

EXAMPLE ONLY

January 2007

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 4 & 7	3	4 4	5	6 ANYTIME OR ALL DAY
7	8 4	9	10 7	11	12	13
14	15	16	17 7	18 4 & 7	19 4	20 9, 11, 5
21	22	23 4 & 7	24 4 & 7	25	26 7	27 11-5 & 7
28	29 4 & 7	30 7	31		FAX (760) 931-3936 OR EMAIL (twhite@glasstile.com) TO TERESA WHITE	

February 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 CYB PRACTICE GAMES BEGIN
4	5	6	7	8	9 AVAILABILITY FOR LAST TWO WEEKS OF FEBRUARY DUE FOR TRAINING...	10
11	12	13	14	15	16	17 AVAILABILITY FOR MARCH DUE
18	19	20	21	22	23	24
25	26	27	28		FAX (760) 931-3936 OR EMAIL (twhite@glasstile.com) TO TERESA WHITE	

March 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FAX (760) 931-3936 OR EMAIL (twhite@glasstile.com) TO TERESA WHITE				1	2	3 CYB OPENING DAY!
4	5 CYB GAMES BEGIN	6	7	8	9	10
11	12	13	14	15	16	17 AVAILABILITY FOR APRIL DUE END PP1
18	19	20	21	22	23 PP1 MAILED	24
25	26	27	28	29	30	31 END PP2

April 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 PP2 MAILED	7
8	9 SPRING BREAK NO GAMES	10 SPRING BREAK NO GAMES	11 SPRING BREAK NO GAMES	12 SPRING BREAK NO GAMES	13 SPRING BREAK NO GAMES	14 AVAILABILITY FOR MAY DUE END PP3
15	16	17	18	19	20 PP3 MAILED	21
22	23	24	25	26	27	28 END PP4
29	30				FAX (760) 931-3936 OR EMAIL (twhite@glasstile.com) TO TERESA WHITE	

May 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 PP4 MAILED	5
6	7	8	9	10	11	12 END PP5
13	14	15	16	17	18 PP5 MAILED	19 AVAILABILITY FOR JUNE (1ST – 9TH) DUE
20	21	22	23	24	25	26 END PP6 MEMORIAL DAY WEEKEND – NO GAMES
27 MEMORIAL DAY WEEKEND – NO GAMES	28 MEMORIAL DAY WEEKEND – NO GAMES	29	30	31	FAX (760) 931-3936 OR EMAIL (twhite@glasstile.com) TO TERESA WHITE	

June 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FAX (760) 931-3936 OR EMAIL (twhite@glasfile.com) TO TERESA WHITE					1 PP6 MAILED	2
3	4	5	6	7	8	9 CYB CLOSING DAY! END PP7
10	11	12	13	14	15 PP7 MAILED	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Good evening my name is Bill Countreman and most of you have met Teresa White and fellow umpire and our treasurer John Wood. We make up the team that schedule your games and get you paid.

How do you get games?

Every month we provide you with a calendar. We will e-mail each of you one set for the entire spring baseball season. On the calendar it tells you everything you need to know. How to fill it out, when to send it in, where to send and when your paydays are.

All you have to do is put in writing on the calendar when you can work. And how do you do that? Game times Monday thru Friday are usually 4 PM and 7 PM. Saturday times are usually 9 AM, 11 AM, 2 PM, 4 PM & 7 PM for Mustang and Bronco and 9 AM, 12 PM, 3 PM and 7PM for Pony. The Colt league usually has a 5:30 PM game sometime in the week and on the weekends the times have been 9 AM, 11:45 AM, 2:30 PM and 5:15 PM.

We want you to put the times you can work on each day of the week. Put an X through the days you can not work. The days you can work, say it is Monday and you can only do the 4 o'clock game just write 4. If you can work the 4 & 7 put 4 & 7 or you can write 'anytime'. Please do not write on say a Saturday 9 until 11:30. Does that mean to me you can work the 11:30 game or just until 11:30? So if you write 9 & 11:30 I know you can work until the 11:30 game is over. Please use this format so we can schedule you accurately. If you can work all day then write 'anytime' or 'all day' and if you can't work at all that day put an X through the day.

AGAIN, PLEASE PUT THE GAME TIMES YOU CAN WORK. Is this clear??????

Why is this important? We take these calendars and make out the schedule from your sheets. So please don't send us an e-mail saying I can only work on a Friday a 7PM. We want these calendars filled out the correct way.

When do you send you availability in? It says on the calendar when your availability for each month is due. It is O.K. to send your availability in early and we encourage this. What happens if you send your availability in late or not at all. No games for that entire month...Correct...

What happens if you are schedule to work a game and you Mom and Dad come up with Padre tickets and the Red Socks are in town and you are scheduled for a 7PM umpire game at Point 2 that day? What is your responsibility? What if you are sick? Etc. We provide you with a list of all the umpires in our league. **You** get on the phone and find someone to do you game. Then what do you do?

We want the person giving up the game and the person getting the game to call or e-mail (e-mail is better) to Ms. White. We need the game number and what the switch is. This is very important you get us this information right away. Why??? If you don't the payroll will be wrong. Example: I will pay Brendan Pagan for a game John Wood really worked. Then when you get your paycheck. Please don't call and say, "Well I worked that game for John I just forget to tell you". You have to notify us of all changes.

On the Saturday games at the end of the pay period it is critical to tell us THAT day if you worked for someone else. So if you worked the 7 PM game on Saturday at the last minute because the other umpire got sick, when you get home send us an e-mail. Because Sunday morning I will finish the payroll for the two week period and send it out to Teresa who will review it and then send it to Mr. Wood for checks to be made. Is this clear. When do you let us know you have worked a game not on the original schedule??? ASAP!!! We are really going try to do a better job of mailing payroll out to you by the Friday after the end of the pay period.

Are there any questions about this?

For the first few games it will take some time, especially if this is your first year, to get into the flow of things. I think this year, especially for the first week, call your partner on the schedule. 'John this is Scott - we have a game this Wednesday at 4 PM together. See you there'. Then the conversation with the senior umpires usually sounds like this, 'Are you going blue or black tonight?'

This is a great opportunity for all of you to make a few \$\$\$ and learn the responsibility of working a job maybe for the first time. We respect each and every one of you for even attempting a job like this. And we will do everything in our power to help you be successful. If you don't understand this system, please ask us. We are here for you.

Let's have fun this year and most of all respect yourself, the managers, players, fans and your fellow umpire. Do the best you can and remember we are all learning everyday to become better at what we do.

Any questions??? Have a good evening and thank you.