Assignments

Assigning Process Guidelines are as follow:

- *Each umpire shall call in on the assigned call-in dates to inform the Assignor of when he/she is available to work games. The Softball Assignor's phone number is 415.350.8788. There is voice mail on this number. Please leave a voice mail with your availability. Speak slowly, clearly and concisely. Leave your name and your phone numbers.*
  DO NOT CALL MY CELL PHONE TO LEAVE YOUR AVAILABILITY!!!
  Important: I must have up-to-date numbers for all of you. *You may also e-mail me your availability at ajlouie@comcast.net. E-mail is due by 10:00 p.m. on the call-in date. E-mailing your availability is preferred.*

- *The dates to call in with your availability are listed on a separate sheet titled Call-In Dates.*

- *The Assignor will e-mail everyone with his/her assignments. Please don't call asking if the schedule is done. There's a good chance that I will be getting the schedule late.*

- *Once you receive your assignment schedule, you need to review it and let me know immediately (**within 24 hours**) if you agreed to the assignments. If I don't hear from you, the assumption is that you have agreed to the assignments. If you are unable to fulfill the assignments for any reason thereafter, you need to refer to the Softball Turnback Policy. Please refer to page titled Schedule Changes for information about finding substitutes.*

- *If you provide me your availability after the call-in date, you run the risk of there not being many games available.*

- *If you would like to be assigned to particular parks or have other circumstances I should be aware of, please indicate this at the time you provide your availability. I will try my best to accommodate your request(s).*

- *If you accept an assignment for an evening that does not consist of the normal three games, **you are expected to be available as if you were assigned three games**. Sometimes the empty time slot will be filled with a make-up game. You may or may not be notified in advance and be informed of the change.*

- *If you do not provide your availability for a particular time period, it will be the assumption that you are not available to work for that period.*