

**COMMISSIONERS' RESPONSIBILITIES and NOTES**

**The Basics**

- Read the DC Stoddert Soccer League (DCSSL) Rules and Regulations.
  - The Rules and Regulations are updated periodically (last update is Fall 2006) and is available from the League Office and the website (www.stoddert.com).
- Complete the KidSafe form.
  - This is required by the United States Youth Soccer Association and is intended to assure that persons who have been convicted of abuse or exploitation of minors are barred from DCSSL activities. The League Office will have the form.
- Assure that all coaches and assistant coaches in the Division also complete the KidSafe form. This can be accomplished at the Coaches' Meeting (see below).
- Familiarize yourself with the League website.

**Communications**

- Maintain frequent and effective communications with the coaches and managers in your Division.
  - This is important to establish an overall sense of organization, and to make sure the coaches and managers can provide timely information to satisfy busy parents.
  - This can easily be accomplished by an e-mail group for your Division. Information on the schedule, rain-outs, uniform distribution, and the like can be promptly passed on to the teams.
  - Since rain-out decisions are often made in the early hours of Saturday morning, a Saturday morning phone tree to coaches or other game-day contacts may be useful. Some Commissioners utilize a hot-line for this purpose. Others rely on the League Office hot line and website.

- Actively maintain the e-mail contact list. Coaches, assistant coaches, and especially e-mail addresses seem to change frequently.
- Communicate information to coaches and managers regarding such matters as travel team tryouts and training opportunities for coaches, players, and referees.
  - This information is provided periodically by the League Office to commissioners and is also available on the League website.
- Require coaches to report game scores and referee performance by Monday following each game day (see “Referees” and “Scores and Standings” below).

### **Registration and Rosters**

- As soon as registration information is provided by the League Office or available through the online registration database, prepare team rosters. Discuss and resolve any irregularities with the team coaches.
- Place any new players on an appropriate team and resolve any requests for player transfers.
  - Keep in mind that the Commissioner has sole responsibility for placement of players on teams. Parity is the primary factor to be considered by the Commissioner. Recruiting is prohibited in the Open Division.
  - Rosters should be issued by the Commissioners and any problems resolved in the weeks immediately prior to each Open Division season (the latter part of August for Fall season and early to middle March for the Spring season).
- At the completion of each season, communicate to coaches regarding the importance of players re-registering early for the next season, preferably using online registration at the League website.

### **Uniforms and Balls**

- Prior to the Fall season, pick-up uniform sets for your Division and distribute the sets to the team coaches/managers.
  - Uniforms are used for two seasons, so no new uniforms are distributed in the Spring. The sets distributed in the Fall should contain several extras. Coaches must retain the extras in case “fill-ins” are needed in the Spring (*e.g.*, new players, lost jerseys).

- Uniform pick-up is at Soccer American in Kensington, MD. Details on when the uniform sets will be available for pick-up will be circulated to commissioners shortly before the Fall season.
- At the completion of the Spring season, place the order for new uniform sets for the Fall season.
- Uniform orders are handled through the League Office and the Fields/Equipment czar, and placed with Soccer American. Commissioners need only inform the appropriate person of how many teams will be in the Division in the Fall. Do not feel compelled to over-order. If new teams are added in the Spring, a few additional sets can be ordered at that time.
- Prior to each season, pick-up and distribute game balls to the teams. The balls are available for pick-up at Soccer American (along with the uniforms in the Fall).
- DCCSL provides each team with two game balls each season (Fall and Spring). These are distributed to the teams by the Division Commissioner. (This should not be confused with balls purchased by individuals on the registration form. Individuals are responsible for picking up those orders at Soccer American.)

### **Initial Field Lining**

- Prior to each season, upon notice from the Fields Committee of the field or fields assigned for your Division (for Saturday games), coordinate the initial field lining.
- This must be accomplished in the last week prior to the first Saturday of the season. Help from volunteer coaches within the Division is essential.
  - Contact the Fields Committee if more information is needed on the precise location or dimensions of a field.
  - Stakes, string, long tape measures, and line paint are required. Request assistance from the League Office or experienced commissioners if you are new to this.
- Pick up a supply of line paint and paint wands for this effort, and for weekly field preparation, from the League Office

### **Game Schedule**

- Prepare and distribute the official game schedule for the Division.

- Any system that promotes parity and competition can be adopted. There are no hard rules; different commissioners have tried many different approaches.
- Provide a copy of the schedule to the League Office for posting on the League website and for referee assignments.

**Game Day: Goal Storage, Field Set-Up and Take-Down**

- Once assigned a field for games, understand the unique procedures for goal storage at that field. Consult with the Fields Committee as needed.
- Establish with the teams in the Division the procedures and responsibilities for goal storage, field lining, goal set-up, and goal take-down to be used every Saturday.
- The coaches of the teams with the first game of the day at each field will usually be required to show up at least 30 minutes prior to game time to assist in: retrieving goals from storage and setting up goals.
  - The coaches of teams with the last game of the day on each field will usually be required to take down goals (and corner flags) and return them to storage.
  - Field lining can be assigned to different individuals each week or one responsible individual (or can be a Commissioner function). In any approach adopted, assure that the responsible individual has the necessary wands and paint.
- Monitor compliance with these procedures (especially goal storage) throughout the season.
- Monitor equipment status throughout the season (*e.g.*, are there enough Velcro net fasteners? are the goal pieces all there? are corner flags missing?). Contact the Fields and Equipment Commissioner with any equipment issues.
- Establish procedures for “policing” the field (*i.e.*, cleaning it up!) at the end of game day. We must be good neighbors.

**Practice Fields**

- Coordinate requests from the coaches for practice fields/times.
- Each season DCSSL obtains a number of permits for fields for practices during the week, and makes these available to Open Division teams. Teams that need field space are assigned a specific day and hour each week. Requests from the teams are coordinated by the Division

Commissioner in the weeks immediately prior to each season. The League Office and/or Fields Committee makes the assignments.

### **Coaches' Meeting**

- Schedule and run a Coaches' Meeting for your Division prior to each season. This should be scheduled in the week or two just prior to each season.
  - The Coaches' meeting is an opportunity to distribute and discuss rosters, the game schedule, game rules applicable to the division for the coming season, field locations, goal storage, set-up and take-down procedures, available practice field locations and times, initial field lining, and other administrative matters.
  - Uniforms and game balls can be distributed at the Coaches' Meeting.
  - A meeting room can be scheduled at Jelleff through Tom Gross or Bob Stowers (202-462-1317).
- At the meeting, communicate behavior and good sportsmanship guidelines and expectations for coaches, players, and parents.

### **Referees**

- Coordinate with the referee assigner (League Office) regarding referee coverage for games.
  - Usually this requires providing a copy of the game schedule and subsequently updating that schedule as needed. The Director of Referees will arrange coverage and inform the commissioners (by Friday night) of any game slots for which no referee is available.
- Require weekly feedback from coaches on referee performance and communicate the results to the referee assigner on a weekly basis.
  - To do this it may be helpful to circulate to coaches an electronic form with referee rating categories.
  - Note: Coaches and parents are not to criticize or interfere in any way with referees during or after games; any comments on referee performance are to be made through the feedback to the Commissioner or to the League Office.

### **Rainouts**

- Coordinate with the League Office on Rainout procedures. Most rainout decisions will be made by the League Office on Saturday morning before 7:30 am.
- In case of a Commissioner cancellation, notify the League Office (for the hot line and League website), the Division contacts, and the referee assigner.

### **Scores and Standings**

- Require coaches to report game scores each week. (This can be done at the same time they report on referee attendance and performance.)
  - These results are useful in preparing game schedules in the next season.
  - Consult the Stoddert Rules and Regulations on “standings.”

### **End-of-Season Awards**

- Order end-of-season awards (*e.g.*, trophies or medals) for your Division.
  - You will be notified by the League Office at the appropriate time. The usual order is one award for every registered player in the Division.
- Pick-up the awards when they are available at the League Office and distribute them to the team contacts.

### **Goal Retrieval Work Session**

- Attend the end-of-season working session at the Stoddert Garage.
  - At this session, the goals are returned to storage, inventoried, and repaired as needed.
  - This is scheduled a week or two after the conclusion of each season by the Fields and Equipment Commissioner.
  - Directions to the Stoddert Garage will be provided.

### **Disciplinary Matters**

- Act as the first stage in the League disciplinary process.
  - As such, the Commissioner can determine whether sanctions are appropriate and can enforce them. (Consult the Stoddert Rules and Regulations.) Disciplinary matters only go beyond the Commissioner if

the Commissioner requests assistance (from the Board), there is an appeal from a Commissioner's decision, or the matter concerns the Commissioner.

**Board and Committee Meetings**

- Attend periodic full meetings of the Stoddert Board. All commissioners are members of the Board. The schedule for these meetings will be announced by the League Office.
- Attend periodic meetings of the Open Committee of the Board. The Open Committee is responsible for matters affecting the Open (non-travel) Division. The schedule for these meetings will be announced by the League Office.