

Commissioner Responsibilities

(BFG – Before First Game)

(ASE – After Season Ends)

- 4 Months BFG
 - Determine GM's or Coordinators for specific leagues, this includes a Referee or Umpire Coordinator and Equipment Coordinator. If unable to get commitment contact BYC Operations.
 - Send GM/Coordinator list to BYC Operations for procurement of user ids from Youth Leagues
 - Meet with GM's or Coordinators to agree on a season plan.
 - Approve first game and Picture date
 - Approve tryout dates
 - Review rules
 - Any needs from the BYC Board
 - Communication plan for tryouts and registration
 - Which leagues need Refs/Umps
 - Designate a Sport Facilities Coordinator for the specific sport to be the sport representative to coordinate and communicate any facility improvement or equipment needs with the BYC Facilities VP.

- 3 Months BFG
 - Work Field/Gym availability tentatively designate field/gym assignment to specific leagues
 - Will work with BYC Operations Committee
 - Communicate field/gym assignments to GM's/Coordinators
 - Evaluate uniform requirements; make sure equipment inventory is satisfactory.
 - Develop tentative budget for approval by BYC Sports Coordinator and BYC Treasurer, this must be complete no later than 1 month before the season starts.
 - Sport facility coordinator to provide list of proposed field/facility improvements needed for the upcoming season.
 - Add under budget - Budget to include a facility proposed facility improvements.

- 2.5 Months BFG
 - Determine and schedule coaches clinics

- 2 Months BFG
 - Work with photographer to schedule picture date and send date to BYC Operations
 - Work with BYC Operations Committee to secure Gym in case of rain

- 1.5 Months BFG
 - Order any supplemental equipment necessary for season
 - Work with BYC Equipment Coordinator
 - Work with GM's/Coordinators to determine number teams for each league to develop/finalize picture schedule
 - Coordinate with Sponsor Focal the ordering of uniforms
 - Order uniforms through BYC Equipment Coordinator
 - Start to resolve Incomplete registrations in the Youth League database

- 1 Month BFG
 - Verify GM's/Coordinators have secured coaches
 - Coaches list and ACT34 to BYC Operations for BYC Board approval
 - Make sure equipment is on-site and ready for GM's/Coordinators, decide upon a date to distribute
 - Make sure picture forms are available for distribution
 - Finalize and distribute pre season Field Schedule (anytime BFG)
 - Work with GM\Coordinator to obtain Snack Bar/Hall Monitor schedules

- 3 Weeks BDO
 - Continue to review and resolve Incomplete Registrations in Database
 - Work any issues with BYC Operations
 - Finalize field/gym league assignment for regular season.
 - Sport facility coordinator to submit a list of supplies for field maintenance (paint, paint machines, lime, etc.) to BYC facilities VP. Sport facility Coordinator to establish team of volunteers for field maintenance (field lining, raking, etc.) during the season.

- 2 Weeks BFG
 - Submit all Snack bar/Hall Monitor schedules to BYC Operations
 - Meet with BYC Operations to discuss any improvements for next year

- 1 Week BFG
 - Picture day (soccer/lacrosse/basketball/football etc picture day should be no later than the first official game).

- First Official Games of the Season.

- 2 Weeks after season ends
 - BYC Operations will send out mass email asking for suggested improvements from Membership. Information will be routed back to Commissioner.
 - Collect Player ranking from GM's/Coordinators
 - Verify equipment was collected and put away in the form it be given out next season
 - Compile inventory and order equipment
 - Submit to BYC Facilities VP list of proposed off season facility improvements.

Commissioner must attend (or send a Rep) all BYC Board Meetings starting 3 Months prior to your particular sport becoming active.

Any problems or issues should be worked through the BYC Operations Committee.