away.
- Exposed blood is a health hazard. As a courtesy to other players, any injury that results in an open wound or bleeding must be covered in order for the individual to continue playing. Injury substitution should be required while the individual attends to his/her wound(s). There should be a league first aid kit at the field for such situations.
- Physical altercation is not tolerable. The commissioner should decide the consequence of such behavior, ranging from a one point penalty to ejection for the season.
- Stronger, more aggressive participants must never commit a foul which causes physical harm to other players, especially those who are more fragile or are novices. Again, consequences should range from point penalties to game/season ejection.
- All players in league must uphold the “spirit of the game”. Not doing so will result in consequences such as: sitting out a point, ejection from game, multiple game suspension, points assessed against a team, and expulsion from league at the discretion of the commissioner along with the captains, HULA Board, and other HULA members who witnessed the event.

FORMER COMMISSIONERS

| <u>Year</u> | <u>Spring League</u> | <u>Fall League</u> |
|-------------|---|---|
| 1994 | Lori Daniels | Anne Baginski |
| 1995 | Maureen Duffy | Johnny ‘99’ Holzach |
| 1996 | Jeff Iversley | Keek Hottendorf |
| 1997 | Wes Rupel | Jon Dusza |
| 1998 | Michael Constantinides | Jim Teo |
| 1999 | Nancy Faraj | Dave DeBolt |
| 2000 | Scott Todd | Mark Alexander |
| 2001 | Kevin Bartholomew | Brent Tamamoto |
| 2002 | Dave Strang | Meredith Ing/Rob Whitton |
| 2003 | Henry Hsieh/Jena Kline | Ben Bergen/Buffy Cushman/Alex Globerson |
| 2004 | John Hillcrest/Dayna Hillcrest | Kaveh Kardan/BJ Philmus |
| 2005 | Rebecca Eldredge/Pat Riehle | Kelly Molnar/Andrzej Piotrowski |
| 2006 | Megan Grimshaw/Ignacio Lobos | Jeff Rodgers/Kim Weersing |
| 2007 | Graham McNeil/Jess Kaneshiro/Weston Willard | Jon Puritz/Katelyn Allers |
| 2008 | Kevin Bartholomew/Don Najita | Jamie Kooser/Chris Cook |
| 2009 | Jennifer Milholen/Bill Voss | |