

Deerfield Youth Baseball and Softball Association P.O. Box 421 / Deerfield, IL 60015

How to Use the DYBA Schedule for Umpires Important Points

- All scheduling requests must be submitted using the correct form.
- Umpires must request only Mustang-level baseball and softball games unless promoted.
- Upon submission, the DYBA Master Scheduler will review your request. If your request can be granted, the scheduler will reply at your specified email address and insert the changes into the online schedule.
- Thus, all submissions are requests. You must wait for confirmation.
- Scheduling will be done every few weeks. The scheduler will announce the release of the schedule via the email list. Umpires will then have 48 hours to request games. The scheduler will review all requests, assign games and release a final version of the schedule online (announced via email). Umpires must then use Control-F to check for assignments on both the baseball and softball schedules.
- Between schedule releases, new games will be added constantly. Umpires should check the schedule daily for new games and request those games if available. The scheduler will confirm those requests via personal email.
- If you sub for a friend, email the scheduler or neither umpire will be paid.
- Scheduled games are a commitment to DYBA. Refer to the policies below and the Code of Conduct for further information. Missed games or canceled games will not be tolerated.

Step-by-Step Directions

1. Visit DYBA.com.
2. Select the Schedule/Score tab at the top of the page to view the scheduling homepage.
3. To see the current version of the Master Schedule, select View Schedule at the left.
4. To request scheduled games to umpire, select Request (Umpires) at the left. Complete the form fully and accurately. The scheduler will then review your request.
5. The scheduler may assign any baseball or softball game available at any field. Mass assignments will be announced via email and each umpire must then use Control-F to find his or her assignments. Individual assignments will be distributed via personal email. Always double check the online schedule.
6. Once submitted, a request and subsequent assignment is a binding commitment to a DYBA game. Cancellations or missed games will result in disciplinary action defined in the Code of Conduct.

Under extenuating circumstances, umpires may cancel by emailing the scheduler 48 hours before game time. Emergency cancellations under 48 hours must be announced via a phone call and email.