

# Area Director

## Job Description

Once duly elected, an area director becomes a steward of the CHSBUA Constitution. It is on the website [chsbua.com](http://chsbua.com). He/she becomes a member of the Board of Directors and is required to attend and participate in ALL scheduled meetings, live or electronically. Per the constitution, your term runs for 2 years, with an option for another 2 years.

A current year starts July 1 and ends June 30. Your responsibilities should be reviewed shortly after the new year starts prior to the spring season; or at least sometime in the fall.

The AD you are replacing is your best source for getting started and learning what worked and didn't work in the past. Make sure you tap into this information resource to get started.

Below is a standard/generic list and guide of things an AD typically does. Not all the districts in Colorado are the same. Adjustments are needed to make it work for your local area.

### **At the State level:**

Build a CHSAA relationship with Monica, Mike Book, and John Sullivan.

Get to know your CHSBUA Executive Committee and other board members

### Recruiting & Retention

- Contact asap any interested person about rules/new umpire class for the upcoming season
- Recruit fans, parents, students
- Review last year's arbiter umpires that did Fr/So games and invite them to rules/new umpire classes
- Send meeting/clinic schedule to membership to attend rules classes

### Master clinic support

- Possibly join the MC committee to help plan the content.
- Pick up packets for distribution (mailed or directly from CHSAA office)

### Testing:

- Possibly volunteer to work with George Demetriou on updating the test so he can submit to Arbiter to upload (about a 15-20 day process)
- Review test questions for any to be replaced
- Request any test clarification from George

Review previous year's end of season coach's survey for any trends, opportunities, and messages to share and take into consideration for change

Review previous year's end of season ejection report for any trends, opportunities and messages to share with members at upcoming meetings

Remove umpires if needed from arbiter (retired, quit, or moved out of state, etc.)

- Monica will do this -you just need to contact her

Send in Spring meetings, clinics, and class schedules for the upcoming season. This will get posted on the website for reference

## At the local level:

Continue dialog with assignors (if that isn't you)

- Preseason meeting to discuss priorities and expectations

Coaches/League meetings

- Coordinate to get meeting dates
- Determine content to share (the NFHS preseason guide is a good start)

Reach out and make a contact for possible 3-man field clinic

- Tournaments
- Get game schedule
- Determine umpire interest and availability
- Schedule for game coverage

Rank teams based on previous year's RPI and eye test

Schedule meeting dates

- Have an agenda (topics to discuss)

Rules/New hire class

- Collect registration forms and fees from new umpires
- Email registration forms to Monica so she can add umpires to arbiter to get set up for the test
- Work with Monica on umpire's status (veteran and new umpires)
- Work with Terry on financials of collecting and crediting payments
- Coordinate field clinics and cage times
- Prepare meeting agenda, props, handouts, videos
- Coordinate with assignors about sub varsity game to ensure new umpires get games
- Ask veterans to be mentors and assign to new umpires

Membership meetings

- Communicate meeting schedule
- Prepare meeting agenda, props, handouts, videos
- Coordinate how sub varsity game assignments are done

Assign umpires to games

Prepare for the draw within your area

- Rank umpires
- Rank games
- Get game schedules
- Review schedules
- Identify slot ranking for each varsity game
  - Upload games with ranked umpire slots
- Communicate with umpires about the draw time line and any changes

Clinics

Set up any needed clinics (often around games). A 3 man clinic is necessary for any umpire working playoff games