



## Umpire Co-ordinator

First, thank you for volunteering to be an Umpire Co-ordinator. You are the voice of Vernon Baseball and represent all of the umpires and parents. All issues and concerns on and off the field will be directed through you. You are responsible for the planning and execution of a successful season. Below is a list of the common duties of an Umpire Co-ordinator. If you have questions that have not been answered here, please seek support from the Vice President.

### Role

The Umpire Co-ordinator's primary responsibility is to schedule umpires for the spring and summer seasons. In addition, the Umpire Co-ordinator must communicate effectively with the Vernon Baseball Executive, umpires, coaches, and parents as required. Facilitate a healthy, fun and educational environment for kids, coaches and parents; and inspire the principals of sport through the game of baseball.

### Duties

**Monthly Meetings:** Attend monthly Vernon Baseball Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas. Understand Vernon Baseball policies, Code of Conduct and the rules that apply to each division.

**Scheduling:** Work within the Ramp program to schedule and notify umpires. Work with Division Director's and coaches to establish needs. The Umpire-in-chief will oversee the umpires and will recommend improvements to the schedule insuring the umpires have the correct certification for the level of play. All umpires shall be given an equal opportunity to work. Any umpire not adhering to the schedule shall be disciplined by the Umpire-in-chief. Work with the Treasurer to ensure prompt payment of umpires.

**Year End Report:** A year-end report will consist of each umpires pay, the level that they umpired at, including position (base / plate), and missed games. This report shall be given to the Umpire-in-chief and Vice President. This report along with your recommendations will determine the Umpire of the Year.

**Summary:** This job title comes with a large work load over a short period of time. Planning ahead and utilizing the executive is your top priority. Being a good communicator and having the ability to work with others is an asset. The Umpire Co-ordinator has the full support of the Executive. Be creative, Vernon Baseball is always looking for ways to improve.