

Position Description

Title: Umpire Coordinator
Responsible to: Executive Board of the Home Talent League
Salary: Negotiable (\$3080 in 2006)

JOB SUMMARY: This position has two main responsibilities: 1) Accurately and efficiently oversee all activities of umpires in the Home Talent League, including scheduling, compensation, and evaluation; 2) Work as a liaison between the Executive Board, Umpire Association, and all franchises to maintain positive and beneficial relationships amongst all involved in the Home Talent League.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attend all League and Executive Board meetings
- Coordinate and assign umpire schedules **(no self-assignment by umpires)**
- Handle cancellations and umpire assignments for rescheduled games
- Establish and maintain effective communication between franchises, umpires, and Board
- Communicate with the Executive Board regarding protests, ejections, and other concerns
- Develop and oversee league-wide umpire evaluation process
- Evaluate umpires in person when possible and seek managers input of umpire evaluation
- Notify and educate umpires on Home Talent League rule adaptations
- Distribute compensation to umpires
- Maintain expense records for reimbursement from the League Treasurer
- Recruit and assess potential new umpires
- Oversee the development of umpire staff through meetings, seminars, and evaluations
- Other duties assigned by the Executive Board

QUALIFICATIONS: In order to be successful in this position, an individual must be able to perform each above essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities that the successful candidate will possess.

EXPERIENCE/KNOWLEDGE/SKILLS:

- The ideal candidate will have the ability to make sound, logical decisions with the best interests of the Home Talent League in mind.
- The individual must have an understanding of all league rules and interpretations set forth by the Executive Board for Home Talent League play. (The Home Talent League follows American League rules with some modifications.)
- Umpiring experience in the Home Talent League or an equivalent level is also required.
- The individual must have experience in scheduling and coordinating activities or show the ability to handle such a position from past experiences.

CERTIFICATES/LICENSES/REGISTRATIONS: This position would benefit from holding official baseball umpire certifications to acknowledge an understanding of the rules of the game. Example: Certification from the WIAA, NCAA, or other College baseball affiliations.

PERSONAL TRAITS: The successful candidate will be well organized, thorough, detail-oriented, flexible, honest, and possess excellent communication skills. This individual must have a passion for the game of baseball and be energetic about the Home Talent League. The key traits of this individual's personality will be the ability to effectively work with a wide range of personalities and being able to take a leadership role when necessary.