

**JOB DESCRIPTION**  
**Slo Pitch Provincial Deputy Umpire-in-Chief (Umpire Clinics)**

**Major objectives/purpose**

- a. Work with the SP Provincial Umpire in Chief and the Slo Pitch Umpire Committee to improve and maintain the umpire program across Ontario.
- b. Manage the SP umpire clinics (Level 1, 2, Refresher) portfolio.

**Qualifications**

- a. Must be an active Slo Pitch umpire, registered with Softball Ontario by April 30<sup>th</sup> of each year. If not registered by April 30<sup>th</sup> of the current year, the SP PUIC has the right to remove the committee member from his/her duties.
- b. The umpire must have a minimum certification of SP 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 30<sup>th</sup> of the coming year.
- e. Five years of experience is an asset.

**Responsibilities**

- a. Attend all Softball Ontario Slo Pitch and joint committee meetings and all other meetings at the request of the SP PUIC.
- b. Assist the SP PUIC in jobs in which he/she chooses to delegate.
- c. Follow proper procedures regarding the chain of command.
- d. Confirm instructors have been appointed to an umpire clinic at least 2 weeks in advance and give the names of the instructors to the Program Coordinator at that time.
- e. Assign all Level 1 and Level 2 clinic instructors and ensure that they have the proper paperwork before they are approved.
  - a. Contact instructors/zone staff who have not completed the proper paperwork upon request from the Program Coordinator.
- f. Copy the PUIC and Program Coordinator on any/all communication regarding the program.
- g. Present and explain how to instruct a proper umpire clinic at the ITC umpire weekend.
- h. Liaison for all ZUICs regarding umpire clinics.
- i. Update all umpire clinic materials on a yearly basis and submit to the Program Coordinator by February 1<sup>st</sup> of the current year. (Contact the Program Coordinator if you need these manuals/materials sent to you for updating.)
- j. Review umpire clinic report prior to the fall meeting.
- k. Review the clinic evaluation forms from each umpire clinic and report on the findings.
- l. Assist in the selection of the Canadian Championship umpire appointments.
- m. Liaison with the Program Coordinator and ZUICs.
- n. Assist in developing a retention and recruitment plan for umpires in Ontario.
- o. Assume all responsibilities of the Provincial Umpire-in-Chief in his/her absence as directed.
- p. Follow Softball Ontario's code of conduct and social media policies.
- q. Familiarize yourself with the policy manual and appendixes on a regular basis.
- r. Ensure the zone staff from your appointed zones have all registered by April 30<sup>th</sup> of the current year.

**Duration of the position**

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

**Supervisor**

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