

**Patriot Athletic Conference**  
**Conference Commissioner**  
**Job Description**

- I. The Assigning Secretary of the Patriot Conference is expected to be organized, follow established guidelines and procedures, communicate in a professional manner, attend required meetings, and adhere to the Constitution of the Patriot Athletic Conference.
- II. Hire and assign officials for all high school sports (excluding soccer, baseball, and softball) including the conference wrestling tournament and conference cross country and track meets. Officials will be assigned contracts using Arbiter and all officials hired will be certified according to OHSAA requirements.
  - a. Officials for non-conference contests will be hired on the request of member schools for all sports (excluding soccer, baseball, and softball).
  - b. 5-man crews will be hired for varsity football games, 4-man crews for junior varsity and freshmen games.
  - c. 3-man crews will be hired for varsity boys' and girls' basketball games, 2-man crews will be hired for junior varsity and freshmen games.
  - d. 2 officials will be hired for varsity and junior varsity volleyball games, one official will be hired for freshmen games.
  - e. 2 officials will be hired for double-dual wrestling matches and 4 officials will be hired for the conference wrestling tournament.
  - f. Officials will be scheduled so they do not appear in back-to-back contests for a school, or on consecutive dates at a school, unless both schools have been notified and agree.
  - g. No official shall be scheduled at one school more than twice in a season unless that school is notified and agrees to the assignment; exceptions may be independent games or rescheduled games.
- III. Hire and assign officials for middle school/junior high contests on the request of member schools in the following sports: volleyball, football, cross country, boys/girls' basketball, wrestling, and track.
- IV. Schedule, prepare agendas, conduct, and prepare minutes for PAC Athletic Directors' monthly meetings (August through May).
- V. Attend and prepare minutes for PAC Principals' monthly meetings (September through May).

- VI. Maintain and update as needed the PAC Constitution and Bylaws, and provide updated copies to the Athletic Directors.
- VII. Maintain a comprehensive file of all PAC sport end-of-season meeting reports.
- VIII. Maintain and update as needed all PAC sport schedules as prepared by the Athletic Directors.
- IX. Order and distribute all conference awards for both high school and middle school/junior high.
- X. Conduct an orientation session for all new PAC Athletic Directors to instruct them on conference policies and procedures.
- XI. Represent the conference and present PAC awards at all post-season meets/tournaments (golf, cross country, wrestling, and track).
- XII. Attend selected PAC contests throughout the year in all sports to observe and evaluate officials and seek feedback on officials from the Athletic Directors during each season.
- XIII. The Assigning Secretary shall provide Athletic Directors with a list of officials' game assignments in Arbiter using the following timeline:
  - a. January Meeting: A listing of fall officials for football and volleyball for the following school year.
  - b. April Meeting: A listing of winter officials for boys'/girls' basketball and wrestling for the following school year.
- XIV. The Assigning Secretary's Responsibilities when a contest is cancelled:
  - a. Home school will notify officials of a game or match cancellation, and determine their availability for the rescheduled date.
  - b. Home school will notify the Assigning Secretary and request replacement officials as needed.
  - c. The Assigning Secretary will reassign officials for the rescheduled date as needed and update listings in Arbiter.

XV. The Assigning Secretary's duties will commence on July 1<sup>st</sup> each year and run through June 30<sup>th</sup> of the following year. Compensation for all assigned duties will be \$12,000 per year, paid in four equal quarterly payments of \$3000 on September 30, December 31, March 31, and June 30<sup>th</sup>. An additional \$2800 will be paid for expenses and mileage, in four equal quarterly payments of \$700. Total annual compensation will be \$14,800.

\*Applicants should forward a letter of interest and resume, via email to:

Dale Wolfgram, Principal  
Lutheran West High School  
[dwolfgram@lutheranwest.com](mailto:dwolfgram@lutheranwest.com)

Deadline is December 12, 2014.