

JOB DESCRIPTION
Fast Pitch Provincial Deputy Umpire-in-Chief (Tournament Portfolio)

Major objectives/purpose

- a. Work with the Provincial Umpire-in-Chief and the Fast Pitch Umpire Committee to improve and maintain the umpire program across Ontario.
- b. Manage the provincial tournament portfolio

Qualifications

- a. Must be an active Fast Pitch umpire, registered with Softball Ontario by April 30th of each year. If not registered by April 30th of the current year, the FP PUIC has the right to remove the committee member from his/her duties.
- b. The umpire must have a minimum certification of FP Level 3 or higher
- c. Must sign Softball Ontario's confidentiality, volunteer and Screening Declaration Form (SDF) agreements
- d. Must have a Vulnerable Sector Screening submitted to Softball Ontario's Executive Director within the last five years or by April 30th of the coming year.
- e. Five years of experience is an asset

Responsibilities

- a. Attend all Softball Ontario Fast Pitch and joint committee meetings and all other meetings at the request of the PUIC.
- b. Assist the PUIC in jobs in which he/she chooses to delegate
- c. Follow proper procedures regarding the chain of command
- d. Review, approve and/or deny all Fast Pitch umpire tournament expenses
- e. Review and assist with the Fast Pitch Umpire Travel Fund documents
- f. Administer the Fast Pitch Travel Fund budget – as approved by the PUIC
- g. Approve/deny all provincial tournament UIC appointments made by the ZUICs and send these appointments to the Program Coordinator
- h. Approve/deny all provincial tournament umpire accommodations and communicate with the Program Coordinator to book these accommodations
- i. Liaison for all ZUICs regarding tournaments
- j. Liaison for all provincial tournament UICs/member association tournament reps
- k. Copy the PUIC and Program Coordinator on any/all communication regarding the program
- l. Update all tournament manuals/materials on a yearly basis and submit to the Program Coordinator by February 1st of the current year. (Contact the Program Coordinator if you need these manuals/materials sent to you for updating.)
- m. Review umpire clinic report prior to the fall meeting
- n. Write a tournament summary report for the fall meeting
- o. Present and explain tournament roles at the ITC umpire weekend
- p. Assist in the selection of the Canadian Championship umpire appointments
- q. Liaison with the Program Coordinator and ZUICs.
- r. Assist in developing a retention and recruitment plan for umpires in Ontario
- s. Assume all responsibilities of the Provincial Umpire-in-Chief in his/her absence as directed
- t. Follow Softball Ontario's code of conduct and social media policies
- u. Familiarize yourself with the policy manual and appendixes
- v. Ensure the zone staff from your appointed zones have all registered by April 30th of the current

Duration of the position

- a. DUIC (tournament) position will come due at the same time as the PUIC
- b. All DUIC terms will be two years in length with no maximum number of terms

Supervisor

The Deputy Fast Pitch Provincial Umpires-in-Chief report to the Fast Pitch Provincial Umpire-in-Chief, the Program Coordinator and ultimately the Softball Ontario Board of Directors.