

A photograph of two people, a man and a woman, walking away from the camera on a sandy beach. They are holding hands. Both are wearing bright yellow t-shirts with 'VOLUNTEER' printed on the back, blue baseball caps with 'WFDF' on the back, and blue drawstring bags. The man is also wearing red shorts and black leggings. The background is a blurred beach scene with waves and sand. A semi-transparent blue rectangle is overlaid across the middle of the image, containing the title text.

# SPIRIT DIRECTOR MANUAL

## WFDF MAJOR EVENTS

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*This document is intended to provide guidance and instruction for the Role of Spirit Director for WFDF Events.*

### REQUISITES

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

### RESPONSIBILITIES

#### ***Before event:***

- Ask the WFDF event manager for the Spirit Captain contact info (mobile and email). This information should be available at T-6 weeks.
- Ensure there is a local Assistant Spirit Director nominated and start conversations. The Assistant should understand Spirit of the Game and should be interested in further promoting it. He/she helps in collecting score sheets, inputting score sheets into the system, making sure that people have the right information, double checking the scores, translating where needed, etc. That person has to speak English and the local language. Your task is to do a Spirit knowledge transfer.
- Organize and promote the Spirit Captains meeting.
- Establish communication with each Spirit Captain before the event.
  - Introduce yourself and explain your role at the event.
  - Send them the Spirit Captain document that explains their role.
  - Emphasize the importance that the WFDF gives to Spirit of the Game and how important their role is.
  - Tell them the date and time of the Spirit Captains' meeting. Tell them that attending the meeting is mandatory.
  - Get at least one response back for each Spirit Captain so you know they are in communication with you, have read the document, and acknowledge they, or a team mate, will be at the Spirit Captains' meeting. Sometimes email is easy to ignore. If needed, call them.
  - Encourage the Spirit Captain to forward a link to the Spirit Scoring Sheet and Spirit Scoring Examples to their team so that all players are familiar with it prior to the tournament.



- Ensure that all teams and players adhere to the Rules Knowledge Accreditation criteria set by the WFDF
- Ensure that the Event website contains good and relevant information about Spirit of the Game
- Make sure that at the Event there is a system to collect, enter, calculate, and disseminate Spirit scores. Talk to the TD or local Spirit Director about printing of sheets, deciding on the logistics of collecting the spirit score sheets after each game, and how scorekeepers need to get organized.
- Promote good Spirit to all players online and in player booklet.
- Ensure that the place where the Spirit Director and Assistant Director sit during the Event (the “Spirit Booth”) is highly visible and easily accessible for players
- Work with the TD to create laminated backup scoring sheets with examples of scoring.

### **At event:**

- Host the Spirit Captains’ meeting
  - Have each Spirit Captain within a division sit together. Before and after the end of the meeting, encourage the Spirit Captains to stay and introduce themselves to the other Spirit Captains in their division.
  - Hand out name tag stickers (First name, country, division) so that people immediately can see who they are talking to. These can simply be hand-written. This system also helps in determining who attended the meeting. Make sure there are blank stickers for substitutions.
  - Emphasize the Spirit Captain’s role during the games (specifically liaising between the two teams).
  - Tell them to use the Examples sheet when scoring
  - Tell them Spirit scoring is a team effort and, although it inherently contains an emotional and subjective element, try to use the spirit example sheet as the primary guide and try to remain as objective as possible throughout.
  - Tell them that if they give a score of 6 or lower, not only do we expect them to give a written comment, if we come and find them, they will be able to tell us when they called the SOTG time out, or if not, why not.
  - Encourage Spirit Captains to use a spirit time out to potentially set a game back on track. Spirit time outs should not be seen as a last resort, but a useful tool to aid communication between the two teams.
  - Encourage them to visit the Spirit Booth regularly to check up on Spirit scores.
  - Emphasize that spirit is not only compatible with high-level play, it can improve and strengthen the quality of those games. Let them think about what happens in a close game if both teams adhere to SOTG principles: the play flows smoother, discussions can be there but the game is cleared from all of the elements that might negatively affect competitiveness.

- Address recent rule changes. For example if WFDF released updates in the past year we want to make sure that everybody is on the same page and knows the latest version of the rules.
  - Encourage that they have a Spirit Circle with their opposition after each game
- Manage the Assistant Spirit Director.
- Collect, enter, calculate, and disseminate Spirit scores (to players at the event and the outside world).
- Get the data in the system as soon as possible. This allows maximum time to talk to teams that have been in a bad game, or are consistently getting low scores.
- Chase missing spirit scores to make sure that each day is complete.
- Talk to Spirit Captains of teams that gave opponents low scores to understand why and then, if needed, talk to the opponents to request to take steps so that the spirit scores will improve.
- Talk to Spirit Captains of teams that have given very high scores to the opponent (15+) to understand why.
- Talk to any team that has Spirit issues.
- Facilitate group meetings between multiple spirit captains in a division if that division is having problems.
- Watch games where there may be problems, to investigate the behavior of a team, or if asked by a team for specific feedback.
- Daily meeting with the Tournament Rules Group and alert them if there is a team with issues.
- Award the Spirit prizes.

### TIPS

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

#### ***Before event:***

- Check all players' rules accreditation as early as possible, as it can be lengthy process.

#### ***At event:***

- Bring a reliable laptop (or two), ideally with an up-to-date version of Windows (if using the Excel version of the scoring spreadsheet).
- Keep entered scores and feedback/notes well-organized and easily retrieved, as players may visit the "Spirit Booth" to query scores they were given or update scores as necessary.
  - E.g. One folder per division.

- If using paper spirit entry forms, mark concerning scores with a highlighter pen and keep them prominent. Mark entered scores with a different color.
- If using digital score submission, make a take-away list of teams to visit or investigate.
- Quick access to the schedule is important, to catch teams who need following up before/after their games (just before a warm-up might be suitable).
- At very large events, it might be necessary to send out “runner” volunteers to chase up teams who need to enter scores, or who need to be told to visit the spirit director.

### COLLECTING AND DISPLAYING SCORES:

- **Recommendation:** keep spirit scores as transparent/accessible as possible to everyone throughout the event. This may allow a team that is not doing so well to adjust their behavior based on this feedback.
- It might be possible to publish the individual game scores throughout the event, but if possible keep the average score for each team off the display. This might still keep some mystery/suspense to who will be awarded the overall prize, while still allowing teams to see how they have been doing.
- Only display the spirit scores for a game once both teams have entered their scores.
- Under some circumstances, and at the discretion of the spirit director, teams may be allowed to change the spirit score they have given to another team, based on an improved knowledge of the scoring system, or if they review the score with their team and decide that it was determined incorrectly. This can happen in particular if:
  - A. A team is new to the scoring system and accidentally gives out a very high or low score through inexperience, or
  - B. Occasionally, teams have been known to give out an incorrect score for emotional reasons, such as losing the game, or in retaliation if they believe they will be given a low score, or even based on a preconceived idea of the opposition's spirit.

### FINALS AND AWARDING THE SPIRIT PRIZES

- It is preferable that all games count towards the awarding of the prize for SOTG, including the final(s).
- If possible, it is good for the Spirit Director to meet with the spirit captains involved in each final game, allow everyone to be introduced and remind them that SOTG is particularly visible and important in games that may be televised or have many spectators.
  - Also encourage adherence to rules that uphold good spirit, such as sideline players maintaining the 3m distance from the field of play, and players on the field keeping to discussion time limits.

- Before the final games, make sure that teams know that these games will count towards the spirit score for their opponent and it is important that they submit the score before they go off for their well-earned rest or celebration.
- For the reason above, it is very important that the winner of the prize is determined only once all scores have been entered, or, failing that, once all possible outcomes have been checked.
  - This may mean that for any missing scores, the Spirit Director should enter a 0 or a 20 and see if these change the resulting highest average score for any team in the running to win the prize.
  - However, there is some margin for error there, so it is safest if the prize is not awarded until all scores are accounted for.
- Although it may remove some of the surprise for the winners themselves, it's best to advise them ahead of time if they have won the prize, so that as many of their team as possible can attend the ceremony.
- **Triple check the scores and final standings before announcing the winner**

### POST EVENT

The Spirit Director should send a Spirit of the Game report, with recommendations, to the WFDF SOTG Committee within 10 days after the event is over.