



League Commissioner Job Description

Executive Summary

At the direction of the NPLL Board of Directors, The NPLL League Commissioner is responsible for all aspects of organizing and executing Spring NPLL season activities.

Website and Domain Administration

The league currently uses League Athletics for game scheduling, referee scheduling, facilities, team and player statistics, and league standings. It may also be used for collecting fees, registering teams, and league updates. The commissioner will keep the site updated or collaborate with team/club officials to have it updated on the league's behalf. The commissioner will also ensure that annual hosting fees are paid in a timely manner in cooperation with the league treasurer.

Additional duties include ensuring the domain name, www.NorthernPlainsLacrosse.com, is maintained and kept current. The commissioner will establish and/or maintain a league-owned domain name registrar account to track and manage the domain while ensuring it remains up to date.

Schedule

Solicit availability of league teams and account for other potential scheduling conflicts. Prepare a league schedule to encompass all regular season games and the league championship tournament. Load schedule into League Athletics website and maintain any schedule changes through the same. Ensure facilities are created and maintained in the system to accommodate schedules. Coordinate with registrar to account for player USA Lacrosse memberships and team assignments.

Budget

Prepare an annual budget to include game costs, administrative costs, awards, officials/travel reimbursement and all other expenses resulting in a team and game fee schedule.

League Policies

Ensure league policies are in place and enforced to ensure fairness and league insurance requirements are met. Communicate policies to clubs to ensure they are known and acknowledged.

Rosters

Ensure rosters are accurate, complete, and meet league policies. Ensure ALL coaches, players, and officials are registered with USA Lacrosse to meet insurance and liability requirements.

Officials

Work with Dakota Lacrosse Officials Association to ensure every game has a sufficient number of referees. Assist in the recruitment of officials in the spirit of growing the game.

Game Day Operations

Ensure host sites are aware of the hosting requirements for league weekends. Ensure clubs understand their responsibilities for games, which include having a volunteer from each team work at the scorers table. Hosting requirements are outlined in the league operating policies. Oversee the recording of player and team statistics through the League Athletics website.

Disciplinary Liaison

Act as the primary point of contact for ALL league disciplinary issues including parent, coach, and player behaviors and infractions. Engage the NPLL board of all disciplinary issues and request additional review or action as warranted. Must be available to intervene during games where escalation is needed from the officials.

Awards Chair

Manage the awards process for high school awards. Conduct meetings with head coaches to ensure candidates for league-based awards are nominated properly and voted on fairly.

Act as the primary point of contact with USA Lacrosse for USA Lacrosse-based awards including All-American and All-Academic awards. Provide necessary documentation to USA Lacrosse and ensure all high school head coaches are made aware of awards process and nomination deadlines.

Grow the Game

In coordination with the NPLL Board efforts to grow boys and girls lacrosse of all ages within the NPLL footprint. Collaborate with USA Lacrosse and other lacrosse programs outside of the NPLL for opportunities to grow lacrosse for NPLL programs. Develop strategic relationships with coaches, tournament directors, sponsors, colleges/universities throughout the Midwest to foster growth. Identify marketing, social media avenues to share the message of the NPLL. Some travel maybe required upon approval from NPLL Board.