



SGAA COMMISSIONER'S GUIDELINES

All Sports

As League Commissioner, you will be the first point of contact for all coaches in the league. You must be available when coaches have last minute questions or need assistance with problems. Coaches should have your home and cell numbers. Areas below are your responsibility:

1. Oversee draft process with at least one additional SGAA board member
2. Be present during games or have a designee there in your absence
3. Distribute game/picture schedules to each Head Coach in the league you are commissioning
4. Be accessible to coaches in the event that teams need to pull up players to avoid forfeit. You must keep a list showing players who are in their last year of eligibility in the league that will age into the league you are commissioning next year
5. Notify coaches/officials contact when games are cancelled due to weather
6. Notify coaches/officials contact of reschedules as quickly as possible
7. Distribute and communicate practice times and facilities evenly. Ensure that coaches are using times that they are scheduled. Address those who are not.
8. Document game results so that league standings are available at tournament time
9. Communicate tournament information such as brackets, times, etc.
10. Address problems from coaches such as kids who do not attend games/practices, etc.
11. Report issues needing attention to SGAA Board of Directors as deemed necessary.
12. Distribute and communicate information related to activities of SGAA, (i.e. meetings and other events, etc.)
13. Coordinate and present "AGE SPECIFIC "information via meetings, phone, email, etc. to highlight age specific guidelines/rules and other administrative issues.

Concessions

It is not the commissioner's responsibility to open up the concession, but if a worker has not shown up by 30 minutes prior to game time, please call the Concession Coordinator/Manager.

If during the game(s) you aren't busy and the concession is busy, it would be appreciated if you or another adult would volunteer to help with the rush.

Please do not leave the facility until the concession workers have finished cleaning and have locked up the building unless another adult is present. Most of the workers are teenagers, so this is a safety issue. Advise workers when there are approximately 30 minutes left in the last game so that they can start cleaning/closing.

Basketball

Opening: Generally a Commissioner should be at the gym for games by 5:30, no later than 5:45 pm on weekdays and 8:30 – 8:45 am on Saturdays. If you will be late, please call someone to cover for you. The Sports Arena phone number is 575-0770. If you aren't commissioning the first game of the day, you should be there approximately 15 minutes before game time.

1. Turn on gym lights and scoreboard lights
2. Unlock the front door and prop open at least one door in each section for people to enter
3. Put up score box at each end
4. Ensure that the coaches sweep/dust the floors
5. Ensure coaches put up goals, if necessary
6. Get the appropriate game ball for the referees

If there is a concession operating, normally the Concession Coordinator/Manager is at the gym setting up. Workers don't usually arrive until about 6 pm on weekdays and 9 am on Saturdays.

Start of Game: Only for the first game of the day is there a 10-minute grace period; after that it becomes a forfeit for any team that does not have enough players. If both coaches want, they can play a scrimmage game. The scrimmage should end early enough so that the next game starts on time.

Referees: If a referee is late and both coaches agree, it is okay to start the game with only one referee.

During:

1. While watching your league play, also ensure that no one is running in the middle or around the courts. Address any other possible safety issues.
2. Ensure that there are only team basketballs in the gym and that the coach has possession of the game ball (no bouncing/dribbling)
3. Notify concession workers when there is approximately 30 minutes left in the last game of the night so that they can prepare to close.
4. At the end of your league's games, ensure that the goals and game balls are put away (if not being used by the next league)

End of night:

1. Ensure trash is picked up underneath bleachers and on the floor and empty trashcans if needed, including the bathrooms trashcans. Remind parents & coaches to PLEASE pick up after themselves.
2. Close and lock doors
3. Turn out lights including scoreboard lights
4. Ensure concession door is locked
5. Set the alarm and exit out the storage room door
6. Please do not leave the gym until concession workers are ready to leave or until another adult is there with them

Practices – Commissioners should be at the gym when their leagues are practicing.

Baseball/Softball

Opening: Commissioners should arrive at the field at about 5:30 pm, no later than 5:45 pm on weekdays and 8:30 – 8:45 am on Saturday. If you play later in the day you should be there at least 15 minutes before game time.

1. Set up score box, if using
2. Ensure the field is playable and set up appropriately for your league
3. Get out game balls for umpires
4. Start the game at the appropriate time
5. Track game time noting the start time and watching for the ending time
6. Keeping the score (if scoreboard is available) or soliciting someone's help to keep score
7. Record pitcher's innings in all kid-pitch leagues

Start of Game: Note the time that each game starts. It is best to document the start time from your cell phone since cell time is universal. Only for the first game of the day is there a 10-minute grace period; after that it becomes a forfeit for the team that does not have enough players. If both coaches want, they can play a scrimmage game. The scrimmage should end early enough so that the next game starts on time.

See individual league rules for clarification when only one umpire is present

During:

1. Address any possible safety issues.
2. Record pitcher's innings in kid-pitch games
3. Have balls available for umpires.
5. Notify concession workers when there is approximately 30 minutes left in the last game of the night so that they can prepare to close.
6. At the end of your league's games, ensure that the scoreboards are unplugged and stored (if applicable and if not being used by the next league)

End of Night:

1. Ensure that the trash has been picked up and the trashcans have been emptied into the appropriate dumpster. Remind parents & coaches to PLEASE pick up after themselves.
2. Turn out lights (at the corner field you will need to ensure that the box is locked after turning out the lights).
3. Please do not leave the field until concession workers are ready to leave or until another adult is there with them

Inclement Weather – Baseball/Softball

If you are already at the field and it is not “game time” and it starts to rain, thunder, or lightning, delay the start of the game. Generally, wait approximately 15 minutes to see what the weather will do. If after this time frame, it appears that the weather is breaking up, continue to wait for a few more minutes to see if conditions improve. The amount of time is a judgment call. If after this time, the field is playable, begin your games. Check your league rules to determine the latest that you can start on school nights. If conditions do not improve and in your judgment working on the field won't help or the storm is continuing, cancel the game for that night. As commissioner, please notify the President or game scheduler when you cancel games because of weather. Keep in mind that you must contact the league president to cancel umpires. Umpires must be called at least one hour before game time so that we are not charged.

If you have inclement weather and the game is already in progress, it is the umpire's decision when to stop the game and to have the players come to the dugouts because of lightning or heavy rain. Players should not remain in dugouts during lightning. Again, it is a judgment call as to how long you wait. Most umpires will let the Commissioner make the call, but a good estimate would be 10-15 minutes to see if the storm is moving through or the rain has decreased so that you can play. Prior to starting or resuming games, ensure that the field is playable.

If you halt a game due to weather, be sure to mark the time you stopped. Upon resuming the game you will continue the time.

If a game is not resumed due to weather then notify the President or scheduler. Check your league rules to determine whether or not your game is considered complete and whether or not to count pitchers (if applicable).

Baseball/Softball All-Stars (Spring Only)

1. Nominate all-star coach based on knowledge of the game, dependability and commitment level during regular season, good communication skills, etc.
2. Convey All-Star Program information such as Babe Ruth tournament information, Tournament Notebook instructions, team finances, etc.
3. Ensure that coaches have necessary information for each player and assist in compiling the tournament notebook.
4. Follow team's general progress until team disbands.