

**Softball Ontario's  
Program Co-ordinator  
Umpire Programs  
Job Description**

**Umpire Program**

**1. Umpire Registration**

- Manage the umpire registration program
- Produce umpire registration package
- Mark umpire exams and print umpire cards with results
- Analyse biweekly umpire registrations during season for Umpire Committees and ZUIC's
- Post bi-weekly registration status on Softball Ontario web
- Analyse and prepare annual umpire registration report and review for Umpire Committees

**2. Liaison**

- With the Fast Pitch and Slo-Pitch Provincial Umpires-in-Chief, and Deputy Umpires-in-Chief regarding program direction
- With the Zone Umpires-in-Chiefs (ZUIC's) regarding umpire queries in their zone, umpire level confirmation, clinic confirmation and instructor appointments, etc.

**3. Meetings**

- Attend all Fast Pitch and Slo-Pitch Umpire Meetings, including Committee, Evaluation/Canadian Appointments and Task Force Committees.
- Prepare and distribute meeting notices, agenda and information package/reports in conjunction with the Chair.
- To book meeting rooms and accommodations (as required).
- Take minutes at meeting and distribute following the meeting
- In conjunction with the Coaches Chair attend the Softball Ontario Board Meeting (January/October)

**4. Communication**

- Written and telephone. Respond to all general umpire inquiries, written or by phone. *Requests for rule interpretations are directed to the appropriate ZUIC or PUIC*
- Prepare all press releases relating to Umpiring in conjunction with applicable PUIC
- Update Association's website and social media with Umpire Program information
- Coordinate and produce Double Clipboard Newsletter in conjunction with applicable PUIC
- Coordinate and produce Behind the Mask Clipboard Newsletter in conjunction with applicable PUIC
- Coordinate and produce Junior Blue Newsletter in conjunction with JD Co-ordinator

**5. Clinics**

- Promote the Umpires Clinic Program to softball community
- Support the delivery of Softball Canada's Umpire Clinic Certification Program
- Support the development and delivery of Softball Ontario's Junior/Intermediate Umpire Clinic Program
- Prepare clinic bid package and distribute to potential and past hosts
- Process bids and copy appropriate ZUIC
- Send confirmation and Host Information Package to Host
- Send out all required clinic materials as requested by ZUIC
- Liaison with ZUIC regarding clinic instructors, host information/requests, etc.
- Upon return of registration form, record number of participants and bill host for outstanding Fees.
- Enter clinic information in Association database.
- Process and approve instructor expenses

- Maintain clinic inventory
- Ensure that Softball Ontario Umpire Instructors have completed the Vulnerable Sector Screening and Softball Ontario Volunteer Application forms prior to facilitating a Junior Development and Intermediate Umpire Clinic

## **6. Instructor Training & Banquet**

- Co-ordinate clinic along with appropriate PUIC
- Book all facilities, meeting rooms, food and accommodations (as required) through Administrative Assistant
- Acknowledge receipt of all instructor applications
- Send out invitation letters to all selected instructor/evaluators in conjunction with applicable PUIC
- Prepare any reports/handouts as requested by PUIC's or Committee
- Approve all expenses

## **7. ZUIC Meeting/Training**

- Co-ordinate clinic along with appropriate PUIC.
- Book all facilities, meeting rooms and accommodations (as required) through Administrative Assistant.
- Prepare agenda in consultation with the appropriate PUIC.
- Prepare information packages and reports required for meeting.
- Send out meeting notice and information to ZUIC's and Committee.
- Take minutes at meeting and distribute following.

## **8. Budgeting**

- Prepare and maintain budgets for the Fast Pitch and Slo-Pitch Umpire Programs.

## **9. Umpires to Provincials**

- Send tournament information to UIC's in conjunction with PUIC and Tournament Services Deputy
- At the request of Tournament Services Deputy, book required accommodations through Administrative Assistant
- Process Provincial Championship applications and prepare a summary report to applicable Committee
- Oversee Umpire Travel Fund Budgets in conjunction with Tournament Services Deputy or PUIC

## **10. Umpires to Canadian Championships**

- Process Canadian Championship applications and provide a summary report, including eligibility and umpire history to applicable Committee and ZUIC's
- Complete National Nomination for Softball Canada in conjunction with applicable PUIC
- Make travel arrangements and book flights for all officials travelling out of province
- Send information letter to all officials going to a Canadian Championship

## **11. Umpires Awards**

- Gather nomination for the various Umpire Awards
- Order the trophies and plaques for the Awards

## **12. Umpire On-Field Evaluations**

- Update Softball Ontario Evaluator Handbook (FP and SP) for Evaluators with recommendations from Committee
- Enter evaluations in database.
- Follow-up on a level increase with appropriate Umpire Personnel for Level increases

## **13. Respect My Game**

- Promote the principles and values of the Respect My Game Program the stakeholders of softball

- Update the Respect My Game materials as required
- Ensure that Respect My Game materials are include in educational opportunities with Softball Ontario