

Employee Activity Association (EAA) League Commissioner Job Description

Executive Summary

At the direction of the NASA Exchange-JSC also known as Starport and EAA President, The EAA League Commissioner is responsible for all aspects of organizing and executing season activities for their respective sport. This is volunteer position open to all JSC Community members.

Website and Domain Administration

The EAA league currently uses IM Leagues for game scheduling, referee scheduling, facilities, team and player statistics, and league standings. It may also be used for collecting fees, registering teams, and league updates. The commissioner will keep the site updated or collaborate with the Starport or club officials to have it updated on the league's behalf.

Additional duties include working with Starport ensuring the domain name, <https://www.nasa.gov/starport/league-sports/> is maintained and kept current.

Schedule

Solicit availability of league teams and account for other potential scheduling conflicts. Prepare a league schedule to encompass all regular season games and the league championship tournament. Load schedule into IM Leagues website and maintain any schedule changes through the same. Ensure facilities are available by communicating with Starport Guest Relations Lead (jsc-starport-reservations@mail.nasa.gov).

Budget

Prepare an annual budget to include game costs, administrative costs, awards, maintenance and all other league expenses.

League Policies

Ensure league policies are in place and enforced to ensure fairness. Communicate policies to teams and officials to ensure they are known and acknowledged.

Rosters

Ensure rosters are accurate, complete, and meet league policies. Ensure all players are registered with IM Leagues and have completed liability waivers.

Officials

Work with local, state or regional associations to ensure every game has the required number of referees. Assist in the recruitment of officials in the spirit of growing the game. Ensure that all referees are compensated.

Game Day Operations

Ensure Starport Maintenance has requirements field and gym for league play. Ensure teams understand their responsibilities for games, which may include having a volunteer from each team to work at the scorer's table. Hosting requirements are outlined in the league operating policies. Oversee the recording of player and team statistics in IM Leagues, if necessary.

Disciplinary Liaison

Act as the primary point of contact for all league disciplinary issues including captain, coach, and player behaviors and infractions. Engage the Starport and EAA board of all disciplinary issues and request additional review or action as warranted. Must be available to intervene during games where escalation is needed from the officials.

Awards

Manage the awards process for regular and league champion awards. Conduct meetings with head coaches to ensure candidates for league-based awards are nominated properly and voted on fairly, if necessary. Provide necessary documentation to complete procurement of awards.

For more information email jsc-employee-activity-association@mail.nasa.gov.