



NATIONAL UMPIRE SCHOOL BID AND INFO FORM

Listed below are the responsibilities for both the National Office and the Host Association. Tentative budgets for both are attached which will assist you in your planning, as well as inform you of the National Office expenses.

NATIONAL OFFICE RESPONSIBILITIES:

The hosting association will pay \$7.00 per student for the bid to the National Office who will in turn provide the following:

- Advertising on the website and printing of the brochure.
- School certificates.
- Postage for sending certificates and booklets.
- Pre-School Survey in on-line form.
- USA Softball Umpire materials for school participants including umpire catalog, Medals Program applications and any other information on USA Softball sponsored programs.
- Credit for attendance for each participant for one (1) National Championship requirement in qualifying for NIF or Medals applications.

Please note:

- Only one school will be allowed per region. Exceptions may be requested with the final decision being made by the Director of Umpires.
- The Director of Umpires will assign all instructors for National Umpire Schools.

HOST ASSOCIATION/CITY RESPONSIBILITIES:

The hosting association will be responsible for the following:

- Determining the date and hosting city.
- Selecting a coordinator who in turn will receive all registrations, compile a school roster, and pay all expenses incurred with the operation of the local school.
- Publicizing the school through flyers, emails, and Social Media throughout the Region to generate interest for the school.
- Securing a school site and host hotel for participants. Instructors (two to room) should be housed at same hotel. If there are charges for instructor rooms, host is responsible.
- E-Mail provided Pre-School Survey to participants and completed survey results to the Lead Instructor 2 weeks prior to the start of the school.
- Requesting instructors based on one (4) Umpire Staff members for each school. As more registrations are received, a fifth instructor will or can be assigned based the chart below. Local Association UIC's and staff are encouraged to assist in drills and the NUS Instructor Staff will be responsible for lectures.
- Providing travel for instructors - Local Association may provide credit card info to Journey House so travel can be arranged or work with the instructors to get the best flights for your particular school.
- Compensation for the School Instructors as follows:
 - 1 - 89 Students: Minimum of \$900 - Maximum of \$1,200
 - 90 - 115 Students: Minimum of \$1,200 - Maximum of \$1,500
 - 116 - 125 Students: \$1,500
 - Note: When the student registration reaches 101, a 5th instructor is automatically added. No school will exceed a maximum of 125 registered students Payment to local UIC's and staff is at the discretion of the host.
- Providing transportation for instructors once they arrive at airport until they depart.
- Designing, purchasing and distributing a school shirt at the discretion of the Host. If the camp shirts use USA Softball trademark logos, you must get approval from Dre McKee at the USA Softball National Office prior to making the shirts.
- Providing box lunches, pizza, etc for participants for Saturday and Sunday. Or charge students a reasonable fee for fast food delivery so they do not have to leave site.
- Providing a hospitality room for participants and instructors to become better acquainted (Friday and Saturday evening).
- Providing all necessary equipment to operate the school classroom & fields.
- Having an inside facility available as back up for weather problems.
- Providing NON-SCHOOL participants who can RUN, CATCH and THROW to act as "players" for the drill section of the school.
- Preparing and distributing name badges to participants.
- All participants must be Registered USA Softball Umpires in the year the Camp is held. The participant is required to be Background Checked and Safe Sport compliant.

PROPOSED BUDGETS FOR HOST AND NATIONAL OFFICE:

Host Association Budget (75 students):

INCOME:
 75 students @ \$100.....\$7,500
 Sale of Umpire uniform items ?

EXPENSES:
 Instructor travel (4 @ \$400).....\$1,600*
 Instructor Fee (4 @ \$225).....\$900**
 Instructor Motel (2 rms x 2 nights).....\$500***
 Bid Fee.....\$375
 Lunches (\$5 x 85 x 2 days).....\$850
 T-Shirts (80 x \$6).....\$480
 Total:.....\$4,705
 Proposed profit.....\$2,795

Host Association Budget (50 students):

INCOME:
 50 students @ \$100.....\$5,000

EXPENSES:
 Instructor travel (3 @ \$400).....\$1,200*
 Instructor Fee (3 @ \$225).....\$675
 Instructor Motel (2 rms x 2 nights).....\$350**
 Bid Fee.....\$250
 Lunches (\$5 x 55 x 2 days).....\$550
 T-Shirts (55 x \$6).....\$330
 Total:.....\$3,355
 Proposed profit.....\$1,645

Selling uniforms would increase profit.

National Office Budget:

INCOME:
 8 Schools @ \$375.....\$3,000*

EXPENSES:
 Printing of certificates.....\$2,000
 Certificate paper.....\$500
 Poker chips.....\$200
 Postage.....\$300
 Total:.....\$3,000

* Based on 75 students at \$7.00/each paid to the National Office.

* Average. If instructors live closer to host city, travel is much less.

** Based on \$75.00 per day and 3 days paid which will cover travel days of Friday and or Monday for a total of \$225.00 paid or \$100.00 per day for a total per instructor of \$300.00.

*** Based on \$100 night - can usually get free when motel has room reservations from participants, which would increase profit to \$1,545.

NOTE: Hospitality Room and refreshments based on donations.