

VILLAGE OF ASHWAUBENON

JOB DESCRIPTION

I. Position Title: Adult Softball Umpire

Reports To: Program Supervisor

II. Job Summary:

The Adult Softball Umpire must have ability to learn all Village of Ashwaubenon Adult Softball League rules and regulations as well as ability to learn ASA rules. The individual must be able to interpret rules for coaches, spectators, etc

III. Duties & Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- A. It is the responsibility of the umpire to attend all meetings and games as scheduled by the Parks and Recreation Department.
- B. As an umpire you are responsible for having complete control of the game. You are responsible for the player's safety, fair play and good sportsmanship.
- C. It is your responsibility to have a hard copy of the league rules with you when you are officiating. You must know these rules and officiate based upon the rules and policies set forth in your league.
- D. All umpires should maintain the integrity of the game by demonstrating fairness, courtesy and consistency with all calls.
- E. All umpires should report to the field 15 minutes prior to the start of the game to complete a safety check on the field and make any necessary corrections.
- F. Show confidence when you are officiating.
- G. Treat managers and players in a courteous way.
- H. Make decisions promptly, firmly and in a fair manner basing them on rules and not on partisan players and spectators.
- I. Establish a calm environment for the game.
- J. Keep accurate score on the scorecard and submit scorecards and timecards after the game. Set-up and operate scoreboard panel when scoreboard operator is not in attendance.
- K. Each umpire is responsible for finding their own substitute for any games they are unable to make who has knowledge of that leagues rules. After finding a substitute, the original scheduled umpire must contact the Program Supervisor to notify them of the change.
- L. Responsible to start and end all games as scheduled.
- M. Postpone games at the playing field if poor playing conditions prevail, notify Program Supervisor of this.
- N. Report any damaged equipment, damage to facility and grounds to the Recreation Department.
- O. Report any accidents to Recreation Department personnel.
- P. Other duties as assigned.

IV. Minimum Qualifications:

- Must be at least 18 years or older.
- Previous experience playing and/or umpiring softball.
- Ability to communicate effectively with patrons.

V. Additional Qualifications desired, but not required:

- ASA Certified Umpire
- WIAA Certified Umpire

VI. General Expectations:

- Demonstrate authority when circumstances warrant.
- Personal grooming and dress should be clean in taste, no rips or holes in jeans/pants and also appropriate for the activity or class.
- Each official is required to wear a light blue umpire shirt and dark pants.
- Demonstrate an attitude of courtesy, cheerfulness and friendliness toward the public and patrons.
- Ability to work with little or no supervision.