

USA Volleyball
Managing Director, Beach Programs

February 3, 2010

JOB ANNOUNCEMENT

Managing Director, Beach Programs
USA Volleyball

Introduction

Applications are now being accepted for the position of Managing Director, Beach Programs at USA Volleyball (the National Governing Body under U.S. Olympic Committee charter). The Preferred Qualifications, Scope of Responsibility and Job Description follow below.

General Job Information

Salary: Commensurate with experience and senior management positions at USA Volleyball.
Benefits: A competitive plan including Medical/Dental/Disability / Retirement.
Location: Greater Los Angeles Area.
Reporting To: Chief Executive Officer.
Start Date: Ideal by March 15 or by mutual agreement.

Interested candidates should send a letter of application, salary expectations, resume and a minimum of three references to:

Doug Beal
Chief Executive Officer
USA Volleyball
715 South Circle Drive
Colorado Springs, CO 80910
doug.beal@usav.org

CLOSING DATE FOR APPLICATIONS IS February 25, 2010.

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TITLE: Managing Director, Beach Programs

REPORTING TO: CEO

PREFERRED QUALIFICATIONS

- Experience with international beach volleyball as a competitor or administrator.
- Experience with professional beach volleyball in the United States.
- Strong interpersonal skills with the ability to communicate and work effectively with multiple constituents.
- Strong management skills that result in motivating direct reports and being an effective contributor as part of a senior management team.
- An undergraduate degree (with advanced degree preferred) with area of specialization in sports management, marketing or communications.
- Experience with sponsorship sales, event marketing and other revenue generation activities.
- Experience with strategic and program planning.
- Experience in developing and managing budgets.
- Self-starter, positive and proactive attitude with the ability to manage multiple projects simultaneously.
- International business experience and foreign language aptitude.
- Ability to travel, sometimes extensively.

SCOPE OF RESPONSIBILITY

All beach volleyball department staff will be under the supervisory authority of the Managing Director, Beach Programs. Currently these positions include:

- Director, High Performance Beach Programs
- Coordinator, Beach Programs
- Coordinator, Beach Coaching & Development (3/4)

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JOB DESCRIPTION

To develop policies, procedures, support systems and operational programs that will effectively develop and expand USAV beach programming and assist international-level beach volleyball athletes in attaining sustained competitive excellence in international competition; most importantly, the Olympic Games.

1. Develop, manage and direct USAV Beach volleyball programs including:
 - a. The establishment and operation of a beach volleyball “National Team” program targeting the involvement of those athletes committed to and capable of representing the United States in world competitions and the Olympic Games at the highest level, including;
 - i. Establish and maintain requirements, both objective and subjective, for athletes to remain in the National Team program;
 - ii. Develop, coordinate and incorporate as appropriate, support systems for Beach National Teams, utilizing as applicable the framework established by USAV Indoor National Team, and investigating the “best practices” of other NGBs in relation to their support of individual sport athletes;
 - iii. Identify and nominate, through a USOC-approved selection system, athletes to represent the United States in (FIVB) events; and
 - iv. Develop an International Beach Athlete evaluation and tracking system and maintain in a database.
 - b. Develop and manage the provision of necessary resources to National Team athletes including but not limited to;
 - i. Meeting with current elite athletes to determine areas of support most needed and relevant to achieving competitive success;
 - ii. Managing and supporting athlete participation in FIVB World Tour events;
 - (1) Support athletes with any issues that evolve during travel and competition;
 - (2) Act as the “Team Manager” representing athletes’ interests before, during and following events;

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- (3) Provide competition entry, travel and visa assistance for athletes, coaches, and staff; and
- (4) Attend key FIVB events and submit reports to USAV/USOC
- c. Develop plans for accessing United States Olympic Committee (USOC) support in terms of Performance Partnership resources and Performance Enhancement Team resources and educate athletes about the USOC resources available.
- d. Coordinate coaching support, logistics and administration.
 - i. Ensure that National Team program coaches execute the established Code of Ethics and USAV required registration materials;
 - ii. Ensure that National Team coaches are pursuing timely completion of BCAP or other requirements;
 - iii. Revise, distribute, collect, and review quarterly coaching reports, and recommend resources based on reporting;
 - iv. Communicate coaching education opportunities to team coaches;
 - v. Develop standards for coaching contracts;
 - vi. Act as mediator for coach-athlete issues; and
 - vii. Budget permitting, involve a “Master Beach Coach” to work with and evaluate National Team athletes and coaches.
- e. Providing scouting and technical support.
 - i. Query athletes to identify their scouting needs;
 - ii. Assess the applicability of Indoor National Team’s practices;
 - iii. Maintain and further develop a program of scouting and technical support;
 - iv. With key USOC personnel, develop a meaningful and efficient method to capture, analyze, and distribute footage of foreign opponents;
 - v. Learn Datavolley programs and teach coaches and athletes how to use it; and
 - vi. Recruit videographer/technical contractors to assist at events.

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- f. Provide event sports medicine support.
 - i. Query athletes to identify their sports medicine needs;
 - ii. Maintain and further develop a program of support that meets the athletes' needs within available resources;
 - iii. Manage and vet all members of beach sports medicine cadre;
 - iv. Schedule and coordinate sports medicine staff for all FIVB events and Olympic Games; and
 - v. Act as liaison between athletes and sports medicine providers including insurance issues.
- g. Provide venues and equipment support.
 - i. Identify current resources and project future resources; and
 - ii. Identify current needs and priorities and project future needs.
- 2. Provide annual and long-term planning input, including development of proposed budgets, to the CEO and Secretary General for incorporation into the USOC's Performance Partnership Plan and USAV's NGB Plan.
- 3. Participate on the Olympic Trials Commission conference calls / meetings to assist in the planning and execution of a system to acquire 2 USA berths per gender for the 2012 Games and qualify athletes for those Olympic berths.
- 4. Act as the primary staff liaison to the Beach Task Force (reference Exhibit A for Beach Task Force description and composition).
- 5. Maintain and further develop in coordination with the Director, Education and Director, High Performance Beach Programs a beach volleyball coaching identification, education and training program.
 - a. Identify potential elite level coaches from current pool of coaches;
 - b. Develop at minimum, a registration method, ideally a certification program for current beach coaches, similar to CAP;
 - c. Establish training program for new coaches; and
 - d. Identify potential coaching candidates among interested former players and indoor coaches.
- 6. Supervise and coordinate activities with appropriate personnel and departments.

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- a. Supervise the Director, High Performance Beach Programs in HP program planning and execution.
- b. Provide International Beach and athlete information to the USAV Media Relations Director in a timely, complete and professional manner.
- c. Liaison with and develop plans for collegiate sand volleyball in cooperation with the NCAA, AVCA, USAV beach staff and other appropriate entities.

7. Management

- a. Manage in a competent and professional manner, the personnel that report to the Managing Director and conduct Performance Appraisals in a timely and professional manner in accordance with corporate policy and procedures.
- b. Develop and manage Beach Programs budgets and participate in all budget review meetings, as required.
- c. Ensure expense reports and final reports are submitted to the CEO and Secretary General for all international competitions and international beach programs.
- d. Consult and cooperate with the Secretary General with respect to sponsorship and marketing opportunities and generally generate revenues from and for the beach discipline.

8. International and National Relations

- a. Influence and interact positively with the personnel of the FIVB Beach Volleyball Department.
- b. Interact positively with the appropriate National Beach Tour personnel.
- c. Develop positive working relations with elite foreign programs including developing international exchange and high level training opportunities.
- d. Assist as requested by the CEO and / or Secretary General with regard to FIVB / NORCECA communication and representation.
- e. Act as the primary staff liaison to the USAV Beach Assembly.

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9. General administrative duties
 - a. Ensure the accurate completion and submission of all necessary documentation for the Olympic Games and FIVB World Tour.
 - b. Ensure all athletes complete the required documents and forms and insurance for both USAV and the USOC.
 - c. Ensure travel arrangements and requirements (purchase orders, visas, vaccinations, etc.) are completed for international beach competitions.
 - d. Ensure all beach national team athletes are registered with a Regional Volleyball Association or the Corporation.
 - e. Send appropriate reminders with regard to USADA Athlete Location Form (ALF) compliance to beach athletes.
 - f. Disseminate competition information to athletes.
 - g. Maintain accurate, complete and organized files such that all necessary information is readily available.
 - h. Administrate assigned financial activities including: expense reports, check requests and athlete support requests.
 - i. Maintain updated athlete databases.
 - j. Ensure all athletes receive National Team / Corporation Policies (Medical; Drug Testing; Team Equipment; etc.).
 - k. Produce orderly correspondence, reports, proposals, communiqués and special projects, as requested.
 - l. Ensure expense reports and final reports are submitted to the CEO and secretary General for all FIVB and Olympic competitions
 - m. Maintain the confidences necessary to protect the business of the USAV.

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EXHIBIT A

USA Volleyball Beach Task Force

[Constituted and Approved by the Board of Directors 1-25-10]

1. The Beach Task Force (BTF) reports to the Board of Directors and constitutes a resource for USAV's CEO and senior management. The purpose of the BTF is to provide recommendations to USA Volleyball for improving operations and internal and external communications regarding beach volleyball. The BTF will serve as a voice for all Beach Volleyball constituents, interact regularly with USAV staff, and report regularly at Board Meetings to the Board of Directors.
2. Composition: The BTF shall be comprised of six persons as follows:
 - a. two active beach athletes, one male, one female, preferably with current international experience, who meet the USOC eligibility requirements for "international athlete"; these members shall be selected by the international athletes in any combination from among the athlete Directors of the USAV Board and/or from the current beach athlete community;
 - b. the current Chair of the Audit, Finance and Budget Committee;
 - c. a representative of beach grassroots / development / growth appointed who is appointed by the Chairman of the Board;
 - d. an "at-large" member who is appointed by the Chairman of the Board; and
 - e. The current CEO of the Association of Volleyball Professionals (AVP).

The BTF shall select its own Chair from among its members for the quadrennial cycle.

The senior USA Volleyball Beach administrators, as determined by the CEO, shall serve in an ex officio capacity as the liaisons to BTF.

USAV staff shall be involved in all activities as reasonably requested by the BTF.

3. Diversity: In the selection of the members of the BTF, selectors shall be sensitive to the diversity goals of the Corporation.
4. Presentations to the Board of Directors: The Chair of the BTF shall prepare and present a summary of the activities of the BTF to the Board of Directors at each of its meetings during the year, or at other times as appropriate and requested.
5. The BTF will be responsible for assisting in the creation of, and will transition into, the Beach Assembly by January 25, 2011.