

## HAYAA COMMISSIONER EXPECTATIONS

### **OPERATIONAL**

1. All commissioners are to lead those within their sport board (Basketball, Cheer/Pom, Football and Baseball/Softball) to follow and abide by all rules and regulations set forth by the HAYAA Executive Board and any other organization their sport is part off (KVBSA, KVC, ect.). Conflicts between HAYAA rules and other governing bodies should be brought to the Executive Board for resolution.
2. All commissioners are to ensure that their sport board has an election process which adequately notifies potential interested individuals that they are eligible to run for a board position and that if more than one person volunteers for a board position that an open election will take place.
3. All commissioners are to have representation present at HAYAA Executive Board Meetings which are held at 7pm on the first Wednesday of each month at the Old High School room 31.
4. All commissioners are to provide a list of potential coaches to the Executive Board so that we can determine if the coach has or needs to have a background check completed and if applicable they have the appropriate First Aid Training.
5. Commissioners are to ensure that their sport has a compliant process that is aligned with the policy set forth by the Executive Board and to enforce this policy.
6. Commissioners are to provide representation at their sports at league meetings.
7. Commissioners are required to inform the Executive Board of any disciplinary action taken against coaches, parents or participants and if requested by the Executive Board to provide written documentation supporting this action.

### **FINANCIAL**

1. All commissioners are responsible for submitting a budget including fee increases two months prior to registration. Justification for any rate increase that exceeds 5% in one year must be provided.
2. All commissioners (or their delegate) are responsible for working with the HAYAA Executive Board Treasurer to complete a year end income statement and balance sheet.
3. All commissioners are responsible to ensure that a yearly equipment and uniform inventory is done for their sport and to report the results to the Executive Board Treasurer.
4. All commissioners must inform the Executive Board of purchases that exceed \$2,000 and be in a position to provide support that this purchase was competitively bid if the Executive Board requests this information.
5. All commissioners are to provide a list of individuals (refs, field maintenance, ect) that are paid \$600 or more during a calendar year including providing tax identification numbers and the total amount paid to the executive board so that the appropriate tax forms can be remitted to those individuals.