

Conference Best Practices

Job Descriptions for Conference Commissioner, SID and Eligibility Chair

COMMISSIONER

Responsibilities of the Commissioner

- Serve as chief administrative officer for the Conference under the authority of the COP.
- Serve as the principal enforcement officer of the Conference rules, regulations and agreements, and is responsible to initiate investigations of any member or institution when there is sufficient evidence presented of potential NAIA or Conference violations, or if they have been officially notified by the NAIA, or by another institution, of alleged violations.
- Serve as an ex-officio, non-voting member of the COP, the Council of Athletic Directors, all advisory groups, all standing and ad hoc committees, and sports' committees, unless otherwise specified.
- Promote the general welfare of the Conference at all times, studying the problems of the Conference and offering advice and guidance to the members in the solution of those problems.
- Interpret and enforce NAIA and Conference rules and regulations, as well as interpret and rule upon Eligibility Regulations, sending copies of the Commissioner's interpretations and rulings to the Faculty Athletic Representatives and athletics administrators. In addition, the Commissioner shall recommend changes deemed advisable in the Bylaws and Sports Guidelines.
- Act as the liaison between the Conference and representative of the media, taking responsibility for the administration of Conference policies involving television, radio, and related programs.
- Schedule and supervise, in conjunction with the site manager, all Conference championships. Represent the Conference in external affairs, maintaining a liaison with, and assuming a leadership role in, organizations that promote the continued growth and development of men's and women's athletics, and serve as the official delegate of the Conference to the NAIA Convention.
- Perform such duties as directed by the COP or the Presidents' designee.
- Conduct on-going educational programs under the umbrella of the NAIA Champions of Character program.
- Direct all aspects of fundraising for the Conference that benefit the membership.
- Enhance conference media coverage locally, regionally, and nationally.
- Develop overall branding and marketing strategies for the conference.

Administrative Duties of the Commissioner

- Issue the call, facilitate and chair all meetings of the Council of Athletic Directors.
- Provide for the keeping and distribution of the minutes of all COP, Council of Athletic Directors, and committee meetings.
- Oversee maintenance and distribution of historical and statistical records to conference members for all conference athletic competition, and provide for the performance of all duties associated with the sports information function of a conference office.
- Maintain a compilation of precedents and interpretations of NAIA and Conference rules and regulations.
- Prepare the regular season conference schedules as directed by the membership and in accordance with prescribed conference guidelines, with the assistance of coaches, administrative, and sport committees as required.

- Arrange for and facilitate all mandatory conference meetings, and for other meetings authorized by the COP and the Council of Athletic Directors.
- Prepare and distribute the reporting forms required by conference rules and regulations.
- With the assistance of the conference treasurer, prepare the annual budget of the conference office and related fiscal data at the direction of the COP.
- Present a budget report to the COP and Council of Athletic Directors at all scheduled meetings.
- Select, employ, and supervise the conference office staff.
- Annually evaluate staff with input from the Executive Council of the Athletic Directors.

Information from the CASCADE COLLEGIATE CONFERENCE

CONFERENCE SPORTS INFORMATION DIRECTOR

The Conference Sports Information Director(s) shall be considered an official of the Conference and shall be compensated for services and expenses as indicated in the conference budget. Duties shall include, but are not limited to, the following:

- Maintain a complete and official record of all athletic contests and tournaments completed by each conference program.
- Keep a complete athletic participation record of all participants in conference sponsored sports. This will be accomplished by requesting official rosters from member institutions at a predetermined time relative to the beginning of the competition season of each conference sponsored sport. These rosters will help track the student-athletes who started and ended the season in each sport. The ramifications for failing to report these documents are addressed in the section related to game administering procedures.
- Develop statistical reporting procedures and forms relative to appropriate procedures prescribed by the conference, and the NAIA Office of Sports Information. This includes developing forms to submit statistics and develop procedures to meet appropriate deadlines for all conference sponsored sports. All deadlines will be established according to the aforementioned national office reporting schedules and will be approved by the individual sport chairperson, conference commissioner and/or conference president.
- Administer the following procedure for addressing the failure to report statistics and other requested information according to predetermined deadlines in all conference-sponsored sports. When a violation occurs, the Sports Information Director will:
 - Initiate notification of the violation to the coach and athletics director of the institution in question by: first, an email/telephone call and then written notification. Written notification will also be forwarded to the conference commissioner and/or president and the president of the institution in question. The first written notification will include the warning that a second violation will result in the exclusion of the institution's student-athletes from consideration for all subsequent Player of the Week, All-Conference and Academic All-Conference voting in the sport in question for the remainder of the competitive season. The weekly statistical report for the respective sport will also include the notification of all violations.
 - If a second violation occurs, initiate notification to the coach and athletic director of the institution in question by: first, an email/telephone call then written notification. Written notification will also be forwarded to the conference commissioner and/or president and the president of the institution in question. The second violation will result in the exclusion of the institution's student-athletes from

consideration for all subsequent Player of the Week, All-Conference and Academic All-Conference voting in the sport in question for the remainder of the competitive season.

- Compile and distribute news releases and statistical reports regarding appropriate conference activities for use by member institutions and members of the news media, and weekly update of the conference web site. Forward statistical reports and Player of the Week nominations to the conference members and the NAIA National Office contact person in accordance with appropriate deadlines.
- Choose Players of the Week in each conference-sponsored sport after reviewing nomination forms submitted by member institutions in accordance with predetermined reporting deadlines.

In coordination with the chairperson of each conference sponsored sport, supervise the selection of recognizing All-Conference athletic and academic awards and distribute in a timely manner at the end of each competitive season.

Information from the AMERICAN MIDWEST CONFERENCE

ELIGIBILITY CHAIR

Job Description

1. The conference Eligibility Chair shall assist in training/preparing FARs and others involved in the eligibility process.
2. The conference Eligibility Chair shall initiate calls to FAR/AD promptly when any question is raised by information provided and/or omitted on eligibility form.
3. The conference Eligibility Chair shall collect all required information and submit cases to the National Office for review by the National Eligibility Chair.
4. The conference Eligibility Chair shall upon personal initiative or upon request of a FAR and/or AD, call National Office Legislative Services for clarification and/or information.
5. The conference Eligibility Chair shall provide a report at each conference governing council meeting regarding eligibility issues.
6. The conference Eligibility Chair shall maintain conference eligibility records including eligibility forms, participation lists, and calendar designations.
7. The conference Eligibility Chair shall assist conference FARs in the interpretation and application of NAIA rules.

Information from the KANSAS COLLEGIATE ATHLETIC CONFERENCE