

LAYB Commissioner's Responsibilities Summary

Last amended 02/12/08

The following is a list of duties, responsibilities, and suggestions for LAYB commissioners in order to help them perform the job correctly and efficiently. It is meant as an informational aid, but may not be all inclusive. New ideas and suggestions are always welcome.

1. Upon receipt of your Position Book, review it and make sure all the information is as current as possible (Rules, By-Laws, Directors, etc.) Keep it updated throughout the season.
2. Attend as many LAYB Board meetings as possible (70% minimum)
3. Attend Rules Committee meetings. Study the texts in advance (Playing Rules, Draft Rules, By-Laws, Constitution and All-Star procedures). Ask the previous Commissioner or known Managers in your division if they had any problems last year and get suggestions for corrections if possible.
4. Attend Disciplinary Committee meetings as needed.
5. Recruit Managers for Spring and/or Fall Ball as needed
 - Call existing Managers and/or Coaches and those who have indicated an interest. Ask for recommendations
 - Try to get more names than you might need in case some drop out or are unacceptable to the Board (at least 1 or 2 more than you anticipate needing)
 - Research these names ahead of time so you can give input at the Board meeting when voted on.
6. Mandatory meetings which you need to schedule and attend:
 - Draft Related Meetings (See Draft Rules for topics to cover/procedures)
 - Preliminary Managers meeting (prior to try-outs)
 - Tryouts (1 or 2 days)
 - Pre-draft meeting (can take place immediately after try-outs)
 - Draft (usually a few days after the tryouts are completed)
 - All Star Related Meetings (See All Star Selection Guidelines)
 - All Star Nominations meeting
 - Discuss players, evaluation procedures
 - Determine how many teams will represent LAYB
 - All Star Selection meeting
 - Discuss players again
 - Select Managers & players
 - Distribute uniform, snack shack, field responsibilities and other All Star information available (tournament sites, schedules, requirements for paperwork).

7. Information to distribute to Managers prior to the beginning of or during the season:

- Pre-Season

- Communicate League Philosophies
 - Set a good example
 - Instructional and fun
 - Fair play, follow the rules
 - Kids come first
 - Parents need to be involved (all volunteer organization)
- LAYB Directory (check website)
- Managers names and telephone numbers
- Draft Rules (check website)
- Playing Rules (check website – Understand and go over all rules pertaining to your division)
- Schedules (make sure that they are correct before you distribute them)
- Snack Shack Information (will be provided by the Auxiliary Board)
 - Team parent meeting info
 - Picture day info
- Uniform information (see Uniform Mgr)
- Team and Corporate sponsorship information (1st V.P. and see website)
- Practice field assignment (2nd VP will assign at divisional draft meeting)
 - Priority to teams assigned
 - Limits on mandatory practices
- Field Maintenance/Office of the Day information and assignments
 - Field Clean-up day information and assignments – know the Local Rules re penalties for not complying
- Equipment Information (Equipment Mgr will distribute)
- Batting cage policy (see published schedules, if applicable)
- Umpire Information

- During the Season

- Lead by example
- Keep your League Book updated
- Communicate with the Player's Agent regarding players who sign up late
- Review standings for correctness
- Monitor whether field duties are getting done on a daily basis as required
- Casino Night Information/or other fundraising event
- All Star Selection Guidelines
- Memorial Day Tournament information
- LAYB Invitational information
- All Star information
- End of season evaluations/suggestions
- Finalize League book updates to prepare for next year

8. Other Duties and Responsibilities

- Be a presence during the season while games are being played in your division so you can witness first hand how things are going
- **Communicate** with your managers and parents when problems occur or information needs to be distributed
- **Immediately** notify the Player's Agent of roster needs and changes

- Reschedule make-up games as needed with the Player's Agent, Head Scorekeeper and Head Umpire as soon as possible. Ensure that the Women's Aux President is aware of rescheduled games to ensure umpire fees will be timely paid.
- Be involved in Fall Ball organization LAYB Invitational and other post season play
- Although you need to be a problem solver for your division, **do not make unilateral decisions contrary to known Rules or Guidelines**. Some issues require Board consideration. Talk to experienced Board members if you have a question or problem about a given issue. Your primary responsibility is to represent your division on the Board as their voice and ears
- **Keep the President abreast of any and all problems/resolutions which occur throughout the season in a timely manner**

THANK YOU FOR VOLUNTEERING YOUR TIME TO HELP MAKE LAYB A GREAT EXPERIENCE FOR ALL!