



**Procedure
Issued by: Riverside-Bradford Board of
Directors**

**Number
RB006-A**

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**Supersedes
RB006**

**Date Issued:
March 04, 2013**

Division Commissioner Responsibilities

**APPROVED
March 04, 2013**

1.0 PURPOSE:

This document serves as a guideline and framework of responsibilities for those individuals that serve as Riverside-Bradford (RB) Baseball League commissioners. Its purpose is to give both the league and the commissioners a set of expectations to work toward in this position.

2.0 RESPONSIBILITIES:

- 2.1 Act as a first point of contact for division coaches on issues such as divisional rules and policies.
- 2.2 Hold divisional meetings (minimum of two) to gauge the progress of the division.
 - 2.2.1 For Major/Minor Division and below, only one meeting is necessary.
- 2.3 Ensure that league and divisional rules are being followed.
- 2.4 Keep coaches informed of any schedule, rule or league changes.
- 2.5 Coordinate end of year celebrations and trophy distribution.
- 2.6 Serve as the communication vehicle for coaches on league and divisional activities and events.
- 2.7 Serve as the fundraising coordinator and facilitator for the division in conjunction with the league's fundraising committee.
- 2.8 Provide feedback to the umpire committee on umpire performance and related issues (not applicable to divisions with no umpiring).
- 2.9 In support of the Player Agent, assist in maintaining player roster integrity.
- 2.10 Single A through RB13 Commissioners, in coordination with the Player Agent, will maintain a rotating "call up" list of players in the event a coach needs one or more players for a given game.
- 2.11 Obtain from each team's head coach an ordinal team player ranking and a list of team pitchers and catchers. This may be done at the divisional meeting or at the end of the season.
- 2.12 Publish an end of year report to the Board of Directors that makes recommendations on:
 - 2.12.1 Players and player development within the division
 - 2.12.2 Divisional rules
 - 2.12.3 Divisional coaches
 - 2.12.4 Suggestions for league and divisional improvements
- 2.13 Distribute uniforms to coaches at or prior to first practice/clinic (Instructional Division only).
- 2.14 Distribute keys to equipment storage box to coaches and collect the keys at the end of the season.



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Revision Level	Revision Date	Rationale for Revision
A	March 04, 2013	Add requirement for coaches to maintain call up lists and to provide commissioner with player rankings.
-	May 15, 2012	New document