

USAU Club Division Representative Job Description

General Role

Division Representatives are elected by teams from their respective gender divisions (Men's, Women's, or Mixed) to serve on the USA Ultimate Club Working Group (Club WG), alongside fellow representatives, national division directors, and USAU staff. Representatives provide an avenue for communication between USAU staff and club teams, to help ensure that team perspectives are considered by the Club WG as well as the overarching Competition Working Group.

Appointment & Term

Club Division Representatives (2) are elected by team representatives from within their gender division). They serve a two-year term and can be elected to consecutive terms. There is currently no limit to the number of terms that a Club Division Representative can serve. At the end of a two-year term, Club Division Representatives may run for re-election.

Club Division Representatives' terms will be staggered by one year, meaning that one current Representatives' term will end each year. Staggering the terms of Representatives will allow each division to have continuity from year to year, with one returning Club Division Representative, and one (potentially) new Representative. (Additionally, the Mixed Division will maintain gender balance amongst its two Division Representatives.)

Specific Roles

Club Division Representative: Club Division Representatives communicate directly and consistently with other team contacts in their gender division (Men's, Mixed, Women's). Responsibilities include monitoring the online forums (division-specific Facebook pages, etc.), responding to inquiries and soliciting input from team contacts, and communicating information directly to such team contacts as necessary.

USAU Club Working Group (Club WG) representative: The Club WG helps formulate and implement policies and procedures for the Club Division of the USAU Competition Programs. The role of the Club Division Council Representative includes participating in regular Club WG email discussions, as well as periodic phone meetings and one annual in-person meeting. Areas

of discussion and decision-making may include, but are not limited to, input on development and implementation of organizational policies, development and application of competition structure rules, event scheduling and formats, and decisions about in-season competition, conduct, and administrative issues.

Club Division Representatives are expected to solicit feedback as necessary from teams in their divisions. At the same time, representatives are expected to participate in decision-making as independent members of the Club WG. As such, they may be asked to give input and/or vote on topics for which they have not received direct, detailed feedback from other teams in their division. Club Division Representatives are also expected to take into account information, opinions, and experiences from a broad range of sources including but not limited to USAU staff, volunteers, organizational partners, and the USAU Board of Directors. Division Representatives are required to abide by USAU policies and make decisions in the context of organizational goals. In cases where conflicts of interest might impede the ability for a representative to make an objective decision, representatives are expected to be forthcoming about the potential conflict and may be required to recuse themselves from the decision-making process.

Summary of Responsibilities

- Serve on the USAU Club Working Group (Club WG)
- Communicate regularly with team contacts, teams, and athletes
- Communicate regularly with Club WG and USAU Club Division administrators
- Assists the Club WG in the development and implementation of procedures for the Club Division
- Administration of gender division's Facebook page and proactive outreach to teams.
- Attend annual Club WG meeting
- Support the mission of USA Ultimate

Requirements

- Recent (past 2 years) participation on a team (player or coach) in the division being represented
- Strong communication skills
- Good organizational and planning skills
- Regular use of email (at least 3 times per week)
- Enthusiasm for Ultimate and for Club Ultimate

- Submit signed conflict of interest and non-disclosure agreements (conflict of interest must be submitted prior to election and may disqualify a candidate from consideration)

Benefits

- Opportunity to contribute to the development of Ultimate and the quality of USAU
- Opportunity to work with other passionate and dedicated ultimate players to truly make a positive difference for the sport and USAU
- Support and guidance from USAU Headquarters
- Travel reimbursed for annual meeting
- Annual USAU Membership

Application Procedure

Nominations for the Player Representative positions will be accepted through Sunday, September, 16. Please contact your current division-specific representatives to submit your nomination and for additional details.

Women's Division Representatives: clubwomensrep@usultimate.org

Mixed Division Representatives: clubmixedrep@usultimate.org

Men's Division Representatives: clubmensrep@usultimate.org