

USA Ultimate College Championship Series

Regional Director



Thank you for your interest in serving as a USA Ultimate College Regional Director. Regional Directors (RDs) are part of the team of USA Ultimate staff and volunteers who manage the College Season and Championship Series.

Job Description:

General Role:

Regional Directors are responsible for overseeing all aspects of the Championship Series competition within their region/division.

Specific Role:

The RD works with Tournament Directors to organize the regional tournament(s), including establishing a consensus date and site for the event, within the guidelines set out by the USA Ultimate Administration. The RDs are responsible for all administrative and competition-related aspects of the event(s), within the appropriate division, including collecting dues, rosters, and administrative materials, and enforcing USA Ultimate competition, membership, and eligibility rules. The RD is also responsible for reviewing rosters for all of his/her Conference Championship events, communicating with teams about their rosters, and giving Conference Coordinators a list of outstanding items to collect at their respective events.

Two key roles are providing assistance to the other RDs within the region and overseeing the Conference Coordinators (CCs) in the region. The RD works with the other division RDs to achieve efficient and effective operations for the region. The RDs should share information on teams and field sites and work together to organize their events. The RD also oversees the CCs in the same division. This is incredibly important as the CCs are the most direct link to the players, as a large majority of USA Ultimate members participate at Conference Championships. The CCs often turn to the RD for advice or help when needed. The RD has the responsibility of communicating with the CCs in the region with the end goal of providing well-run tournaments in the Championship Series. The RD also works with CCs in the division to maintain a team contact list for the region.

Responsibilities:

Each Region has both Men's and a Women's Regional Director.

Management

- Recommend and appoint Conference Coordinators, with the approval of the National Director (ND).
- Fulfill responsibilities of vacant Conference Coordinator positions until those positions are filled.
- Assist with finding a replacement coordinator anytime a position is vacated.
- Assist Conference Coordinators with soliciting/selecting bids for Conference Championship events
- Maintain current regional team contact list.
- Serve as the administrative liaison for USA Ultimate to the appropriate region/division, ensuring collection of outstanding dues and other administrative items required for participation in the Series
- Share information on time and field sites, and work together with other RDs to organize all Regionals events.
- Provide feedback, through channels set up by the USA Ultimate administration, on procedures, guidelines, and other elements of the Championship Series, including evaluation of CCs in the appropriate division/region
- Reviewing rosters for all of his/her Conference Championship events, communicating with teams about their rosters, and giving Conference Coordinators a list of outstanding items to collect at their respective events.

Outreach

- Help teams with registration/rostering for the Series/Season events
- Know and disseminate USA Ultimate information about the Championship Series to coordinators, members, and teams (prior to Regionals) within the region/division
- Work with the CCs to identify/recruit teams in the region

Competition

- Ensure organization of the division regional tournament(s) and direct competition-related aspects of the event. Go to the ND with any questions.

USA Ultimate College Championship Series Regional Director



- Attend Regional Tournament(s) and be available by phone during Conference Championships. Work with the CCs and Tournament Directors to ensure that an effective communication plan is in place if issues arise during the event.
- Provide recommendations on seeding/formats for Regionals to the ND.
- Make seeding/formats decisions for Conference Championship events.
- Work with USA Ultimate Headquarters to coordinate observer staffing for events within the region
- Determine which teams from Conference Championships are attending/declining bids to Regionals.
- Ensure results are reported on Score Reporter within 24 hours after each Regionals event.

Event Quality

- Solicit/evaluate bids to host Regionals. Give ND their recommendations.
- Create relationships with TDs of regular season events (tournaments, college leagues)
- Ensure that event quality standards are met at Regional events

Appointment:

The RD is appointed by the National Director. Term is for a period of two (2) years, subject to review and evaluation, and may be terminated or renewed by the National Division Director, with the approval of the Manager of Competition and Athlete Programs.

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:

- \$200 annual stipend
- 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
- 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 *Manager – Competition & Athlete Programs*, collegemanager@usultimate.org, and your respective National Director by **June 15**.

- Applications for Open Regional Director positions should be sent to Jeff Kula (nocd@usultimate.org).
- Applications for Women's Regional Director positions should be sent to Beth Nakamura (nwcd@usultimate.org).

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

Section 1

USA Ultimate College Championship Series Regional Director



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?