

Empire Commissioner's To Do List (aka the short version)

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1. Get Commissioner Password from Roger Partridge. Do NOT give out your Commissioner Password to anybody!
 - a. Make sure your contact information is correct on the Empire Website (see the Empire Contacts page).
 - b. Read the Empire Guidebook if you haven't already. PDF available on Documents page.
2. Prepare for Scheduling.
 - a. Print out the Matrix for the # of Teams in your Division & make enough copies for each team plus a Master for your Usage.
 - b. Bring a sheet with your contact info and any other info you want to tell your teams.
3. At Scheduling:
 - a. Collect Guidebook Form, Team Roster & Team Staff from each team.
 - b. Assign each team a #. Make sure you correctly label the teams by head coach.
 - c. Hand out Guidebooks (one per team) & Scoresheets (10 per team) to the Team Rep.
 - d. Collect Schedule Info from each team BEFORE they leave. Each team should give you 16 games (8 home & 8 away), 14 for RWB & 20 for Midget. Type into spreadsheet either at the meeting or when you get home. Send to Jeanne Barreca to have it loaded on website.
4. After Scheduling Meeting, check Team Information is loaded correctly (correct # of teams from correct orgs) and the player and team official information is correct (i.e. matches what the teams give you on the Empire Forms – keep the Forms until the Season is over). Make any necessary updates/adds to player names, birthdates, team official's names & contact information. The information loaded is what the organizations/teams supply – we are hoping it is approximately 98% correct. Add uniform number assignments as you get them (some teams don't get uniforms until after their first game!). Also, if all Team Officials are correctly identified (phone & email), then they will be able to get passwords to access their stats.
5. Update game schedules on website as team agree to changes (most divisions have only 2-6 changes unless we have some really bad weather weekends).
6. **Schedule your playoffs at your home rink with your org's Ice Scheduler (none for RWB).** Make sure you have the playoff format/allowed dates correct. Start this right after the scheduling meeting! Post playoff game schedule on website (use team Bulletin feature of website) once you get the schedule. Run playoffs (be present for all games). Assist referees with shootouts for playoffs. Arrange coverage of scorekeeper and timekeeper functions for playoff games (use impartial volunteers, yourself, or one person from each team). Penalty Box attendant is supplied by each team and MUST be an adult over 18. All games are curfewed during regular season & playoffs – no timeouts allowed.
7. Enter scores and statistics (goals, assists, penalties) into website statistics page for each Team/Game as you get scoresheets mailed to you. Check scoresheets for illegal players, coaches & players signatures, legal substitutes (report penalties to their rostered Team Commissioner), Game Misconducts, and suspensions are served. Report any Match Penalties to Empire President immediately. Check Penalty Minute totals and Aggressive Play totals weekly so you notify the Coach of any player close to the limits and make sure any player who goes over the limit serves his/her suspensions and is scheduled for a hearing if necessary (see Empire Rules for totals for your Division). Use the ZZCoach players to record Bench and Coach penalties. Too Many Men penalties should always be tracked under the ZZCoach player (and not to the player serving the penalty). DOES NOT APPLY TO RWB
8. Track the team totals for Coach Aggressive Play manually (unfortunately the website does not allow us to check the current 4 game total for a coach). The Empire Rule is that any team who gets 7 Aggressive Play penalties within 4 games, the Head Coach must write a letter to Empire Board. DOES NOT APPLY TO RWB
9. Deal with issues and complaints - you are the main point of contact for team officials. Escalate to Empire President/VP as necessary. Note that you should not deal with individual parents – make them go through their coach and/or manager. Referee issues are NOT your problem. **If the team whines about referee issues, make sure they fill out a referee eval on-line (under Coach's Corner). No eval - no sympathy!** If referee eval is filled out on-line, then referee supervisor can judge whether to discuss further.
10. See every team play at least once! This is the fun part.
11. Attend Monthly Empire Board Meetings and report on any issues, division competitiveness and standings. This is a good place to get advice especially if you are having lots of issues or need rule interpretations. Pass on information from this meeting to your team officials especially on rule changes. **If you can not attend, please send a email report to the President.**