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Local Association Commissioner Job Description

A Local Association Commissioner is the principal liaison between a Local Association and USA Softball, INC. (USAS). An individual applying for Commissioner membership shall apply and place his/her membership with their applicable Local Association. This is a privilege and creates with it certain obligations and duties. The Local Association Commissioner is responsible for overseeing all operations of its' local association while in accordance with USA Softball Bylaws and Procedural Code.

Commissioner members are those individuals, as designated by the applicable Local Association, and as approved by the USAS Board, to act as a liaison to USAS on behalf of a Local Association. Commissioner members place their membership with the applicable Local Association and there is no annual membership fee for Commissioner members. Local Association Commissioner shall be governed in accordance with Sections 5, 6, 7, 10, 15 and 16 of the USAS Bylaws.

The USAS Board may recognize a Commissioner as it determines who will best serve the mission of USAS and the interests of the sport of softball at the local level. Commissioner members shall at all time be subject to the approval and good standing of the Local Association member applicable to each Commissioner. Commissioners shall assist the Local Association with sanctioning of events, disciplinary matters, and the collection of the applicable membership fee for each registered member and assist in the remittance of amounts to USAS, as determined by the USAS Board. USAS may set forth other requirements and obligations for, and regulations pertaining to Commissioners as it determines to be in the best interest for the governance and management of the sport of softball.

ESSENTIAL RESPONSIBILITIES

01. Assess softball program needs of your Association by maintaining continuous contact via meetings, public presentations and correspondence with community leaders, softball leagues, tournament directors and public officials.
02. Devise and implement plans and programs matching services to targeted audiences while maximizing available resources to address identified needs.
03. Oversee all Association operations including, but not limited to, Junior Olympic Fast Pitch and Slow Pitch leagues and tournaments, Adult Fast Pitch and Slow Pitch leagues and tournaments, and umpire training, assignments and Association Hall of Fame Inductions.
04. Negotiate partnerships with entities to further the value of membership for the Association, member leagues and tournament hosts.
05. Coordinate Association operations and programs with other local, state, and national agencies and officials.
06. Represent the Local Association before various Boards and Commissions as needed, including youth and adult league boards, tourism related boards, USA Softball National Council and Staff as well as other entities utilizing the services of the USA Softball Local Association.

07. Prepare public statements, media releases, website updates, social media content and serve as spokesperson for the Local Association regarding services delivered by the Local Association as needed.
08. Maintain appointed Board of Directors within the Local Association in which the Commissioner reports to on matters including, but not limited to, goals and objectives, strategic plans, program initiatives and financial obligations.
09. Maintain regular communication with USA Softball Region Vice-Presidents and other volunteers regarding the Local Association's activities and project status.
10. Take all reasonable steps to maintain a safe work and participant environment for the users of parks and recreation facilities and services.
11. Respond to customer complaints and inquiries as needed.
12. Performs related duties as assigned.

DUTIES (USAS Procedural Code Article 405 C)

The duties of a commissioner are those duties promulgated by the Board of Directors and the CEO of USA Softball and shall include but not be limited to the following:

01. Represent the best interest of USA Softball in his/her association.
02. Remit annually, on or before June 1, registration fees totaling \$1,500.00 or more.
03. Being responsible for all moneys and dues owed to USA Softball. Team and umpire registration fees must be remitted within 30 days of receipt. Failure to do so is grounds for suspension and removal.
04. Awarding and supervising all tournaments in his/her local association area.
05. Appointing deputy and/or district commissioners, an umpire-in-chief, a Junior Olympic softball commissioner, and such other persons as may be required.
06. Being responsible for the establishment of a USA Softball championship play classification code to determine team and/or player classifications to be used in the local association (See Article 307 of the USAS Procedural Code).
07. Coordinating an annual meeting of the local association, and filing with the CEO, within thirty days after the meeting or prior to December 31, of the current year, a complete report of this meeting on a form supplied by the CEO.
08. Associations shall submit copy of appropriate IRS Form 990 by the date including extensions as required by the IRS.
09. Enforcing and abiding by the rules and regulations of USA Softball in their local association area as promulgated by the USA Softball Bylaws and USA Softball Procedural Code.
10. Commissioners that host regional, territory, and national qualifying tournaments are responsible to see that advancing team's rosters and affidavits are forwarded to the National Championship Finals.
11. Commissioners whose association is hosting a National Championship Final must turn in all financial reports.
12. No commissioner is eligible for office in this Association or receive travel or hotel remuneration to the annual meeting, unless all duties as set forth in Article 405 of the USAS Procedural Code have been fully performed.
13. Each local association shall file with the National Office, no later than May 31st of each year, a listing of all championship tournaments (excluding sub district, district, county) to be held in the commissioner's association during the current year.

14. All regional, territory, national qualifying tournaments and all championship finals tournaments will use www.tournamentUSASoftball.com.
15. Each local association shall have an active, up to date website maintained throughout the calendar year. At minimum, the website should include the following content areas: tournaments, local and national; contact information, local and national; registration information for adult and Junior Olympic teams/individuals and umpires; insurance; equipment standards; ACE and background check information; and a link to national USA Softball website. (Suggested details to include in each content area may be found on the Communication Committee's website review check list, which is updated annually.)
16. Each Commissioner shall ensure that a background check is performed annually by January 1st on every council member within their association.

NATIONAL COUNCIL RESPONSIBILITIES

There shall be a National Council meeting of USA Softball, which shall be held annually. The USAS Board of Directors shall determine the place, date, and time of the National Council Meeting. A Commissioner from each Local Association is a representative of the National Council and shall convene to conduct business of the organization as authorized by the USAS Bylaws. It shall also serve as an opportunity for all National Council members to gather and discuss important issues affecting the sport of softball and USAS including, but not limited to, recommend to the Board amendments to the USAS Bylaws; vote/adopt/amend the USAS Rule Book; vote/adopt/amend the USAS Procedural Code; approve eligibility requirements; award tournament events.

DIFFICULTY OF WORK

Incumbent performs a broad range of administrative duties in planning, overseeing, administering, and ensuring proper completion of the USAS Local Association's programs. Independent judgment is needed in interpreting local, state and USA Softball rules and regulations and adapting such regulations to specific situations.

Incumbent is on-call twenty-four hours per day, seven days per week and can be addressing the Local Association's matters during any time of day. Work also requires weekend and evening events on a regular basis; some Holidays included.

Hours of work may vary based on seasonality of the sport of softball but may range from 10-40 hours a week. Work may be accomplished with other full-time/part-time employment by incumbent.

JOB REQUIREMENTS & QUALIFICATIONS

01. Minimum knowledge reflecting management and business-related skills in a sports related environment. **(preferred)**
02. High-level management and supervisory experience. **(preferred)**
03. Thorough knowledge of the full range of theories and practices accepted in the field of sports management and the ability to apply such knowledge to meet the needs of the Local Association. **(critical)**
04. Ability to effectively communicated in a courteous, tactful, and professional manner. **(critical)**
05. Ability to effectively direct and supervise the work of staff and manage multiple projects. **(critical)**
06. Working knowledge of budget preparation, administration, and execution. **(critical)**
07. Practical knowledge of federal and state regulations relating to the delivery of sports programs and services. **(critical)**

08. Experience managing, officiating and/or leading organized sports leagues and tournament the local and state level. **(preferred)**
09. Experience working and/or leading in a team environment and the ability to act as a leader for different softball players, teams, umpires, and volunteers, including collaborating with outside partners such as local parks and recreation agencies, non-profits, community visitor convention bureaus and program managers **(critical)**
10. Knowledge of the game, playing, umpiring, and leading softball leagues/tournaments. **(preferred)**
11. A college degree in Sports Management, or a related field. **(preferred)**
12. Excellent time management, project completion, writing and oral communication skills **(critical)**
13. Working knowledge of technology and computer productivity software such as email, word processing and spreadsheets. **(preferred)**

RESTRICTED ACTIVITIES (USAS Bylaws Article 405 D)

01. No sporting goods manufacturer, dealer, representative or employee thereof may hold office or serve as commissioner in this Association without full disclosure and approval of the Board of Directors.
02. No person allied with a competing softball association is eligible for office or to serve as a local commissioner. The Board of Directors of USA Softball has the final decision regarding the definition of a competing association.
03. No local association commissioner may umpire at a state, regional or National Championship Final hosted within his/her own local association.
04. A commissioner may serve only in an advisory capacity with their local association or as its secretary and/or treasurer.
05. No local association commissioner may coach, be allied with, or be involved in the decision making of any team.



Where Olympic Journeys Begin