



AJET Games Handbook

for AJET Games Event
Organising Committees

Updated October 2004

by the AJET National Council

AJET Games Handbook

Table of Contents

Introduction to the AJET Games	3
Forming a Committee	4
Money Management	7
Sponsorship	10
Lodging	12
Food	13
Field and Equipment	15
Social Events	17
Volunteers	18
Prizes and Awards	19
Captain/Team Handbooks	20
Handling the Tournament	21
Post-Tournament	23
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Appendix One – Example Team Registration Form	24
Appendix Two – Example Sponsorship Proposals	25
Appendix Three – Example Volunteer Sign-Up Sheet	35
Appendix Four – Example Handbook for Teams and Captains	39
Appendix Five – Suggested Sports and Event Ideas	52

Introduction to the AJET Games

The AJET National Council commenced a new project for the JET community in the spring of 2004 – the AJET Games.

Run over a series of weekends between the spring school vacation and the first week of June, the first AJET Games season featured two major events – a Touch Rugby competition in Tokushima-ken, and an Ultimate Frisbee competition in Hyogo-ken. Both tournaments welcomed teams from all over the country, and both were very successful. Based on this initial success, the AJET National Council is keen to expand the AJET Games concept to other prefectures and sports in coming years.

This year's AJET Games will bring teams of JETs, friends and Japanese people together to compete in sports tournaments at various locations across the country. Each location will host a specific sport and each event will include such things as full competition, opportunities for social sport, and organised social or charity functions.

The AJET National Council is looking for AJET Groups to take up the challenge of organising an event under the AJET Games umbrella. Groups that put their hand up to host an AJET Games sport will be responsible for organising their event in its entirety, leaving the Group free to attract sponsorship, generate interest in their activities, and possibly earn money for their Group or for worthy charities.

Issues for Groups to consider in planning such an event include sports venues and equipment, officiating, first aid facilities appropriate to the sport, transport, accommodation and catering for teams and support staff, social event venues and format, promotion, prizes, and of course, expenses and funding, amongst others. It is entirely conceivable that several Groups, within the same AJET block, for example, could host an AJET Games event as partners.

The AJET National Council offers its support to interested Groups in the form of logistic advice, assistance with gaining sponsorship through our established GAM framework and by other means, certain forms of promotion, and access to AJET's huge network of JET contacts across Japan. We hope that AJET Games events will become regular fixtures on the JET calendar and grow to provide rewards for JETs, AJET Groups and our local Japanese communities in the future.

This Handbook

This handbook has been compiled for people and committees that are interested in organising an AJET Games event. It is intended only as guide – it is not exhaustive, nor is it intended to keep organising teams from pursuing their own original ideas. If in reading this handbook you come up with questions or suggestions for additions, please feel free to contact the AJET Games Liaison on the AJET National Council at any time.

Forming a Committee

AJET Games events require a lot of time and energy to organise and run, so it's best to gather a sizable, dependable team to help see it through. The basic structure of your committee is entirely up to you, but here are a few suggestions to get you started.

Dividing up Tasks

The best way to keep things organized from the beginning is to assign each committee member one or two major tasks. Smaller things come up along the way – be sure to distribute those evenly!

Committee Leader

To make sure all of the efforts are working towards the same goal it's a good idea to have one person in charge of overseeing the committee and keeping track of what everyone is doing, as well as keeping an overall schedule and setting deadlines. This person might also be in charge of managing the committee email listserve or general communication.

Main Contact Person/Treasurer

This person should be responsible for the contact email, phone, and postal address listed on your website or other tournament publications, and should answer questions from people interested in joining the tournament. It is advisable to have this person in charge of sign ups, liaising with team captains and collecting money as well. Contact email addresses for AJET Games are likely to receive a significant amount of traffic so it is advisable to open a special email account just for the tournament (eg. *ajetvolleyball@yahoo.com*)

Rules/Equipment Coordinator

It is important to have someone on your team that is very familiar with the game you intend to play. This person should be put in charge of establishing and documenting the rules for the tournament, finding referees (if necessary), setting the game and refereeing schedule, securing a venue for matches, and making sure you have the proper equipment rented/borrowed/purchased in order to play. This person should also help prepare appropriate sections of the handbook for teams and captains.

Social Coordinator

It's a good idea to provide some sort of entertainment after the finish of play on the first day, if you're running a two-day weekend event. The extent and type of event is entirely your committee's decision. The Social Coordinator should be in charge of finding a venue for this event, working to a budget to buy the necessary food, drink and consumables, and liaising with anyone providing the entertainment.

Volunteer Coordinator

Even with a solid committee, you will need extra hands on the day of (and possibly a few days before) the tournament. Depending on the set up of your event you could need volunteers for any number of tasks – setting up tents and fields, preparing for the party, shopping, transportation, first aid, running errands, providing refreshments,

timers, scorekeepers, etc. The Volunteer Coordinator should be in charge of finding volunteers and making a schedule for them.

Sponsorship Coordinator

This person should be in charge of soliciting local sponsorship and support. This person will also need to work with the Corporate Liaisons on the AJET National Council for information on available sponsorship through the AJET GAM program.

Accommodation Coordinator

Having one person in charge of securing enough accommodation for tournament participants and spectators is wise, given the number of people who are likely to turn up. This person should liaise with hotel or campground staff to arrange suitable accommodation and set prices. If necessary this person can take care of rooming arrangements. This person should work closely with the Main Contact to keep numbers and reservations accurate.

Of course, it is important to note that, while coordinators are suggested for each part of the tournament, everyone will have to work together. For example, if only the Sponsorship Coordinator makes an effort to find money or support, your committee could lose out on a lot of potential yen and help. Having a Coordinator is just a good way to keep things organised.

Involving the Locals

Besides for having people to fill positions such as those listed above, the value of having a Japanese local (or two or more!) involved in organising your event cannot be overstated. Language skills are an obvious asset in negotiating with all the other people you need to contact to make it all happen. Even if a foreign member of your committee is relatively fluent, there are some things that are simply more easily dealt with if you are a local. Getting the locals involved in your tournament should be one of your highest priorities!

Committee Email Listserve

It is important that all members of the committee stay on the same page and the best way to do this is to set up a committee listserv. A serious email listserv can be a productive and efficient way to keep things under control. Yahoo Groups provides a reliable service for free. As you are making plans and setting deadlines, sending emails to each other is a great way to stay updated. This will cut down on the amount of face-to-face meetings which could be inconvenient if all of you have busy schedules and/or live a fair distance from each other. Email may also be easier for non-native English speakers on your committee – they can take as much time as they need reading and comprehending an email, whereas a committee meeting with mostly English-speaking foreigners could be overwhelming for someone lacking strong English communication skills.

To set up a Yahoo Group, go to www.yahoo.com main page and click on 'Groups'. From this page, follow the step-by-step instructions. To give all committee members access to the list, the List Owner (whoever sets up the account) will need to Add or Invite members. Committee members can also join by sending an email to

yourgroupname-subscribe@yahogroups.com. The List Owner will get an email notifying him/her to approve the membership. To send a message to the group, members simply send an email to *yourgroupname@yahogroups.com*.

Tournament Website

In order to help advertise your tournament, as well as provide information to participating teams and sponsors, each tournament should have their own website. It doesn't have to be anything fancy or complicated – a simple free Yahoo! Geocities site will do. This website will be linked directly from the National AJET website *www.ajet.net* on the AJET Games page. Please contact the AJET Games coordinator (*games@ajet.net*) or the Webmaster (*webmaster@ajet.net*) to have your page linked.

Information that could be included on the website:

- Explanation of the sport and the rules
- Date, time and general schedule for the tournament
- Directions to the venue and travel information
- Costs
- Registration information (downloadable sign up sheet is a good idea)
- Accommodation options and information
- Contact information
- Banners/Links to corporate and local sponsors and supporters

After the tournament is over, the website is a great place to post results, pictures and stories from the weekend.

Using Geocities does not require any HTML programming skills, just basic familiarity with common computer programs. It does however provide capabilities to use/switch to HTML should you happen to have a proper website designer on your team. Yahoo uses PageBuilder, a program that is easily learned in a few hours of trial and error. Of course, if you could co-opt the services of an internet-savvy webmaster onto your committee, then your website will become an even more powerful tool for your event.

For example websites, please visit the National AJET website and click on the links to individual tournament pages on the AJET Games page.

Money Management

Making a Budget

Running a tournament of any appreciable size requires a large amount of money, most of which will come from the participants themselves in the form of an entry fee. Using an Excel sheet (or whatever program you are most comfortable with), break down the costs of the tournament and estimate how much each will cost as early as possible.

Costs might include:

- Lodging
- Food & Drink
- Field/Equipment rental
- Players insurance
- Prizes
- Operating costs for your committee

Depending on how often you have meetings and how much driving or public transport is required for committee members in order to organize and run the tournament, you may also want to set aside some money to reimburse the committee for petrol or train fares. Generally, however, the people on your committee should expect to be volunteering their time and energy for no monetary reward.

In order to get an idea of what your costs will be, ask for prices at your local sports fields, hotels, supermarkets, etc. As an example, here is a preliminary budget from the 2004 Ultimate Frisbee Tournament in Hyogo-ken:

Cost Centers	Cost	Paid	Owed	Note	Income	Amount	Number
Dome Rental	42,400	42,400	0		Participants	147,000	98
Friday Hotel	152,000	0	152,000	38 BBQ		247,500	99
Saturday Hotel	272,000	0	272,000	68 Hotel		424,000	106
Frisbees	168,692	168,692	0		Sponsors	7,000	2
DJ Party	10,000	0	10,000				
BBQ Alcohol	68,960	0	68,960				
BBQ Soft Drinks	31,830	31,830	0				
BBQ Meat	37,500	3,800	33,700				
BBQ Vegetable							
Insurance	2,500	0	2,500				
Prizes	7000	0	7000				
TOTAL COSTS	792,882	246,722	546,160		TOTAL INCOME	825,500	
TOTAL Over						32,618	

**NOTE: this example was not the final budget for the tournament.

Assign one person on the committee to act as treasurer. Your local AJET Prefectural Chapter may let you operate the tournament through their account, or it may be a good idea to set up a separate bank or post office account specifically for the tournament. The treasurer should monitor all funds coming in and out of the account. It is important to keep your budget updated and remember to save receipts for everything!

Setting Tournament Fees

This can be a daunting and difficult task – you don't want to overspend and have your committee members in debt because of the tournament, but you don't want potential participants to be put off by high fees! As noted above, get out and survey prices early. Ask around to see what your local places will charge to offer their services to 100-150 or so guests from all over Japan.

Once you get a good idea of what your costs may be, break up the tournament fee into 3 parts:

Entry fee

This should cover the costs of renting the fields and equipment, player insurance, prizes and anything else you will offer to the participants. Don't charge spectators this portion of the fee.

Lodging

Unless you are offering something in addition to the basic room and services provided by the hotel, charge each participant the fee set by the hotel/campground.

Food/Party

Estimate the costs of food, drinks and entertainment. If you are offering anything else special during the weekend, this is where to add it. In order to cut costs for a BBQ, it's a good idea to open up the party/evening entertainment to not only players and spectators, but also other locals. The more people you have, the cheaper the costs are per person.

Place the costs on the team registration forms and ask that all teams make their payments as a team. Post this registration form on your website and email or mail it out to all interested parties.

There are two easy ways to accept payments: via bank/post office transfer or via insured mail.

BANK/POST OFFICE ACCOUNT TRANSFER

Simply provide the tournament account number and the name of the account holder. Team captains can make a payment transfer by visiting their local bank or post office. The word for electronic transfer in Japanese is "*furikomi*" and you can do this at either the desk or the ATM. By using a post office account, teams can make a transfer using the post office ATM. Most post office ATMs offer English guidance.

INSURED MAIL

Provide the name and mailing address of the tournament treasurer. Captains may bring the money and form to the post office and ask for a special envelope called a “*genkin kakitome futou*”. This envelope costs 20 yen and approximately 500 yen to mail. The money is insured and the treasurer will need to sign or inkan the envelope order to receive it.

It is a good idea to set the payment deadline early so that you have enough money in your tournament account to pay for the bills up front. On occasion, you may have to ask your committee members to pay up front and be reimbursed later.

An example team registration form can be found in Appendix One.

Sponsorship

Keeping costs low is always a concern for event organizers. The AJET National Council corporate team works to try to secure national sponsorship for the AJET Games, but it is not advisable to rely on this sponsorship. The Touch Rugby and Ultimate Frisbee tournaments of 2004 were completely self-supporting and you should be able to do the same. Your Sponsorship Coordinator and all members of your committee should use their networks to find some good sponsors for your event. Sponsorship does not always come in the form of cold hard cash – some companies or local organisations may be willing to provide products or services instead. If you dig deep enough, you may be able to get prizes, food, drinks, volunteers or other services that will help you to not only keep costs down, but also run a smoother tournament.

Places to hit up for sponsorship and support might include:

- Wholesale food and/or liquor distributors
- Restaurants
- Bento shops
- Banks
- Hotels
- Onsens
- Sports shops
- Other local shops that sell relevant products
- Radio stations, newspapers and TV broadcasters
- City/Town Halls
- International Associations
- Boards of Education/Schools
- Local Sports Associations

Things you might want to ask for:

- Money (obvious, eh? ☺) - *anyone*
- Free or discounted Food/Drink – *restaurants, food/liquor distributors, bento shops*
- Discounted Accomodation - *hotels*
- Gift certificates – *shops, hotels, onsen*
- Volunteers – *anyone, but especially the IAs or sports clubs*
- Buses/Vans – *City/Town Halls, car dealerships or rental places*
- DJs/Stereo Equipment – *radio stations*
- Advertisement and Promotions – *IAs, City/Town Hall, radio stations*
- Sports equipment – *sports associations, boards of education, schools*
- Tents – *sports associations, BOEs, schools*
- Water coolers – *City/Town Halls, Sports Associations, BOEs*
- Prizes - *anyone*

And remember that every little bit helps – if someone is willing to donate 2000 yen, its 2000 yen you didn't have before! Also, remember to provide your sponsors and supporters with adequate advertisement opportunities in your handbooks, websites

and during the tournament itself. If you show your appreciation, companies and organizations will be more likely to continue their support the following year(s).

All of this has been included in the Sponsorship Packet (provided in both English and Japanese) in Appendix Two. (Taken from the 2004 AJET Games. Please make note of the highlighted memos and change the parts highlighted in RED to meet the needs of your event.)

Lodging

You COULD tell teams that they are required to find their own accommodation, but most people are relieved to know that you are taking care of it for them. Also, if the committee books lodging for the whole group, you are much more likely to receive a discount or other services.

Ideas for places to stay:

- Campgrounds
- Ryokans
- Ski Lodges
- Minshukus
- Business hotels

Things to keep in mind:

- Campgrounds are often the cheapest option, but not all participants may be willing to sleep outdoors in a tent.
- Ski Lodges may be willing to offer you a large discount since you will probably be booking for the off-season. They also tend to offer bigger rooms that can accommodate a full team.
- Many Japanese-style inns and hotels often offer stays that include meal plans. This may be the cheapest way to feed people, but work with the staff to ensure there is food for Japanese and non-Japanese tastes and the vegetarians/vegans.
- A *ryokan* might include a free *onsen* – a very welcoming idea after a long day of sport.
- If you have enough participation to rent out an entire hotel/lodge, you gain extra bargaining power for lowering the price per person.
- If you live near a resort area, chances are someone on your committee has students whose parents own or work in a lodge/hotel. Network, network, network!

Accommodation needs to be taken care of *early*. (eg. bookings for the June 2004 Tajima Ultimate Tournament began in January 2004.) Waiting until the last minute will lower your chances of finding space for everyone. This gives you enough time to work out everything you need and to make sure the hotel will be able to accommodate all of your requests. Make sure you get a date from the hotel for when they need numbers and payment by. Set your tournament deadlines accordingly.

Food

It is the entirely the decision of your committee how much food you would like to offer or provide during the tournament. Once you decide this, you will then need to look into options for buying or obtaining food.

Times you might want to provide food:

- Dinner on Saturday evening – this can be provided in the form of a party style dinner, or you can search out restaurant options.
- Lunch on Saturday and Sunday – this is especially important if the tournament venue is not located near restaurants, supermarkets or convenience stores.
- Breakfast on Sunday (possibly Saturday if you have a large group arriving Friday) – you may be able to provide this through the hotel at little or no extra cost.

Options:

Breakfast:

- Provided by the hotel
- Continental breakfast provided by the committee
- Facilities provided for teams to make their own breakfast

Lunch:

- Bento delivery (pre-ordered)
- Local restaurants
- Ask teams to pack their own

Dinner:

- Local restaurants (teams fend for themselves)
- Reservations at a local restaurant for all participants (with or without a set meal)
- BBQ prepared by the committee and volunteers (food bought through wholesalers or supermarkets)
- Enkai provided by the hotel

Be sure to ask all establishments that are food related if they could provide free or discounted foods.

Visit restaurant supply stores (*Gyoumu Suupaa* is a popular chain), Costco and other wholesale stores to buy whatever you can't get donated.

Buy non-perishables early and leave only meats and dairy products until the last minute. You will have other things to worry about the last 2 days than getting through a massive shopping list. Starting early allows you to get cheaper deals as well.

If you get some donations and shop smart, an all-you-can-drink, all-you-can-eat BBQ should cost about 2500 yen per person.

If you are planning a BBQ, here is a sample menu:

- MEATS AND FISH: chicken, beef, sausages, hamburgers, salmon steaks
- VEGGIES: cabbage, onions, mushrooms, pumpkins, peppers, carrots, eggplant/aubergine, lettuce-based salad
- CARBS: bread/rolls, pasta salad, yakisoba
- CONDIMENTS: ketchup, mustard, butter, yakiniku sauce
- UTENSILS: plates, cups, chopsticks/forks, coals, firestarters, paper towels
- MISC: tofu, dessert, fruit

To get a rough estimate on how much food to buy, the Tajima Ultimate Committee ordered the following for about 150 people:

- 18 kg of steak
- 6 kgs of mince meat (for hamburgers)
- 3 kgs of sausage
- approx. 200 chicken breast strips
- 10 packs of tofu (this ran out early as people other than vegetarians ate it!)
- 15 heads of lettuce
- 2 large bags of onions
- 20-30 packs of mushrooms
- 10 bags of peppers
- 30-40 eggplants
- 5 kg bag of pasta
- variety of condiments and sauces
- 180 cups
- 200 plates
- 200 chopsticks
- 4 packs of paper towels
- 12 x 10 liter kegs of beer
- 4 x 10 liters kegs of chu-hai plus 20 liters of mixers
- approx. 40 2 liter bottles of a variety of soft drinks

Field and Equipment

Booking the Fields

Just as with everything else, start early. Grass fields aren't readily available in Japan and rental sports facilities tend to be reserved early. The Rules/Equipment Coordinator should go out and survey the fields and facilities in your area. Try public sports grounds, schools, or ski fields for outdoor sports. For indoor sports try the city or town gym or local schools. When you find a place you like, find out who the field/gym manager is and ask them about your dates and times, rules and regulations, and prices. Also check to see if they have any equipment (like tents, pinneys, cones, etc.).

It is a good idea to have 2 or 3 dates in mind, in case all of the fields in your area are booked. Book the best place as soon as possible and if you have any reservations about your first choice, it may be a good idea to book a back up venue. As for prices, see if it is negotiable. Most facilities have reasonable prices, but some may even offer you a discount (or make it completely free!) if you offer them something in return (small help in field upkeep, weeding, a few volunteers at another sports event or local festival...Japan has an interesting barter system when it comes to foreigners!)

Getting Equipment

When booking the venue, see if the venue can offer any equipment – markers, tents, chalk, whatever. Depending on the sport, have the committee ask their schools if you can use club equipment. Also, if any of the committee members are already involved in a club or team with the school or community, they may have enough equipment to go around. If no member of the committee is on a local team, ask around and see if there is one. They might lend you something...and they might join your tournament!

Worst-case scenario, you may have to buy some equipment. Shop around at your local sports shops (ask the sport coaches at your school if you don't know any). If your tournament carries on for a few years it might be a worthwhile investment anyway.

Team Tents

Considering the variety of weather conditions in Japan, providing tents for participants, spectators and volunteers is a good idea. Even on a nice day a tent can provide some shelter from the sun. Ask the venue if they have any tents you can use. If not, hit up local schools – all schools have several tents around that usually only appear on sports day. City/town halls may also have spare tents you can use. It may be a good idea to ask if the venue or school can deliver the tents to the field, or possibly let you borrow a *kei*-truck, as you might find it difficult to fit the tarps and poles in your *kei*-car.

Tournament Refreshments

Of course, seasoned athletes know to bring water and sports drinks with them to a game, but AJET Games are all in the name of fun – and dehydrated people get grumpy! Set up a hospitable staff/volunteer tent and have water coolers and/or chilled sports drinks on hand – your participants will appreciate it! Especially on hot days, you'll need a significant supply of ice to keep drinks cold, so it may be a good idea to have an extra volunteer that can leave to buy more. As for sports drinks, Otsuka Pharmaceuticals generously supplied both 2004 AJET Games events with Amino Value. Talk to the AJET Games Liaison to see if there is any national sponsorship available. As for water coolers, again, talk to the venue and local schools. You might also want to ask local International Associations or city/town halls. They may have some in storage.

Social Events

Despite a long day of running around, many participants will be up for an exciting evening of entertainment. The scope of your event is entirely up to you. Be advised that it is especially helpful to have volunteers on hand to help the party/event run smoothly as committee members will be tired from running around all day.

Ideas for your social event are:

- BBQ Party (all you can eat/drink is always preferable!)
- DJ/Dance Party
- Enkai-style party
- Karaoke
- Live Bands
- Beach Party
- Camping/Bonfire
- Combination of a few ideas...your imagination sets the limits!

Another suggestion is to offer live music or music played over the sound system during the tournament. It adds to the fun atmosphere.

Volunteers

Volunteers will be sanity savers of the committee during the tournament. You should start soliciting for volunteers early. Hit up all of your adult English conversation classes, the Local International Associations and High School English Clubs – many of these people are excited at the chance to meet other foreigners and AJET Games is a great opportunity for them to practice all of that English you've been teaching them! Included in Appendix Three is an example volunteer sign up sheet.

Creative ways to utilize your volunteers:

- Time/Score Keepers
- Errand runners
- Set up and Clean up
- Reception
- First Aid staff
- DJs
- Waterboys (and girls)
- Food preparations
- Photographers or videographers
- Transportation
- Shoppers
- Lunch distributors
- Announcers
- Cheerleaders

Prizes and Awards

Ideas for Prizes and Gifts

While most people are content to just come out and play, it is always nice to walk away with a prize. Whether or not you provide something for the winners, or even for the participants generally, is entirely up to you. Here are some suggestions.

Awards

- Champion Team (1st, 2nd, 3rd place etc)
- MVP (Most Valuable Player)
- Sportsmanship Award
- Play of the Day
- Most Creative/Energetic/Friendly....you get the idea!

Choosing winners for the individual awards may be difficult, but you can do this by asking the referees or captains to choose people from each game and then tally the results.

Prizes

- Perpetual Trophy
- Plaque
- Mugs or cups
- Food
- T-shirts
- Gift Certificates
- Money

Prizes depend on your budget and sponsorship. When asking for sponsorship, be sure to ask if the company or group would like to donate something for a prize. The 2004 Taj Ultimate Committee was able to give away over 150 kgs of organic rice, a basket of foreign foods, mugs, soaps, lodging and *onsen* certificates for a ski weekend for 2, and a variety of other awards without spending any money! Here's hoping you can do just as well!

Participant Packs

If your budget allows for it, including a participant pack is a great way to greet your players. What you put in this pack is your decision – try to make it relevant to your sport. If you do hand anything out, it would be a good idea to include flyers or advertisements from all of your sponsors and supporters. In 2004, the Tokushima Touch Rugby tournament gave every participant a cloth bag printed with the tournament logo and the Tajima Ultimate tournament included a commemorative frisbee.

It's probably best to put these packs together as early as possible – stuffing bags full of goodies at 2 am on the Friday night before the tournament can be a little stressful!

Captain/Team Handbooks

Each team should be provided with a handbook that gives them all the information they need to participate in the tournament. Remember, the more information you provide from the beginning, the less questions you'll have to answer during the planning process and the tournament itself. It might also be a good idea to post a copy of the tournament handbook on your website.

Things to include in the Captain/Team Handbook

- Rules
- Schedule
- Directions and maps
- Payment procedures and information
- Contact Information

Included in Appendix Four is an example that you can modify to suit the needs of your tournament.

Handling the Tournament

The preparations are all finished (you hope!) The teams have arrived (or some of them are lost in the wilderness). The sun is shining (or its pouring rain, but hey, playing in the rain can be fun!). The best advice we can give you is to be prepared, stay relaxed, always have a plan B and be ready to think on your feet. As long as the committee members know what needs to be done, the volunteers are in place and you keep a nice big smile on your face the weekend will be fun and successful! As the weekend wears on, you and your committee may find your energy starting to dwindle, but *gaman!* You all worked hard and it will all be over soon!

Setting Up

Try to do as much set up before Saturday as possible. Food can be prepared during the week. You might be able to set up the tents and the fields on Friday night. Bottom line is, whatever you can do early should be done early – it will mean less running around and less stress on Saturday morning. Try to have one last staff meeting before everything begins on Saturday, just to make sure the committee members are all on the same page. Wherever possible ask your volunteers to do the setting up – you'll have questions to answer, meetings to run and ends to tie up. Also, be sure to give yourself a generous amount of time for set up so the tournament can get started on time!

Staff Tent

Set up a staff/volunteer tent in convenient location – think less running around for you and easier for participants to come and go. The staff tent is where you should keep the refreshments, the scoreboard, game schedule, volunteer and committee work schedule, the PA system/megaphone, petty cash, first aid supplies, extra equipment, and prizes. You should try to have at least one member of the committee under the tent at all times during the tournament. If this is not possible, have a reliable and knowledgeable volunteer on hand.

Other things that would be nice to have at the staff tent might be snacks or food for the committee and volunteers, sunscreen, a notepad to write down things you need later or ideas for next year, chairs, a list of committee and emergency contact numbers, and any other niceties that will help you make it through the two days!

First Aid

First and foremost, be sure to purchase insurance for the players. Insurance should cost you not much more than 20-30 yen per person and will keep you out of trouble should someone get seriously injured. As for onsite first aid, make sure you have a fully stocked first aid kit at the very least. Band-Aids/plasters, antiseptic, medical scissors, tape, ice packs, and bandages are a must. If you can arrange it, you should try to have a nurse or someone certified in first aid at the tournament. Not only will your participants get professional care for their injuries, but it will also be one less thing for the committee to worry about. Finding someone might not be as hard as you think...between all of your *eikaiwa* classes and local contacts someone

might know a nurse, doctor or hospital employee...maybe even a local JET has certification for first aid/CPR. Ask around!

Captains' Meetings

The best way to keep all of the teams on the same page is to meet with the captains before the start of play on both days. The first day's meeting should consist of a quick rundown of the days schedule, a brief overview of the rules, last minute changes to the tournament, updates on lodging, lunches or other extracurricular events and time for the captains to ask questions. The second day's meeting should also include a schedule, instructions for breaking down tents/clean up and time for questions or airing concerns about the previous day. Be sure to identify which committee members the captains should direct their questions to (e.g. Problem on the field? Talk to Mr X. Need your bento lunch? Find Ms Y. Want a sunscreen application? This is Mr Z.)

Clean Up

The tournament is over, everyone is tired and there are 16 tents to break down, hundreds of empty PET bottles, tables, chairs and all kinds of other random things that always seem to collect when you have a big crowd of people. Before everyone heads off to their respective homes, utilize the crowd. Ask each team to break down their own tents and collect their team's trash. Have volunteers start breaking down the staff tent towards the end of the last game. It may take a few hours to get everything taken care of, but it is important that you leave the venue in as good or better condition than you found it in. This will ensure you have a venue to use the following year!

Some final pieces of advice

- Charge your *keitai*
- Get some rest the week before
- Layer on the sunscreen. Tired *AND* sunburned does not bring out the best in people!
- Don't forget the hat/visor and sunglasses. You never know – the sun *MIGHT* shine!
- Pack some raingear
- Have some kind of uniform for the committee and volunteers – nametags, t-shirts, sashes – something to make you stand out so participants know who to come to.
- Have a good time! ☺

Post-Tournament

Lost and Found

After the teams are on the road, personal belongings will turn up at the field. It's a good idea to also check with the hotel to ask if anything has been left there. Make a list of belongings and send an email to the team captains to try and find the owners.

Thank You Notes

Appreciate the help you received from your sponsors and supporters? Thank them for it! A simple thank you note, maybe including a picture or results from the tournament would surely be a well-received gesture. The best advice we can give you is to do this immediately – the longer you wait, the more it will get put off. Send them out the week after the tournament and be done with it!

Left Over Money

Providing your treasurer kept the books balanced, you may find that there is a bit of money left over – how you spend it is up to you, but here are a few suggestions:

- Put it away for the next year's tournament
- Hold an *uchiage* (follow-up party) for the committee, volunteers and local sponsors/supporters
- Reimburse participants
- Donate it to charity
- Donate it to your local AJET fund
- Donate it to National AJET

*Thank you for your interest in organising an AJET Games Event.
Best of luck to you and your committee!*

All questions, comments and suggestions should be sent to the National AJET Games Liaison at games@ajet.net

Appendix One
Example Team Registration Form



2004 All Japan
Ultimate Frisbee Tournament
2004 年度全国
アルタメット・フリスビー大



Team Registration Form

Team Name: _____

Team Captain: _____

Captain's Contact Details:

Email Address(es) イメールアドレス	Phone 電話番号	Fax ファックス
ADDRESS (in English/Roman letters please) 住所：ローマ字で書いて下さい		
City/Town/Village 市町村 SHI・MACHI・CHO MURA・SON	Prefecture 都道府県 TO・DO・ FU・KEN	Postal Code 郵便番号 〒 _____

Team Details: (please check desired options for each person attending)

Name (First Name, FAMILY NAME)・名前	Sex 性別	P	B	S	F	Total Individual Payment
TOTAL (team numbers and payment)	-----					

Key for Expenses (all figures in yen \):

(P) Player Fee 参加費用 1500: For all team members up to 10 players per team. Spectators do not pay this fee and there is no limit on number of spectators per team. Please copy this form if you have more than 15 people.

(B) Barbeque Party バーベキューパーティー 2500: Food, drink and entertainment will be provided on Saturday evening. Vegetarian option available – please inform the Committee of your dietary restrictions.

(S) Saturday Accommodation ホテル朝食付 (土) 4000: Included pension style lodging and breakfast on Sunday.

(F) Friday Accommodation ホテル朝食付 (金) 4000: Includes pension style lodging and breakfast on Saturday.

*Ample free parking available for hotel and tournament site.

Payment: Post Office Transfer (郵便局振る込み): FAY ALICE HOYLAND 14310-76047941 or

Mail TO (現金書留): Fay Hoyland, 1701-1 Takeno, Takeno-cho, Kinosaki-gun, Hyogo-ken 669-6201
〒669 - 6201 兵庫県城崎郡竹野町竹野 1701-1 フェイ・ホイランド

Appendix Two
Example Sponsorship Proposals



2005 All Japan
Ultimate Frisbee Tournament
2005 年全国
アルタメット・フリスビー大会



Tajima Dome
Hidaka-cho, Hyogo-ken

但馬ドーム
日高町、兵庫県

June 5-6

6月5-6日

Event Proposal
イベント計画

Supported by: The AJET National Council
Hyogo AJET – Tajima Region
National AJET Games Coordinator: Fay Hoyland

Committee:
LIST COMMITTEE MEMBERS' NAMES HERE

Introduction

Every year, several thousand young men and women come to Japan from a diverse range of countries as participants in the JET Programme. The Association for Japan Exchange and Teaching, or AJET, is a volunteer organization providing a support and social network for JET Programme participants. AJET engages in many projects to promote international exchange, and this coming winter and spring will see the 2nd year of a successful AJET initiative – the AJET GAMES.

As part of the AJET GAMES event calendar, Hyogo AJET is hosting the **second All Japan Ultimate Frisbee** Tournament. On the weekend of **June 5-6**, teams of JETs, friends and Japanese people will come together in **Tajima, Hyogo-ken** to enjoy competitive sport and good company. The main venue for the tournament will be **Tajima Dome**, located in the beautiful **Kannabe Heights of Hidaka-cho**.

The tournament will commence on the Saturday with round-robin matches and conclude with a round of finals on the Sunday. A **barbeque party** is planned for the Saturday evening, with time for a visit to a local onsen, to relax after a hard day's play. As with all AJET GAMES events, the tournament ultimately hopes to promote good relations between JETs and the Japanese community.

The tournament is also an excellent opportunity for local companies and organizations to get involved in promoting cultural exchange through sport.

In this Event Proposal, we present a short outline of the game of Ultimate Frisbee and the tournament schedule, a summary of our estimated costs, and proposals for ways in which companies or organizations can get involved as a sponsor or supporter.

Any questions can be directed to **INSERT NAME HERE (preferably one foreigner and one Japanese person)** in English or Japanese. We look forward to working with you!

Contact Details:

Name	090-####-####	email address
Name	090-####-####	email address

Tournament Outline

[INSERT SHORT DESCRIPTION OF YOUR SPORT. EXAMPLE FOLLOWS]

Ultimate Frisbee is a game played widely around the world. It is simple and played easily by both women and men.

Ultimate is played between two teams of seven players on a large rectangular pitch with two "endzones" (like in American Football) at either end. A goal is scored when a team completes a pass to a player standing in the endzone they are attacking. Players cannot run with the disc so by passing from player to player, the offense attempts to work the disc up the pitch towards the endzone. The defending team attempts to stop the team with the disc from making progress upfield by marking them (as in soccer or basketball). Ultimate is essentially non-contact; any contact between players can be declared a foul. Ultimate is unique in that it is refereed by the players themselves, even at World Championship level, according to a code of conduct known as "the Spirit of the Game". This places the responsibility for fair play on the players themselves. In that respect, playing Ultimate is a completely different experience to playing other sports.

The 2005 All Japan Ultimate Frisbee Tournament is open to mixed teams of 7 members, with at least 2 females on the field. Teams may bring up to 10 players and any number of supporters. Prefectures may enter more than one team. Teams may be composed of any combination of international and Japanese players. We anticipate that 12-16 teams will participate – including supporters, we will probably welcome 150 people to Hyogo-ken for the competition.

Matches will be distributed across both days of the weekend, with an initial round-robin on the Saturday and finals, with extra games as necessary, on the Sunday. Each game will consist of two 20-minute halves, with a 5-minute break. The venue, Tajima Dome in Hidaka-cho, has grass fields. Including the party on the Saturday evening, a rough schedule for the entire tournament follows here.

[insert your schedule here]

Saturday June 5

0930 Teams gather at venue
Captains meet
1000 Round-robin opens
1700 Round-robin closes
1800 BBQ and DJ party

Sunday June 6

0830 Captains meet
0900 Finals round opens
1300 Grand Final concludes
1330 Presentations
1400 Close of tournament

Cost Summary

We have estimated the cost per participant for the tournament at approximately 8000 yen. The breakdown of that estimate follows here.

Entry Fee – includes field bookings & prizes	1500
Accommodation with Breakfast	4000 per night
BBQ and DJ Party	2500
<u>TOTAL</u>	<u>8000</u>

Supporters will pay approximately 6500 yen, whilst persons staying on the Friday night will pay an additional 4000 yen to cover the cost of the extra night.

Expenses incurred in the course of running the tournament will include such things as:

- Field bookings, equipment for play
- Accommodation for teams (including breakfast)
- Food and drinks for the BBQ Party
- Participant Tournament Packs
- Prizes – trophies, shirts, local products
- Bus hire (as needed)
- Insurance for Players

Participants will be expected to pay separately for:

- Transport to and from Tajima
- Other transport outside specified bus times
- Food and drink other than the BBQ party and Breakfast

Sponsorship Opportunities

We would like to suggest several ways in which your company or organization can support the All Japan **Ultimate Frisbee** Tournament.

- **Participant Tournament Pack**

We intend to hand this out to all players at the start of the tournament. We hope to include schedules, maps or guides, a **commemorative Frisbee**, as well as other items that may enhance the participants' weekend. Is there something your company/organization would like to add?

- **The BBQ and DJ Party**

We plan to offer food, drinks and musical entertainment during Saturday evening for both players and supporters. Could your company/organization contribute a product or money towards this International Exchange event?

- **Transportation**

We are currently searching for the easiest way to transport participants from local stations to **Kannabe Heights**.

- **Prizes**

We hope to offer local or useful products to the winners in addition to or in lieu of trophies or medals. Perhaps your sponsorship could be extended to include a prize?

In return for your support, the tournament can offer you the following sorts of exposure:

Advertising on our Web site – where most teams will go for information

Signage – major sponsors are free to provide us with signs

Flyers – information distributed on paper will include logos

Participant's pack – branding with sponsors' logos, products

Prizes – branding with logos

Plus, we would like to welcome members of your company/organization to participate in the tournament, either as sponsors, supporters or event staff. We think this is an excellent opportunity to engage in English conversation and grassroots internationalization.

We are open to suggestion if you have any further ideas of how to get involved with the **Second** All Japan **Ultimate Frisbee** Tournament.



2005 All Japan
Ultimate Frisbee Tournament

2005 年全国
アルタメット・フリスビー大会



Tajima Dome
Hidaka-cho, Hyogo-ken

但馬ドーム
日高町、兵庫県

June 5-6

6月5 - 6日

Event Proposal
イベント計画

主催： 全国 AJET 役員会
兵庫県支部 AJET
全国コーディネーター：フェイ・ホイランド

アルタメット・フリスビー大会委員会

[LIST NAMES OF COMMITTEE MEMBERS IN KATAKANA/KANJI HERE]

はじめに

毎年、様々な国から数千人の若者が日本に来て、JET プログラムに参加しています。JET プログラム参加者の会である「AJET」というのは参加者のためにサポートや活動ネットワークを提供しているボランティアの組織です。国際化の推進を図るため AJET の活動は色々ありますが、今年の冬と春は「AJET ゲームス」の2年目を続く予定です。

AJET ゲームスの一部として、**兵庫県**支部 AJET は**2年周[最初]**の全国**アルタメット・フリスビー**大会を開催の準備をしています。**6月5、6日**の週末には、全国からの JET 参加者、参加者の友達と日本人とも**兵庫県の但馬**に集まり、競争スポーツと**いい出会いを楽しみに**しています。大会の主な開催地は**日高町の美しい神鍋高原の但馬ドーム**です。

大会は土曜日に総当り戦で開始し、日曜日に決勝戦で終わります。土曜日の夜に**バーベキューパーティー**を予定し、時間があれば地域の温泉にも入ってもらえます。全 AJET ゲームスと同様に、この大会の目標は JET 参加者や外国人と日本人の社会との関係を促進したいと思います。

この大会はスポーツによって、文化交流を促進することは地域の会社や組織にとっても素晴らしい機会になるでしょう。このイベント計画書には、大会説明、大会日程、推定費用を添えています。また、会社や組織で後援または協賛をお願いしたいと考えています。

問い合わせは**[INSERT NAMES OF CONTACT HERE]**まで是非ご連絡下さい。日本語でも英語でも構いません。宜しくお願い致します。

連絡先： 090-####-#### NAME
 090-####-#### NAME

大会説明

[INSERT SHORT DESCRIPTION OF YOUR SPORT. EXAMPLE FOLLOWS]

アルタメット・フリスビーは世界中で行われています。簡単に、男性でも女性でもできるようなスポーツです。アルタメット・フリスビーは、アメフトのような大きな長方形なフィールドで1チーム7人でチームを構成し、チームを行います。チームがエンドゾーンにいる一人の選手までパスを完全に受け取ったら、ゴールを決めることができます。選手はフリスビーを持って走られないので、パスを何回も続けて、エンドゾーンまで進みます。まもっている方のチームはエンドゾーンへの攻撃の進行を妨げるために、サッカーやバスケットのように防御します。実際には、アルタメット・フリスビーは無接触なスポーツです。選手の間にも少しも接触したら反則になります。"Spirit of the Game"「ゲームの精神」というの行動規範によって、世界決勝大会レベルにもアルタメット・フリスビーのユニークな点は選手が自分で審判します。それに、正々堂々とした試合ぶりは選手自身の責任になっています。それに関して、他のスポーツよりアルタメット・フリスビーすることは特別な経験です。

2005年度全国アルタメット・フリスビー大会は男女七人のチームで、試合中で少なくとも女性が二人出場しなければなりません。各チームは10人までの選手と何人でも観客が受け取れます。各県が1チーム以上が受け取れます。チームの組み立つことは何人選手は外国人か日本人が構いません。色々な県から12~16チームを参加する予期します。観客を含めて、大会のため150人ぐらいを兵庫県に歓待します。

試合は土曜日と日曜日に行って、土曜日から総当たり戦で開始し、続いて日曜日に、準決勝と決勝試合を行います。各ゲームは中間の休憩を含めて45分ぐらいかかります。土曜日のパーティーを含めて、大会の日程はこの通りです。

[insert your schedule here]

6月5日(土)

0930 チーム集合
キャプテン会
1000 総当たり戦開始
1700 総当たり戦終了
1800 バーベキューパーティー

6月6日(日)

0830 キャプテン会
0900 準決勝開始
1300 決勝終了
1330 賞の贈呈式
1400 大会終了

推定費用

大会の推定費用は参加者一人につき 8000 円になっています。推定の詳しく説明はこの通りです。

参加費用（フィールド借り、賞を含む）	1500
ホテル（朝食付き）	4000
バーベキューパーティー	2500
合計	8000

観客はホテルとバーベキューのために約 6500 円を支払います。そして金曜日宿泊する参加者は追加の 4000 円を払います。ゲームを見ているだけの観客は無料です。

費用の内訳は以下の通りです。

ドームの借り費用
ゲーム用具、救急箱
ホテル（朝食付き）
バーベキューの飲食
大会参加者パック
賞品（トロフィー、他）
バス借り費用
保険

参加者費用に含まれないものは：

但馬まで往復交通
江原 ドーム間以外の交通費
6/4・5 江原駅↔ドーム
6/6 ドーム↔江原駅
バーベキューと朝食以外の食事

協賛や後援機会

2005 年度全国アルタメット・フリスビー大会のに対し、幾つかの協賛や後援方法を提案します。

- **大会参加者パック**
全選手に大会の受付でこのパックを配布する予定です。参加者の経験を高めるためにスケジュールや但馬の地図やガイドブックや記念フリスビーや飲み物やおやつなどを計画しています。何か寄付をしていただけますか。
- **バーベキューパーティー**
土曜日の夜に、選手と観客のため飲食とエンタテインメントを提供する予定です。この国際交換イベントの基金やに寄付をしていただけますか。
- **交通**
地域の駅から神鍋高原までの一番安くて便利な交通方法を探しています。
- **賞**
トロフィーやメダルに加えて、地域から便利な商品を提供したいです。あなたの協賛や後援に含めて、賞に寄付をしていただけますか。

大会の協賛や後援に対して、私達はこのような PR をします。

- 大会ウェブサイト - 各協賛団体、後援団体へのリンク可能
- 大会での看板 - 協賛や後援団体看板などを展示することができる
- ちらし - 協賛や後援団体はそれぞれのちらしなどをパックに入れることができる
- 大会参加者パック - 協賛や後援団体は商品を入れることができる
- 賞品 - 協賛や後援団体から商品を提供していただきたい

また、あなたの会社や組織のメンバーを大会に参加したり、観客したり、イベントスタッフしたり誘っています。この大会では英語会話をすることと草の根の国際交流の素晴らしいチャンスになると思います。

これ以外の 2005 年度 AJET ゲームスの全国アルタメット・フリスビー大会に協賛や後援考えがあれば、是非教えて下さい。

Appendix Three
Example Volunteer Sign-Up Sheet



AJET GAMES
ULTIMATE FRISBEE TOURNAMENT
TAJIMA DOME JUNE 5-6, 2004



VOLUNTEER SIGN UP LIST

DRIVERS

June 4th (Friday night) 17:00-21:30: Transport teams from Ebara Station to Tajima Dome

June 5th (Saturday Morning) 8:00-10:00: Transport teams from Ebara Station to Tajima Dome

June 6th (Sunday Afternoon) 14:00-16:00: Transport teams from Tajima Dome to Ebara Station

NAME	PHONE	EMAIL	DAY/TIME	# of PPL

SHOPPERS

June 2-4th (Wednesday to Friday) : Help buy food and supplies for the BBQ and transport it to Lodge Utopia

NAME	PHONE	EMAIL	DAY/TIME

FIELD SET UP

June 5th (Saturday Morning) 7:30-9:30: Help set up tents, fields, Committee Station.

NAME	PHONE	EMAIL	DAY/TIME

FIELD CLEAN UP

June 6th (Sunday Afternoon) 14:00-16:00: Help clean up tents, fields, Committee Station.

NAME	PHONE	EMAIL	DAY/TIME

BBQ SET UP

June 5th (Saturday Afternoon) 15:00-17:30: Help Utopia Staff prepare the BBQ Party (cut vegetables, separate trays, arrange tables)

NAME	PHONE	EMAIL	DAY/TIME

BBQ CLEAN UP

June 5th (Saturday Evening) 20:00-22:00: Help Utopia Staff clean up the BBQ Party

NAME	PHONE	EMAIL	DAY/TIME

REFRESHMENTS

June 5th (Saturday) 10:00-17:00: Keep water coolers and ice stocked

June 6th (Sunday morning 10:00-1:30: Keep water coolers and ice stocked

NAME	PHONE	EMAIL	DAY/TIME

Appendix Four
Example Handbook for Teams and Captains



2004 Tajima Ultimate
Frisbee Tournament

Tajima Dome,
Kannabe,
Hidaka - cho
Hyogo -ken



June 5-6

Tournament Handbook

for Teams and their Captains

Presented by

– Tournament Committee –

Sarah Collins, Amanda Cornaglia, Jake Herlitz, Fay Hoyland,
Takako Kishida, Craig Morice, Grayson Pritchard and Auggie Symonds,

Contents

Introduction	3
Tournament Schedule	4
Game Schedule	5
Summary of Rules	6
Getting to the Venue	7
Map	9
Accommodation and Facilities	10
Captain Information	11
Contact Details	12
Bento Order Form	13

Introduction

Every year, several thousand young men and women come to Japan from a diverse range of countries as participants in the JET Programme. The Association for Japan Exchange and Teaching, or AJET, is a volunteer organisation providing a support and social network for JET Programme participants. AJET engages in many projects to promote international exchange, and this coming spring will see the commencement of a new AJET initiative – the AJET GAMES.

As part of the AJET GAMES event calendar, Hyogo AJET, is hosting the first Tajima Ultimate Frisbee Tournament. On the weekend of June 5-6, teams of JETs, friends and Japanese people will come together in Tajima, Hyogo-ken to enjoy competitive sport and good company. The main venue for the tournament will be Tajima Dome, located up in the picturesque skiing mountains of Kannabe.

The tournament will commence on the Saturday with round-robin matches and conclude with a round of finals on the Sunday. A barbeque party is planned for the Saturday evening, with time for a visit to a local onsen, to relax after a hard day's play. As with all AJET GAMES events, the tournament ultimately hopes to promote good relations between JETs and the Japanese community. It is also an excellent opportunity for local companies to get involved in promoting cultural exchange through sport.

The Tournament Committee is looking forward to welcoming over 150 players and supporters to Tajima in June. The information in this Tournament Handbook should help teams with their preparations and ensure that everyone can enjoy the weekend. Any questions can be directed to the Committee in English or Japanese using the contact details on the last page.

Good luck to all teams! See you in June!

Tournament Schedule

Friday June 04	Evening	Some teams arrive at venue
Saturday June 05	0930	Teams gather at venue Captains meet
	1000	Tournament Opens
	1645	Tournament closes Onsen time
	1830	BBQ Party starts
Sunday June 06	0930	Captains meet
	1000	Tournament Finals Open
	1215	Tournament Finals Close
	1300	Collation of results
	1330	Presentations
	1400	Close of Tournament

The schedule of games is subject to change, depending on the number of teams in each pool and the total number of teams, and the overall schedule may change at short notice at the discretion of the Tournament Committee.

Game Schedule

The 2004 Taj Ultimate Frisbee Tournament is open to mixed teams of at least 7 members, with at least 2 females on the field and any number of substitutes. Teams may be composed of any combination of international and Japanese players. We anticipate that approximately 12 teams will participate. In the event that the Committee do not manage to find enough volunteers to work at the tournament, each team will have to provide a scorer/timekeeper for each game.

Group Allocation

Group A – Tajinators 1, Route 11, Nashi United

Group B – Tajinators 2, Hiroshima Hackers, Wakayama A Team

Group C – Tajinators 3, Mikans, Wakayama #1

Group D – Small Axe, Shiga F.C., Gaijin Ninjas.

Game Schedule

Day 1

Time	Field 1	Field 2
1000	Tajinators 1 x Route 11	Tajinators 2 x Hiroshima Hackers
1045	Tajinators 3 x Mikans	Small Axe x Shiga F.C.
1130	Tajinators 1 x Nashi United	Tajinators 2 x Wakayama A Team
1215	Tajinators 3 x Wakayama #1	Small Axe x Gaijin Ninjas
1300	Route 11 x Nashi United	Hiroshima Hackers x Wakayama A
1345	Mikans x Wakayama #1	Shiga F.C. x Gaijin Ninjas
1430	A x B (3 rd place teams)	A x B (2 nd place teams)
1515	C x D (3 rd place teams)	C x D (2 nd place teams)
1600	A x B (1 st place teams)	C x D (1 st place teams)

Day 2

Time	Field 1	Field 2
1000	11 th /12 th Place	9 th /10 th Place
1045	7 th /8 th Place	5 th /6 th Place
1130	3 rd /4 th Place	1 st / 2 nd Place

Summary of Rules

The Ten Simple Rules:

1. **The Field** – A rectangular shape with endzones at each end. A regulation field is 64 metres by 37 metres, with endzones of 18 metres deep.
2. **Initiate Play** – Each point begins with both teams lining up on the front of their respective endzone line. The defense throws (“pulls”) the disc to the offense. A regulation game has seven players per team.
3. **Scoring** – Each time the offense completes a pass in the defense’s endzone, the offense scores a point. Play is initiated after each score.
4. **Movement of the Disc** – The disc may be advanced in any direction by completing a pass to a teammate. Players may not run with the disc. The person with the disc (“thrower”) has ten seconds to throw the disc. The defender (“marker”) guarding the thrower counts out the stall count.
5. **Change of Possession** – when a pass is not completed (e.g. out of bounds, drop, block, interception), the defense immediately takes possession of the disc and becomes the offense.
6. **Substitutions** – Players not in the game may replace players in the game after a score and during an injury time out.
7. **Non Contact** – No physical contact is allowed between players. Picks and screens are also prohibited. A foul occurs when contact is made.
8. **Fouls** – When a player initiates contact on another player a foul occurs. When a foul disrupts possession, the play resumes as if the possession was retained. If the player committing the foul disagrees with the foul call, the play is redone.
9. **Self Refereeing** – Players are responsible for their own foul and line calls. Players resolve their disputes.
10. **Spirit of the Game** – Ultimate stresses sportsmanship and fair play. Competitive play is encouraged, but never at the expense of respect between players, adherence to the rules, and the basic joy of a play.

* A complete copy of the WDFD Ultimate rule book will be available at the Tournament. It can also be found at <http://www.wfdf.org/2001ultirules.html>

Getting to the Venue

By Car

It is highly recommended to come to the tournament by car if possible. Free parking will be available at the Tajima Dome and Lodge Utopia.

From Himeji: Take the Bantan motorway (about 2,000 yen one way) or route 312 north to Wadayama-cho until the end. At the intersection with Macdonald's on the left, continue straight on. Follow this road for 10 mins. When you come to a bridge that forks to the left, cross the bridge and you will be back on route 312. Follow the blue signs to Kannabe Heights.

From Fukuchiyama: Take route 9 to Wadayama. At the intersection with Macdonald's on your right, turn right and follow the road for 10 minutes. See above.

From Tottori: Take route 9 towards Yoka-cho until you reach the intersection for route 6. Take route 6 for 5 minutes until you reach the route 312 intersection with signs to Kannabe Heights. Turn left here and follow the blue signs for Kannabe Heights.

Note: The Bantan is accessible via Chuugoku and Sanyo expressways.

By Train

The train station closest to the Tajima Dome and Utopia Lodge is *Ebara* Train Station in Hidaka-cho. Ebara Train Station is approximately a 15 minute drive from the Tajima Dome and Utopia Lodge. Please notify the committee if you plan to travel by train so that we can organize transportation to and from the tournament for you.

Train Timetable information can be found at www.hyperdia.com

Approximate Train Prices are:

Express: (One way reserved/unreserved) Osaka (5130/4620), Sannomiya or Kobe (4390/3880), Akashi (4080/3570), Himeji (3070/2560)

Local: (One way) Himeji (1620).

By Bus

The nearest Bus Stop to the Tournament site is *Hidaka Shokokaikanmae*. Please inform the committee if you plan to travel by bus and your predicted arrival time, so that we can make arrangements to transport you to and from the Tournament site.

Approximate Bus prices:

(one way) Osaka Hankyu Sanbangai (3250), Sannomiya (2850)

By Air

There is a small airport called "*Kounotori Airport*" or "*Tajima Airport*" in Toyooka. Flights leave twice daily to and from Osaka Itami Airport and take about 30 minutes one way. Please be advised that there are only 30 seats available on each flight.

Itami to Tajima departs 16:55, arrives 17:35/ departs 8:30, arrives 9:00.
Tajima to Itami departs 8:30, arrives 9:00, departs 18:00, arrives 18:35

There are 3 types of airfare:

Hayawari 21 – 6300 oneway (must be booked 21 days prior to departure)

Tokuteten 1 – 6800 oneway (must be booked at least 6 days before departure)

Normal Price – 10300 one way

The above information was provided by Tomoko at Makku Travel in Wadayama. If you would like further assistance with your travel arrangements, please contact Tomoko on 0796-70-2727

If you get lost at all, feel free to phone anyone on the Committee for directions. Details can be found in the contact details on the last page of the handbook.

Transportation



Required Time to Toyooka



By Car

From Osaka and its suburbs
About 3hrs by Chugoku Highway, Bantan Highway, and Maizuru Highway

From Kyoto and its suburbs
About 3hrs by Route 9 and Route 312

From Kobe and its suburbs
About 2hrs & 30mins by Chugoku Highway and Bantan Highway



By Train

From Osaka
About 2hrs&30mins, via Fukuchiyama Line, Express

From Kyoto
About 2hrs&20mins, Sanin Line, Express

From Kobe
About 2hrs&30mins, Sanin Line, via Bantan Line, Express



By Airplane

About 30mins to Osaka Itami Airport from Kounotori Tajima Airport
Tajima⇄Osaka flights twice a day

Accommodation and Facilities

Lodge Utopia

Accommodation for the tournament is based at Lodge Utopia located at the Up Kannabe Ski Field, only a 5-minute walk from the Tajima Dome where the Tournament will take place. Accommodation is a mix of western (beds) and Tatami (futons) rooms each sleeping between 5 to 8 people per room. Room allocation will be given upon arrival. Where possible, teams will be accommodated together, however the committee cannot promise this. Room allocation is not separated by gender, therefore if a participant has a problem with sleeping in the same room as a member of the opposite sex, then he/she should notify the committee prior to arrival.

Accommodation is available for participants for both Friday and Saturday night. The cost of accommodation is 4000 yen for each night. This price includes a Japanese style breakfast.

Camping

Due to increased interest, camping has also become an alternative accommodation choice. However, the Tournament Committee will not take responsibility for the bookings. If you would like to camp during the tournament, there is a campsite called Kurisuno, which costs 2,040 yen per tent per night. It is only 5 minutes walk from the Tajima Dome. For more details and bookings please contact Toda San at the Hidaka Sightseeing Department at Hidaka Town Center, tel 0796 42 1111.

Captain Information

Captain Checklist – prior to arrival

- Send in Team application form – due in Friday 14th May
- Send payment for tournament – due in Friday 21st May
- Email committee your chosen team colour.
- Email committee your mode of transport and expected time of arrival.
- Email committee Bento Order Form for lunch on Saturday and Sunday.
(found on page 13 of the Captains Handbook)

Things to Bring

● Drinks

The only drinks provided by the Tournament will be at the BQQ party (which costs 2500 yen), and drinking water, which will be provided during the tournament games. There are vending machines at the Tajima Dome where the Tournament is being held, however there are not any Conbinis nearby, so you might want to bring your own drinks with you. There are fridges provided at the lodge to store drinks.

● Food

The only food provided by the Tournament is the BBQ (at a cost of 2500 yen) or Bento (at a cost of 600 yen – see order form on page 13), and breakfast if you are staying at the Lodge. As mentioned above, there are no Conbinis within walking distance to the Tournament site, therefore, you might want to bring your own snacks with you. There are fridges provided at the lodge to store food.

● Tarpaulin or Blankets.

Each team will be provided with a tent at the Tajima Dome for the duration of the tournament, however, seating will not be provided so teams are advised to bring their own seating with them. The committee suggests bringing blankets or tarps.

Contact Details

Tournament Website: www.geocities.com/tajultimate
or
Go to www.ajet.net
Click on the AJET Games logo
Follow links to the Ultimate Frisbee
Tournament

General Enquiries: tajultimate@yahoo.com

Phone Contacts: English – Fay Hoyland
0796 47 1365
090 1025 6925

Japanese – Takako Kishida
090 3623 9231

AJET Games Enquiries: Fay Hoyland
games@ajet.net

Committee Members Sarah Collins
090 5655 7063
Amanda Cornaglia
090 1442 9030
Jake Herlitz
090 1905 1327
Craig Morris
090 2064 5273
Grayson Pritchard
090 7875 5926
Auggie Symonds
090 3998 6910

Bento Order Form

Bentos can be ordered for both Saturday and Sunday. Please fill in the order form below and email it to tajultimate@yahoo.com by Tuesday 1st June.

Cost - 600 yen

Menu

Meat Option – pork tonkatsu, rice, vegetables, edamame.

Vegetable Option – vegetable tempura, rice, edamame.

	Saturday	Sunday
Meat		
Vegetable		

Appendix Five Suggested Sports and Event Ideas

Groups are free to choose from this list or suggest another sport.

- Touch Football
- Rugby
- Basketball
- Netball
- Ten Pin Bowling
- Chess
- Tennis
- Badminton
- Volleyball
- Billiards
- Softball
- Ultimate Frisbee
- Olympic events
- Snowball fighting
- Battle of the Bands

The AJET National Council recommends that events be designed to cater for men and women equally wherever possible. This consideration may affect your choice of sport.