

## **SPORTS COMMISSIONER**

### **Job Description**

The Liberty Township Recreation Commission (LTRC) will operate its sport programs by appointing a Commissioner for each sport. The LTRC will appoint each Commissioner for each sport. A sport Commissioner will be expected to totally administer the sport he/she represents and carry out the philosophy of the LTRC. The commissioner will report to the LTRC. The Commissioner's duties will include:

1. Working with the LTRC Assistant to develop a sport budget.
2. Obtaining approval from the Commission on registration costs before registration is held.
3. Conducting the registration.
4. Representing the LTRC at league meetings.
5. Securing and supervising coaches at every level with approval from Recreation Commission.
6. Coordinating with the Commission to ensure that all volunteers comply with the Background Check Policy.
7. Conducting meetings to inform coaches of pertinent information.
8. Mentoring new coaches.
9. Coordinating the distribution and collection of all uniforms, equipment and supplies if applicable.
10. Maintaining an inventory of equipment and supplies.
11. Assisting coaches in securing the necessary game officials for competition.
12. Supervising all player drafts.
13. Supervising and administering any formal team/individual picture program endorse by the LTRC.
14. Maintain official team records.
15. Maintain individual player files.
16. Create a positive, sportsmanlike attitude for all players and coaches under his/her jurisdiction.
17. Report to LTRC at monthly meetings.
18. Deliver sign up fees to LTRC assistant for deposit.
19. Provide the Commission an End-of-the-Season report.
20. Report all disciplinary issues that have resulted in three occurrences within 48 hours to the Commission chair-person.

Sport Commissioners are encouraged to enlist the support of parents and other volunteers to assist them in carrying out these responsibilities. A Commissioner may create an organization of line reporting within a sport, for example, whereby he/she appoints a PeeWee Coordinator, Majors Coordinator and Seniors Coordinator. Regardless of how the Commissioner decides to carry out these expressed duties, the fact remains that the Commissioner and ultimately the LTRC are responsible to see that they are carried out.

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