

College Regional Volunteer Structure (2024)

Each region will have a team of four (two per gender division) who manage all competition divisions (D-I/D-III/Dev). This team coordinates the work together, taking advantage of shared events and avoiding duplication of effort.

Men's Regional Director + Women's Regional Director

- serve as primary contact point for teams in their region
- help fill Deputy Regional Director vacancies
- understand the college guidelines to inform answers to questions from teams
- solicit bids for Regionals/Conferences from potential event hosts; evaluate completed bids and work the NCDs to schedule out postseason events+backup plans
- conference events: review bids and recommend approval to NDs (bid acceptance, formats, seeding)
- regional (or national-qualifying) events: recommend bid acceptances, formats and seeding for NCD final approval
- guide teams through registration process
- work w/ TDs to ensure the schedule will use the correct format based on the Formats Guide's prescribed schedule for the # of teams attending/advancing to the next stage
- ensure correct event formats are set up in the EMS; approved by NCDs/HQ
- manage postseason event seeding, with approval from NCDs (on Regional events)
- oversee competition at Regionals/Conferences, elevating issues to NCDs
- confirm bid acceptance for regional qualifiers; use waiting list order to fill openings
- coordinate with Deputy Regional Director and ensure necessary knowledge sharing/transfer

Men's Deputy Regional Director + Women's Deputy Regional Director

- serve as the RD when RD is unavailable or needs to recuse themselves (i.e. conflict of interest)
- understand the college guidelines to inform answers to questions from teams
- assists the RD with soliciting bids for Regionals/Conferences from potential event hosts; evaluates, as instructed by the RD, completed bids and works with the RD to schedule out postseason events+backup plans.
- work with RD to review and recommend conference and regional events: make recommendations on bid acceptances, formats and seeding for NCD/HQ final approval
- guide teams through registration process
- in collaboration with the RD, works w/ TDs to ensure the schedule will use the correct format based on the Formats Guide's prescribed schedule for the # of teams attending/advancing to the next stage
- assists the RD, as instructed, with event formats setup in EMS

- assists the RD with the management of postseason event seeding, with approval from NCDs (on Regional events)
- assists the RD with competition oversight at Regionals/Conferences, elevating issues to NCDs as instructed by the RD
- confirm bid acceptance for regional qualifiers; use waiting list order to fill openings
- assists RD in their duties as necessary

College Coordinator(s)

- on a case by case basis additional volunteers can be named as college coordinators (listed on the website, but no alias)
- their specific duties will be determined by the RD/DRD team

Reporting structure / communication

- (CC) -> DRD -> RD -> NCDs -> HQ
- teams should contact their specific gender division's RD/DRD with questions, and they will elevate as necessary to NCDs & HQ

Compensation

- \$250 honorarium for Regional Directors (10 men's, 10 women's)
- \$150 honorarium for Deputy Regional Directors (10 men's, 10 women's)
- all RDs/DRDs/CCs will receive a complementary USA Ultimate membership

Application process

Please submit answers to the following questions to matthew@hq.usultimate.org:

- Section 1
 - Objective — explain why you are interested in this position.
 - Qualifications — describe why you are qualified for the position. A copy of your resume may be attached.
 - Ultimate experience — briefly describe your involvement in ultimate. As a player?
As an organizer?
 - Other considerations — provide any other information that you feel should be considered.
- Section 2
 - Do you have access to the internet and email at least 4 times/week?
 - Do you play or coach in the division for which you would be a coordinator?

- Are you an alumnus of a team in the division for which you would be a coordinator?
- Do you live in the region for which you would be a coordinator?
- Will you be able to attend the tournament(s) for which you would be responsible?
- 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?
- Have you read the coordinator job description and are you willing to perform all the duties it outlines?