

WILMOT SOFTBALL ASSOCIATION

Job Description

Chair of Umpires



Position Overview:

The Umpire-in-chief's primary responsibility is to provide leadership and knowledge. In addition, the Umpire-In-Chief must communicate effectively with the BMSA Executive, umpires, coaches, and parents as required. Finally, the Umpire-In-Chief must facilitate a healthy, fun and educational environment for kids, coaches and parents; and inspire the principals of sport through the game of baseball.

Responsibilities – by time line:

Pre-season (October to January)

- Organize and plan umpire training activities – Typically these take place in March/April. We typically hold a jr/int clinic and should be considering a Level 1 Clinic as well. Planning in this early phase consists of submitting bid forms with softball Ontario and working with the President and Vice President to secure dates with the school board or township for the event to take place,
- Establish a clinic schedule for new and returning umpires for their certification.
- Plan and organize the clinic(s)
- Be the liaison with area Umpire-in-chief's.

Pre-season (March/April/May)

- Lead up to the training event:
 - Place order in advance for lunch, either subs or pizza.
 - Attend the training session and make sure entry fees are collected.
 - Provide funds to treasurer with a list of attendees and balance of funds and fees collected.
- Recommend improvements to the schedule insuring the umpires have the correct certification for the level of play.
- Set up WSA's umpire schedule and liaise with the Chair of Scheduling to ensure all home games have been uploaded.
- Prepare the website and recruit umpires to sign up for the upcoming season.

During the Season:

- Maintain WSA's umpire schedule and liaise with the Chair of Scheduling for all games including rainouts and rescheduled games.

- Schedule umpires and follow up to ensure all games have coverage.
- Liaise with the Chair of scheduling and coaches regarding cancellations and or games where umpires do not show up.
- This job can take on average about 1-2 hrs a week depending on the number of games rescheduled. In May the workload will be heavy as you work to fill up the umpire schedule for the entire season. The system then needs to be monitored and updated weekly to make sure all games are covered. Again this is about 2hrs a week to make phone calls or send emails to ensure games are filled.
- Tournaments, especially rep tournaments require carded umpires. The Chair of Umpires is responsible for booking these umpires. This can be done possibly through the KWUA.

General:

Equipment: Familiarize yourself with your fields and equipment. The Equipment manager will provide you with the keys to access the parks and lock ups / lock boxes. All Umpire equipment will be available. All requests for replacement gear should come to the Umpire-in-chief.

Leadership: Attend games during the season to monitor umpires. Respond to rule interpretations and inform umpires of any rule changes. Mentor young umpires providing leadership and direction. Give umpires the tools needed to maintain a quality workforce. The Umpire-in-chief has the full support of the Executive.

Compensation: Due to the level of coordination and duration of this position this position will carry a rate of pay of \$2 per game scheduled.

Monthly Meetings:

Attend monthly WSA Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas.

Skills/Abilities

- Computer skills
- Knowledge of excel and word
- Good written and verbal communication skills.