

# USA Ultimate Triple Crown Tour (Club) Championship Series Regional Coordinator Volunteer Job Description



## MISSION STATEMENT:

The mission of USA Ultimate is to advance the sport of ultimate in the United States by enhancing and promoting character, community and competition. As a Regional Coordinator (RC), you will be directly working towards growing our sport in your region!

## DESCRIPTION:

The RC oversees the planning and execution of the competition and administrative aspects of the regional championship for their respective division (men's, mixed, women's). This includes communicating with teams in that region that have qualified for regionals and event Tournament Directors (TDs), creating event schedules and seeding (with assistance), and ensuring accurate reporting of scores and final standings.

## RESPONSIBILITIES:

- Assist with securing bids for regional championships from local tournament organizers and/or field sites, and with securing a Tournament Director to run day-of logistics (this can also be you!)
  - Most RCs work with the other divisions' RCs in their region to find a location that fits all three divisions
- Communicate with local team managers to ensure they are aware of deadlines and processes for participating in the USA Ultimate Postseason Championship Series
- Work with the TD and your division's National Director to set the schedule and seeding for the tournament and upload/create them in the online USA Ultimate system (AKA Score Reporter)
- Be available during the regional championship to assist the Tournament Director with ensuring USAU's guidelines are being followed and addressing issues, if any, that may arise (i.e. rescheduling rounds due to weather, un-rostered players, etc.)
- Ensure that accurate scores are reported by the TD and update the event with final standings
- Provide feedback to USAU on how to improve the Series and/or the Coordinator roles
- Coordinate Series event disc sales (optional)

## REQUIREMENTS:

- Must be in good standing with USA Ultimate (i.e. no suspensions)
- Access to email – ability and willingness to respond to email 2-3 times per week through July, and 4-5 times per week from early August through the end of the regional championship
- Access to internet and USA Ultimate platform for the months of August and September
- Adhere to principles of the mission of USA Ultimate
  - See [http://www.usultimate.org/about/usultimate/our\\_mission/default.aspx](http://www.usultimate.org/about/usultimate/our_mission/default.aspx)
- Enthusiasm for growing the sport of ultimate and/or gaining experience in sports management

## BENEFITS:

- Free one-year USA Ultimate membership for each year the position is held
- \$200 cash stipend per year the position is held
- Access to discounted discs for Series Events
- Direct involvement and experience managing administrative and competition aspects within ultimate
- Opportunity to work with other passionate and dedicated ultimate players and organizers
- Opportunity to contribute positively to the growth and development of ultimate in your area

## WORKING CONDITIONS:

- Access to a library of training materials, communication templates, and calendar of dates, setting you up for success
- Direct assistance from your division's National Director and USA Ultimate's Manager of Competition & National Team Programs (Club)

## TO APPLY:

Email your division's National Director with your information and why you think you would make a great Regional Coordinator.

For a list of RC vacancies and contact information for the National Directors, visit <https://usultimate.org/club/guidelines-and-registration/#contacts>