

**Baseball Canada  
Umpire Development Committee**



**Operations Manual**

Version 2.0

This document has been created with the objective to standardize the administration and the development of umpiring at the national level. With this manual, the Baseball Canada Umpire Development Committee wishes to ensure that all policies and rules are well known by its members.

Please do not hesitate to contact Baseball Canada with any omission that you might notice. We would like this document to be as comprehensible as possible.

The following documents have been referenced in preparing this Operations Manual:

- Baseball Canada national program document
- Baseball Québec Umpires Operations Manual

Note: Throughout this document, reference to the male gender shall also mean female where appropriate and the singular shall mean plural and plural shall mean singular where appropriate.

## Table of Contents

---

Glossary of terms.....	5 – 6
<b>Section 1 – Administrative Structure .....</b>	<b>7 – 11</b>
1.1 Baseball Canada Administrative Structure.....	7
1.2 Baseball Canada Umpire Development Committee .....	7
1.2.1 Mission and Vision.....	7
1.2.2 Objectives and Guiding Principles .....	7
1.2.3 Terms of Reference .....	8
1.2.4 Composition of the BCUDC.....	9
1.3 Provincial Supervisor of Umpires .....	11
<b>Section 2 – High Performance Portfolio.....</b>	<b>12 – 20</b>
2.1 Introduction .....	12
2.2 Eligibility.....	12
2.3 National Umpire Progression .....	12
2.3.1 Introduction .....	12
2.3.2 National Certification .....	13
2.3.3 Annual Renewal of National Certification .....	14
2.3.4 National Championship Eligibility .....	14
2.3.5 Level 4B Classification .....	14
2.3.6 Level 4A Classification .....	15
2.3.7 Level 5C Classification .....	15
2.3.8 Level 5B Classification .....	15
2.3.9 Level 5A Classification .....	15
2.3.10 Returning Umpires .....	16
2.4 National Championship Assignments .....	16
2.4.1 Procedures .....	16
2.4.2 Provincial Determination – Number of Assignments.....	17
2.4.3 Financial Responsibilities.....	17
2.5 International Assignments.....	17
2.5.1 International Pathway .....	18
2.5.2 International Umpires .....	19
<b>Section 3 – Supervision and Evaluation Portfolio .....</b>	<b>21</b>
<b>Section 4 – Instructor Development Portfolio.....</b>	<b>22 – 28</b>
4.1 Baseball Canada Caravan.....	22
4.2 Transition to New Course Conductor Program.....	22
4.3 Obtaining Course Conductor Status .....	23
4.4 Course Conductor Qualification.....	23
4.5 Course Conductor Mentorship Program.....	23
4.6 Course Conductor Ongoing Development Program.....	24
4.7 Inactive Course Conductor Status .....	24
4.8 Obtaining Senior Course Conductor Status.....	24
4.9 Senior Course Conductor Qualification .....	24
4.10 Senior Course Conductor Advancement Program .....	24
4.11 Inactive Senior Course Conductor Status.....	27
4.12 Master Course Conductor.....	27

4.13 Master Course Conductor Qualification.....	27
4.14 Inactive Master Course Conductor Status .....	27
4.15 Lead Caravan Instructor .....	28
<b>Section 5 – Operations Portfolio .....</b>	<b>29</b>
5.1 Dick Willis Umpire of the Year Award .....	29
5.2 Home Run Sports Lifetime Achievement Award.....	29
<b>Section 6 – Appendices.....</b>	<b>30 - 41</b>
Appendix A – Umpire dress code .....	30
Appendix B – Crew checklist.....	31
Appendix C – Ejection form .....	32
Appendix D – Interprovincial transfer form.....	33
Appendix E – Disciplinary policies and procedures .....	34

## Glossary of terms

---

<b>Umpire</b>	A person whose participation in the game of baseball is that of an on-field official.
<b>Umpire Development Committee</b>	A standing committee of Baseball Canada comprised of a Chairperson and Portfolio Leads appointed by the Baseball Canada Board of Directors. Also referred to as “BCUDC.”
<b>Provincial Supervisor of Umpires</b>	An person appointed by a Provincial Baseball Association to represent the province as a liaison with the BCUDC.
<b>National umpire</b>	An umpire who has attained a minimum Level 4B classification.
<b>Baseball Canada Championship</b>	A tournament sanctioned by Baseball Canada with participating teams from various provinces. Such tournaments include Pee Wee Regional, Bantam, Midget, Canada Cup, Junior, Senior and Canada Summer Games Championships.
<b>National certification fee</b>	Annual fee payable to Baseball Canada for an active umpire to maintain national certification, currently \$75.
<b>Active umpire</b>	An umpire who renews his certification annually and meets all necessary conditions. An umpire must register annually. He must attend a national certification clinic and meet any exam and evaluation requirements.
<b>National certification clinic</b>	An umpire clinic, conducted by the provinces, whereby attendance by an umpire can qualify him for Level 4 or Level 5 certification.
<b>Positive evaluation</b>	An overall rating of “Emerging” on an umpire and “Effective” on a Championship Supervisor evaluation form.
<b>Positive recommendation</b>	For an umpire – a notation of “Yes” next to the “Recommended for National Program” on his evaluation form.  For a Championship Supervisor – a notation of “Yes” next to the “Recommended for Future Assignment” on his evaluation form.

**Championship Supervisor**

A person, assigned by the BCUDC, to, among other tasks, supervise and evaluate umpires at a Baseball Canada Championship. This term refers to (where applicable) Lead Championship Supervisors, Championship Supervisors and Assistant Championship Supervisors.

**Non-active umpire**

An umpire who renews his national certification as a non-active umpire and is no longer umpiring in the National program. Generally this is for course conductors that are not active as umpires anymore.

**Evaluation**

A documented study of an umpire's work during a game of baseball. Evaluation includes recommendations and comments from a Supervisor.

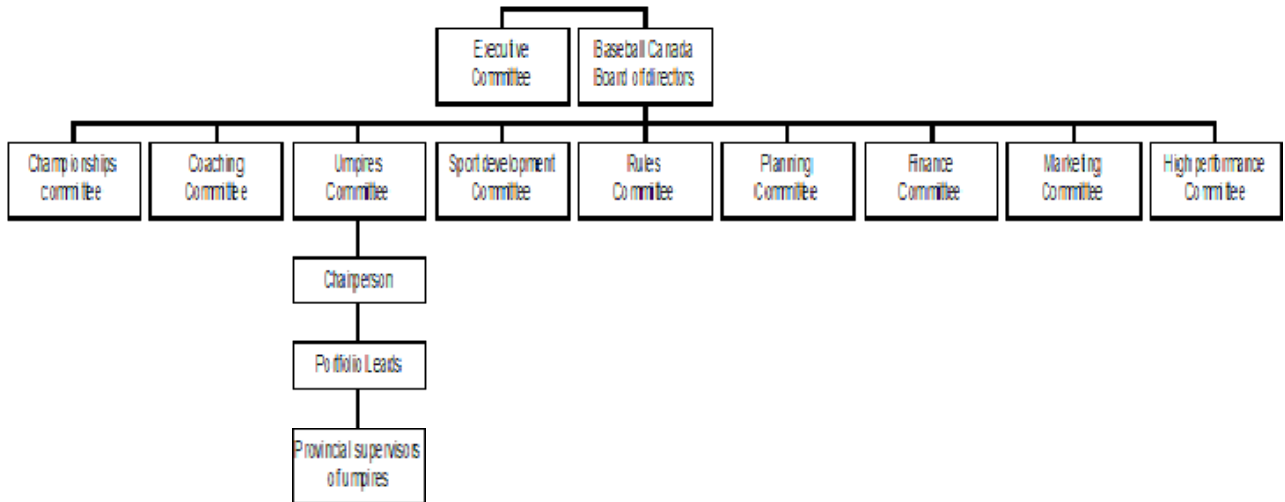
**Provincial clinic**

A clinic organized by a provincial association

## Section 1 - Administrative structure

---

### 1.1 - Baseball Canada Administrative Structure



The Baseball Canada Executive Committee is comprised of the President, Vice-President and Treasurer.

The Baseball Canada Board of Directors is comprised of the Executive Committee and a representative of each province.

### 1.2 - Baseball Canada Umpire Development Committee

#### 1.2.1 - Mission and Vision

The mission of the Baseball Canada Umpire Development Committee (hereinafter referred to as the “BCUDC”) is to meet the needs of umpires at various stages of development by creating training and resources while providing umpires with appropriate experiences.

The BCUDC vision is to be a world leader in amateur umpire training.

#### 1.2.2 - Objectives and Guiding Principles

The objectives of the BCUDC are as follows:

- To develop amateur umpires in Canada
- To increase awareness of amateur umpiring in Canada

- To design and implement an umpire-centered Long Term Officials Development model that incorporates entry level, active for life and elite umpire programs, pathways, umpire instructor programs, umpire evaluator programs and administration components

These objectives will be met adhering to the following guiding principles:

- Commitment to excellence
- Needs-based programming for umpires and relevant stakeholders
- Flexibility
- Commitment to collaboration
- Continuous improvement

### **1.2.3 - Terms of Reference**

#### Formation

The BCUDC was formed by resolution of the Baseball Canada Board of Directors.

#### Jurisdiction

The BCUDC shall have the authority to develop and implement umpire-related programs, curriculum and materials for amateur baseball umpires in Canada. The BCUDC shall work collaboratively with the various Provincial Supervisors of Umpires in implementing programs in each province.

#### Resources

The BCUDC will be funded solely by Baseball Canada and funds received from umpires, grants and donations.

#### Governance

The BCUDC shall take directives from the President, Executive Committee and Board of Directors of Baseball Canada. The Chairperson shall be the chief liaison between the BCUDC and the Board of Directors.

Each Portfolio Lead shall be solely responsible for his portfolio. The BCUDC shall work in a supporting role to each portfolio by providing feedback to the Lead when sought. Soliciting and providing feedback is encouraged.

Quorum shall be four (4) members of the BCUDC consisting of the Chairperson plus three (3) Portfolio Leads. However, if the Chairperson is absent, he shall designate a meeting chairperson and three (3) other Portfolio Leads shall be considered sufficient for decision making purposes.



## 1.2.4 - Composition of the BCUDC

The BCUDC shall be comprised of five (5) individuals (hereinafter referred to as “Leads”), responsible for certain aspects of the Baseball Canada Umpire Program (hereinafter referred to as “Portfolios”), plus a Chairperson. The roles of the Chairperson and the responsibilities of the various Portfolios are as follows:

### Chairperson

The Chairpersons mandate is to ensure the mission, vision, objectives and guiding principles of the BCUDC are the driving force behind all actions of the committee. Such actions shall be goal based deliverables.

The Chairperson shall report to the Baseball Canada Board of Directors in six (6) month intervals. The report shall consist of goals of each Portfolio for the next six (6) months and tasks completed or underway for the previous six (6) months.

The Chairperson shall be the chief spokesperson for the BCUDC and shall ensure the Board of Directors and Provincial Supervisor of Umpires are updated semi-annually on each Portfolio. The Chairperson shall be copied on all external communication to and from Portfolio Leads.

The Chairperson shall convene at least one (1) in-person meeting of the BCUDC during either the Baseball Canada Convention in the fall or Annual General Meeting in the spring. The Chairperson shall convene a conference call meeting of the BCUDC each quarter. The Chairperson will ensure notes are taken and distributed to the appropriate stakeholders.

The Chairperson shall coordinate the activities of the BCUDC, keeping timelines and deliverables in a project schedule for each Portfolio.

### High Performance Portfolio

The mandate of the High Performance Portfolio shall be to develop and implement curriculum, programs, policies and procedures to enhance umpiring at the national and international level in Canada (Level IV and Level V). The Lead shall approve assignments for Baseball Canada Championships and recommend assignments for international events. The Lead shall also act as a rule expert.

The Lead shall be report to the Chairperson on a quarterly basis. The report shall consist of goals of the Portfolio for the next three (3) months and tasks completed or underway for the previous three (3) months.

The Lead shall be empowered to enlist the expertise available internal and external to Canada to carry out the mandate of the Portfolio and the BCUDC.

The Lead shall attend and actively participate at all meetings of the BCUDC.

The Lead shall also perform all other duties assigned by the Chairperson, Baseball Canada President or Board of Directors.

### Grassroots Portfolio

The mandate of the Grassroots Portfolio shall be to develop and implement curriculum, programs, policies and procedures to enhance umpiring at the initiation level to the national level in Canada (Level I, Level II and Level III).

The Lead shall be report to the Chairperson on a quarterly basis. The report shall consist of goals of the Portfolio for the next three (3) months and tasks completed or underway for the previous three (3) months.

The Lead shall be empowered to enlist the expertise available internal and external to Canada to carry out the mandate of the Portfolio and the BCUDC.

The Lead shall attend and actively participate at all meetings of the BCUDC.

The Lead shall also perform all other duties assigned by the Chairperson, Baseball Canada President or Board of Directors.

#### Supervision and Evaluation

The mandate of the Supervision and Evaluation Portfolio shall be to develop, implement and monitor competency-based evaluation matrices, to assign supervisors to Baseball Canada Championships and to develop and implement supervision training curriculum and programs.

The Lead shall be report to the Chairperson on a quarterly basis. The report shall consist of goals of the Portfolio for the next three (3) months and tasks completed or underway for the previous three (3) months.

The Lead shall be empowered to enlist the expertise available internal and external to Canada to carry out the mandate of the Portfolio and the BCUDC.

The Lead shall attend and actively participate at all meetings of the BCUDC.

The Lead shall also perform all other duties assigned by the Chairperson, Baseball Canada President or Board of Directors.

#### Instructor Development

The mandate of the Instructor Development Portfolio shall be to develop and implement curriculum, programs, policies and procedures to enhance course conductor training in Canada. The Lead shall be responsible for the Baseball Canada Caravan system and program and Master Learning Facilitator/Learning Facilitator training in Canada.

The Lead shall be report to the Chairperson on a quarterly basis. The report shall consist of goals of the Portfolio for the next three (3) months and tasks completed or underway for the previous three (3) months.

The Lead shall be empowered to enlist the expertise available internal and external to Canada to carry out the mandate of the Portfolio and the BCUDC.

The Lead shall attend and actively participate at all meetings of the BCUDC.

The Lead shall also perform all other duties assigned by the Chairperson, Baseball Canada President or Board of Directors.

### Operations

The mandate of the Operations Portfolio shall be to create and update the BCUDC Operations Manual, to manage and promote the KidSport program, to manage the Umpire of the Week program and other web-based projects.

The Lead shall report to the Chairperson on a quarterly basis. The report shall consist of goals of the Portfolio for the next three (3) months and tasks completed or underway for the previous three (3) months.

The Lead shall be empowered to enlist the expertise available internal and external to Canada to carry out the mandate of the Portfolio and the BCUDC.

The Lead shall attend and actively participate at all meetings of the BCUDC.

The Lead shall also perform all other duties assigned by the Chairperson, Baseball Canada President or Board of Directors.

## **1.3 - Provincial Supervisor of Umpires**

In addition to their duties defined by their provincial bodies, each Provincial Supervisor shall be responsible for the following:

- To submit an annual report to the BCUDC in prescribed form;
- To serve (if required) on any sub-committees of the BCUDC;
- To ensure that all dossiers for umpires within their province are maintained and accurate;
- To ensure that all umpires from their province are registered in the national database (as per national eligibility requirements) and have completed the Level 4 exam by June 15 of the current year;
- To ensure that all national registration fees are collected and forwarded to Baseball Canada by June 30 of the current year;
- To provide a mid-season report on any umpires from their province who are recommended for an international assignment in the current year;
- To identify any individuals who will not be eligible for supervision assignments in the coming year by **November 30**;
- To provide names for all allotted national assignments by June 15;
- To submit required field evaluations to Baseball Canada (as per Level IV eligibility requirements) by September 30;
- To communicate national requirements, updates, changes/additions in programming, and Baseball Canada news to provincial membership;
- To provide nominations for the Dick Willis Award and the Home Run Sports Lifetime Achievement Award; and
- To complete special projects and other duties as requested.

## Section 2 - High Performance Portfolio

---

This section will explain the rules of the national program.

### 2.1 - Introduction

The national program is the final step in the development of the amateur umpire in Canada. The program is run by Baseball Canada with the collaboration of the provincial associations.

The responsibilities are the following: Baseball Canada manages the certification rules as well as international assignments and the provincial associations manage the development program and national assignments.

#### Content

This section introduces the policies and procedures with the following objectives:

- That the policies are well known by everybody
- That the national program is run in a consistent manner
- That Baseball Canada's role is well known by everybody
- That international assignments are fair by considering the experience and qualifications of umpires

### 2.2 - Eligibility

Any umpire in Canada can become a national umpire. Any individual, whatever his functions within the federation, is eligible to be part of the program.

### 2.3 - National Umpire Progression (\*\* denotes currently under review)

#### 2.3.1 - Introduction (\*\*)

Within the national program, the umpire can, based on his abilities and experience, reach the highest level of baseball in the world.

The steps are:

1. Obtain the 4B classification
2. Obtain eligibility to attend a Baseball Canada Championship
3. Obtain the 4A classification
4. Obtain the 5C classification
5. Obtain the 5B classification, and
6. Obtain the 5A classification

This progression is not made within a year but will represent the progression through most of the umpire's career.

### 2.3.2 - National Certification

A certification is obtained during the current year but will only become effective the following year. In brief, if a Level 3 umpire wishes to get his national certification for the year 20X2, he must write his exam during the 20X1 season.

The following is the necessary criteria for an umpire to attain national certification:

- Have previously attained Level 3 certification within a province
- Have a minimum of four (4) years experience
- Be eighteen (18) years old or older during the current season
- Attend a national certification clinic each year
- Pay the annual national certification fee
- Must write the Level 4 exam each year, until he umpires at a Baseball Canada Championship and receives a positive evaluation. After his first participation at a Baseball Canada Championship, the umpire is not required to write the Level 4 exam as long as he umpires or supervises at a Baseball Canada Championship within five (5) years.
- Must be field evaluated twice annually (1 plate, 1 base) at either the provincial level or at a Baseball Canada Championship by a Senior or Master Course Conductor and receive a positive evaluation on both plate and base evaluations. After his first participation at a Baseball Canada Championship, the umpire does not have to be evaluated as long as he umpires or supervises at a Baseball Canada Championship within three (3) years and he receives a positive evaluation.
- Any umpire attending a Baseball Canada Championship as a Championship Supervisor will be considered, for these provisions, to have participated at that Championship as an umpire.

The deadline for receipt of exams, roster of active and inactive nationally certified umpires, and all national certification fees by Baseball Canada is **June 15**.

Deadline for receipt of national evaluations is September 30. The Provincial Supervisors of Umpires are responsible for ensuring the national evaluations are submitted.

To obtain or maintain a national certification, all criteria must be met during the same year. Any umpire with missing requirements will restart the procedures the following year. In other words, if an umpire succeeds at the exam and no evaluations are sent to Baseball Canada, he will need to proceed again the following year unless he meets the requirements as mentioned above.

### 2.3.3 - Annual Renewal of National Certification

The national certification is not for life. It must be renewed each year.

Each Provincial Supervisor is responsible for reminding umpires within his province of the following:

- Payment of annual certification fee (\$75)
- Participation at the annual national certification clinic
- Write the exam each year (if applicable)
- Send two on-field evaluations (one plate and one base) (if applicable)

Provincial Supervisors are responsible for submitting the above to Baseball Canada.

#### Non-active

The BCUDC recognizes that an umpire may not be able to umpire due to personal, professional or other reasons. When that situation occurs, the umpire will appear as inactive on the list. In order for the umpire to keep his actual status, he will still have to pay his certification fee for that year.

### **2.3.4 - National Championship Eligibility**

#### Criteria

To be eligible for a Baseball Canada Championship, an umpire must:

- Be in good standing with his province
- Have attained the Level 4B Classification
- Have obtained a positive evaluation on his most recent on-field evaluations, and
- Have been recommended by his Provincial Supervisor.

### **2.3.5 - Level 4B Classification (\*\*)**

A Level 4B umpire is someone who meets all the following criteria but has not been assigned to umpire at a Baseball Canada Championship yet. They are not restricted to a minor tournament.

To attain a Level 4B classification, an umpire must satisfy the criteria as outlined in 2.3.2 – National Certification.

This classification may include inactive umpires.

### **2.3.6 - Level 4A Classification (\*\*)**

To obtain a Level 4A classification, an umpire must:

- Have previously attained the Level 4B certification and maintained that certification for at least one (1) year
- Have attended one (1) Baseball Canada Championship
- Annually attend a national certification clinic

### **2.3.7 - Level 5C Classification (\*\*)**

To obtain a Level 5C classification, an umpire must:

- Have previously attained the Level 4A classification
- Have participated in at least three (3) Baseball Canada Championships, of which one (1) must have been in a major category (i.e. – Canada Cup, Canada Summer Games, Junior or Senior)
- Have received a positive recommendation from their most recent Baseball Canada Championship
- Annually attend a national certification clinic

### **2.3.8 - Level 5B Classification (\*\*)**

To obtain a Level 5B classification, an umpire must:

- Have previously attained the Level 5C classification
- Have participated in at least three (3) Baseball Canada Championships in a major category (i.e. – Canada Cup, Canada Summer Games, Junior or Senior)
- Have received a positive recommendation from their most recent Baseball Canada Championship
- Annually attend a national certification clinic

An umpire with the Level 5B classification can attend any Baseball Canada Championship.

Once an umpire has attended a Canada Games Championship, he will not be eligible for another Canada Games Championship assignment as an umpire.

### **2.3.9 - Level 5A Classification (\*\*)**

To obtain a Level 5A classification, an umpire must:

- Have previously attained the Level 5B classification and maintained that classification for at least one (1) year
- Have been assigned as an umpire to a Junior or Senior Baseball Canada Championship
- Have participated in at least one (1) international assignment
- Annually attend a national certification clinic

On top of these requirements, an umpire with the Level 5A classification must be active within his province. This means that he is required to umpire at least fifteen (15) games during the regular season with ten (10) of them at a major category.

An umpire with the Level 5A classification may participate at all national and international events.

### **2.3.10 - Returning Umpires**

An umpire who leaves the program and then wishes to return will have to follow the same criteria for getting invited to a national certification clinic as all other umpires. He would need to be evaluated on the plate and bases and if they receive a positive evaluation he will then be invited to next season's clinic.

If an umpire has been out of the program for more than five (5) years (i.e. – missed five national certification clinics) before returning, then his status will start from the beginning as with any Level 4B umpire.

If an umpire returns to the program within five (5) years of leaving the program, he will be granted the same status that he had when he left the program (i.e. – if an umpire held a Level 5A classification before leaving the program, he would be reinstated with a Level 5A classification).

This policy recognizes that from time to time and for various reasons umpires are unable to commit to the national program on a continuous basis, and if they return to the program they should not lose the status they had obtained prior to leaving. However it also realizes that if umpires miss a prolonged period (i.e. – five (5) years or more), then they have been away from the program for a significant time that would warrant starting from the beginning.

If a province wishes to have an umpire apply for an exemption from this policy, the Provincial Supervisor must apply in writing to the BCUDC. The BCUDC will review each application and grant an exemption in circumstances that warrant. Exemptions could include, but are not limited to, umpires who have left the program due to pregnancy, compassionate reasons, bereavement and/or medical reasons.

The exemption clause is to be used in exceptional cases, and the BCUDC anticipates that most umpires returning to the program will be covered under the policy as written.

## **2.4 - National Championship Assignments**

### **2.4.1 - Procedures**

The various Provincial Umpires' Committees are responsible for assigning umpires to Baseball Canada Championships. An umpire can only be assigned up to the level of his most recent evaluation at a Baseball Canada Championship.

If an umpire has been assigned by his province to a higher level than that of his most recent evaluation at a Baseball Canada Championship in the following year, the Provincial Supervisor shall send his rationale to the High Performance Portfolio Lead. The High Performance Portfolio Lead and the Lead Supervisor from the previous years' tournament must both agree before an



exemption will be granted. In situations where more than 1 year has passed, the Provincial Supervisor shall send his rationale to the High Performance Portfolio Lead. The High Performance Portfolio Lead shall decide whether an exemption shall be granted.

National and international assignments shall be limited to one (1) assignment per individual each year. The High Performance Portfolio Lead can make exceptions.

Names of qualified umpires not available for assignment as a Championship Supervisor the following season must be submitted by the Provincial Supervisor of Umpires to the Supervision and Evaluation Portfolio Lead in writing by **November 30**. Any umpire who refuses an assignment as a Championship Supervisor in a given season will not be approved to umpire at a Baseball Canada Championship in that same season.

#### **2.4.2 - Provincial Determination – Number of Assignments**

Provincial Supervisors must declare the number of umpires they wish to send to Baseball Canada Championships the following summer prior to January 15 of each year. With this information, the High Performance Portfolio Lead will complete the matrix of assignments and inform the Provincial Supervisors of exact assignments by **February 15**. June 15 is the deadline for Provincial Supervisors to submit the umpires' names to the High Performance Portfolio Lead. Failing to meet January 15 and June 15 deadlines may result in limited assignments or lost assignments.

##### Insufficient numbers of umpires

If for a Baseball Canada Championship the number of necessary umpires is not met, neighboring provinces will be prioritized.

#### **2.4.3 - Financial Responsibilities**

Provinces will be financially responsible for travel expenses associated with sending their umpires to Baseball Canada Championships.

### **2.5 - International Assignments**

1. The International Selection Committee in consultation with the BCUDC Chair is responsible for recommending umpires for international events.
2. In order to be considered for an umpire assignment at an international event, umpires must be endorsed by the President of their Provincial Baseball Association.
3. Candidates will not be considered if they are currently under suspension by Baseball Canada or by a provincial association.
4. Candidates are eligible for the World Baseball Classic and any IBAF/COPABE events. If possible an umpire should only be assigned to the World Baseball Classic once.
5. Another umpire may replace a candidate failing to fulfill his assignment. The new umpire must meet the selection and eligibility requirements.

6. Baseball Canada has the right to assign an umpire to international events only if planned in that year's budget and depending upon National Team participation in those competitions.
7. Finalists in one year are not automatically considered for international assignments in following years.
8. International assignments are available for both males and females umpires.
9. By June 30 and July 31 each year, each Provincial Supervisor of Umpires is to report to the High Performance Portfolio Lead as to whether umpires from their respective province that have been included on the list of international candidates are fulfilling the requirements as outlined in Section 2.3.9 – Level 5A Classification.

### **2.5.1 - International Pathway**

This International Pathway is contingent on the Toronto Blue Jays hosting the Tournament 12 event each year. Should the event cease to exist an alternative tournament/pathway may be created.

a) Purpose

This procedure will clearly identify the route that umpires in Canada will follow in order to receive consideration for international baseball.

b) Pre-Requisite

Umpires who have participated in at least one (1) Baseball Canada Championships in a major category (i.e. – Canada Cup, Canada Summer Games, Junior or Senior) and received a positive evaluation shall be eligible.

c) Consideration

Each year the International Selection Committee shall select at least 80% of the required number of umpires for Tournament 12 by no later than March 31. The cost of travel (airfare or mileage) shall be split evenly between Baseball Canada and the umpire's Provincial Baseball Association. If the Provincial Baseball Association is unable or unwilling to cover its share of the travel costs, the entire travel cost shall be the responsibility of the umpire.

The Toronto Blue Jays shall be responsible for hotel accommodations and per diems.

d) Mechanics

Current IBAF 4-umpire mechanics will be used at Tournament 12 and will be reviewed during the pre-tournament meeting. An on-field practice will follow when time allows.

e) Supervision

The High Performance Portfolio Lead and the Supervision and Evaluation Portfolio Lead shall collaborate in appointing supervisors. The travel costs for the supervisors will be funded by the BCUDC.

### **2.5.2 - International Umpires**

#### a) Eligibility

Each year immediately following the Baseball Canada Convention, the High Performance Portfolio Lead shall make available to the Provincial Supervisors and the umpires named, the lists of umpires who are eligible and receiving consideration for upcoming international assignments.

The lists shall be published as follow:

- Senior Tier 1 – Umpires who have excelled at 2 or more international events
- Senior Tier 2 – Umpires who have excelled at 1 international event
- Junior – Umpires who are eligible for their first international assignment

#### b) Selection to International Baseball

Following the IBAF Umpire Commission/COPABE guidelines, the International Selection Committee shall submit recommendations to the BCUDC Chair for ratification and then for selection by the IBAF Umpire Commission/COPABE. The International Selection Committee shall not be bound to select umpires who have attended Tournament 12.

#### c) Post Tournament

At the conclusion of each International event, the High Performance Portfolio Lead shall consult the IBAF Umpire Commission/COPABE for feedback on the umpire's performance to determine if the umpire shall remain on the eligibility list or be removed. The High Performance Portfolio Lead shall call each umpire at the conclusion of their tournament to advise them of their status moving forward.

#### d) International Selection Committee

The High Performance Portfolio Lead shall appoint two (2) additional committee members to assist in making international umpire assignment recommendations.

#### e) Questions

Any questions regarding the process or eligibility lists should be directed through the Provincial Supervisors who may contact the High Performance Portfolio Lead.

## Section 3 - Supervision and Evaluation Portfolio

---

This section establishes the criteria for selection of Championship Supervisors for Baseball Canada Championships.

Selection criteria for Championship Supervisors (active and non-active umpires):

- minimum Level 4A classification
- should have umpired at a Baseball Canada Championship which is one level higher than the one which will be supervised
- must be a Senior or Master Course Conductor

Each Baseball Canada Championship will have a Lead Championship Supervisor assigned. The Lead Championship Supervisor will have at a minimum been a Championship Supervisor at a previous Baseball Canada Championship and received a positive recommendation to be a Lead Championship Supervisor.

Each Baseball Canada Championship will have at least one (1) additional member of the supervision team and will be a combination of Championship Supervisors and/or Assistant Championship Supervisors as identified below:

- A Championship Supervisor will have at a minimum been as Assistant Championship Supervisor at a previous Baseball Canada Championship and received a positive recommendation to be a Championship Supervisor.
- To be assigned as an Assistant Championship Supervisor at a Baseball Canada Championship an active umpire must be a minimum of a Senior Course Conductor.

Once a supervision position is earned it will be reflective at any/all future Baseball Canada Championships.

This means at a Baseball Canada Championship there would be a Lead Championship Supervisor, a Championship Supervisor and an Assistant Championship Supervisor or a Lead Championship Supervisor and two Championship Supervisors or a Lead Championship Supervisor and two Assistant Championship Supervisors.

## **Section 4 - Instructor Development Portfolio**

---

The Course Conductor Program qualifies an umpire to train and supervise other umpires both provincially and nationally. This program is run by the various Provincial Associations in association with the Instructor Development Portfolio of the BCUDC.

### **4.1 - Baseball Canada Caravan**

The goal of the Baseball Canada Caravan is to develop successful Course Conductors with the appropriate skills to instruct at provincial umpire clinics utilizing specific pedagogical skills required in both the classroom and during the on-field portions.

The Instructor Development Portfolio Lead shall work with Lead Caravan Instructors to ensure delivery of standardized minimum standards core curriculum in all Caravans across the country. The Instructor Development Portfolio shall be responsible for the ongoing assessment and revision of this core curriculum.

The Caravan core curriculum shall be divided into several sessions and shall place equal emphasis on the necessary pedagogical skills required by a Course Conductor in both classroom and on-field sessions. In consultation with the Instructor Development Portfolio Lead, Lead Caravan instructors may supplement the core curriculum with additional content to meet provincial needs.

During the Baseball Canada Caravan each participant shall be evaluated on each aspect of the core curriculum, using a competency based matrix evaluation format created by the Instructor Development Portfolio. Each participant must be successful in each component to gain their status as a Course Conductor within Baseball Canada. All successful participants shall obtain Baseball Canada Course Conductor status, at either an Emerging, Effective, Accomplished, or Outstanding rating.

An umpire must meet the criteria outlined in 4.3 – Obtaining Course Conductor Status, and be recommended by their Provincial Supervisor of Umpires to attend a Baseball Canada Caravan. All instructors at a Baseball Canada Caravan must be approved in advance by the Instructor Development Portfolio Lead as per 4.15 – Lead Caravan Instructor.

### **4.2 - Transition to New Course Conductor Program**

The former categories of Novice and Junior Course Conductor will be eliminated as of January 1, 2015. Existing Novice Course Conductors will be considered to be Course Conductors at an emerging level, and existing Junior Course Conductors will be considered to be Course Conductors at an effective level.

### **4.3 - Obtaining Course Conductor Status**

To obtain Course Conductor (CC) status, an umpire must:

- Be eighteen (18) years old or older during the calendar year
- Have attained Level 3 certification or higher within a province
- Be recommended to attend a Caravan by his Provincial Supervisor of Umpires and approved by the Instructor Development Portfolio Lead
- Successfully complete all requirements of a Baseball Canada Caravan and obtain a minimum rating of Emerging in all components of the core curriculum

### **4.4 - Course Conductor Qualification**

A Course Conductor can deliver Level 1, 2 and 3 clinics, as well as supervise and evaluate Level 1, 2 and 3 umpires provincially. A Course Conductor at an Emerging level can only deliver Level 1 and 2 provincial clinics, and may not supervise or evaluate.

### **4.5 - Course Conductor Mentorship Program**

A Course Conductor who obtains an Emerging level at a Caravan may deliver Level 1 and 2 clinics and may complete a Mentorship Program within three (3) years of completing the Caravan. This program will include:

- spending at least one (1) year in the Mentorship Program
- co-delivering two (2) or more provincial clinics with two (2) or more different Course Conductors who have attained an Effective rating or higher, as assigned by the Provincial Supervisor of Umpires
- completion of at least three (3) online training modules through the Baseball Canada Instructor Development Portfolio

After completing the Mentorship Program, the Emerging Course Conductor can be evaluated by a Senior Course Conductor or Master Course Conductor with experience as a Championship Supervisor, as assigned by the Provincial Supervisor of Umpires. This evaluator shall attend a full-day clinic at which the Emerging Course Conductor is instructing, and complete an evaluation form provided by the Instructor Development Portfolio which shall use the same competency based assessment rubrics used at the Caravan.

If this evaluation results in an Effective rating or higher, the Course Conductor shall enter the Course Conductor Ongoing Development Program as outlined in 4.6 – Course Conductor Ongoing Development Program.

If an Emerging Course Conductor does not attain an Effective rating or higher after three (3) clinic seasons from the completion of their Caravan, or chooses to not participate in the Mentorship Program, the Provincial Supervisor of Umpires shall either:

- notify the Course Conductor that he will indefinitely retain their Emerging rating, or
- notify the Course Conductor that his rating shall be revoked and he will no longer be certified as a Course Conductor

### **4.6 - Course Conductor Ongoing Development Program**

---

The Instructor Development Portfolio Lead will work with Provincial Supervisors of Umpires to ensure that ongoing developmental opportunities are provided for all Course Conductors within each province, with regular opportunities for reassessment of their level of proficiency.

To retain active status, and facilitate continued development of pedagogical skills, all Course Conductors shall meet the requirements of the Course Conductor Ongoing Development Program by:

- Delivering at least one (1) clinic over a three (3) year period
- Completing annual refresher training through either:
  - attending at least two (2) online training modules offered by the Instructor Development Portfolio, or
  - attending a provincial Course Conductor Convention, which may be conducted periodically as determined by the Provincial Supervisor of Umpires in conjunction with the Instructor Development Portfolio Lead
- Receiving periodic successful clinic evaluations on a schedule as determined by the Provincial Supervisor of Umpires

A Course Conductor who obtains an Effective rating may be evaluated at any time beginning one (1) year after completion of a Caravan. This evaluation may be at the request of the Course Conductor or initiated by the Provincial Supervisor of Umpires with at least two (2) weeks notice to the Course Conductor. The evaluator shall be a Master Course Conductor or Senior Course Conductor with experience as a Championship Supervisor. This evaluator shall attend a full-day clinic at which the Course Conductor is instructing. This evaluation shall be completed using the same competency based assessment rubrics used at the Caravan.

Should such evaluation result in an Emerging rating, such Course Conductor would enter the Course Conductor Mentorship Program as described in 4.5 – Course Conductor Mentorship Program. Should this evaluation result in an Accomplished or Outstanding rating, such Course Conductor may be eligible for the Senior Course Conductor Advancement Program as described in 4.10 – Senior Course Conductor Advancement Program.

#### **4.7 - Inactive Course Conductor Status**

If the Provincial Supervisor of Umpires, in consultation with the Instructor Development Portfolio Lead, determines that a Course Conductor has not met the Ongoing Development Program requirements outlined in 4.6 – Course Conductor Ongoing Development Program, such Course Conductor shall be considered inactive. In exceptional or extenuating circumstances, the Provincial Supervisor of Umpires and the Instructor Development Portfolio Lead may agree to waive any of these requirements.

If declared inactive, a Course Conductor may not deliver clinics or supervise and evaluate umpires. Active status can be reinstated through either:

- successful completion of the Ongoing Development Program within one (1) year of becoming inactive. An inactive Course Conductor may be assigned to deliver a clinic for the purpose of being evaluated in the Ongoing Development Program, or
- successful completion of a subsequent Baseball Canada Caravan.

#### **4.8 - Obtaining Senior Course Conductor Status**

To obtain a Senior Course Conductor (SCC) status, an umpire must:

- Have obtained a minimum Level 4B classification
- Have no disciplinary documentation in his file with Baseball Canada for a period of at least three (3) years prior to obtaining SCC status
- Have successfully obtained a minimum Course Conductor rating of Accomplished within the past three (3) years, at either a Baseball Canada Caravan or through evaluation in the Course Conductor Ongoing Development Program as outlined in 4.6 – Course Conductor Ongoing Development Program
- Successfully complete the Senior Course Conductor Advancement Program as outlined in 4.10 – Senior Course Conductor Advancement Program

#### **4.9 - Senior Course Conductor Qualification**

A SCC can deliver all levels of provincial clinics, and can supervise and evaluate any level of umpire provincially. A SCC is eligible to be selected as a Championship Assistant Supervisor by the Supervision and Evaluation Portfolio Lead. A SCC may also recommend Level 3 umpires for advancement to Level 4.

A SCC may also instruct at a Baseball Canada Caravan if they meet the Master Course Conductor eligibility criteria outlined in 4.12 – Master Course Conductor.

#### **4.10 - Senior Course Conductor Advancement Program**

The goal of the Senior Course Conductor Advancement Program is to develop successful Senior Course Conductors (SCC) with the appropriate skills to instruct at national umpire clinics and to supervise and evaluate umpires both provincially and nationally.

A Course Conductor who meets the eligibility criteria as outlined in 4.8 – Obtaining Senior Course Conductor Status shall notify the Provincial Supervisor of Umpires of his desire to enter the Senior Course Conductor Advancement Program. This candidate is required to successfully complete all of the following within two (2) years of entering the Senior Course Conductor Advancement Program in order to obtain SCC status:

##### Online Component

The candidate must successfully complete an online SCC training course as set by the Instructor Development Portfolio. This course shall include the following components:

- Forms used during a Baseball Canada Championship
- Review of proper pedagogical skills used by a SCC during evaluations and taught during the Baseball Canada Caravan
- Additional modules as defined by the Instructor Development Portfolio Lead, which may include conducting game evaluations, note-taking, leading debriefings, etc.
- Final assessment

##### Practicum Component



The candidate must co-supervise two (2) provincial tournaments with an active Master Course Conductor (MCC) mentor or SCC mentor with Championship Supervisor experience. The following criteria shall be in place for the practicum component:

- The mentor must be a different person at each of the two (2) tournaments. In exceptional or extenuating circumstances, the Instructor Development Portfolio Lead may waive this requirement at the request of the candidate or the Provincial Supervisor of Umpires.
- The mentor must be an active CC as well as having been a Supervisor or Lead Supervisor at a Baseball Canada Championship and in good standing with the Supervisor and Evaluation Portfolio
- The umpiring during the tournament can be in either the two or three umpire system
- Each tournament must consist of at least two (2) calendar days (can be split over multiple weekends or non-consecutive days)
- The candidate must be exposed to, and complete, game evaluations and debriefings under the mentor's guidance and supervision
- The mentor must complete an evaluation form provided by the Instructor Development Portfolio indicating the candidate was successful in this component
- No tournament supervised by a CC prior to becoming eligible to enter this program will count towards completion of this component

#### Leadership Component

The candidate must successfully complete leadership experience within his province in consultation with the Provincial Supervisor of Umpires. Examples could include:

- Teaching at a Level 4 clinic (if eligible)
- Development or contributions towards a provincial grassroots program
- Mentorship of umpires within the province
- Creation and/or maintenance of curriculum within the province
- Creation and/or maintenance of provincial websites or social media
- Creation and/or maintenance of provincial newsletters for umpires
- Significant involvement in Level 3 clinics within the province

The candidate must complete a Leadership Experience form, documenting the experience. The Provincial Supervisor of Umpires shall indicate whether the CC was successful or unsuccessful in this component.

Notes:

- Being an active umpire or instructing clinics within the province does not satisfy this component
- Should the Provincial Supervisor of Umpires indicate that the candidate was unsuccessful in the Leadership Component, the candidate can appeal to the Instructor Development Portfolio Lead. The Instructor Development Portfolio Lead, in consultation with the portfolio sub-committee, will make a final decision as to whether this component has been met.

#### **4.11 - Inactive Senior Course Conductor Status**

A Senior Course Conductor, who has not been a Supervisor or Assistant Supervisor at a Baseball Canada Championship for a period of five (5) years, shall be considered inactive nationally. Such inactive SCC may not be assigned as a Supervisor or Assistant Supervisor at a Baseball Canada Championship, and may not recommend Level 3 umpires to the national program.

However, such inactive SCC shall retain active status provincially and may continue to lead clinics and evaluate umpires provincially. National active status can be reinstated through successful completion of the Senior Course Conductor Advancement Program, or through special exemption granted jointly by the Instructor Development Portfolio Lead and the Supervision and Evaluation Portfolio Lead.

#### **4.12 - Master Course Conductor**

To obtain Master Course Conductor (MCC) status, a Senior Course Conductor (SCC) must:

- Have attained a minimum Level 5C classification
- Have attained a SCC status for a minimum of one (1) year
- Be in good standing with Baseball Canada
- Have been an Assistant Supervisor or Supervisor at a Baseball Canada Championship and have received a positive recommendation to supervise from the Lead Supervisor
- Have had no disciplinary documentation within their Baseball Canada file in the last five (5) years
- Have been recommended by a Lead Master Course Conductor, and approved by the Instructor Development Portfolio Lead, to instruct at a Baseball Canada Caravan
- Instruct at a Baseball Canada Caravan and obtain a minimum rating of Accomplished through evaluation by the Lead Master Course Conductor

The number of Senior Course Conductors attending any Caravan as MCC candidates is not to exceed the number of qualified Master Course Conductors instructing at that Caravan.

#### **4.13 - Master Course Conductor Qualification**

A MCC is eligible to instruct all levels of provincial clinics and is eligible to supervise and evaluate any level of umpire both provincially and nationally. A MCC can instruct at a Baseball Canada Caravan.

#### **4.14 - Inactive Master Course Conductor Status**

A MCC who has not instructed at a Caravan for seven (7) years, or who does not receive a positive recommendation from the Lead MCC to instruct at future Caravans, shall be considered inactive.

An inactive MCC shall retain their status as an active SCC, unless also falling within the guidelines of 4.11 – Inactive Senior Course Conductor Status, in which case they shall also be inactive as an SCC.

To have active status reinstated, the inactive MCC would be required to complete the elements of the Senior Course Conductor Advancement Program.

#### **4.15 - Lead Caravan Instructor**

For each Caravan, the Instructor Development Portfolio Lead, in consultation with the Provincial Supervisor of Umpires, shall appoint a Lead Caravan Instructor from amongst the Master Course Conductors assigned to that Caravan. This person will be the liaison between the Caravan instructional team and the Instructor Development Portfolio Lead. They will consult on curriculum delivery and assessment, and the Lead Instructor will be responsible to submit all final assessments to the Instructor Development Portfolio Lead within one (1) month from the completion of the Caravan.

## **Section 5 - Operations Portfolio**

---

## 5.1 – Dick Willis Umpire of the Year Award

Each year, Baseball Canada honours the Umpire of the Year.

The criteria for the Dick Willis Umpire of the Year Award are as follows:

- Must be an active umpire with a minimum Level 4A classification
- Must contribute to enhancing the national program on a provincial and national level during the current year (i.e. – October 1 to September 30)

An umpire may only receive this award once.

## 5.2 – Home Run Sports Lifetime Achievement Award

In addition to having a long-time contribution to baseball officiating in Canada at the national level, candidates being considered for the Home Run Sports Lifetime Achievement Award must meet the following criteria:

- Be an ambassador of the Baseball Canada Umpires' Program;
- Demonstrate excellence and proficiency in umpiring by having officiated or supervised in a minimum of 15 Baseball Canada and/or international events; and
- Have shown a significant contribution to the structure of umpiring in Canada (may include but not limited to: mentoring, evaluating, instructing, being a Course Conductor, member of the Umpires' Committee, supervising, etc.). Specific examples need to be provided.

Note: In special circumstances the minimum 15 Baseball Canada and/or international events criteria can be waived if it is deemed by the Umpires' Committee that the nominee's off-field contributions were significant enough to supersede the required minimum number of tournaments and/or championships attended.

### Eligibility

- A candidate shall be eligible for consideration for this award once the candidate has become an inactive umpire.
- Recipients of this award shall have their annual national certification fee waived indefinitely

### Selection Criteria

- This award does not have to be awarded annually
- Provincial Supervisors provides nominees to their respective Provincial Baseball Association President for approval
- Nominations are to be forwarded to the Baseball Canada office and the Operations Portfolio Lead.

## Section 6 - Appendices

---

### APPENDIX A – UMPIRE DRESS CODE

	<b>Required</b>	<b>Optional</b>
Hat *	Black (fitted)	
Jersey *	Black	Powder blue Black long-sleeve shirt (plate umpire only)
Undershirt	Black	Red (Black jersey only)
Jacket *	Black	
Pants	Heather grey** Charcoal	
Socks	Black	Navy blue
Shoes	Black (some white on shoes is acceptable)	
Ball bag (plate umpire only)	Black (no logos)	
Belt	Black leather	

\* denotes Baseball Canada merchandise only available only through Home Run Sports, Official Supplier to Baseball Canada umpires.

\*\* heather grey to be eliminated starting in 2020 season.

All members of an umpire crew must wear the same color jersey and undershirt. If jackets are worn, all base umpires must wear a jacket; the plate umpire has the option as to whether or not to wear a jacket.

Plate coats with no crests and no numbers may be worn.

Only the plate umpire is to utilize an indicator during the course of a baseball game.

APPENDIX B - CREW CHECKLIST

- Fly ball coverage with 0 runners. Which umpire is the key.
- Signalling fly ball outs.
- Fly ball coverage with a runner on first.
- Runner on first, Ball hit down the lines.
- Runner on first, U3 or U4 for third base umpire.
- Rotation? Communication on rotation? 3-2, 2 out rotation?
- Runner 1st & 2nd. Fly ball coverage.
- Runners 1st & 2nd. Tag up situation.
- Rotations with runners 1st & 2nd.
- Rotations with runners 1st & 3rd.
- Runner on 2nd. Positions with various outs.
- Runner on 2nd. Fly ball responsibility.
- Bases loaded. Fly ball responsibility.
- Bases loaded rotations.
- Runners on 2nd & 3rd. Positions with various outs
- Runner on 3rd. Fly Ball coverage.
- Fair/foul responsibilities.
- Balks & responsibility of balks
- Signals
- Check swings
- Arrival at park and transportation
- Who handles ground rules
- Ejections/ Protests/ Asking for help
- Dress

APPENDIX C - EJECTION REPORT

---

Date of Game: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Championship Tournament/Location: \_\_\_\_\_

Teams involved: Home: \_\_\_\_\_ vs. Visitor: \_\_\_\_\_

Name of person ejected: \_\_\_\_\_ Team: \_\_\_\_\_

Person ejected was a (circle one):      Manager      Coach      Player

Note: If more than 1 person is ejected for the same situation, use the reverse side of the sheet.  
Ejections from other situations must be filed on a separate form.

Choose one of the following:

- A. Unremarkable Ejection – a routine ejection occurring during the course of play that does not require further review (unless it was a repeat offense)
- B. Subject to Review – including, but not limited to: excessive verbal abuse of anyone following the ejection, failure to leave the field within a reasonable amount of time following the ejection, obstructing the play of the game, physical contact with any umpire at any time, deliberate attempt to injure another participant or spectator

Note: If you chose option B, please write a detailed description of the incident on the back of the page. Indicate the specific offense that should be reviewed.

Below, write the names of relevant witnesses to the event, including the other umpires on your crew.

\_\_\_\_\_

This report is being submitted by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Umpire Name \_\_\_\_\_

Province moving to:  
(if known) \_\_\_\_\_

New Address (if known): Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone # \_\_\_\_\_

Umpire since Year (e.g.: 1990) \_\_\_\_\_

Current NUCP Level \_\_\_\_\_

Course Conductor Rating \_\_\_\_\_

Approx. number of games umpired per year last 3 seasons \_\_\_\_\_

Levels of baseball generally	Boys	Girls
worked last 3 years		
Mosquito .....	<input type="checkbox"/>	<input type="checkbox"/>
Pee-Wee .....	<input type="checkbox"/>	<input type="checkbox"/>
Bantam .....	<input type="checkbox"/>	<input type="checkbox"/>
Midget .....	<input type="checkbox"/>	<input type="checkbox"/>
Junior.....	<input type="checkbox"/>	<input type="checkbox"/>
Men .....	<input type="checkbox"/>	<input type="checkbox"/>

Regional, National, and International Assignments:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Discipline sanctions imposed in the past, and details if any.

Completed by: \_\_\_\_\_

Province: \_\_\_\_\_



Note: In this policy, “member” refers to all individuals who have attained official status as a National umpire, evaluator, or supervisor. Official status is defined as any umpire who is recognized as a National umpire (i.e. – Level 4B classification or higher) or any individual who has been approved by Baseball Canada as an instructor, evaluator, or supervisor.

## PREAMBLE

1. The Baseball Canada Umpires' Committee is committed to the development of amateur officiating in Canada and the establishment of cordial and respectful relationships among the entire baseball community.
2. Membership as a Baseball Canada Umpire may provide many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the Code of Conduct, policies, rules, and regulations of Baseball Canada.
3. The Baseball Canada Code of Conduct (Attachment A) identifies the standard of behaviour which is expected of Baseball Canada Umpires. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.

## APPLICATION

4. This policy applies to all members who have achieved official and recognized status as a Baseball Canada Umpire and may include working umpires, appointed evaluators, supervisors, or instructors.
5. This policy applies to disciplinary matters that may occur during the course of any Baseball Canada business which may pertain to umpires. This may include, but is not limited to, national championships and international events.
6. Disciplinary matters arising within the business, activities, or events of provincial/territorial baseball associations shall be dealt with using the disciplinary policies and mechanisms of such organizations.

## DISCIPLINARY PROCEDURES

### Minor Infractions

7. Examples of minor infractions are shown in Attachment B. All disciplinary situations involving minor infractions occurring within the jurisdiction of Baseball Canada will be dealt with by the appropriate person having authority over the situation and individual involved (this person may include, but is not restricted to, a tournament supervisor or assistant supervisor, or tournament chairperson).

Any alleged minor infraction regarding the conduct of a national tournament supervisor or assistant supervisor or recognized evaluator must be registered with Baseball Canada by September 30th of the championship year. Complaints may be lodged with the Baseball

Canada representative at any time during the championship, or with the complainant's provincial supervisor upon completion of the championship. In either case, the Baseball Canada Umpires' Committee must be informed by September 30th of the championship year to allow adequate time for the alleged offender to respond to the allegations prior to any sanctions being considered or administered.

8. Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for the discipline of such infractions, provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide any pertinent information concerning the incident.

It is imperative that all minor infractions be documented and discussed with the alleged offender in order to provide said individual(s) with the opportunity to address the issue. In cases where an umpire has committed a minor infraction, a supervisor or assistant supervisor should make every effort to discuss the incident with the umpire as soon as possible rather than waiting until the post-tournament evaluation. Documentation of the infraction and discussion will be forwarded to the Baseball Canada office by September 30th of the championship year and this documentation will be placed in the umpire's dossier.

Umpires will have access to the contents of their dossier at any time. Contents of the dossier may be used to assess qualifications for assignments and to assist in instructing the umpire in behavioral change.

#### SANCTIONS – MINOR INFRACTIONS

9. The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:
  - a) verbal reprimand;
  - b) written reprimand to be placed in individual's dossier;
  - c) verbal apology given by the offender;
  - d) written apology signed by the offender;
  - e) suspension from a portion of or entire current competition; and
  - f) other sanctions as may be considered appropriate for the offense.
10. Minor infractions which result in disciplinary action shall be recorded using the Incident Report form in Attachment C. Use of this form is mandatory if any disciplinary action is taken as it will be particularly important for recording repeat infractions.

#### Major Infractions

11. Examples of major infractions are shown in Attachment B. When a major infraction is deemed to have occurred a hearing must be held. Participants at the hearing shall include, but are not limited to:
  - a) the alleged offender;
  - b) the Supervisor and/or the Assistant Supervisor of the championship;
  - c) the appointed Baseball Canada representative of the championship;
  - d) any witnesses necessary to confirm or rebut the allegations/incident in question; and
  - e) any other individual(s) deemed appropriate by Baseball Canada.
12. The purpose of the hearing is to gather as much information as possible regarding the incident and to allow the alleged offender to provide any pertinent defense or explanation for the alleged infraction. It is imperative that detailed documentation of the hearing is kept and such documentation must be forwarded to the Baseball Canada Supervisor of Umpires by September 30th of the championship year.
13. Major infractions may be reported to the Baseball Canada Supervisor of Umpires (or his designate) upon completion of a hearing. Failure to report the infraction to the National Supervisor does not absolve the alleged offender of any wrongdoing. Some major infractions (i.e. racist or sexist in nature) should be dealt with immediately while others may be dealt with upon completion of the tournament. The discretion of the tournament supervisor and/or the assistant supervisor and/or the Baseball Canada representative (in situations where a complaint may involve a supervisor or assistant supervisor) shall determine if the Baseball Canada Supervisor of Umpires should be contacted prior to the completion of the event.
14. Upon notification of an incident (via receipt of an Incident Report form, telephone call, email, fax, etc.) the National Supervisor of Umpires (or his designate) shall provide feedback on the incident and, in consultation with tournament supervisors and/or Baseball Canada representatives, make recommendations as to any immediate sanctions. Any sanctions administered at this time shall pertain only to the current event or championship.
15. In the event that a hearing cannot be held (i.e. the incident occurred at the end of the tournament and the alleged offender is departing or has departed) every effort must be made to create documentation of the alleged infraction and the surrounding circumstances. Witness statements should be collected by the tournament supervisors and/or the Baseball Canada representative and these must be forwarded to the National Supervisor of Umpires (or his designate) AND the Baseball Canada office within seven days of the completion of the championship. Upon receipt of this documentation, Baseball Canada must contact the alleged offender to obtain further information about the allegations. These findings must be reported to the National Supervisor of Umpires (or his designate) by September 30th of the championship year.
16. Major infractions occurring within the competition may be dealt with immediately, if necessary, by a Baseball Canada representative in a position of authority at said competition (i.e. the appointed Baseball Canada Umpire Supervisor of the championship) provided that a hearing has been held, the individual being disciplined has been told of the nature of the

infraction, and the individual has had an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the event only. It is imperative that the alleged offender be made aware that further sanctions may be applied after the incident has been reviewed by the National Umpires' Committee.

17. The hearing may be waived in cases where the alleged offender acknowledges and does not dispute the facts of the incident. In this situation, the offender will be required to sign written documentation acknowledging the accuracy of the facts and indicating that he/she has waived the right to an oral or written submission at the hearing. The action of the umpire signing the waiver does not constitute an admission of guilt but rather an admission of the facts as documented.
18. If the alleged offender chooses not to participate in the hearing, or sign documentation acknowledging the facts, the hearing shall proceed. Documentation of the hearing events must still be forwarded to the Baseball Canada office within seven days of the completion of the championship. Baseball Canada will contact the alleged offender for further information and forward any findings to the National Supervisor of Umpires by September 30th of the championship year.

#### SANCTIONS – MAJOR INFRACTIONS

19. The Baseball Canada Umpires' Committee, after review, may recommend to Baseball Canada the following sanctions singly, or in combination, for major infractions:
  - a) written reprimand to be placed in individual's dossier;
  - b) written apology signed by the offender;
  - c) suspension from certain Baseball Canada events, which may include suspension from the current competition or from future competitions;
  - d) suspension from certain or all Baseball Canada activities (i.e. competing, coaching, or officiating) for a designated period of time;
  - e) expulsion from Baseball Canada; and
  - f) other sanctions as may be considered appropriate for the offense.
20. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent Baseball Canada policy, such as those dealing with harassment, doping, or event-specific matters.
21. Unless indicated by Baseball Canada, the disciplinary sanctions shall commence immediately.
22. In applying sanctions, the following aggravating and mitigating circumstances may be regarded:
  - a) the nature and severity of the offense;
  - b) whether the incident is a first offense or has occurred repeatedly;

- c) the individual's acknowledgement of responsibility;
- d) the individual's extent of remorse;
- e) the age, maturity, or experience of the individual; and
- f) the individual's prospects for rehabilitation.

23. In addition to the above policies and procedures, all Baseball Canada Umpires are subject to the guidelines, policies and procedures set out by Baseball Canada.

#### APPEALS

24. Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Policy of Baseball Canada.

#### ATTACHMENT A - CODE OF CONDUCT FOR BASEBALL CANADA UMPIRES

Baseball Canada is committed to providing an environment in which all individuals are treated with respect. Furthermore, Baseball Canada supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner that is consistent with the values of Baseball Canada. Members may be subject to sanctions

---

according to Baseball Canada Umpires' Disciplinary Policy for engaging in any of the following behaviour:

- a) not complying with the rules, regulations or policies of Baseball Canada, as adopted and amended from time to time;
- b) deliberately disregarding the Rules of Baseball as amended from time to time;
- c) wagering, betting, or engaging in any game of chance related to the outcome of, or any facet thereof, any baseball game in which that umpire may have influence on;
- d) verbally or physically abusing participants, spectators, sponsors, or other officials;
- e) showing disrespect to participants, spectators, sponsors, other officials, including the use of foul language and obscene or offensive gestures, or any act of insubordination;
- f) using tobacco products on-field at any Baseball Canada sanctioned competition;
- g) failing to comply with the Baseball Canada Umpire Dress Code, including the use of clothing which violates any exclusivity agreements between Baseball Canada Umpires and suppliers.
- h) any other unreasonable conduct which brings the game into disrepute, including but not limited to, abusive use of alcohol, non-medical use of drugs, etc.

## ATTACHMENT B

Examples of minor infractions:

- a single incident of disrespectful, offensive, or abusive comments or behavior directed towards others, including but not limited to peers, athletes, coaches, tournament officials, administrators, spectators and sponsors;

- a single incident of unprofessional conduct such as angry outbursts, arguing, or a minor act of insubordination towards a supervisor or tournament official;
- a single incident of being late for or absent from a Baseball Canada event or activity at which attendance is expected or required;
- non-compliance with rules or regulations under which Baseball Canada events are conducted, whether at the local, provincial, national, or international level.

Examples of major infractions:

- repeated incidents of disrespectful, offensive, or abusive comments or behavior OR any incident of sexist or racist comments or behavior directed towards others, including but not limited to peers, athletes, coaches, tournament officials, administrators, spectators, or sponsors;
- repeated incidents of unprofessional conduct such as angry outbursts, arguing, or insubordination towards a supervisor or tournament official OR a single incident of such aforementioned activity that is deemed to be severe;
- knowingly providing false information on a medical clearance report;
- repeated incidents of being late for or absent from Baseball Canada events and activities at which attendance is expected or required;
- pranks, jokes, or other activities which may endanger the safety of others;
- wagering, betting, or engaging in any game of chance related to the outcome of, or any facet thereof, any baseball game in which that umpire may have influence on;
- failing to comply with the Baseball Canada Umpire Dress Code by using clothing or equipment which violates any exclusivity agreements between Baseball Canada Umpires and suppliers;
- abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively or safely;
- use of illicit drugs or narcotics or any other banned substance.

#### ATTACHMENT C - BASEBALL CANADA INCIDENT REPORT

Date and time of incident: \_\_\_\_\_

Name of writer: \_\_\_\_\_ Position: \_\_\_\_\_

Location of incident: \_\_\_\_\_

This incident is a: \_\_\_\_\_ minor infraction                      \_\_\_\_\_ major infraction

Individual(s) involved in the incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective description of the incident (please be concise, accurate and non-judgmental):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of individuals who observed the incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary action which was taken (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of writer: \_\_\_\_\_

Date: \_\_\_\_\_