

TMYSB COMMISSIONER FAQ

GENERAL OVERVIEW

Q: What exactly does a Commissioner do?

You're the GM of your sport. You oversee all operations for both **recreational and travel teams**: budgets, coaches, player logistics, equipment, scheduling, and more. You're also the first point of contact for your sport and the final authority on all sport-specific decisions.

Q: How are Commissioners chosen?

Commissioners should have experience within the sport, have coached before, and have some experience as an assistant/director. Those wanting to be commissioner will indicate their interest, and then will be voted into the position by the general membership at the appropriate meeting.

Q: Do I need to attend TMYSB meetings?

Yes, TMYSB meets five times a year, and your attendance is mandatory. If you have a scheduling conflict, one of your assistant commissioners/directors should attend in your place. Each sport must be represented at each meeting.

REGISTRATION

Q: Am I responsible for creating the registration in SportsConnect?

Yes.

Q: Are there any required waivers that must be included in registrations?

Yes. Medical Release, Code of Conduct, and Refund Policy must be included in all registrations. Other than that, you can include any questions you need for your sport.

BUDGETS & REPORTING

Q: Am I responsible for creating a budget?

Yes. You must submit a proposed budget using the approved template provided by the treasurer. Budgets must be approved before opening registration.

Q: How are refunds handled?

Ultimately, you have final approval on all refunds. TMYSB has a standard policy and retains \$10.00 of every refund to cover admin costs. Any service fee charged by SportsConnect is non-refundable.

All refund requests must be submitted to the treasurer, including the refund amount and the address for check delivery. The registration must also be cancelled in SportsConnect.

Q: Do I have to submit an end-of-season report?

Yes. You'll give a brief season wrap-up report at the general meeting immediately following the end of your season.

Q: Am I allowed to fundraise?

In most cases, fundraising is not necessary. All season expenses should be covered by your budget, and TMYSB can assist in purchasing capital purchases.

When fundraising is needed (i.e., Cooperstown), any fundraising that requires permits or licensing must be approved by the treasurer.

TMYSB cannot be affiliated with any gambling (games of chance) that are not properly licensed. You, as commissioner, should avoid being involved in any unlicensed gambling (games of chance) fundraisers.

MANAGEMENT TEAM

Q: Can I appoint assistants?

You should. Every sport should have:

- **1 Assistant Commissioner**
- **Multiple Directors** (as needed)

Your team helps with day-to-day operations and ensures someone can step in if you're unavailable.

COACH RECRUITMENT & EVALUATION

Q: Who recruits coaches?

You do. You're responsible for:

- Vetting applicants
- Ensuring Rutgers SAFETY certification is complete
- Confirming background checks are clear
- Matching coaches to appropriate divisions/levels

Q: Is there a process to select travel coaches when more than one volunteer is interested in coaching?

Yes. Refer to the bylaws.

Q: Are coach evaluations required?

- Yes, for travel teams.
- A template is available in the bylaws.
- These should be collected from parents/players at the end of the season and retained for future reference.
- We suggest using an online form.

COMMUNICATION

Q: How should I communicate with families and coaches?

- Email and TeamSnap
- You are responsible for setting up TeamSnap.
- Use the TMYSB TeamSnap subscription, vs your own private account, for setting up teams.
- Make sure all coaches use TeamSnap for consistency.
- Use SportsConnect to communicate with TMYSB's database.

FACILITIES & EQUIPMENT

Q: Who reserves the fields and courts?

You do. Coordinate with the Township or Board of Ed, depending on your facility needs. Submit requests early and use appropriate forms.

If you are assigned a field or court and will not be using it, you must notify the Township or Board of Ed.

Q: Who handles uniforms and equipment?

Also you. You'll:

- Inventory existing gear
- Order replacements as needed with the Township or a vendor of your choice.
- Any orders placed outside of the Township must be covered by your budget.
- Distribute and collect equipment

OFFICIALS & GAME OPERATIONS

Q: Who secures referees or umpires?

You do. Make sure to:

- Hire certified officials
- Confirm availability early
- Include their fees in your budget

Q: Who cancels games due to weather?

That's your call. Notify coaches and families ASAP via TeamSnap and email. Communicate with the Township/BOE if facilities need to be closed.

PLAYER CONDUCT & DISPUTES

Q: What if there's a player, parent or coach complaint?

- Follow the TMYSB policy
- Start with a direct discussion
- Player Agents may assist
- You have final authority on sport-specific issues

MISC

Q: Can I implement tryouts for travel?

Yes. You are responsible for organizing, communicating, and staffing the tryouts. Use a fair and consistent selection process.

Q: Is there a formal draft process for rec leagues?

No. You should create a process that is fair and consistent. If you need help, consult the Executive Board or ask a veteran Commissioner.

Final Tip:

Being a Commissioner is one part operations, one part diplomacy, and one part chaos management. Don't be afraid to ask questions, lean on your Assistant Commissioner, Player Agents, or reach out to the Executive Board for support.

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