

EPBBA In-House Commissioner Roles (Grades K-8)



1. Be committed to organize a successful season within your grade-level, and cooperate with other grade levels to provide best practices for the success of the program overall.
 - a. Recruit additional coaches (primary importance) and team managers (secondary importance and optional) as needed for your grade level, depending on the level of volunteers at registration.
 - b. Assist with evaluation day for your grade level (3-8), includes assigning volunteers (generally coaches) to evaluation stations and finding volunteers for check-in.
 - c. Assign balanced teams (K-2) and support a balanced draft after evaluations are complete (3-8).
 - d. Support the completion of required training by coaches (concussion training every three years, annual background checks for named head coach and assistant coach).
 - e. Collect and distribute uniforms, equipment, and season ending awards (K-3).
 - f. Return league equipment as required at the end of the season.
 - g. Check to ensure coaches are entering scores on a weekly basis (4-8).
 - h. Support administration and communication related to end of season tournament (4-8).
 - i. Review season ending tournament bracket (4-8) and be present to distribute awards at the season ending tournament.
 - j. Request and respond to feedback / questions from parents and coaches throughout the season, and escalate to the appropriate EPBBA board member as necessary.
 - k. Provide feedback on teams, equipment, and facilities as required and as deemed necessary throughout the year to the EPBBA.
2. Attend the Fall Season Clinics (K-2) and help organize the teams or put players into temporary teams (if teams have not yet been assigned)
3. Become familiar with the rules and resources for your grade level and the progression within the league overall
 - a. [K-3 Resources](#)
 - b. [SLW \(4-8\) Resources](#)
4. Become involved with EPBBA:
 - a. Leadership Role for in-house program for your grade level
 - i. Attend games for your grade level – primary
 - ii. Observe practices - optional
 - b. Support role for broader EPBBA
 - i. Attend EPBBA board meetings
 - ii. Attend EP varsity basketball games
 - iii. Attend / support summer / fall camps
 - iv. Volunteer at EPBBA-hosted SWL or travel tourney

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5. Time Commitment:

- a. Number of Events / Meetings [Max]
 - i. Weekly Games during season – 12
 - ii. Fall Clinics (grade K-2 only) – 2
- b. Support role for broader EPBBA, including attending EPBBA board meetings (primarily September, October, March, April or May)
- c. Hours of Prep and Season Organization / Communication: 10-20
 - i. Timing primarily late September – mid-March

Instructions for communication can be found here (under Organization Admins):

https://s3.amazonaws.com/sportsengine-docs/SportsEngine/Guide/Communication/Communication_Guide.pdf