



# UMPIRE SCHEDULER

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**Description of Role:**

- Supports our Spring League program by coordinating the umpires required for games in a specific age group (U9-U10 / U11-U12 / U13+)

**Primary Responsibilities:**

- Assigns umpires to games on a weekly basis
- Creates a weekly schedule of umpires for posting on website/circulating to managers
- Communicates any last-minute changes/cancellations/amendments to schedule
- Primary point of contact for umpires within age group
- Reports any umpire issues

**Time Commitment:**

- Assignment of umpires to games is done on a weekly basis throughout Spring League (April – June, approximately 10 weeks)
- Weekly call out for umpires goes out at the start of the week. Schedule has to be posted by Friday preceding the weekend games.
- All communication is done via email to fit around your own schedule
- Approximately 1-2 hours each week throughout Spring League

**Skill Requirements:**

- Strong communication and organisational skills
- Access to and proficiency with computer

**Benefits:**

- ✓ Perfect for a parent who has a player interested in or signed up to umpire in an age group
- ✓ Can be done from home within your own schedule
- ✓ Support provided by the Club (see below)
- ✓ Invitation to our season–end Volunteer Appreciation event

**Support:**

- Supported by Umpire Coordinator
- You will be provided with a checklist of responsibilities and guide to role

**Additional Information:**

- Umpire Schedulers will be handling personal contact information for the umpires. You are required to read and be aware of WVFC Privacy Guidelines