

Commissioner (2024)

SECTION 1 – Coaches

1. Recruit knowledgeable Head and Assistant Coaches for all youth teams by the end of January
2. Submit list of Head and Assistant Coaches to the Executive Board for approval at least two weeks prior to the coaches meeting
3. Collaborate with Executive Board President to plan and lead the annual Coaches Meeting to train coaches and prepare them for the upcoming season

SECTION 2 – Equipment

1. Responsible for management of equipment shed
2. Responsible for organization of team bags with necessary components – safety equipment, practice & game balls, tees, etc
3. Manage equipment counts for each division & recommend ordering to the CRA Executive Board when items are needed
 - a. Recruit Volunteers to aid with counting & distributing equipment, when needed
4. Relay number of needed game balls to order to Administrative Coordinator by Draft Day
5. Submit necessary safety equipment needs to CRA Executive Board
 - a. Upon approval, submit to Administrative Coordinator to order
6. Check-in team equipment bags from Coaches at end of every season
 - a. Reach out to Coaches if bag not returned by set date (must communicate date to Coaches prior to end of season)

SECTION 3 – Registration

1. Install Registration advertisement banners throughout Collegedale

SECTION 4 – Player Evaluations

1. Assist Administrative Coordinator with recruiting Volunteers to facilitate Player Evaluation Day
2. Assist Administrative Coordinator with notifying Coaches, Volunteers, & Registered Players about Player Evaluation Day dates & times
3. Determine the standards that each player will be judged by
4. Verify fields are ready for use
5. Gather all needed supplies for the day, i.e. bats, bases, safety & playing equipment, etc
6. Compile evaluation data
 - a. Present to Executive Board
 - b. Send to Coaches

SECTION 5 – The Draft

1. Collaborate with CRA Executive Board to schedule the specific times & locations for each draft
2. Attend & lead all Draft Day events
3. Explain drafting process & player list to coaches prior to each draft
4. Collaborate with CRA Executive Board to ensure that the teams are fair & balanced before leaving the draft room, if extenuating circumstances arise
5. Check out team equipment bags to Coaches
 - a. Recruit a volunteer to assist with this process, if necessary
6. Report the results of the draft to the Executive Board immediately after the drafts are complete

SECTION 6 – Website

1. Assist Website Manager, as needed, to create Team Sites for each team on the CRA website
2. Record all scores to the CRA website

SECTION 7 – Opening Day

1. Assist Administrative Coordinator to plan and implement the Opening Day event
2. Hang sponsorship banners at fields
 - a. Recruit volunteers & CRA Executive Board, as needed
3. Work with Administrative Coordinator to organize team boxes, count shirts, and game balls for distribution to teams
4. Welcome attendees to the fields, make necessary announcements, & officially open game play
5. Report issues with shirts & hats to Administrative Coordinator

SECTION 8 – Game Days & Practice Days

1. Ensure that all fields are properly maintained and prepared prior to each game days
2. Unlock league storage facilities needed for game/practice days
3. Open & Close fields on game nights
4. Support and comply with CRA bylaws, policies, and mission statement while supporting the Coaches
5. Talk to disruptive and/or unruly game attendees to improve their behavior or ask them to leave
 - a. If situations progress in a poor manner, be willing and able to make necessary calls, i.e, 911, Board President, etc.
6. Work with UIC & Groundkeeper to determine & communicate Rainouts

SECTION 9 – All-Star Games

1. Plan and implement All-Star Game events, i.e. submit shirt orders, dates & times to Administrative Coordinator, etc
2. Recruit Volunteers, if help is needed

SECTION 10 – Other Duties

1. Organize & lead out pre- and post-season Coaches Meetings
2. Create & implement post-season Player Evaluations from Coaches
3. Complete any other tasks deemed necessary & within reason by the CRA Board
4. Attend Executive Board meetings as a non-voting Advisory Board invitee (as needed)