



Highland Park Baseball Association

Topeka, Kansas ○ established 1942

UMPIRE – IN – CHIEF RESPONSIBILITIES

The Umpire-in-Chief (UIC) at Highland Park Baseball Association is a contracted position that is made available for bid every season. The UIC is responsible for maintaining the integrity of officiating at HPBA to ensure baseball is played according to the rules as adopted by the HPBA Board of Directors (the Board). The points contained in this description are an overview of what is expected of the UIC at HPBA and can be modified by the HPBA Board of Directors as needed.

1) Terms of UIC Contract

- a) The UIC will be contracted on a "per season" basis, beginning when the UIC's bid is signed by the UIC and HPBA Board of Directors and concluding with the final game.
- b) The UIC will be paid _____, as agreed during the bidding process, to perform his/her duties.
- c) The UIC will receive additional pay for games he/she umpires during the season, but this amount will not exceed an amount equal to \$____ per game. This is to encourage the UIC to remain in his/her role as UIC and not on the field.
- d) The UIC will not receive additional pay for on-the-field training during the first or second games that a new umpire works, if the UIC chooses to be on the field with the new umpire during the umpire's first two games. It is the Board of Director's intent that umpire training be included in the season's bid.

2) Duties of the UIC

- a) Rule Interpretation – the UIC is responsible for making the final interpretation of any and all rule questions. If the Board has a different intent than what is interpreted, the Board must clarify the rule intent with the UIC.
- b) Scheduling – the UIC is responsible for scheduling umpires for games as scheduled by the HPBA scheduler. The Board will designate the number of umpires required for games based on age division. (note: at no time should an umpire who is directly related to a coach or player as a brother, father, mother, son, grandparent or grandchild be scheduled to umpire a game in which the umpire's relation plays)
- c) Pre-Season Training – the UIC will hold at least one formal Umpire's Clinic to expose new umpires and refresh experienced umpires to proper positioning, proper techniques and rule reviews prior to the season beginning.
- d) Ongoing Training – the UIC will monitor, review and "coach" umpires throughout the season to encourage umpire development and improvement.
- e) Uniforms – the UIC will monitor umpire uniforms to ensure HPBA umpires have a professional appearance as established by the HPBA Board. If umpires are in need of replacement uniform shirts, the UIC will order uniforms as needed on behalf of the HPBA Board and collect payments for said uniforms from the umpires as the uniforms are distributed.
- f) Umpire Pay – The UIC will determine the "per game" amount that each umpire will be paid based on experience. The pay schedule must be approved by the HPBA Executive Board.
- g) Umpire Payday – The UIC is responsible for turning payroll amounts in to the League Treasurer no later than noon on the Sunday prior to ensure that checks are ready by Monday.

- h) UIC Absence – in the event that the UIC is not onsite during a HPBA game, the UIC must designate an umpire who will be onsite as his/her representative. This designated UIC then assumes the duties of the UIC during the absence of the UIC.

3) Duties of the League

- a) Notify of rainout make-up or rescheduled games no less than 24 hours in advance.
- b) Provide a schedule two weeks in advance of play.
- c) Provide a space for umpires to change in, post information and store equipment.
- d) Reimburse UIC for umpire shirts and umpire water within 1 week of receiving a receipt.

In signing this agreement, I understand the foregoing agreement and agree to its stated terms. Furthermore, I understand and agree that additional duties may be necessary as unanticipated situations may arise that require immediate attention for the benefit of players at HPBA.

Umpire-in-Chief

Date

HPBA President