**Kensington Lakes Activities Association**

**Sports Commissioner Job Description/Responsibilities**

**Scheduling:**

* Create a league schedule for all varsity and sub-varsity KLAA contests that is in concert with the association scheduling philosophy. (Excel format preferred. List visitor team on left, home team on right).

**Pre-Post Season Meetings:**

* Host sport specific coaches meetings during the pre and post season (when applicable). At the very least pre and post communication should be taking place. Include all KLAA AD’s on communication to coaches.
* Encourage coaches to discuss sport specific issues via their Athletic Director.

**By-Law/Rule Changes:**

* Bring any by-laws request/changes to the KLAA AD’s for discussion and vote.
* Keep sport specific by-laws up to date. Provide final copy to the KLAA Commissioner.
* Represent the KLAA at MHSAA sport specific meetings when possible.
* Work with KLAA association approved official’s assignors when necessary.
* Take the lead role in the support and enhancement of the KLAA sportsmanship initiative for the specific sport.

**KLAA Division/Conference Championships:**

* Review results and rankings prior to Divisional/Conference Championship when applicable.
* Facilitate KLAA pairings for cross-over match ups.
* Report KLAA All-Division, All-Conference and Championships to Coaches, AD’s and media sources.

**KLAA Website:**

* Provide final schedule to KLAA webmaster (Brian Samulski)
* Provide final by-law changes to KLAA Commissioner (Bryan Masi)
* Instruct coaches to email/report scores to webmaster (Brian Samulski)

June, 2022