

## **Commissioner Position Description**

**Description:** Commissioners provide valuable support, insight and assistance with ensuring that all players, coaches, administrators and families have a positive experience when participating in the NCJLA. They report directly to the division director. Assist or lead events or meetings. They may also be asked to create and distribute educational materials that benefit the league and operations. Compensation is determined by the NCJLA Board of Directors, and is a stipend. Expenses related to performing the essential functions of the position may be compensated but must have prior approval from the NCJLA Executive Director.

### **Roles and Responsibilities:**

#### **Role 1: Division and Age level expert**

- Commissioners are knowledgeable about all NCJLA policies and procedures & rules of the game.
- Thorough knowledge of the NCJLA website
  - Operations Guide
  - Help and Support
  - Game schedule viewing, either by field or by team
  - Left navigation drop downs for boys and girls programs
- Understand how to use Arbiter, direct coaches there
- Assist in creation of and education of rules sheets and game protocols

#### **Role 2: Communications between chain of command**

- Actively engage with NCJLA community to ensure a positive culture is maintained.
- Proactively communicate with the coaches of your division, the boys/girls Director. Utilize the Executive Director and President when needed.
- Respond to any questions coaches or club administrators have regarding specific league or play issues at a particular division.

#### **Role 3: Game Scheduling**

- Assist Boys/Girls Directors with Conference Structure
- Attend and support second Saturday in December game scheduling meeting
- Review final schedules with the Boys or Girls Director

- Help resolve any problems with the Boys/Girls Directors and Game Schedulers
- Approve game schedule requests in season

#### **Role 4: Representative Meetings**

- Be present at all Girls/Boys Rep meetings (conf. calls)
- Prepare a brief “Commissioners Report” for the meetings.
  - Summarize how play is going on the field
  - Any specific issues with teams in their division
  - Coaching best practices for the age level

#### **Role 5: Conflict Resolution**

- Educate coaches on SIR process
- Act as arbiter of disputes for the Board, as assigned
  - Report on disputes to Directors and the Board
  - Respond to issues and escalate where necessary to the Boys or Girls Director.
  - Investigate and determine facts and make a recommendation to the clubs.
  - Do not disclose any information.
  - Ejections: Player, Coach or fan. Same process as below.
  - Timing:
    - Upon receipt of an SIR, we must act within 24 hours
    - Contact President of Club
    - Contact Coach of player accused
    - cc Boys/Girls Director
    - Do not disclose any information, only ask for a statement of what happened at the game.
- Chain of Progression
  - Commissioner
  - The girls/boys director
  - SIR Committee
  - The Board

#### **Role 6: NCJLA Events**

- Recommend playoff and tournament structure
- Review seeding issues

- Proof NCJLA events game schedules
- Presence at End of Season events
  - Event support for division games
  - Represent the NCJLA

### **Role 7: Off-Season Planning**

- Provide feedback to NCJLA based on your observations and feedback (good & bad)
- Attend the NCJLA Summer Planning meeting the second Saturday in June. Prior to the meeting, we will get your feedback on key topics / areas of emphasis / changes. This will be critical in helping us establish the agenda & focus on the 'right' topics for the workshop.
- Attend the NCJLA Delegates meeting to make connections with NCJLA Administration, Club Presidents, and Reps

### **Role 8: Assist with logistics and preparation for Key Dates on the NCJLA Master Calendar**

- Team registration closing
- Formation and announcement of Conferences
- Attend Game Scheduling Meeting and provide support to new club schedulers
- Check for Roster submission and accuracy of player/coach information
- Assist with NCJLA Coaches Education events and certification compliance
- Assist with gathering information for Summer Workshop and documenting data from the meeting for board review