

MAITLAND CITY SOFTBALL CLUB INC

JOB DESCRIPTION FORM

UMPIRE'S COORDINATOR

The Umpire's Coordinator is responsible for the allocation of umpire duties, in a fair and timely manner, amongst the members of Maitland City Softball Club Inc.

Responsible to:

The Umpire's Coordinator is directly responsible to the President and the members of Maitland City Softball Club Inc.

Responsibilities and Duties:

The Umpire's Coordinator should:

- Ensure that umpires are supplied for any games being played that Maitland City Softball Club has been allocated on a weekly basis
- Actively recruit umpires to serve on behalf of the Club by way of a messenger group and/or text messages – keep a record of umpire contact details
- Develop a weekly “stand-by” list of volunteer umpires in case of a “no-show”
- Communicate umpire roster to all team officials, Junior Blues Coordinator and members' involved
- Liaise with Publicity Officer to ensure weekly roster is posted on our Facebook Page
- Keep a register of all games umpired and by whom – to be handed to the Club Treasurer at the end of the season for payment
- Liaise with Club Treasurer for weekly cash payments to be made to the umpires who wish to receive weekly payments – keep a record of who has been given what
- Be “available” at the ballpark each Saturday for umpires to collect payments – they come to you (not the other way around) or make alternate arrangements if need be
- Be fair and ensure games are shared amongst all our volunteers – especially our Junior Blues
- Promote the Club's Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the Umpire's Coordinator is someone who:

- Is well organised
- Has good communication skills
- Is able to delegate where necessary