

# USA Ultimate College Championship Series Conference Coordinator



Thank you for your interest in serving as a USA Ultimate College Conference Coordinator. Conference Coordinators (CCs) are part of the team of USA Ultimate staff and volunteers who manage the College Season and Championship Series.

## **Job Description:**

### **General Role:**

Conference Coordinators are responsible for overseeing all aspects of the Championship Series competition for their division within their region and for maintaining the primary level of communication between the USA Ultimate Administration and USA Ultimate members who participate in the Championship Series.

### **Specific Role:**

The CC is responsible for communicating information to USA Ultimate members and teams who wish to participate in the USA Ultimate Championship Series. The CC works with Tournament Directors to organize the conference championship tournaments, within the guidelines set out by the USA Ultimate Administration. The CC is responsible for all administrative and competition-related aspects of the event, within the appropriate division, including collecting dues, rosters, and administrative materials (as instructed by the Regional Director), and enforcing USA Ultimate competition, membership, and eligibility rules.

The CC works with the other division CCs to achieve efficient and effective operations. The CCs should share information on teams and field sites and work together to organize their events. The CC should also provide feedback from players and teams to the USA Ultimate Administration.

## **Responsibilities:**

### **Division-I College Conference Coordinator**

Each Region will have both Open and Women's D-I Conference Coordinators.

#### *Management*

- Serve as the administrative liaison for USA Ultimate to the appropriate division, ensuring administrative items required for participation in the Series are completed.
- Share information on time and field sites, and work together with other CCs to organize all Conference Championship events in the Region.
- Provide feedback, through channels set up by the USA Ultimate administration, on procedures, guidelines, and other elements of the Championship Series

#### *Outreach*

- Help the Regional Director identify/recruit D-I teams in the region
- Know and disseminate USA Ultimate information about the Championship Series to members and teams within the region/division.

#### *Competition*

- Ensure organization of the D-I Conference Championship tournament(s) and direct competition-related aspects (seeding/formats) of the event. Go to RD with any questions.
- Be available by phone during the Conference Championships and work with the Tournament Directors to ensure that an effective communication plan is in place if any issues arise during the event.
- Ensure results are reported on Score Reporter within 24 hours after each Conference Championship event.

#### *Event Quality*

- Work with other CCs to solicit bids to Conference Championships. Provide RDs with a recommendation on bid selection.
- Ensure that event quality standards are met at Conference Championships.
- Identify a Tournament Director (TD) for each Conference Championship, and work with each TD to run a successful event.
- Coordinate discounted series disc purchases with USAU HQ.

### **Division-III College Conference Coordinator**

# USA Ultimate College Championship Series Conference Coordinator



Each Region that has at least one Open and one Women's Division-III Conference will have a D-III Conference Coordinator for each division. If the Region does not have at least one D-III conference in each gender division, then one D-III Coordinator will oversee all D-III competition in the region.

## *Management*

- Serve as the administrative liaison for USA Ultimate to the appropriate division, ensuring collection of dues and other administrative items required for participation in the Series.
- Assist other division CCs within the region, as applicable. □
- Provide feedback, through channels set up by the USA Ultimate administration, on procedures, guidelines, and other elements of the Championship Series

## *Outreach*

- Help the Regional Director identify/recruit Division-III teams in the region
- Coordinate D-III playing opportunities within the Region
- Know and disseminate USA Ultimate information about the Championship Series to members and teams within the region/division.

## *Competition*

- Ensure organization of the D-III Conference Championship tournament(s) and direct competition-related aspects (seeding/formats) of the event. Go to RD with any questions.
- Be available by phone during the Conference Championships and work with the Tournament Directors to ensure that an effective communication plan is in place if any issues arise during the event.
- Ensure results are reported on Score Reporter within 24 hours after each Conference Championship event.

## *Event Quality*

- Work with other CCs to solicit bids to Conference Championships. Provide RDs with a recommendation on bid selection.
- Ensure that event quality standards are met at Conference Championships (as outlined in the *Guidelines for Hosting a USA Ultimate Event*)
- Identify a Tournament Director (TD) for each Conference Championship, and work with each TD to run a successful event.
- Coordinate discounted series disc purchases with USAU HQ.

## Appointment:

The CCs are appointed by the National Division Director at the recommendation of the appropriate Division Regional Director. Term is for an indefinite length, subject to annual review and evaluation, and may be terminated or renewed by the National Division Director, with the approval of the Championship Series Manager.

## Requirements:

- USA Ultimate member in good standing.
- Adhere to principles of the Mission of USA Ultimate
- Uphold USA Ultimate policies, procedures, and guidelines.
- Knowledge of the rules of ultimate.
- Knowledge of the USA Ultimate administrative structure.
- Good communication and organizational skills.
- Access to email and the internet at least 4 days/week.
- Excited to promote and support the great sport of Ultimate.

## Benefits:

- Free one-year USA Ultimate membership for each year the position is held
- Access to discounted discs for Series Events
- Direct involvement in discussion of administrative and competition related Championship Series issues
- Opportunity to contribute positively to the development of Ultimate and the quality of work done by USA Ultimate
- Opportunity to work with other passionate and dedicated Ultimate players and organizers
- Opportunity to develop personal and professional skills

## USA Ultimate College Championship Series Conference Coordinator



- Support and guidance from USA Ultimate Headquarters
- Good will that goes with helping to facilitate a great opportunity for people to play Ultimate
- Networking and getting to know other Ultimate players throughout the country

### *Application Procedure*

Send your responses to the following questions to [collegemanager@usultimate.org](mailto:collegemanager@usultimate.org), your respective *National Director*, and the *Regional Director* for the appropriate gender division by **July 15**.

Please note that positions may be filled before the deadline, so if you are interested in applying, please contact your Regional Director immediately to express interest.

### Section 1

1. Objective: Explain why you are interested in this position.
2. Qualifications: Describe why you are qualified for the position. A copy of your resume may be attached.
3. Ultimate experience: Briefly describe your involvement in ultimate. As a player? As an organizer?
4. Other considerations: Provide any other information that you feel should be considered.

### Section 2

1. Do you access to internet and email at least 4 times/week?
2. Do you play or coach in the division for which you would be a coordinator?
3. Are you an alumnus of a team in the division for which you would be a coordinator?
4. Do you live in the region for which you would be a coordinator?
5. Will you be able to attend the tournament(s) for which you would be responsible?
6. Will you be out of town or otherwise unavailable within 6 weeks prior to the tournament(s) for which you would be responsible? If so, when and for how long?
7. Have you read the coordinator job description and are you willing to perform all the duties it outlines?