

Umpire Assignor

Position Type: Volunteer

Reports to: Board of Directors, Lacombe Minor Softball Association (LMSA)

Job Description:

The Umpire Assignor for the Lacombe Minor Softball Association (LMSA) is responsible for scheduling and coordinating umpires for all games within the association. This role ensures that games are staffed with qualified umpires, contributing to a fair and consistent game environment. The Umpire Assignor works closely with the Central Alberta Softball Umpires Association (CASUA), as well as LMSA coaches, the Vice President/Field Allocations Director, and umpires, to maintain an organized and effective scheduling system that supports LMSA's mission of fostering positive competition and sportsmanship.

Key Responsibilities:

Umpire Scheduling:

- Collaborate with the Central Alberta Softball Umpires Association (CASUA) to recruit and assign certified umpires for all LMSA games, including regular season games, tournaments, and playoffs.
- Coordinate with CASUA to assign umpires based on qualifications, experience, and availability, ensuring appropriate officiating for each game level.
- Communicate finalized schedules to umpires in advance and confirm availability, making adjustments as needed with support from CASUA.

Recruitment and Training Support:

- Partner with CASUA to promote umpiring opportunities within LMSA and the broader community.
- Coordinate with CASUA to facilitate training and certification sessions for umpires, encouraging all umpires to maintain current credentials.
- Provide information on additional training or certification opportunities through CASUA, supporting umpires' development within LMSA.

Communication and Coordination:

- Serve as the main LMSA contact for umpires, managing inquiries, rescheduling needs, and game changes, while maintaining clear lines of communication with CASUA.

- Communicate promptly with coaches, the Vice President/Field Allocations Director, and CASUA regarding umpire assignments, game cancellations, or last-minute adjustments.
- Coordinate with CASUA to notify umpires of game cancellations or schedule changes due to weather, field conditions, or other factors.

Umpire Compensation:

- Coordinate with the Treasurer and CASUA to ensure that umpires are compensated promptly according to LMSA's payment policies.
- Track umpire hours and payments to ensure that accurate compensation records are maintained and shared with CASUA for auditing purposes.

Problem-Solving:

- Address conflicts, cancellations, or issues related to umpire assignments, collaborating with CASUA to ensure fair resolution.
- Secure replacement umpires in cases of last-minute cancellations by leveraging CASUA's network.
- Foster a positive environment among umpires, coaches, and players, promoting respect and sportsmanship with the support of CASUA.

Authority:

- The Umpire Assignor has the authority to make scheduling decisions in collaboration with CASUA and assign qualified umpires to LMSA games.
- Can work directly with CASUA to adjust assignments, manage scheduling conflicts, and ensure game coverage.
- Authorized to coordinate with the Treasurer for umpire compensation and submit reports to CASUA as needed.

Commitment:

- The Umpire Assignor is expected to attend regular board meetings and provide updates on umpire assignments and scheduling effectiveness.
- Time commitment will vary, with more hours required during peak game seasons and for scheduling setup in coordination with CASUA.

Term:

This position runs for a two-year term, with the possibility of reappointment by the Board of Directors.