

**Job Title:** Flag Football Commissioner

**Organization Type:** Wylie Area Youth Sports (WAYS)-Nonprofit Sports Organization

**Reports To:** President of flag football, VP of flag football, and Board of Directors

**Position Type:** Volunteer Position, 1-year term, Annually year

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## **Position Overview:**

The Flag Football Commissioner oversees all operations of the youth flag football program within Wylie Area Youth Sports. This individual ensures the season runs smoothly from registration through postseason, maintaining a fun, safe, and organized environment for players, coaches, and families. The Commissioner serves as the primary liaison between the board, coaches, referees, and parents.

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## **Key Responsibilities:**

### **Program Management**

- Assist in planning, organizing, and overseeing all aspects of the flag football season, including registration, team formation, scheduling, and playoffs, with the President of Flag Football and Vice President of Flag Football.
- Ensure compliance with all WAYS and the flag football program rules, policies, and safety standards.
- Manage communication with coaches, parents, and referees throughout the season.

### **Coach & Player Support**

- Recruit, train, and support volunteer coaches.
- Ensure all volunteers have completed required background checks.
- Address any disciplinary or conduct issues in a fair and timely manner.
- Promote sportsmanship, teamwork, and the organization's mission.

## **Game Operations**

- Create and distribute game schedules and practice times.
- Oversee game-day logistics (field setup, officials, equipment, etc.).
- Ensure compliance with safety and rule standards during games.

## **Communication & Collaboration**

- Provide updates to the Board of Directors regarding progress, challenges, and needs.
- Collaborate with the organization's other sports commissioners to maintain consistency and shared goals.

## **Administration**

- Assist with registration setup and player placement.
- Maintain accurate rosters, records, and attendance reports.
- Manage league equipment and provide insightful end-of-season parties for all flag football teams.

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## **Qualifications:**

- Strong organizational and leadership skills.
  - Excellent communication and problem-solving abilities.
  - Prior coaching or sports management experience preferred (especially in flag or tackle football).
  - Ability to work collaboratively with volunteers and parents.
  - Commitment to the values of youth development, teamwork, and community.
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## **Time Commitment:**

Time commitment varies seasonally, with higher involvement during active flag football seasons (including pre-season preparation and post-season wrap-up).

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## **Benefits:**

- Opportunity to positively impact youth in the community.
- Leadership experience in a fun, team-oriented environment.

