

# Universal for Baseball and Soccer

## Umpire & Referee Job Description

- Attend training and learn rules. Pass test.
- Register for scheduling app. Add availability. Check app for changes.
- Arrive 20 minutes prior to game time, get equipment needed, game card and check in with coordinator. Always contact the coordinator if unable to officiate for any reason.
- Officiate games, keep score, be professional.
- Turn in equipment nightly along with score cards.
- Communicate issues with coordinator.

## **Paperwork Needed**

- Age 12-15
    - Application, 2 tax forms (Federal & State) turned in to the park office
    - Work Permit-Complete Letter of Intent Form included in paperwork, submit to the school office. They will issue the Work Permit to submit to the park office.
- \*\*\*\*Home School and Private Schools that do not issue Work Permits:
- Contact Madison County Office of Education at ROE41.org to make an appointment. You will need to bring your child with you, the form, a copy of their Birth Certificate, and a copy of physical from the doctor.
- Age 16 and up
    - Application, 2 tax forms (Federal & State) turned in to the park office

## **Training**

- Training is mandatory. Dates and times will be emailed, posted online, and on the scheduling site. <https://teamsideline.com/sites/TriTownshipParkDistrict/home>. It can also be accessed from our park home page if you lose this link.
- Rules will be posted on the Scheduling site
- A test needs to be completed.

## **Scheduling App**

- Homepage
- Once all of the required paperwork is completed you will receive a text to join
- Log in and add dates you cannot work.
- Games will be posted 2 weeks prior to game dates, and you are able to pick the games you want.

## **Pay**

- All paperwork must be completed before a check can be issued.
- Pay dates will be posted in the shed. Pay is every 2 weeks.
- Pay is per game. Wages will meet the State of Illinois guidelines and determined after budget set.

## **It's your job! Teams & players rely on you.**

- Come to games 15 min early to pick up equipment and game card. All must be turned in after the game.
- MUST show for games. If you need a game covered, post on Homepage to cover AND let Bradley know 48 hours minimum in advance.
- In the event of an emergency, contact Bradley directly. If you do not show for a game, you will be removed from all shifts- we have a zero tolerance policy.
- You will be given a official shirt to wear. On cold day this must be worn over any and all sweatshirts/coats.

- All other equipment will be provided.
- You are in charge of the game. If you have any issues with parents, coaches, or players, radio Bradley and stop play.