



## Commissioner

Help coaches and teams stay organized and in-the-know. Act as the main point of contact throughout the season from your division coaches, players and families. It starts with assigning players and coaches to their teams and ends with distributing medals at the end of the season.

This role is mostly front-loaded, taking between 8 and 12 hours at the beginning of the season to find coaches and build teams - depending on division size. Expect about 2 hours per month during the season to field questions and communicate weather or field cancellations. Attendance at every session for your division during the season is expected. Additionally, 2-hours per month, as able, to attend board meetings.

Transition into this role includes a commissioner training, Volunteer Coordinator's email/phone, one-pager with instructions, access to directors and fellow commissioners for questions.

### **The duties of a Commissioner include:**

1. Attend commissioner training which is taught both in-person and virtual
2. Monitor an email inbox, sending and receiving prior to season start and throughout the season. Emails are received from parents, coaches director, registrar, volunteer coordinator, etc.
3. At the beginning of the season collect a list of coaches, players by schools, grade/age, skill levels by running reports in the registration system.
4. Use the registration system to assign players to teams, considering the following: co-coach and player friend requests, school attended, age / skill level. We aim to create balanced and blended teams to maximize enjoyment, skills building, and friend making opportunities.
5. Assign coaches and assistant coaches to teams. Keep track of which teams still need volunteer coaches. Communicate with the volunteer coordinator and/or registrar the remaining vacant positions and/or contact parents directly requesting their help.
6. Communicate with coaches about coach training day, where to pick-up their coaches bags, and different milestones throughout the season.
7. Attend the majority of sessions, acting as the point of contact for coaches, players, and families. The first two days are particularly important as players and families are trying to find their teams.
8. Reinforce policies and practices such as proper treatment of referees, appropriate coaching practices, and safe play.
9. Per EPSA weather policy, collaborate with commissioners of other divisions on the field at the same time to call off sessions when required.