

# BASKETBALL COMMISSIONERS' RESPONSIBILITIES

Updated Sept 2022

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1. Basketball commissioners are responsible for the running of both recreation basketball and travel basketball.
2. Basketball commissioners will designate five main titled positions:
  - Director of Boys & Girls Travel (1)
  - Assistant Director Boys & Girls of Travel (1)
  - Co-Directors of Boys & Girls Recreation (2)
  - Basketball Gym Time Coordinator (1)
3. Role of Basketball Commissioners
  - Organize evaluators for and run tryouts for 3rd-8th grade boys and girls travel teams.
  - Interview prospective travel coaches, as needed, and make selections based on coaching experience and recommendations.
  - Basketball Commissioners will discuss and help decide on the overall responsibilities and running of travel and rec programs: for example rec schedules, (i.e. practices, games, playoffs, youth ref program, March Madness etc.), travel program (schedules, coaching decisions or issues, etc.), budgetary items (participation fees, surpluses, etc.), and so on.
  - Basketball Commissioners will investigate and do due diligence on all reported issues/conflicts and share findings, whereby the Basketball Commissioners will be voted on the presented issue/conflict. Should a vote end up in a tie, it will then be presented to the Executive Committee for recommendations to break the tie.
  - Any and all issues or problems that arise regarding any travel team should be directed to the Director of Travel for review. If the situation involves a commissioner or executive committee member, that person will be excluded

from any meeting regarding the issue and their subsequent voting rights regarding the issue.

- Basketball Commissioners will address the coaches of each travel team grades 6 and below, as well as any new coaches grades 7 & 8, before the season starts about what it means to be on a travel team (playing time, role of coach, role of parent, role of player and role of committee, review of the code of conduct, and so on).
- Basketball Commissioners will schedule and program the annual season Coaches meeting kickoff prior to the start of Recreation. Basketball commissioner will mentor coaches, offer advice, and, if needed, attend one practice for a travel team.
- Basketball Commissioners will make best efforts to attend HYAA meetings and should make at least 50% of the meetings and that at least one basketball commissioner will be at every meeting and make the basketball report.
- Basketball Commissioners will have at least two scheduled meetings, one in the fall and in the spring. These meetings will discuss the start of the new rec/travel season and review the end of previous rec/travel season to ensure the program is working efficiently and address issues.
- Basketball Commissioners will assist in making any decisions regarding holding a travel tournament. If the decision is made to hold a tournament, the Basketball Commissioners will assist in the organization and planning of the tournament. It is also the responsibility of the Basketball Commissioners to make sure that all travel teams participate and help run the tournament.

#### 4. Gym Time Coordinator will:

- Obtain a block of gym time from HYAA and coordinate all practice and game schedules for all Holmdel Travel Coaches.
- Coordinate with HYAA office on all gym time.
- HYAA office will continue to schedule rec gym time.

#### 5. Director of Travel and Assistant Director will:

- Represent the town as trustee of Holmdel Travel Basketball and attend Mid-Monmouth meetings and any other meetings required to represent the Holmdel Travel Basketball program.
- The Director of Travel Position will be a 2-3 year term to ensure cross training in this very important position.

6. Co-directors of Recreation will

- Update/Maintain Recreation League rules as necessary.
- Determine the various Leagues make-up (i.e.  $\frac{3}{4}$  girls, 3 boys, 4 boys) and schedules and market for recreation league signups (HYAA admin for emails, flyers to schools, etc.).
- Identify League Presidents and support and advise them throughout the season as necessary.
- Hire the Referee Coordinator, send them all scheduled game times and locations, and organize work with the ref coordinator to schedule and run the youth referee clinic.
- Order and distribute uniforms to league presidents.
- Organize additional programming, (i.e. K-2 Friday night Clinics, HYAA March Madness).

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## ORIGINAL

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2. Basketball commissioners will designate six main titled positions:
  - Director of Boys & Girls Travel
  - Assistant Director Boys & Girls of Travel
  - Director of Boys & Girls Recreation
  - Basketball Gym Time Coordinator
  - Conflict Resolution Coordinator
3. Role of Basketball Commissioners
  - a. Travel commissioners run and evaluate tryouts for 3rd-8th grade and select teams.
  - b. Interview prospective travel coaches, as needed, and make selections based on coaching experience and recommendations.
  - c. Any and all issues or problems that arise regarding any travel team should be directed to the Director of Travel for review. If the situation involves a commissioner or executive committee member, that person will be excluded from any meeting regarding the issue and their subsequent voting rights regarding the issue.
  - D. Basketball Commissioners will assist in making any decisions regarding holding a travel tournament. If the decision is made to hold a tournament, the Basketball Commissioners will assist in the organization and planning of the tournament. It is also the responsibility of the Basketball Commissioners to make sure that all travel teams participate and help run the tournament.

- e. Basketball Commissioners will discuss and help decide on rec schedules, i.e. practices, games, playoffs, March Madness etc.
  - f. All issues presented to the Commissioners will be voted on. Should a vote end up in a tie (3-3), it will then be presented to the Executive Committee for recommendations to break the tie.
  - g. Basketball Commissioners will address the parents of each travel team grades 6 and below before the season starts about what it means to be on a travel team (playing time, role of coach, role of parent, role of player and role of committee, review of the code of conduct etc.).
  - h. Basketball Commissioners will make best efforts to attend HYAA meeting and should make at least 50% of the meetings and that at least one basketball commissioner will be at every meeting and make the basketball report.
  - i. Basketball Commissioners will have at least two scheduled meetings, one in the fall and in the spring. These meetings will discuss the start of the new rec season and review the end of previous rec season to ensure the program is working efficiently and address issues.
  - j. Basketball Commissioners will attend at least one practice for a travel team other than their own during the course of the season.
4. Gym Time Coordinator will:
- a. Obtain a block of gym time from HYAA and coordinate all practice and game schedules for all Holmdel Travel Coaches.
  - b. Coordinate with HYAA office on all gym time.
  - c. HYAA office will continue to schedule rec gym time.
5. Director of Travel and Assistant Director will:
- a. Represent the town as trustee of Holmdel Travel Basketball and attend Mid-Monmouth meetings and any other meetings required to represent the Holmdel Travel Basketball program.
  - b. Director of Travel Position will be a 2 year term to ensure cross training in this very important position.

