**Masters Regional Coordinator Job Description**

General Role

Masters Regional Coordinators (MRC) are responsible for overseeing all aspects of the Championship Series competition within their region/division. The Masters Division includes Grand Masters Men’s, Grand Masters Women’s, Great Grand Masters Men’s, Masters Men’s, Masters Mixed, and Masters Women’s.

Specific Role

The MRC organizes the regional tournament, including working with team captains in the region to establish a consensus date and site for the event, within the guidelines set out by USA Ultimate Administration.  The MRC is solely responsible for all administrative and competition-related aspects of the event, within the appropriate division, including collecting dues, administrative materials, and enforcing USAU competition, membership, and eligibility rules.

The MRC works with the other division RCs to achieve efficient and effective operations for the region.  Sharing information on teams and field sites should help in organizing events.

Responsibilities:

* Maintain current regional team contact list
* Manage Championship Series activities within the region. Know and disseminate USAU information about the Championship Series to members and teams (prior to Regionals) within the region.
* Ensure organization of the regional tournament and direct competition-related aspects of the event.
* Serve as the administrative liaison for USAU to the appropriate region ensuring collection of outstanding dues and other administrative items required for participation in the Series.
* Report results of the regional tournament, as directed by USAU Administration.
* Assist other MRCs, as applicable.
* Assist with finding a replacement coordinator upon decision to step down.
* Provide feedback, through channels set up by USAU administration, on procedures, guidelines, and other elements of the Championship Series, including evaluation of SCs in the appropriate division/region. (**In order to receive their full stipend, RC’s must fill out the post-Series online survey**.)

Appointment

The MRC is appointed by the National Division Director.  Term is for a period of two (2) years, subject to review and evaluation, and may be terminated or renewed by the National Masters Division Director, with the approval of the USA Ultimate HQ staff manager.

Requirements

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

Benefits

* $200 annual stipend
* Free one-year USAU membership.
* Access to discounted discs for Regionals.
* Direct involvement in discussion of administrative and competition related Championship Series issues.
* Goodwill that goes with helping to facilitate a great opportunity for people to play Ultimate.
* Networking and getting to know other Ultimate players throughout the section, region, and country.