



Application for Assignor Position

Name: _____

Contact Information: Phone _____

Address _____

E-mail _____

What experience do you have that would help you in the assignor's position? (years of experience with ball, knowledge of KWUA working, similar past positions etc.)

Based on the attached outline of the assignor's position, what is your action plan to be able to fulfill the position requirements? (availability, method of assigning, rain out plan, etc.)

Do you have any other information you would like to provide to the KWUA executive to better prepare them in making the selection process?

Thank you for your application. The KWUA will get back to you once a decision has been made.

KITCHENER-WATERLOO UMPIRES ASSOCIATION

2012 Assigning Guidelines

This appendix is set up to describe the guidelines that the assignor should follow while employed by the KWUA.

Determining Ability Level

Each member of the KWUA will be ranked by the members of the board of directors along with other senior umpires in order to establish the capabilities of each umpire. The rankings are as follows:

Group A: South Perth (Any League)

Group B: KFL

Group C: Ladies League

Group D: Minor Only

Group E: Peewee and Under

A '+' indicates the umpire is capable of working the next level if necessary. In order to advance from one group to another, an umpire may ask the assignor to be evaluated by an official Softball Ontario evaluator. After the evaluator determines that the umpire has the ability to advance, they will be gradually introduced to the new group by being paired with more experienced umpires in the new group.

The ratings list is to be kept confidential with only the assignor and executive having access to it. Anyone wanting to know their own rating can contact an executive member and it will be disclosed.

Contact between Assignor and Umpires

At the beginning of each season the assignor will ask all members to complete a form that asks members to record their contact information, preferred method of contact, and any other necessary information required by the executive. The assignor will then use the preferred method of contact, as noted by the umpire, to make monthly assignments. Any last minute games will be sent out via e-mail and calls will be made only if time allows. The assignor will then wait as long as possible for responses, then assess who would best fit the opening based on the ability and prior assignments of the umpires.

Regular Assignments

The following will be the process by which regular assignments will be made:

- Games will be scheduled a month at a time when possible

- All umpires will receive a maximum of 2 nights a week during the first round of assignment
- All other games will be given out via e-mail and calls when possible. These games will not be assigned on a first come first serve basis, but rather based on the ability and other assignments of the umpires whenever time permits.
- Umpire must provide written or email confirmation of accepted assignments within 24 hours of the original email or the game will be reassigned. If email is not possible then a voice mail is required so that confirmation can be documented.

Playoff Assignments

Playoff games will be given to the top available umpire based on the ratings scale developed by the board of directors.

Cancelled Games

The assignor will continue to do the best he/she can to contact umpires via phone when they become aware the game has been cancelled by a team/city.

Umpire Changes

If the umpire has a situation in which they are unable to work their assigned games then they are required to find a replacement on their own. A members list with phone numbers and emails will be provided to all umpires. Both umpires involved in the changed assignment (i.e. the umpire giving up the game and the umpire taking the game) are required to provide written or email confirmation to the assignor.

Umpire Absentee

If an umpire misses an assigned game they will be charged a full game fee. The fine can be appealed to the executive if extreme circumstances have occurred.