



## **Local Organizer Informational Packet:** **Level I Ethics and Coaching Performance Workshop**

### **1) Introduction and Thanks**

Workshop hosts are vital to educating and growing the USA Ultimate Coaching Development Program. Thank you for organizing one in your area! This truly could not happen without you. Because of your help, the USA Ultimate Coaching Development Program is the most successful ultimate coach certification program in the world. Please read through this guide to find all the info you'll need to do a great job. Have a great workshop!

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### **3) USA Ultimate Coaching Development Program Organizational Structure**

- a) The Organization of the USA Ultimate CDP is as Follows:
  - i) USA Ultimate Level I Coaching Workshops are held September through March.
  - ii) Locations for Level I Workshops are determined by USA Ultimate Manager of Youth & Education Programs and USA Ultimate Level I Coach Instructors with input from USA Ultimate State Youth Coordinators.
  - iii) A USA Ultimate Level I Coach Instructor administers the workshops
- b) The USA Ultimate Manager of Youth & Education Programs and USA Ultimate Coordinator of Youth & Education Programs oversee all aspects of USA Ultimate Coach Development Program which consists of both USA Ultimate Level I and USA Ultimate Level II Coach Workshops. The Manager and Coordinator of Youth & Education Programs positions are full-time, paid USA Ultimate staff positions located at USA Ultimate headquarters in Colorado.



c) Communication

i) Chain of Communication

In order to function effectively and efficiently, it is important that we have a communication network. Local organizers play an essential role in this network. When working perfectly the system looks like this:

**USA Ultimate Coordinator of Youth & Education Programs** ⇨ **Local Organizer** ⇨  
**Interested/Registered Coaches/Volunteers**

**USA Ultimate Manager of Youth & Education** ⇨ **Coach Instructor**

**Local Organizer** ⇨ **Coach Instructor (logistical information)**

- ii) The system works the other way for questions. Please try to stick with the communication structure. If you have a question or new information, go to the next person in the chain. It will help everyone be able to manage their time more effectively and ensure all the right people are in the loop. If you feel like the structure is breaking down at some point, please contact the next person in the chain and let him/her know.

d) USA Ultimate Staff Contact Information:

Dan Raabe  
Manager of Youth & Education Programs  
[dan@hq.usultimate.org](mailto:dan@hq.usultimate.org)

Sarah Powers  
Coordinator of Youth & Education Programs  
[sarah@hq.usultimate.org](mailto:sarah@hq.usultimate.org)

USA Ultimate  
5825 Delmonico Drive  
Suite 350  
Colorado Springs, CO 80919

#### 4) Detailed Level I Coaching Workshop Information

a) Prior to the Close of Registration

i) Set the Time and Date

- (1) The local organizer and the workshop instructor determine the date of the workshop. The 8 ½ hour workshop includes 30 minutes for registration and 8 hours of workshop time, including 1 hour for lunch. We recommend workshop registration begin at 8:00am with the workshop beginning at 8:30am and running until 4:30pm.
- (2) Workshops should avoid conflicts with major local and in some cases regional ultimate events that may draw potential workshop attendees. You may want to



contact local e-mail lists and ultimate organizers to inquire about good dates for the workshop. The important factors to consider in picking a date:

- (i) Workshop instructor availability
  - (ii) Local organizer availability
  - (iii) Site availability
  - (iv) Local ultimate events
  - (v) Holidays
- (3) The date should fall on a weekend day within the following time frames:
- (a) Winter/spring: Jan 2-Apr 30
    - (i) Here are some holidays to consider:
      1. Consider other local tournaments and leagues in your area
      2. Martin Luther King, Jr. Day
      3. President's Day
      4. Passover
      5. Easter
      6. Spring break
  - (b) Fall: Sep 1- Dec 30
    - (i) Here are some holidays and conflicts to consider:
      1. No workshops scheduled over club championships
      2. Labor Day
      3. Veteran's Day
      4. Thanksgiving
      5. Rosh Hashanah
      6. Yom Kippur
      7. Christmas
- (4) Summer workshops can be scheduled occasionally between June and August. These are often tough for instructors, club players, and potential coaches to make.
- (5) Submit potential dates, times, and local coordinator information as soon as possible to the USA Ultimate Coordinator of Youth & Education Programs on the form at the end of this document.

#### b) Workshop Site

- i) It is the responsibility of the local organizer to choose the workshop site.
  - (1) Optimal workshop sites are schools that have classroom, outdoor field, and indoor gym facility (in case of inclement weather).
  - (2) The workshop is 8 ½ hours. The first 6 hours require classroom facilities and the last 2 ½ hours require a field or, as a back-up in case of inclement weather, a gym. An indoor gym or outdoor field should be large enough to accommodate some running around and disc throwing as the 2 ½ hours will be used to demonstrate teaching ultimate skills and drills.
  - (3) USA Ultimate budgets \$225 for the facilities, but in most cases we have been able to obtain the facilities for free through local ultimate playing teachers or relationships with local Parks and Recreation departments that have the facilities.



- (4) As soon as the site has been determined please contact the USA Ultimate Coordinator of Youth & Education, so the site can be added to the registration page.

c) Workshop Registration

- i) The USA Ultimate Coordinator of Youth & Education will be responsible for setting up registration. Registration closes on Sunday at 11:59pm MST two weeks prior to the workshop. Registration may be extended to Tuesday, one week prior to the workshop for workshops with local instructors (who do not have to travel overnight) or once a workshop reaches the minimum coaching number.

d) Workshop Promotion

The responsibility for workshop promotion will be split between the USA Ultimate Coordinator of Youth & Education Programs and the local organizer. Promotion of the workshop is vital to the success of the program. If fewer than 10 coaches are registered for the Level I coaching workshop, then the workshop will be cancelled. Workshops can have a maximum of 20 coaches.

- i) The USA Ultimate Coordinator of Youth & Education Programs will be responsible for the following:
  - (1) Create the event on the USA Ultimate website and open registration.
  - (2) Create a Facebook event for the workshop.
    - (a) Add the local organizer as a host, once the person has joined the event.
    - (b) Share the workshop on USA Ultimate's Facebook page the Thursday before registration closes.
  - (3) Share the workshop via USA Ultimate's Twitter handle the Thursday before registration closes.
  - (4) Provide the local organizer with a template e-mail to send out to local and surrounding area disc organizations.
    - (a) Provide the local organizer with surrounding area disc organization contact information in order to send the workshop email out.
  - (5) Send USA Ultimate branded email about workshop to USA Ultimate members in workshop city and surrounding states one week after local organization email is sent.
- ii) The local organizer will be responsible for the following:
  - (1) Email people with template workshop email
    - (a) Local ultimate lists (coaches, club teams, college teams, etc.)
    - (b) Surrounding area disc organizations
  - (2) Work with local disc organizations to have them:
    - (a) Announce the workshop on their website.
    - (b) Tweet about the workshop.
    - (c) Share the Facebook event on their Facebook page once and then again as a reminder.
  - (3) Talk to local people who may be interested.
    - (a) Ultimate coaches



- (b) Local ultimate players
- (c) College ultimate players
- (d) Teachers
- (e) Parents
- (4) Join the USA Ultimate Facebook event for the workshop.
  - (a) Post in the event with any updated information or reminders about the event and registration closing.
  - (b) Invite people to the event.
  - (c) Share the event on your Facebook page.
- iii) Update the USA Ultimate event webpage with specific event details.
- e) Post Registration
  - i) Contact Registered Coaches and Volunteers
    - (1) The Monday following the close of registration the USA Ultimate Coordinator of Youth & Education Programs will send an e-mail to the local organizer and the workshop instructor that includes the following:
      - (a) Workshop attendee list that highlights those participants missing the following:
        - (i) Workshop paid in full
        - (ii) Updated membership
        - (iii) Completed waiver
      - (b) A template email to send to the participants with workshop details
      - (c) Local organizer Informational packet
    - (2) By Wednesday, the local organizer should send an email to the workshop attendees and coach instructor with the following information:
      - (a) Confirmation of their registration
      - (b) Reminder of the date and times
      - (c) Reminder to join or renew their membership with USA Ultimate
      - (d) Special dietary restrictions or food preferences back to you by Sunday night.
        - (a) Reminder to bring the following items:
          - (i) For those registrants that did not have an updated membership as of Monday following the close of registration, proof of USA Ultimate membership via current membership card or PayPal receipt.
            - 1. They will have to pay their USA Ultimate membership at the workshop, if they have no proof.
          - (ii) Clothes and tennis shoes that allow participants to move around and play ultimate. Workout pants with shorts underneath are a good idea, as well as layering shorts and long-sleeved shirts.

## 5) Arranging Food

- a) The local organizer is responsible for arranging all food. Arrange food the week prior to the workshop. USA Ultimate budgets \$15/person for food and drinks. You are responsible for providing breakfast, lunch and snacks for all coaches, yourself and the instructor.



- b) Breakfast suggestions – Pick up on the way to the workshop from a local or chain bagel place, e.g. Einstein’s Bagels:
  - i) Bagels (1/coach)
  - ii) Cream cheese (1 small tub/8 coach)
  - iii) Coffee, cream, and sugar (Whatever the bagel shop recommends.)
- c) Lunch suggestions – Arrange catering from a local deli. If necessary, Subway’s three-foot subs are good deals.
  - i) Sandwiches- turkey, ham, roast beef, veggie (Whatever amount is recommended.)
  - ii) Pasta salad or chips (Whatever amount is recommended.)
- d) Snack and drink suggestions – Purchase at grocery store a few days prior to workshop.
  - i) Fruit – oranges, bananas, apples (1 piece/coaches)
  - ii) Chips – (1 large bag/10 coaches)
  - iii) Oreos – (1 package)
  - iv) Orange juice (½ gallon/12 coaches)
  - v) Sodas and bottled water (1-2 drinks/coaches)

## 6) Workshop Materials

- a) Prior to the workshop you will receive 2-4 boxes of materials. You will need to prepare some materials prior to the workshop, so please open them up and make sure everything is accounted for as soon as you get it.
  - i) From USA Ultimate:
    - (1) Ethics manual – about 30 pages
    - (2) Coaching Performance manual – about 80 pages
    - (3) Ethics code pamphlet – about 18 pages
    - (4) Clipboard medical cards
    - (5) Five Ultimate insert
    - (6) UPS return slip and a return self-addressed paid envelope to USA Ultimate (for unused workshop supplies)
    - (7) Discs (one for every coach)
    - (8) Five Ultimate coach bag (one for every **full day** coach)
- b) Once you have contacted the Coordinator of Youth & Education Programs with updated attendance information, the Manager of Youth & Education Programs will email the participants regarding Five Ultimate gear and the CDP certification test following the workshop.
- c) Please bring all materials to the workshop, including a copy of the workshop attendance sheet.

## 7) Day of the Workshop

- a) Set up and Registration
  - i) Please arrive at the workshop site 30 minutes prior to the opening of workshop registration (this is also the time that the coach Instructor will be there). Use this



time to set up breakfast, put out materials for the coaches, prepare registration materials, and if necessary, set up tables and chairs.

- ii) As workshop participants arrive please check them in with the workshop attendance sheet. Collect the following from workshop participants:
  - (1) Workshop registration payments.
  - (2) Proof of USA Ultimate membership via a USA Ultimate membership card, print-out of USA Ultimate membership page, PayPal receipt, or make them pay for a membership - \$55.50/adult, \$55.50/college, \$69.50/coach & player, \$39.50/coach, \$27.50/friend & family [usultimate.org/membership/](http://usultimate.org/membership/)
    - (a) If someone does not have an updated membership due to being in the process of going through an NCSI background clearance, then they will need to show you proof that they are going through the process.
      - (i) They will also need to provide a check to cover the difference in membership cost to upgrade to a coach membership.
      - (ii) [usultimate.org/resources/athlete\\_protection.aspx#background](http://usultimate.org/resources/athlete_protection.aspx#background)
  - (3) Once participants have been checked off, hand them their materials and direct them to grab a snack.
  - (4) After registration, hand the workshop attendance sheet to the workshop instructor.

Let the instructor do his/her thing, and enjoy the experience!

After the workshop, collect extra materials and receipts to mail back to USA Ultimate. Assist the workshop instructor in cleaning up the site, including the classroom, outdoor field, and indoor gym.

## **8) First Week After the Workshop**

Nice work! You're almost done. Within the first week after the workshop, please mail the following items to USA Ultimate headquarters:

- a) Workshop registration payments
- b) USA Ultimate membership payments
- c) Any extra materials from the workshop (Five Ultimate bags, discs, manuals, etc.)
- d) Budget worksheet
- e) Attach a photocopy of all receipts (retain originals) for expenses related to the coaching workshop including:
  - i) Food
  - ii) Facility fee
  - iii) Postage
  - iv) Copying
  - v) Notecards, pens, name tags



Please use self-addressed paid envelope to return unused items to the following address:

**USA Ultimate  
C/O Level I Coach Workshop  
5825 Delmonico Drive  
Suite 350  
Colorado Springs, CO 80919**

## **9) Registration Issues**

Please direct all registration issues to the USA Ultimate Manager of Youth & Education Programs. These may include:

- a) Cancellation prior to close of registration.
  - i) Registrant will receive full refund.
- b) Cancellation after close of registration.
  - i) Registrant may transfer registration to another potential registrant or save for a later date.
- c) Registrant wants to register after close of registration.
  - i) We generally put the person on the waiting list pending any cancellations, but please follow up with the USA Ultimate Coordinator of Youth & Education Programs on how best to proceed.
- d) Registrant no-show without notice.
  - i) Registrant forfeits registration fee
- e) Participant wants to register day of workshop
  - i) This is left up to the local organizer as you will have to manage last minute administrative work such as the inconvenience of updating the food order and working through the registration process.





## Organizer Checklist

### Two Months + Prior to the Workshop

- Determine dates and time options for workshop.
- Determine site for the workshop.
  - Classroom
  - Outdoor
  - Indoor (inclement weather location)
- Email the USA Ultimate Coordinator of Youth & Education Programs with host application.
- Promote workshop on local lists and websites using template email the USA Ultimate Coordinator of Youth & Education Programs sent you.
  - Utilize local and surrounding area disc organizations and leagues.
- Promote workshop via Facebook and social media.
  - Join the Facebook event, so the USA Ultimate Coordinator of Youth & Education Programs can add you as an event host.
  - Invite people to attend the event.
  - Have the local and surrounding area disc organizations share USA Ultimate's Facebook event.
    - Have them share event one week prior to the close of registration as a reminder.
  - Update Facebook event with any specific details or updates, such as a reminder to register and a reminder of the upcoming event.
- Update the USA Ultimate website event page with any specific details or updates.

### Two Weeks Prior to Workshop (After Close of Registration)

- Contact registered coaches with necessary information and ask for food preferences
  - Use template email the USA Ultimate Coordinator of Youth & Education Programs sent.

### One Week Prior to Workshop

- Coordinate lunch order.
- Coordinate breakfast order.
- Purchase snacks and drinks.
- Purchase name tags, pens, notecards.
- Update Facebook event with any specific details or updates, such a reminder of the upcoming event and a reminder that you can register the day of the event.

### Day before workshop

- Print workshop attendance sheet.
- Email any last minute instructions to registrants.

### Day of the Workshop

- Bring all necessary materials
  - Workshop attendance sheet
  - From USA Ultimate
    - Coaching Performance manual – about 80 pages
    - Ethics code pamphlet – about 18 pages



- Clipboard medical cards
- Five Ultimate insert
- Discs
- Five Ultimate coach bag
- Supplies from grocery stores
  - Snacks and drinks
  - Pens
  - Notecards
  - Name tags
- Pick up breakfast
- Set up classroom (breakfast, registration, tables, chairs, etc.)
- Administer registration and set out USA Ultimate materials
- Enjoy the workshop
- Hand out and collect workshop reviews
- Assist with cleaning up the site

#### Week after the Workshop

- Send extra materials from USA Ultimate and all outstanding receipts to USA Ultimate headquarters.
- Report any incidents to the USA Ultimate Manager of Youth & Education Programs, e.g. unprepared workshop instructor, difficult coaches, site problems, registration issues.
- Kick back and know that because of you ultimate is going to be HUGE!