



AFDA Youth Development Manual

(13- 19 years)

DRAFT VERSION

Please note the information and contact details in this manual are current as at:

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Introduction

This manual has been designed to assist Australian Flying Disc Association (AFDA) members starting and developing Youth Ultimate opportunities in Australia.

It is proposed that this document be used as a framework for planning and implementing youth dedicated sessions, leagues and coaching pathways from grassroots to elite level competition. The templates developed will provide support to current members with interest in furthering the youth Ultimate scene in Australia.

Before commencing your new youth dedicated projects, it is important to consult with your State Flying Disc Association (FDA). Each FDA is responsible for flying disc activities conducted in their State and any parties hosting or promoting events should communicate their activities to their governing FDA. Failure to inform your FDA of your activities may affect insurance coverage of not only the players but yourself as an organiser.

Any feedback about the manual, or suggestions for improvements, can also be sent by email to the author, Anna Haynes. To contact Anna, send her an email at <development@afda.com>.

The Planning Stage – Phase I

Before starting a youth focused project, your first step should be to conduct a needs assessment by asking yourself a few questions:

- Why do you want to start a youth focused project?
- Are you aware of all policies in place regarding with working with youth?
- Do you have appropriate support staff/volunteers for your project?
- What are your goals or expected outcomes for the proposed youth project?
- Is your new project endorsed by your State FDA?

Goal Setting

What are the key focus areas of your youth project?

- Increasing youth participation in your area
- A youth dedicated playing venue
- Youth training (Nationals/Elite)
- Youth pick-up venue
- Delivering regular in-school sessions
- Running Professional Development sessions for teachers
- High School Gala Days
- Junior Development Camps

Areas of consideration

Before commencing your new venture there are several influencing factors you need to take into account:

- Finding a suitable playing venue
- Timing and duration of sessions
- Setting a budget
- Advertising/Promotion
- Participant registration
- What are you actually providing to potential attendees?
- How many attendees can you safely accommodate?
- Equipment and support staff
- Contact details
- Legal compliance in regards to working with youth under 18 years old

The Venue

Booking and securing public fields can be arranged through your Local Government Authority or your Local Council. Other arrangements may be possible through local schools however there may not be access to facilities such as toilets at these venues so you need to check this when making your booking.

By contacting your authorised field provider you will be able to check field availability including time and days, how many weeks/months, facilities (such as toilets) car park capacity and floodlight access. Be aware that many councils will have restrictions on how you can use your fields, in particular, be aware of what happens if there is bad weather such as heavy rain. A rental agreement in the form of an invoice will be issued and this will form a major component of your budget. Some councils may offer discounts for field hire if you are providing activities for juniors you can ask about this when you make your enquiries.

The relationship you develop with your field provider is extremely important. Future bookings may be assessed on your dealings, not to mention the overall image of Ultimate in general. Your FDA may have existing relationships with field providers and it is recommended you discuss this area with them before moving forward with your booking.

The Planning Stage – Phase II

Once you have a venue secured you can move on forming your overall plan.

Youth dedicated training sessions or pick up formats can be planned once you know how much space you have and how long you have it for.

If you plan on running a youth league, you will need to decide on the maximum player capacity, number of fields you can provide, how long your games will be and the total duration of your new league.

The following suggestions are ways to get youth involved in Ultimate:

1) Youth League

- Youth only
- Mixed or separate gender
- Provide support through experienced coaching staff
- Setting minimum/maximum age limits

2) Youth Dedicated Training Sessions

- Regular structured sessions
- Various skill sessions
- Feeds into a youth league or event

The following can be run in support of your Youth sessions. Providing sessions at schools close to your venue is a great way to promote your venture. It is very important that you consult your State FDA in this area to ensure you are compliant with insurance in regards to providing in-school coaching sessions.

Youth Nationals Training

- Junior version of the senior equivalent
- Full team preparation for Youth Nationals

Junior Development Camps

- Development sessions for Youth, involves specialised coaching with a skills and tactics focus.
- Duration can be varied to suit your resources, one day or a weekend.
- May only occur once or twice a year in lieu of or in support of Youth dedicated training sessions

Youth Pick Up Sessions

- Casual set up
- Open sessions for all youth
- Involves games/skills focus

High School Gala Days

- Interschool competition format
- Run by the State Flying Disc Association or approved Club
- Invitation to schools to compete (day event, separate gender or mixed format)

In-school Coaching Sessions

State FDA approved coaches deliver coaching in schools. In these sessions basics are taught and it is possibly first introduction to Ultimate for participants. These sessions may be a once off or short term contract may also be arranged involving multiple sessions.

In-school sessions are also carried out on school premises so be sure to enquire as to how much space you will allocated for your sessions and adapt your set up to reflect the amount of space you have available. You should also ask the number of participants you will be teaching this will help you plan your lesson and ensure you will have enough equipment on hand.

For best results, you should contact the PE department of the schools in your target area via telephone and talk to the head of department, follow up this phone conversation with an email confirming all the important details discussed.

Having direct contact details with key personnel at schools is vital to building a solid working relationship and helps you when you need to follow up with future coaching requests or promotion of youth events.

Different schools have their planning meetings at different times, you might get an immediate yes but you will be able to gain information that will help your planning and promotional ventures.

Teacher Professional Development Sessions

Teacher Professional Development sessions involve providing instructions to teachers to how to teach Ultimate. The sessions also involve an introduction to the basics of the game as it possibly will be the first time that some teachers are made aware of Ultimate.

As our sport grows, more schools are teaching Ultimate in PE classes and this is great way to provide support to teachers and give them incentive to promote your youth product.

Teacher Professional Development sessions can be provided on school premises using the school oval or the indoor gymnasium and booking fields will not be necessary.

Organisations such as The Australian Council for Health, Physical Education and Recreation (ACHPER) provide professional development sessions for teachers around Australia. State FDA's such as Victoria and WA have successfully worked with ACHPER in the past to conduct sessions to PE teachers from primary and high schools. ACHPER will be able to promote your professional development session to their members.

Information regarding ACHPER can be found here: <http://www.achper.org.au/>

The Planning Stage – Phase III

Your initial youth project will cost some money. It is important to take into account the logistical costs of running sessions when working out your budget so that you work out how to cover your expenses.

The major expenditure items are field hire, insurance and equipment. Your State FDA may have equipment you can use to help reduce your costs. As the organiser, it is up to you to provide the necessary items to ensure a safe and welcoming environment for your youth project.

As the AFDA and State FDA's have identified Youth Development as a priority strategic item, financial assistance is available to AFDA members who wish to drive youth projects. While most State FDAs do not have a grants program, State FDAs are often receptive to requests for funding and general administrative support to grow youth development. To make a request, send a copy of your plan and details of the people who have signed up to help carry the plan out to members of the State FDA Committee detailing the nature of the assistance that you require.

You may be able to obtain an injection of capital from your State Association or the AFDA via the AFDA's grants program. AFDA Grants are awarded every 6 months at nationals (April) and mixed nationals (October), with applications due about one month beforehand. More information about the AFDA grants program is available here: <http://www.afda.com/trashtalk/showarticle.php?articleid=715>

Promoting Your Product

Knowing your target audience (Youth) will define your marketing campaign. Brainstorming some promotion ideas is a great way to start the ball rolling and identify what is affordable, manageable and effective for your project.

- Posters

- Flyers
- Local paper advertisement
- Local school promotion
- Letterbox Drop
- Press release
- Shopping centre promotion
- Community radio announcements
- Direct mail out via Australia Post
- Promoting to existing players
- Website
- Advertising in school newsletters
- Church groups
- Youth centres
- Local Council Recreation or Youth Officers
- Social media and networking sites

A neat colour poster, flyer or postcard will not only show professionalism, but provide an eye catching snapshot of the great product you have on offer. Targeting local schools and shopping centres that surround your playing venue contact the school or shopping centre and ask if you can provide posters to display or place an advertisement in a school newsletter.

It is important to note that there is no one single particular foolproof method. Using a combination of advertising avenues is important and will help you reach a wider audience.

Be sure to include contact details on all promotion such as a phone number, email and website address.

If you need assistance in artwork design, please contact the AFDA Development Officer via <development@afda.com>. There are several templates available from the AFDA Ultimate Clubhouse section of the website to assist you in your promotional needs.

Considerations

When dealing with Youth there are certain considerations that need to be taken into account to help draw in your new audience:

- Time of your sessions – juniors will not typically be able to attend sessions at the same time senior sessions are run. Ideal times for junior sport are directly after school.
- Location – your participants will unlikely have their license and will need to rely on public transport, securing a venue close to a train station or a bus stop will help removes barriers to attendance.

- Value adding – make your sessions attractive to a younger audience. A free disc, shirt or giveaway when players sign up is a great way to draw new players in.
- Fees & Discounts – encourage players to sign up friends to earn themselves a discount.
- Food & Beverages – providing catering will always ensure new participants as well as provide a chance to enhance the social aspect of your project.

Insurance & Policies

Whilst we strive to provide a safe environment for our participants, inevitably injuries can and will occur and organisers have a duty of care to have an understanding of practices and procedures regarding insurance.

All insurance policies are held by the AFDA.

- Public Liability Insurance (\$20,000,000)
- Professional Indemnity Insurance (\$2,000,000)
- Personal Accident Insurance (non Medicare medical – 85% up to \$1,500 – excess \$50)

Additionally, the AFDA have in place the Members Compassionate Fund (MCF) which can assist injured players with out of pocket expenses. Note that the MCF is not an insurance scheme. In no way is the AFDA obliged to make any payment or a particular level of payment when a member has suffered a loss, but will do its best, with the capital available to the Fund, to alleviate financial hardship. The AFDA recommends that members take out private medical insurance or be prepared to use the public system in case of injury. No guarantee can be made that the MCF will cover any medical bills.

A more in depth look at the Insurance coverage on offer can be found on the AFDA website at http://www.afda.com/tournaments/conference/2008/AFDA_Insurance_Summary.doc

All insurance information regarding the MCF structure can be found on the AFDA website via the insurance link.

A guide to making claims can be found at http://www.afda.com/showcontent.php?page=claims_procedure.

A certificate of currency may be necessary when making field bookings. Certificates for each State can be downloaded at http://www.afda.com/showcontent.php?page=insurance_certificate.

It is recommended that you check the applicable certificate for your State and ensure that your local council/field provider is listed. If your council/field provider needs to be added, please contact Simon Wood by email admin@afda.com.

Note, you must represent an affiliated association in order to use this certificate. If in doubt please check with your State FDA or email admin@afda.com for clarification.

Be sure you are familiar with AFDA and any State FDA or Club policies applicable to Player Protection and Safe Play. Extreme weather conditions to field conditions are areas of consideration and as the organiser you are responsible for the duty of care of your participants.

All AFDA policies can be found here: http://www.afda.com/showcontent.php?page=admin_policies

Event Based Fees

For each event played around Australia, the AFDA charges a small amount known as an Event Based Fee (EBF). This amount is used to pay for insurance, WFDF affiliation and governance of the sport at a national level.

A full breakdown of Member Fees and details about payments can be found at

http://www.afda.com/showcontent.php?page=member_fees

You should advise the AFDA within 7 days of completion of the event, of sufficient details to calculate the AFDA fees.

Details you need to include are:

- Name of event
- Nature of event (league, tournament, competition)
- Length of event (days for tournaments, weeks for leagues)
- Electronic list of AFDA Numbers, or link to an online registration page with such a list.

If you do not provide these details to the AFDA, EBFs will be calculated on the number of players registered for your league on the AFDA Database. For this reason, it is important that player numbers are kept up to date on the Registration Page.

The AFDA will issue you an invoice within 7 days of receipt of the details. You must pay the fees within 28 days of the invoice being issued.

You can pay by cheque or by direct deposit to the AFDA bank account

http://www.afda.com/showcontent.php?page=bank_details . Please include the invoice number on any payment.

Qualifications

Working with the Australian Sports Commission, the AFDA has developed a nationally accredited coach training course. If you complete the course, then you will be recognised by schools, universities and government nationwide as an Ultimate coach.

The Updated course has been simplified as a 1 day course and includes:

1. Coaching specific textbook: "AFDA Coaching Manual"

2. Exams, assessments, logbooks and workbooks
3. ONE day of training in classroom and on the field
4. Registration with the Australian Sports Commission as a registered Ultimate Coach

Further information regarding coaching qualifications can be obtained here:

http://www.afda.com/showcontent.php?page=coaching_about or by contacting your State FDA committee.

Working With Youth

There are legal requirements to be aware of when working with youth under the age of 18.

Sporting organisations must meet legal requirements to ensure they provide environments and workplaces that are safe. If you are an accredited Ultimate coach you will obtain the necessary background checks that ensure you are compliant in regards to working with youth, if you are not yet an accredited coach you need to be aware of your legal obligations in this area.

There are numerous pieces of legislation relating to the protection of children. These vary from state to state. Information on these laws, including mandatory reporting and child safe environments are explained on the Play by the Rules website: <http://www.playbytherules.net.au>

There are two types of background checks:

Working with Children Checks (WWCC) is a legal requirement in several states in Australia for certain individuals who work with children. WWCC identify any convictions that indicate unsuitability to work with children including (but not limited to):

- child abuse
- child/adult sexual abuse
- violence
- child pornography/internet offences involving children.

The WWCC may also include checks against sex offender registers and findings on professional disciplinary registers.

The WWCC is also referred to as a Blue Card in QLD, it is the same background check.

Police checks include criminal record checks, national name checks or national police certificates and can be conducted in all states and territories in Australia. It involves checking an individual's name against all criminal records in Australia. Current convictions are identified by the check and some states and territories will also identify pending charges. A 'Part Exclusion' Police Check can be obtained but again the information presented varies across the states and territories. If irrelevant convictions (e.g. shop lifting) are identified, sports need to consider the relevance of the conviction/charge and not automatically exclude an individual from a position on the basis of them having a criminal record.

Not all states have WWCC requirements and the processes vary from state to state. Currently NSW, Vic, QLD and WA all have WWCC requirements in place for working with youth. In other states it is required that you obtain a Police Check.

Further information can be found here:

The AFDA has a Member Protection Policy (MPP) in place that clearly outlines AFDA Screening and Working With Children procedures. Please ensure you read the MPP to ensure you are compliant with regards to working with youth under 18 years old:

http://www.afda.com/showcontent.php?page=admin_policies

Play By the Rules: <http://www.playbytherules.net.au/legal-stuff/child-protection/child-protection-laws-explained/screening>

Australian Sports Commission: http://www.ausport.gov.au/supporting/ethics/child_protection

First Aid

As a risk management precaution it is recommended that you have a dedicated first aid officer present at your sessions. Senior First Aid and Sports First Aid courses are run on a regular basis through St John Ambulance Australia and your nearest location can be found here: www.stjohn.org.au

Resources

If you need assistance with planning sessions or even just some ideas on what you can run during your session or event a list of youth related resources can be found here:

http://www.afda.com/showcontent.php?page=juniors_lessons

Teaching games such as Schtick, Goaltimate, Hot Box, Disc Golf or Double Disc Court encourages are great ways to build skills and have fun. A list of games can be found here:

<http://www.afda.com/juniors/games.htm>

Promotional items such as postcards, posters and brochures can be found here:

http://www.afda.com/showcontent.php?page=propaganda_tools

If you are starting a Youth league the AFDA League Manual is an extension of this document and can help you further. The manual can be found here:

http://www.afda.com/showcontent.php?page=volunteers_resources

{Insert information relating to the Youth Ultimate website: www.youthultimate.com.au}

The AFDA Registration System

To ensure all your players are covered by insurance, print accurate rosters, track payments, organise catering numbers and keep valuable player participation statistics, it is essential that you use the AFDA registration system.

To add your Youth event to the AFDA registration system you will require AFDA website administration rights. Consult your FDA in regards to gaining permission to receive these rights or email info@afda.com for clarification.

How to register your event on the AFDA database

Once you obtain administrative rights, login at www.afda.com and, using the navigation panel, go to the Tournaments link and click Register. You will then be taken to the Competitions page where you click the Add a Competition tab.

The Add New Competition page provides a template of all the information needed relating to your event. Dates, duration, format, venue and costs can all be added via this template.

By selecting either the Team Fee or Player Fee options, you can use this system to help track payments. There is an Outstanding Fees and a Summary button that will provide you with a report when needed.

If you think you will require additional information you can add it in the “Prompt for Other Information” section of the template. This section may assist you in collecting information that can either help you set up your event or gather evaluation data such as; how did you find out about this event? Or have you had any previous playing experience?

Once this information is complete you can now add divisions. If you are conducting a single division event, you can simply put the title of your event in the division section. You will then be able to add teams. In the beginning you may not have names for your teams or even have the teams sorted out,

but you can title team titles to reflect the information you require. For example “All Participants Register Here” or “Beginners Register Here”.

Printing Rosters and sending emails from the registration page

Once your participants are registered, you are able to print off rosters for your event by clicking the Show Roster followed by the Print Roster link. This roster allows you to keep track of weekly participation numbers.

The registration system also has a Send Email option. Emails can be sent directly to all to All Players using this option making it a simple way to communicate with your participants without setting up a separate database.

Take some time to become familiar with the tabs in each section so you are confident with how to add, edit and email players, as well as printing rosters and reports.

Assisting members to use the AFDA registration system

Providing some hints on how to use the AFDA registration system will help your members sign up for future events.

An example of this can be found on WA Flying Disc Association’s website:

<http://www.waultimate.com/content/view/200/94/>

Having a sign up form at a registration table is an easy way for new players to provide details. This allows you to register individuals for an AFDA membership number or email registration instructions.

If the resource is available, a laptop with a wireless internet connection at your registration table will allow players to register and be issued an AFDA membership number on the spot.

Rules

While Australian Ultimate is governed by the World Flying Disc Federation rules of play, some modifications may be needed and these should be communicated to all participants.

With new players, organisers and senior players must take it upon themselves to show positive leadership. It is important that experienced players set a good example by knowing the rules, hence encouraging newer participants to take ownership and learn the rules themselves.

Having hard copies of the rules in each team folder allows participants to access rules easily to settle any disputes that may arise. Promoting online versions on the rules allows players to access the rules at a time that suits.

The AFDA provides a pocket version of the full WFDF rules can be found here:

http://www.afda.com/showcontent.php?page=rules_official

This 2 page condensed document can be laminated and placed in each team folder. Laminating these rules will assist in keeping undamaged for ongoing use and avoid problems such as moisture.

Self Refereeing and Spirit of the Game

One of the most unique aspects of Ultimate is that it is self refereed. Ultimate relies upon a Spirit of the Game that places the responsibility for fair play on every player.

In reference to Spirit of the Game, the WFDF rules state, " *It is assumed that no Ultimate player will intentionally violate the rules.* "

Event organisers and experienced players have a responsibility to set a positive example by settling rules disputes, explaining calls and always upholding the Spirit of the Game.

At the 2009 AFDA Conference, WFDF Rules Committee member Rueben Berg demonstrated a proactive approach for making and responding to calls using the BE CALM method.

B reathe	don't react straight away
E xplain	what you think happened
C onsider	what they think happened
A sk	other players for advice (on perspective and rules) if needed
L isten	to what everyone has had to say
M ake	a call loudly and clearly (and use Hand Signals)

The BE CALM approach will not only set a good example to your youth players but continue to uphold the value that self referring does work.

The full version of the latest WFDF rules can be found at http://ultimaterules.co.cc/?page_id=1535

Checklist

The template below is designed to help you remember all the components you need to take care of to ensure all the elements of your project is organised and taken care of.

	Yes	No	Comments
Coaches			
Suitable Volunteers			
Working With Youth			
Insurance/EBF			
Certificate of Currency			
Public Transport			
Nearest Stop			
Advertising			
Artwork			
Printing			
Distribution			
Venue			
Booked			
Keys			
Toilet Access			
Lights			
Administration			
Apply for funding			
Set Budget			
Registration page			
Registering on players			
Weekly Rosters			
Team Duties			
Rules/Session plans			
Equipment			
Clipboards			
Cones			
Discs			
Kit Bag			
League Table			
Marking Paint			
Money Tin			
Pens			
Siren/Hooter			
Stopwatch/Timer			
Storage Container			
Whistle			

First Aid Kit				
Prizes/Giveaways				
Place order				
Catering				
Website				
Information current				

Contact information

Should you require any further assistance, contacts for experienced Development Officers or resource copies please do not hesitate to contact the author; Anna Haynes via development@afda.com

In addition the following people are experienced in conducting youth events catering for all skill levels:

Dan Rule (NSW)

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