

## **USA Ultimate Chair – Eligibility Committee**

**Position Title: Chair – Eligibility Committee**

**Responsible to:** Manager – Competition and Athlete Programs (College)

**Background:** USA Ultimate is the National Governing Body for the sport of ultimate in the United States.

**Our Mission:** To advance the sport of ultimate in the United States by enhancing and promoting Character, Community, and Competition.

USA Ultimate is officially recognized by the United States Olympic Committee

### **Job Description:**

The Chair of the USA Ultimate College Eligibility Committee oversees the USA Ultimate College Eligibility Committee. This task involves recruiting volunteers to fill Committee openings, communicating USA Ultimate policies and procedures to the Committee, and facilitating communication of eligibility issues within the Committee, as well as to and from USA Ultimate Headquarters.

The Chair also works with the Competition and Athlete Programs Manager in fielding and logging general player eligibility and consortium inquiries, determines which inquiries warrant Committee discussion and which need to be assigned as a case. The Chair assigns cases to Committee members, and ensures that cases are resolved and communicated to the members within the agreed upon timeline. The Chair is also responsible for sending a regular update to the Committee which lists the outstanding cases and designates which member is in charge of reviewing each case.

### **Duties:**

- Oversees the Eligibility Committee and facilitates general online discussion
- Assists the Competition and Athlete Programs Manager in fielding eligibility inquiries and logging the inquiries in a shared document
- Determines which inquiries warrant further review as formal eligibility case
- Assigns cases to the Eligibility Committee members, and ensures that the cases are resolved under the prescribed timetable
- Sends a regular update to the Committee which lists the outstanding cases and designates which member is in charge of reviewing each one
- Communicates the case outcome to the involved parties

### **Required Qualifications:**

- Good communication and diplomatic skills
- Strong administrative and organizational skills
- Enthusiasm for college athletics

- Regular use of email (at least 5 days per week from Nov-May, plus 2-3 days per week in off-season)
- Delegates well

**Preferred Qualifications:**

- Knowledge of the USA Ultimate College Division and Eligibility Rules
- Enthusiasm for Ultimate in general and for College Ultimate specifically.

**Application Process:**

Send a document addressing the following three sections to *Manager - Competition & Athlete Programs (College)* Tom Manewitz at: [tom.manewitz@hq.usultimate.org](mailto:tom.manewitz@hq.usultimate.org)

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? No formal involvement?
4. Other considerations: Provide any other information that you feel should be considered.

Section 2

1. Name
2. Place of Residence
3. Educational History (schools attended, years attended, degrees attained, post-high school only)
4. If you have previously played College Ultimate, when did/does your college eligibility expire?
5. How are you or how have you been associated with College Ultimate?
  - a. Are you still associated? If so, how?
  - b. Are you a USA Ultimate member in good standing?
6. Do you have regular Internet access? Are you reliably reachable via e-mail on a daily (or nearly daily) basis?
7. Have you read the USA Ultimate College Eligibility Rules? ([http://www.usultimate.org/competition/college\\_division/eligibility/rules.aspx](http://www.usultimate.org/competition/college_division/eligibility/rules.aspx))?
8. Are there any schools with which you have a conflict of interest (such as your alma mater, fierce rival, current or previous employer) that would cause you to recuse yourself from cases involving those schools?
9. Is there anything else that you think we should know about with respect to your interest in the Eligibility Committee?

Section 3

1. Discuss the purpose and relative importance of eligibility rules for inter-collegiate athletic competition (and specifically the USA Ultimate College Series).
2. Have you ever had to defend a position with which you disagreed? Please give an example. As part of the Eligibility Committee, you may disagree with some of the

decisions rendered. As the face of the Eligibility Committee, it may be necessary at some point for you to defend a position which you find arguable.

2. We want to get a feeling for your understanding of both the letter and spirit of the Eligibility Rules. For each situation, give your answer and explain your reasoning.
  - a. A college student is entering his sixth year of USA Ultimate membership. He graduated college after playing four years of Ultimate, then took a year off to travel around Europe. He claims that he did not play any Ultimate while in Europe, hence only has four years of significant Ultimate experience. Do you believe that he should be given another year of eligibility?
  - b. A student is entering her sixth year since her initial participation with the USA Ultimate. She contacts the committee, asking for a waiver for an extra year of eligibility. During winter of her 3<sup>rd</sup> year of college, she broke her collarbone and arm in a biking accident and was unable to play in the College Series. She claims to have doctor's notes explaining her injury, its severity, and how it kept her from playing the entire spring. Do you believe that she should be given another year of eligibility?
  - c. A student is entering his sixth year since her initial participation with the USA Ultimate. After inquiring about his eligibility, he finds out that he had been added to a Series roster his freshman year without knowing. He says that tossed a disc a few times with the captain, but didn't go to any practices and didn't play with the team until the next year, and that he must have been added by the captain just in case he showed interest in playing. He also has paperwork proving that he was out of the country during Sectionals weekend. Do you believe that he should be given another year of eligibility?
  - d. A student attends a Medical School that has no athletic department and has no existing Ultimate team. Her school is in close proximity to a larger institution that has a team, and would like to have a consortium with the medical school. Do you believe that a consortium should be granted?

**Benefits:**

- 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
- \$200/year Recognition
- Annual USA Ultimate Membership

If you have any questions regarding this position, please contact [tom.manewitz@hq.usultimate.org](mailto:tom.manewitz@hq.usultimate.org)