

# **WJAA COMMISSIONER GUIDELINES**

Note: Responsibilities may vary for each sport. These guidelines will provide a rough outline of the role and responsibility of a WJAA Commissioner.

- Attend monthly WJAA meetings.
- Attend required league meetings.
  - AUPANG Football
  - LCAJFL Cheer
  - Red Cedar Basketball
  - Mason Pony Baseball
  - Mason Softball
  - Meridian Twp Baseball/Softball
  - Delhi Twp Softball
- Bring league concerns/matters to WJAA Board.
- Be knowledgeable of league rules/requirements.
  - Playing time
  - Coaching requirements
  - Etc.
- Communicate with the Media Coordinator to arrange registration deadlines.
- Complete team rosters and choose the head coach and assistant coaches for the teams.
- File registration forms with league in a timely manner.
- Contact WJAA Treasurer with total number of athletes so that insurance can be ordered.  
(Note: Practices CANNOT start unless insurance is in place. This requires approximately one week. )
  - Number of 12 and under athletes (Note: If the athlete turns 13 during the season, he/she should be included in the 13 and older number.)
  - Number of 13 and older athletes
- If necessary, coordinate referees/officials for games.

- Communicate regularly with coaches. This includes a pre-season meeting to explain WJAA's coaching philosophy and specific league regulations.
- Inventory equipment/uniforms.
- If new equipment or uniforms are required, follow these steps:
  - Contact suppliers for quotes
  - Bring quotes to meeting for board approval
  - Obtain a PO# for purchase (invoices without a PO# will not be paid)
- Mediate concerns between parents/coaches.
- Bring any unresolved concerns to board members attention on a timely basis.
- Schedule pictures for athletes.
- Work with volunteer coordinator.
- All WJAA Board, Commissioners and Coaches are subject to a background check.