



WARREN COUNTY PARKS AND RECREATION  
DEPARTMENT  
ATHLETIC OFFICIALS  
JOB DESCRIPTION

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- I. **Qualifications:** A person in this position shall have knowledge of sport officiating and understand that officials work for the individual/leagues and not WCPRD.
  
- II. **Pay Scale / Wage:** There are no benefits provided to Athletic Officials by the WCPRD. Leagues have the right to hire and fire officials as they choose. The wage will be determined by each specific league's board of directors prior to each season. The leagues pay for all officials and set their rates. WCPRD does not set official rates.
  
- III. **Job Description:** The Athletic Officials will be responsible for the following duties and tasks:
  - 1. Attending all training that the league requires through WCPRD.
  - 2. Knowing, understanding, and enforcing all leagues' procedures, rules, and regulations of the sport being officiated.
  - 3. Being present at the ballpark or gym at least fifteen minutes prior to scheduled game, in uniform, and starting the game at the scheduled time, not before.
  - 4. Signing the WCPRD result sheets before the game begins and signing the time sheet in order to get paid by the league.
  - 5. Keeping children and spectators off the field or gym court.
  - 6. Returning all community and department equipment and supplies to the equipment room following the game.
  - 7. Calling forfeits. This is the responsibility of the plate umpire or referee.
  - 8. Handling themselves in a polite, respectful, and professional manner at all times. Disrespectful, rude, or unprofessional behavior will not be tolerated. All officials must adhere by the WCPRD Code of Ethics.

By signing below I agree to complete the assigned tasks above and also fully understand that I may be asked to do other league-related duties and responsibilities as directed by the league Board of Directors.

\_\_\_\_\_  
WCPRD Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director WCPRD Signature

\_\_\_\_\_  
Date