



## Job Description – League Commissioner

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The day to day duties of a League Commissioner or Managing Director are outlined in Regulation #2 in the VIAHA Handbook. Their responsibility is twofold. Firstly, they serve as a liaison between the VIAHA and the teams within their Division. Secondly, they supervise the day to day operations of the Division and report back to the VIAHA. They are appointed by and responsible to the VIAHA Vice-President (VP) who is responsible for the league.

There are seven inter- Leagues within VIAHA; Island League, Female A, U21, Female Recreational, Mid-Island Recreational, South Island Recreational and U11 Development.

In the North Island MHAs (Comox Valley, Powell River, Campbell River, Gold River and Triport) the integrated recreational teams play primarily within their own MHAs although there has been some discussion on forming a North Island Recreational League. The impediments to such a League have always been driving distance and ferries.

### **Commissioners**

In the North Island MHAs there is one Commissioner appointed for each MHA. They are responsible for all the recreational teams within their MHA except for Female Recreational, U11 Development and U21, all of which play in the appropriate VIAHA inter-League. The North Island VP appoints the Commissioners and they report back to him.

The Mid-Island and South Island Recreational Leagues have one Commissioner appointed for each Division (age group) in the Mid and the South. They are appointed by the appropriate VP.

Female A has one Commissioner responsible for the competitive (carded) Female teams. The VIAHA Officer responsible for Female Hockey appoints the Commissioner.

Female Recreational Leagues may have one Commissioner for each Division although, due to the small number of Female teams in the past, one Commissioner may handle two Divisions. They are also appointed by the Officer responsible for Female Hockey.

U11 Development has one Commissioner who is responsible for all U11 Development teams. There have been as many as 26 teams and as few as 20 teams usually split into four Divisions based on team calibre. One of the Officers is responsible for U11 Development and appoints the Commissioner.

U21 is usually a mixture of carded and uncarded teams. Their League play follows recreational rules while carded teams may play exhibition games with other carded teams using carded rules. One Officer is responsible for U21 and they appoint the Commissioner.

### **Managing Directors**

Island League has one Managing Director for each of the age groups, U13, U15 and U18. The Island League VP appoints the Managing Directors. The Managing Directors have all the responsibilities of a League Commissioner however have additional duties as they are dealing with carded teams so the time commitment is more significant. Those duties are outlined in more detail in a separate document.

### **Pre-season**

Preparation is the key to a successful season. In the inter-leagues the first duty after your appointment is to meet with the Director of Hockey Operations (DHO). Although you report to the Officer, the majority of your day to day dealings will be with the DHO. This can be done face to face, over Zoom or by telephone, whichever you are most comfortable with. The DHO also takes direction from the Officer on league matters. The meeting covers matters such as league structure, reporting, playoffs, etc.

A list of team contacts should be kept and updated from time to time as required. Your principal contact person on each team should be the team manager. Players and parents should NOT be contacting you directly and should, in all cases, be referring their questions through their team manager.

You should ask to be provided with a copy of the HCR roster as soon as the team is formed and a revised roster after any roster change.

It's also a good idea to make contact with the persons in each MHA who are responsible for their teams that are in your league. This person may be called a Division Coordinator, Rec. Coordinator or something similar.

Some Commissioners choose to set up a separate e-mail address or a g-mail address for their hockey related matters particularly if their regular account is very busy or shared with other family members. You should also let your contacts know of restrictions on when they can call you (e.g. never at work. not after 8:30pm, etc.) and give them reasonable expectations on when they can expect a call back or a response to an e-mail.

There will be a coach/managers meeting before regular season play begins. It is usually set by the Officer Responsible for the league or the DHO and you should make every effort to attend. You may ask or be expected to address the coaches and managers. For the past few seasons these have been done on Zoom but face to face meetings are preferred.



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### E-Gamesheets and Website

You will be provided with the appropriate administrative access to Hi Sport and the VIAHA website.

For Hi Sport you will not be responsible for adding scheduled league games or tournament games. These are done by the DHO or tournament coordinator. You will add exhibition games. You will also be able to change any game in the schedule in the event of a date, time or venue change. You can arrange to have the e-gamesheets e-mailed to you at the conclusion of each game or you can choose to check the Hi Sport platform yourself. If you wish you can also receive e-mail notifications of major penalties.

You are responsible for updating the game results on the VIAHA website. The schedule itself is loaded by the webmaster but you add the goals for, W/L/T and penalty minutes for both teams. The standings will update automatically as you enter this data. It is hoped the data has been entered by mid-week after weekend games. You can also change date, time or venue on the VIAHA website if necessary.

### Game Numbers

Every game played in VIAHA must have a game number. The difference between a game and a scrimmage is that a game has referees. A scrimmage does not need a game number.

The DHO will assign game numbers for league play, league scheduled exhibition games and playoffs. The League commissioner is responsible for giving out game numbers for tournaments and exhibition games.

### Communication

Unless stated specifically to the contrary, you should be forwarding any relevant information you receive from the Officer or DHO to your team managers. While we normally ask MHAs to distribute bulletins and memoranda to those in their MHA that are affected they don't always follow through. Better the team receives two copies than none at all. If the information is time sensitive you will usually be advised.

Questions or concerns from your teams about league operations should come through you to the Officer responsible or the DHO. Sometimes you will be able to answer the question but if you are uncertain contact one of us rather than guess. If the question is not addressed, or the team is not satisfied with the response, it is suggested they go to their MHA President who can contact one of us directly. If I get a question directly from a team I will sometimes answer it and sometimes forward it to the MHA President with the suggestion it go through proper channels. In either case, you will get a copy of my reply.

Requests to book a team out of league play for tournaments, etc. should be made through the Commissioner. The schedulers will make every effort to leave a requested weekend free of games but cannot guarantee that they will be able to do so. If teams wish to reschedule games it is not the Commissioner's responsibility to do so. The teams themselves make the arrangements and once a new date/time/venue is agreed to by both teams then the Commissioner will advise the DHO and VP.

### Discipline

The League Commissioner is not responsible for disciplining players or team officials for on-ice infractions. However they will be advised of any suspensions and should be reviewing e-gamesheets to ensure the players or team officials do not appear on rosters for the duration of the suspensions.

Any questions on the rationale for the length of a suspension should be referred to the VP or DHO.

The DHO usually fulfills the duties of the BC Hockey Discipline Task person and receives copies of all Game Incident Reports (GIR) for the District. GIRs are completed by the referees for all non-minor infractions. Copies of these reports are sent to the appropriate VP and Commissioner. They are strictly confidential and are never to be released except by the Discipline Task person.

Suspensions resulting from Game Misconduct or Major Penalties are assessed by the VP. Match or Gross Misconduct Penalties are assessed by the Discipline Task person. The Commissioner is advised of the suspension. The length of the suspension is determined by the BC Hockey Minimum Suspension Guidelines which is published annually by BC Hockey. No suspension can be less than the guidelines however if the suspension is more than the minimum there should be a cogent reason for this.

Commissioners should be familiar with the Minimum Suspension Guidelines. They should also advise the DHO if they see a non-minor penalty on a game sheet but don't receive a copy of the GIR from the DHO. It is also a good idea to keep a record of suspensions over the course of the season. The DHO can recommend a format for a spreadsheet.



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### **Time Commitment**

The season runs from the later part of August when teams begin to be formed to early April when the last of the tournaments has been played, the last e-gamesheets received and you have sent your annual report to your VP.

The first few weeks of the season, before the teams are formed and exhibition games begin, can be used as preparation and reviewing the processes that govern the operation of the league. You must become familiar with the VIAHA Handbook and Policy Manual as well as bulletins from VIAHA and BC Hockey. This will be about 2-3 hours per week spread over the course of the week.

This will increase to about 3-4 hours per week after the teams are formed and start exhibition games and may stretch to 5 hours per week when schedules are first released or prior to a busy tournament period such as the few weeks before Christmas and during Playoffs. You are expected to supervise Playoffs games or delegate someone to supervise on your behalf. Once playoffs are over the time commitment drops to about an hour a week until all games are finished.

### **U11 Development**

There is a higher level of time commitment for U11 Development as there are more teams, they cover a wider geographical area and the focus on the game is more intense. Most teams will schedule, one exhibition game per week in addition to their league commitments and host/attend more tournaments than other recreational leagues. For example the U11 Development League had 111 exhibition games schedule last season compared to 64 games for U11 South Island Rec.

More team and league statistics need to be kept. The Commissioner also recommends the seeding of the teams into Divisions after the placement games are concluded so has to monitor team results more closely. It is probably safe to say an additional 1 hour per week over the other Commissioners duties is required.

### **Female A**

The Female A teams do not play in a league per se but rather participate in a number of different schedules. In most years there are two teams in each Division, so six teams overall. The Victoria Reign play out of Capital Region Female MHA, and the North Island Impact operate under the direction of VIAHA but are hosted by one of the MHAs in the Mid or North Island.

A typical season for a Female A team will include an interlock schedule against teams in the PCAHA female leagues, scheduled games against integrated teams in Island League or U11 Development, games between the Reign and Impact, exhibition games and tournaments. The teams usually play between 50 and 60 games per season each. The Commissioner is not responsible for scheduling these games but is responsible for providing game numbers, tracking them and entering all home games on Hi Sport. They are also responsible for monitoring ice and referee costs for the Impact teams and working with Staff to rationalize these costs. As these are carded teams there should be increase in statistics kept on discipline and team statistics.

You can assume you will spend 6-7 hours per week on your duties through September and October and 5-6 hours per week from November through March.