



## NCAA National Coordinator of Baseball Umpires

The NCAA seeks a qualified independent contractor to further the NCAA's ongoing commitment to improving the overall quality and consistency of umpiring throughout collegiate baseball. The National Coordinator of Baseball Umpires is responsible for managing and coordinating the activities associated with implementing the NCAA Baseball Umpire Program (BUP). The BUP is dedicated to serving the sport of baseball through the training, education, evaluation, and development of quality officials who will positively impact the sport of baseball. The BUP facilitates communication between umpires, conferences, coaches and the NCAA, and helps provide consistency in the interpretation of NCAA baseball rules and umpire mechanics. Additionally, the national coordinator assists the NCAA Division I Baseball Committee in the identification, training, selection and evaluation of umpires for the Division I Baseball Championship. Please submit a cover letter, resume (listing qualifications), and list of references no later than January 24, 2025, to Randy L. Buhr via email at [rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org). Please contact Randy L. Buhr ([rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org); 317/917-6222) at the NCAA national office with any questions.

### **Duties and responsibilities include, but are not necessarily limited to, the following:**

1. Coordinate annual in-person regional umpire clinics (if applicable) and/or online clinic(s) (if applicable) for college baseball umpires, serving as the primary clinician for these sessions. In addition, work with Short's Travel Management and the NCAA staff to coordinate meeting hotel contracts and other meeting room and audio/visual logistical needs (if applicable).
2. In conjunction with the NCAA Baseball Secretary-Rules Editor and the NCAA Baseball Director of Umpire Training, produce and edit an instructional video outlining the new rules and points of emphasis. Additionally, produce and edit the rules changes and points of emphasis video to be viewed by every Division I baseball coach.
3. Coordinate the NCAA Division I Baseball Umpire Advisors program, maintaining continuous contact with each baseball umpire advisor for in-season observation of umpires and ensuring that observation forms are submitted in a timely basis.
4. Observe and evaluate umpires during the regular season (in-person, on television, etc.) and all rounds of the championship (if requested).
5. Host monthly conference calls and/or Microsoft Teams meetings during the baseball season among conference baseball administrators and conference baseball umpire coordinators of officials.
6. Serve as the primary contact on behalf of the NCAA with the conference baseball administrators and conference baseball umpire coordinators of officials and solicit feedback from each conference regarding postseason umpire nominations from their respective conferences. Once the nominations are received, work in conjunction with the baseball umpire advisors to develop recommendations to provide to the NCAA Division I Baseball Committee for the selection and assignment of umpires for the Division I Baseball Championship; and also serve as a resource for other championship umpiring matters.

7. Develop a program to observe and evaluate regular-season umpires (e.g., in-person, broadcast, online, etc.); serve as a liaison to RefQuest Plus (RQ+) to enhance and maintain the information that is posted on the NCAA Baseball Umpiring website (e.g., preparation of monthly notes from the national coordinator; ensure that all applicable officiating forms are posted on the website; produce in-season officiating video bulletins; etc.).
8. Maintain a heightened degree of diligence and awareness regarding any semblance of gambling influence, by or among officials, whether real or perceived, at all times.
9. Conduct Microsoft Teams meetings with umpire crew chiefs selected to work in the NCAA Division I Baseball Championship.
10. Conduct presentations when requested for the American Baseball Coaches Association (ABCA) membership on various umpiring matters. If requested, serve on the ABCA Rules/Competition Committee.
11. Assign umpires to all regional and super regional sites as part of the NCAA Division I Baseball Championship.
12. During the Men's College World Series (MCWS), participate in pre-tournament meetings with umpires and coaches; coordinate the umpiring crew; make umpire assignment recommendations to the Division I Baseball Committee; and observe and evaluate the on-field performance of all MCWS umpires.
13. Attend annual meetings throughout the year and/or participate via conference call or Microsoft Teams meetings when needed involving the NCAA Division I Baseball Committee; the NCAA Baseball Rules Committee; and the Umpire Coordinators.
14. Prepare the annual budget for the NCAA Baseball Umpire Program and manage the budget to ensure fiscal responsibility.
15. Prepare the annual NCAA Division I Baseball Game Officials Manual and the annual NCAA baseball preseason guide in conjunction with NCAA staff and outside partners. In addition, assist in the preparation of the Collegiate Commissioners Association (CCA) Baseball Umpires Manual.
16. Prepare all applicable meeting materials for the annual NCAA Division I Baseball Championship Umpire Selection Meeting; the annual NCAA Division I Baseball Umpire Subcommittee Meeting related to the Championship Umpire Recommendations; and the annual NCAA Baseball Umpire Program Meeting or conference call or Microsoft Teams meeting with the conference baseball umpire coordinators of officials and conference baseball administrators.
17. Submit an annual written report(s) for review by the Division I Baseball Committee.
18. Working in conjunction with the NCAA staff, prepare all memorandums and other correspondence needed on an annual basis related to the baseball umpire program.
19. Communicate policies and procedures to the members of the umpire community.

20. Assist and provide leadership to the Division II and III national coordinators of baseball umpires.
21. Serve as a representative on the NCAA Baseball Umpire Program Ad Hoc Communication Team.
22. Responsible for miscellaneous projects and other duties as assigned by the NCAA Division I Baseball Committee and/or NCAA staff.

**Those interested in providing services should demonstrate his/her proficiency in the following areas:**

1. Extensive knowledge of NCAA Baseball Rules and current umpire mechanics and techniques.
2. Proficiency in managing multi-media technology related to PowerPoint, videos and websites.
3. Proficiency in computer skills, including Microsoft Outlook, Word, and Excel.
4. Strong administrative and organizational skills.
5. Effective communication skills, both verbal and written.
6. Familiarity with and ability to relate to NCAA baseball coaches and umpires.
7. Experience as a college or professional umpire, an NCAA baseball coach and/or extensive knowledge of college baseball.
8. This person cannot be an active NCAA coach, umpire, conference assignor/coordinator, or officer in any national amateur baseball umpire association.
9. This person shall not be involved in assigning umpires for any regular season NCAA Division I baseball game.

**Reports to:** NCAA national office staff with responsibility to the Division I Baseball Committee and the NCAA Baseball Rules Committee (if requested).

**Principal Contacts:** Members of the NCAA staff; NCAA Division I Baseball Committee; NCAA Division I Baseball Umpire Advisors; NCAA Baseball Secretary-Rules Editor; NCAA Baseball Director of Umpire Training; NCAA Baseball Rules Committee; RefQuest Plus (RQ+); conference baseball umpire coordinators of officials; conference baseball administrators; and Short's Travel Management.