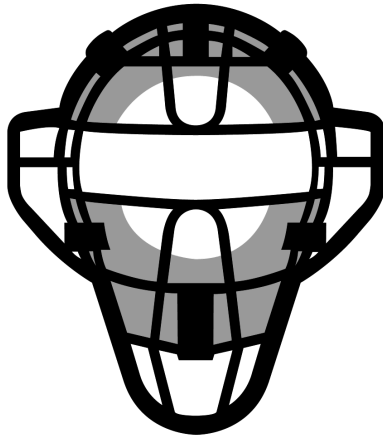


# **BASEBALL ALBERTA UMPIRE HANDBOOK**



**BASEBALL ALBERTA** —————  
**UMPIRES**

**A GUIDE TO UMPIRING IN ALBERTA  
2023**



## TABLE OF CONTENTS

MESSAGE FROM THE PROVINCIAL SUPERVISOR	PAGE 3
MISSION STATEMENT	PAGE 4
<b>A</b> PROVINCIAL UMPIRE COMMITTEE ROLES AND RESPONSIBILITIES	PAGE 5
<b>B</b> NATIONAL UMPIRE CERTIFICATION PROGRAM (NUCP)	PAGE 8
<b>C</b> CLINIC ATTENDANCE, EXAMINATION AND EVALUATION	PAGE 14
<b>D</b> EVALUATION TOURNAMENT ATTENDANCE	PAGE 16
<b>E</b> ALBERTA NATIONAL CHAMPIONSHIP ASSIGNMENTS	PAGE 17
<b>F</b> DESCRIPTION OF COURSE CONDUCTOR PROGRAM	PAGE 19
<b>G</b> UMPIRE AWARDS	PAGE 24
<b>H</b> DRESS CODE, EQUIPMENT AND CONDUCT GUIDELINES	PAGE 26
<b>I</b> 1) POLICY related to game fees and reimbursements	PAGE 30
2) POLICY related to social media	PAGE 31
3) POLICY related to reporting incidents	PAGE 33
APPENDIX 1 – Provincial Championship Crew Chief Responsibilities	PAGE 34
APPENDIX 2 – Sport Accident Policy	PAGE 36

## MESSAGE FROM THE PROVINCIAL SUPERVISOR

Fellow umpires,

This document has been created in response to numerous questions regarding policies and procedures followed by the Provincial Umpires' Committee in the administration of the National Umpire Certification Program (NUCP) within the Province of Alberta. While every attempt has been made to ensure this handbook is as comprehensive as possible, please do not hesitate to contact any member of the Provincial Umpires' Committee with any questions you may have or any omissions you may notice.

I'd like to personally acknowledge and thank all those who made contributions to the original handbook project and to all the Baseball Alberta Umpires Committee members that contributed to the current updates.

On behalf of the Baseball Alberta Umpire Committee I'd like to welcome each of you to the NUCP and umpiring in Alberta.

Yours in umpiring,

*Brandon Strocki*

Brandon Strocki  
Supervisor of Umpires  
Baseball Alberta

© 2020 Baseball Alberta Umpires' Committee, Edmonton, Alberta, Canada

ALL RIGHTS RESERVED

No part of this document may be reproduced in any form without permission in writing from the copyright holder.

The information contained within this handbook was prepared exclusively for Alberta Umpires. The Provincial Umpire Committee would like to acknowledge and thank the following people for their contribution to the project:



## MISSION STATEMENT

The Baseball Alberta Provincial Umpire Committee is responsible to:

***Foster excellence in baseball officiating at all levels of play under the auspice of Baseball Alberta through recruitment, education, training, evaluation, mentorship and networking and create opportunities for each umpire to realize their full potential as a baseball official and feel valued as a member of a welcoming fraternity.***

## CORE VALUES

- Service to the Baseball Alberta Community
- Continuous Improvement
- Honesty, Fairness, and Transparency
- Accessibility, Acceptance, and Inclusiveness



## **A. PROVINCIAL UMPIRE COMMITTEE – ROLES AND RESPONSIBILITIES**

1. The Baseball Alberta Provincial Umpire Committee shall be comprised of individuals who will lead critical functions including:
  - Grass Roots Umpire Development NUCP L1 and L2
  - Intermediate Umpire Development NUCP L3
  - Advanced Umpire Development NUCP L4 and L5
  - NUCP Instructor Development
  - Umpire Mentorship
  - Championship Tournament Assignments
  - Communications
  - Awards and Recognition
2. The Provincial Supervisor of Umpires shall be the Chairperson of the BA Provincial Umpire Committee.
3. The Provincial Supervisor may appoint an Assistant Provincial Supervisor.
4. The Provincial Umpire Committee elects or appoints the Provincial Supervisor and makes such recommendation to the Baseball Alberta Board of Directors for ratification.
5. The Committee's responsibilities related to the previously identified critical functions are:
  - a. NUCP L1 and L2 Program Delivery
    - Manage the Level 1 and 2 training clinics scheduling with associations in Alberta.
    - Manage the overall training program of Level 1 and 2 umpires in Alberta.
  - b. NUCP L3 Program Delivery
    - Actively facilitate the progression of NUCP Level 2.3 umpires to Level 3.
    - Coordinate the delivery of L3 clinics as required.
    - Ensure that the standing cadres of Level 3 umpires maintain their NUCP accreditation on an annual basis.
  - c. NUCP L4 and L5 Program Delivery
    - Provide the instructional, mentoring and evaluation framework for bridging umpires from L3 to L4 and L5.
    - Provide practical instruction, supervision and evaluation experiences for supervisors in the development program.
  - d. NUCP Instructor Development
    - Provide the development, mentoring and evaluation framework for Course Conductors (Instructors).
    - Identify Course Conductor Candidates and arrange attendance at Caravan with support as required.



- e. Mentorship
    - Develop systems whereby experienced umpires can work with less experienced umpires in game situations.
    - Assist less experienced umpires in improving their on-field competencies.
  - f. Provincial Championship Assignments
    - Ensure effective and efficient assigning of all Baseball Alberta Regular Season & Provincial Championship Games, as well as other officiating assignments as required.
    - Provide opportunity to as many Baseball Alberta umpires as possible for both regular game and championship assignments.
    - Facilitate advancement opportunities consistent with an individual's personal development to higher levels of competition.
  - g. Communications
    - Effectively communicate information from the Provincial Umpire Committee to the Baseball Alberta Umpire community.
    - Generate interest and bring the umpire community in Alberta closer together to create a more inclusive environment across all levels and abilities.
  - h. Awards and Recognition
    - Ensure that the Baseball Alberta annual awards recognizing umpire achievements and service are conferred to deserving individuals.
    - Source and create methods of recognizing members in ways that will enhance and benefit the individual as well as the umpire community.
  - i. Provincial Supervisor
    - The Provincial Supervisor of Umpires will be the chairman of the Baseball Alberta Provincial Umpire Committee.
    - The Provincial Supervisor will be responsible for oversight and the delivery of the NUCP umpire program for Baseball Alberta.
    - The provincial Supervisor or his designate will be the direct link between the Baseball Alberta Board of Directors and the Provincial Umpire Committee.
  - j. Assistant Provincial Supervisor
    - Provide assistance to the Provincial Supervisor in administrative duties and project oversight.
6. The leaders of each of the functions described above are empowered to establish subcommittees of volunteers to aid them in the execution of their responsibilities.



7. At the time of publication the Baseball Alberta Provincial Umpire Committee members are:

Provincial Supervisor	Brandon Strocki	St Paul AB
Assistant Provincial Supervisor	Jeff Donnelly	St Albert AB
Grass Roots Umpire Development	Kris Hartley	Calgary AB
Advanced Umpire Development	Steve DeLude	Calgary AB
NUCP Instructor Development	Rob Allan	Carstairs AB
Umpire Mentorship	Brad Johnson	Airdrie
Provincial Championships	Graham Grieder	Edmonton AB
Communications	Jeff Chipley	Wetaskiwin AB
Awards and Recognition	Ted Derpack	Edmonton AB



## B. NATIONAL UMPIRE CERTIFICATION PROGRAM (NUCP)<sup>1</sup>

**\*\*Please note that this section is provided for information only. The policies stated in this section do not supersede the Alberta-specific policies contained in other sections of this Handbook.**

The NUCP is a national program under the direction of Baseball Canada and the Baseball Canada National. The National Umpire Committee is responsible for all aspects of umpire training and performance standards. The national program is delivered regionally by each Provincial umpire committee.

### 1. Grass Roots Program (Levels 1, 2 and 3)

#### Level 1

<b>Experience</b>	None
<b>Conditions</b>	Attend a Level 1 clinic annually
<b>Age</b>	Must be at least 12 years of age
<b>Program Duration</b>	1 or 2 years
<b>Exam</b>	Succeed at 60% or better
<b>Assignment</b>	Local and regional minor ball (level based on assignor's discretion)

#### Clinic content (summary):

NUCP Level 1 Clinics are offered annually throughout the Province. Clinic content is 1 year covering the fundamental basics of umpiring.

In addition to the specific rules, other topics covered each year are:

- a) Baseball Alberta rules
- b) Minor division rules; (includes rule changes if any)
- c) Umpire's equipment;
- d) Responsibilities before the game;
- e) Qualities of a good umpire;
- f) Code of ethics;
- g) Important definitions
- h) Practical session, on the field or in gym focusing on primary positions, plate and base mechanics.

After completion of the L1 clinics and having umpired 10 or more games in their first year the umpire is eligible to enter the Level 2 program.

---

<sup>1</sup> See Baseball Canada Operations Manual





**Level 2**

NUCP Level 2 Clinics are offered annually throughout the Province. Clinic content is on a 3-year rotation alternating between Offense Rules, Defense Rules and Game Management. In addition to the specific rules, other topics covered each year are:

- a) Baseball Alberta rules
- b) Minor division rules; (includes rule changes if any)
- c) Umpire’s equipment;
- d) Responsibilities before the game;
- e) Qualities of a good umpire;
- f) Code of ethics;
- g) Important definitions
- h) Practical session on the field or in gym focusing on primary positions, plate and base mechanics.

<b>Experience</b>	1 year of service as a L1 umpire with 10+ Games
<b>Conditions</b>	Attend a Level 2 clinic annually
<b>Age</b>	Must be at least 14 years of age
<b>Program Duration</b>	3 years
<b>Exam</b>	Succeed at 70% or better
<b>Assignment</b>	All minor baseball (assignments at the discretion of assignor)

After completion of all three L2 clinics and having completed 3 seasons of field experience the L2 umpire is eligible to enter the Level 3 program.

**Level 3**

<b>Experience</b>	Three years of service as a L2 umpire
<b>Conditions</b>	Challenge the Baseball Canada NUCP L3 exam annually. Attend a Level 3 clinic once every 3 years.
<b>Age</b>	Must be at least 16 years of age
<b>Program Duration</b>	3 years
<b>Exam</b>	Succeed at 80% or better
<b>Assignment</b>	All provincial baseball including major divisions. However, an umpire must be at least 18 years old during the current year to do major baseball.
<b>National</b>	Eligible for national certification after attending an Evaluator tournament and receiving a positive recommendation into the National program.

**Course content (summary):**

Before attending a Level 3 clinic, an umpire must have a sufficient knowledge of the rules and be well versed in the two-umpire system.



Topics covered at the Level 3 clinic are:

- a) Rules revision (conflict between rules) and any changes to rule interpretations
- b) Balks and their applicable penalties;
- c) How to write the Level 3 Online National Exam.
- d) Supervision, Mentorship and Evaluation program
- e) Game Philosophy
- f) A practical session, mandatory, on field (two & three-umpire system) as well as a Bullpen Session
- g) Online National Level 3 Exam. (must be written annually)

## **2. LEVEL 4/5 THE NATIONAL PROGRAM**

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.

Baseball Canada establishes the certification rules and makes all international assignments. The provincial associations manage the development program and national assignments. Within the national program, the umpire can, based on ability and experience, reach the highest level of baseball in the world.

### **Progression within the National Program**

Within the national program, an umpire progresses through a series of classifications. This progression is not made within a year but will represent the progression through most of the umpire's career. Advancement may end at any step of the progression, based on an umpire's personal interest in advancement and their performance assessment on evaluations.

The classification progression steps are:

1. Level 4 Trained (4T)
2. Level 4
3. Level 5
4. International Recommendation

### **Level 4 Trained Classification:**

The criteria for an umpire to attain the Level 4 Trained classification are:

- be recommended by his Provincial Supervisor based on successful completion of base and plate evaluations in the prior season
- be currently certified provincially as a Level 3 umpire
- have a minimum of four (4) years' experience
- be eighteen (18) years old or older during the current season
- attend a national certification clinic
- pay the national certification fee
- must write the national exam and score at least 80%
- must be field evaluated twice annually (1 plate, 1 base) at the provincial level by a Senior or Master Course Conductor and receive a positive evaluation on both plate and base evaluations.



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/she will need to proceed again the following year unless he meets the requirements as mentioned above.

Level 4 Trained umpires are eligible to be assigned by their province to a Minor Baseball Canada Championship.

#### **Level 4 Classification:**

To obtain a Level 4 classification, an umpire must have successfully completed an umpiring assignment at one (1) Baseball Canada Championship at a minor category.

A Level 4 umpire is exempt from submitting an annual plate and base evaluation for a period of three (3) consecutive seasons from their last Baseball Canada Championship as either an umpire or Supervisor.

#### **Level 5 Classification:**

To obtain a Level 5 classification, an umpire must have obtained a major assessment at a Minor Championship, and retained that major assessment at their first Major Championship. Once an umpire attains Level 5 classification, that designation is retained even though performance at a subsequent Baseball Canada Championship may result in a minor recommendation.

A Level 5 umpire is exempt from submitting an annual plate and base evaluation for a period of three (3) consecutive seasons from their last Baseball Canada Championship as either an umpire or Supervisor.

### **National Championship Assignments**

#### **Procedures**

The Provincial Umpires' Committee is responsible to assign umpires at the national events. Umpires can only be assigned up to the level of their most recent evaluation at a National tournament.

If an umpire has been assigned by their province to a higher level than the most recent evaluation at a national tournament, Baseball Canada will investigate the situation and will make a final decision on the umpire's eligibility to umpire that tournament.

National/International assignments shall be limited to one assignment per individual each year. The Baseball Canada Supervisor of Umpires, for "last minute" replacements, can make exceptions.



## **International Assignments**

The International Selection Committee in consultation with the BCUDC Chair is responsible for recommending umpires for international events. WBSC/COPABE has sole jurisdiction in making International umpire selections, and may decide to select from outside the BCUDC recommended list.

In order to be considered for inclusion on the International Recommendation list, umpires must be endorsed by the President of their Provincial Baseball Association and the President of Baseball Canada.

Candidates will not be considered if they are currently under suspension by Baseball Canada or by a provincial association. An international recommendation is available for both male and female umpires.

## **International Pathway**

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

### **International Pathway Step 1 – Tournament 12**

Should the event cease to exist an alternative tournament/pathway may be created.

The purpose of Tournament 12 is to identify umpires who may be ready for an International Recommendation, and also to identify and train umpires who in the future may be ready for an International Recommendation. Umpires who have attended one major championship and received a Tournament 12 invitation shall be eligible to be invited.

The International Selection Committee may invite past attendees on a case-by-case basis.

Possible outcomes are:

1. International Recommendation
2. Continuation on the International Pathway
3. Not Recommended at this time

### **International Pathway Step 2 - Continuation on the Pathway:**

Umpires whose T12 outcome is an invitation to continue on the International Pathway will be given an individualized training plan to help them achieve their goal of receiving an International Recommendation. Continuation on the pathway is limited to a maximum of 5 umpires at a time.

Each umpire will be assigned a Mentor. The Mentor will be a current or past International Umpire selected by the International Selection Committee. In conjunction with the International Selection Committee, the Mentor will be responsible for the execution of the umpires' training plan.

### **International Recommendation List:**

Each year immediately before the Baseball Canada Convention, the High Performance Lead in conjunction with the BCUDC Chairperson shall make available to the Provincial Supervisors the list of Internationally Recommended umpires. This list shall be comprised of umpires who have



successfully completed the International Pathway.

No umpire will receive an international recommendation without previously attending Tournament 12.

**International Selection Committee:**

The High Performance Lead shall appoint 3-4 additional committee members to create a committee to assist in making International recommendations. This committee shall be known as the International Selection Committee (hereinafter referred to as ISC)

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



## C. CLINIC ATTENDANCE, EXAMINATION, & EVALUATION

To remain eligible for Baseball Alberta game assignments in any given year, umpires must **at a minimum**, complete the following requirements pertaining to clinic attendance, examination, and evaluation:

### Level 1 & 2 Umpires

- Attend a one-day clinic on an annual basis as held by Baseball Alberta.
- Advance through all 5 levels from 1.1 to 2.3

### Level 3 Umpires

- Attend a two-day clinic **at least once every three (3) years** as held by Baseball Alberta; and
- Complete and achieve a grade of eighty percent (80%) or greater on the Baseball Alberta/Baseball Canada Level 3 Examination **annually**.
  - Note: Should an umpire not pass the Baseball Alberta/Baseball Canada Level 3 Examination, they are considered eligible for game assignments, but may not be considered for other considerations, including, but not limited to, advancement to the Baseball Alberta SuperClinic, National Program, or various assignments as deemed necessary by the Provincial Supervisor of Umpires and/or Baseball Alberta Umpires' Committee.

### Level 4 & 5 Umpires

- Attend a two-day SuperClinic or equivalent National Clinic in another province **annually**;
- Complete and achieve a grade of eighty percent (80%) or greater on the Baseball Canada National Exam **annually**, with the Exam being effective for the following year; and
- Be evaluated and receive a positive on-field recommendation in the Three (3) Umpire System through an Evaluation Tournament or equivalent as determined by the Provincial Supervisor of Umpires and/or Baseball Alberta Umpires' Committee. New Level 4 umpires must be evaluated **annually**. Once the umpire has attended their first national tournament and received a positive recommendation from the supervisors at that tournament, their Provincial evaluation cycle becomes once every 3 years.
  - Note: Should an umpire not pass the Baseball Canada National Exam and/or on-field evaluation, or attend a SuperClinic, they remain eligible for all Provincial level game assignments, but will not be considered for National Championship assignments for the following year.



## **Annual Renewal of National Certification**

An umpire's national certification must be renewed annually in order to maintain active status.

Each Provincial Supervisor is responsible for ensuring that umpires within their province:

- pay the annual Baseball Canada national certification fee
- attend an annual national certification clinic
- complete the national exam each year
- submit plate and base on-field evaluations, if applicable

Should an umpire score less than 80% on the exam, the umpire will be contacted by the High Performance Portfolio Lead to implement an improvement plan to enhance rule knowledge.

### **Inactive Certification:**

The BCUDC recognizes that an umpire may not actively umpire within the national program for a period of time. When that situation occurs, the umpire may elect to remain certified within the national program as an inactive umpire. Inactive status requires payment of the annual certification fee for that year and completion of the annual exam. An umpire may elect to maintain certification as an inactive umpire indefinitely.

### **Returning Umpires:**

A national umpire who leaves the national 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. The returning umpire would need to be evaluated on the plate and bases, and upon receiving a positive evaluation, will then be invited to the following season's national certification clinic.

If a national umpire has been out of the Program for more than three (3) consecutive years and did not maintain inactive status during the absence, then national classification will restart as Level 4 Trained.

If a national umpire returns to the program within three (3) years of leaving the Program, or after a longer absence during which inactive status was maintained for each year of absence, then classification will be granted at the Level attained when the umpire previously left the Program.

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 will be approved for reasons including, but not limited to, umpires who have left the program due to pregnancy, bereavement, medical reasons, or to umpire professional baseball. 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.

Exemption applications for the clinic attendance policy will be considered on a case by case basis if made in writing to the Provincial Supervisor of Umpires. The Provincial Supervisor of Umpires will be the sole judge as to whether an exemption application will be made.



## EVALUATION TOURNAMENT ATTENDANCE

The Alberta Umpires Evaluation Tournament is an annual event that is held in conjunction with a suitable Provincial Championship tournament (most often the 18U AA tier 1 and/or 21U AA). The purpose of the tournament is to aid in the development of umpires for future Provincial, Western and National Championship assignments. In addition, all umpires should view the annual evaluation tournament as the primary and only guaranteed opportunity to obtain a current year Baseball Canada on-field Level 4 evaluation (see policy in this Handbook under Section “Description of National Umpire Certification Program (NUCP) Level 1 – 5”).

Umpires should be aware that participation in this tournament in no way guarantees a National assignment in the future (see policy in this Handbook under Section “Alberta National Assignments”). The umpires that officiate in this tournament will not be financially compensated for the games worked, but will receive their National evaluation for the current year. The game fees forfeited by each umpire are used to cover the fees and expenses of the Baseball Canada evaluators and travel expenses for out-of-town umpires. Any excess funds will be used to support various NUCP and Umpire Committee initiatives. The participants will work a three-umpire system and will receive evaluations at all three positions.

An umpire must complete the minimum requirement of at least three games in at least one Evaluation Tournament prior to being considered for a National assignment. All Level 3, Level 4 or Level 5 umpires that require a Baseball Canada on-field evaluation in the current year must make best efforts to attend the Evaluation Tournament for the purpose of receiving their on-field evaluation. If extraordinary circumstances prevent an umpire from participating in the Evaluation Tournament, then the umpire may contact the High Performance - Level 4/5 Program Committee Chair to attempt to arrange an on-field evaluation. However, the umpire candidate must recognize that there is no obligation to accommodate such extraordinary requests and the evaluated umpire must compensate the Course Conductor with their game fees in order to obtain the field evaluation.

Please note that on-field evaluations done outside of the Evaluation Tournaments must be in a three-umpire system and you must have one evaluation done at each position.

If called upon, each Level 4 and Level 5 umpire in Alberta must work or evaluate as needed to support the Evaluation Tournament at a minimum of once per every 4 years. This policy is intended to be a way of giving back to the less experienced umpires coming up through the NUCP program. By working in an Evaluation Tournament, a more experienced umpire can pass along valuable Provincial and National experience both on and off the field.

Exceptions to this policy will be considered on a case by case basis if made in writing to the Provincial Supervisor of Umpires. The Provincial Supervisor of Umpires will be the sole judge as to whether an exception will be made. Please note however that exceptions cannot be made for umpires that require an evaluation to maintain a National certification (Level 4 or Level 5) in accordance with the Baseball Canada Policy Manual (see policy in this Handbook under Section “Description of National Umpire Certification Program (NUCP) Level 1 – 5”).





## D. ALBERTA NATIONAL CHAMPIONSHIP ASSIGNMENTS

Alberta umpires become eligible candidates for a National Championship assignment in the year following the first year in which they pass both their National rules exam (Level 4) and on-field evaluation. For example, Jane Umpire passes the rules exam at the 2018 Alberta Superclinic with a mark of 98% (current pass mark is 86%). Jane Umpire then passes an on-field evaluation at the 2008 Alberta Evaluation Tournament with a positive evaluation (current minimum is “Effective”).

Given the above example, Jane Umpire would be eligible for a first National assignment to a 2019 Championship. Jane’s level of certification is designated 4B. An umpire retains eligibility for a National assignment each year after they achieve level 4B status assuming the umpire follows the policy as set out in this Handbook (see policy under Section “Description of National Umpire Certification Program (NUCP) Level 1 – 5”).

In Alberta, the procedure for determining our National assignment selections is as follows:

- a) A list of eligible umpires is produced by the Supervisor of Umpires based upon clinic exam results, on-field evaluations from the previous year and any previous National Championship recommendations;
- b) This list is distributed to both the Assistant Supervisor and the High Performance - Level 4/5 Program Committee Chair for review and comment

Once a complete list of eligible umpires is finalized, the following factors determine which umpires are actually selected for National assignments:

- 1) Umpire availability and interest in receiving an assignment in the given year
- 2) Comments from evaluations at National Evaluations for on-field performance;
- 3) Comments from other Course Conductors from previous evaluations;
- 4) Evaluations from previous National Supervisors (if applicable);
  - “Umpires can only be assigned up to the level of their most recent evaluation at a National tournament. If an umpire has been assigned by their province to a higher level than the most recent evaluation at a national tournament, Baseball Canada’s Performance Committee will discuss the assignment with the Provincial Supervisor to confirm the umpire’s suitability to umpire in the assigned tournament.”<sup>2</sup>
- 5) Off-field behavior and attitude;
- 6) Successful participation in Provincials, Western Canada’s, other Baseball Alberta sanctioned games and tournaments;
- 7) Demonstrated involvement in Mentoring, Clinic Delivery and Umpire development activities;
- 8) Recent National assignments (how many in recent years);

---

<sup>2</sup> Baseball Canada Umpire Manual



- In normal circumstances, Alberta only assigns an umpire to two consecutive Nationals. Only in extraordinary circumstances will an umpire be assigned in three or more consecutive years.
- 9) Number and type of spots available to Alberta in current year
- It is important to understand that in any given year Alberta is granted a different number of spots at each level of National Championship. Each year all provinces have an opportunity to provide one official to each level of National Championship. Additional opportunities arise for Alberta umpires when other provinces are unable to provide officials for various levels or when additional officials are required for tournaments that are being held within Alberta or in a neighboring province...

Alberta has a very good reputation throughout Canada and we must together strive to maintain that reputation. To that end, Alberta will not assign an umpire to a National assignment if they are deemed to be “unready” just to fill its allotted number of spots. Alberta’s goal is that each umpire assigned will be in the top half of the umpires at their particular National tournament. This is both for the benefit of the province’s reputation and for the benefit of the umpire.

The Provincial Umpires’ Committee exerts every effort to ensure a fair and equitable distribution of National assignments in Alberta. They must also, in each case, address the difficult task of objectively evaluating an umpire’s degree of readiness to perform at the expected level of competence under the pressure of a National Championship tournament.

Umpires are reminded that they themselves are ultimately responsible for the progression of their own careers as an official. In the event that an umpire feels that they have been overlooked or otherwise treated unfairly they are encouraged to raise such issues with any of the High Performance - Level 4/5 Program Committee Chair, Assistant Provincial Supervisor, and/or the Provincial Supervisor of Umpires.



## **E. DESCRIPTION OF COURSE CONDUCTOR PROGRAM**

The Course Conductors' program allows the umpire to continue his personal career development by offering clinics to umpires in Alberta. This program is run by the provincial association in association with the Instructor Development Portfolio of the BCUDC. All instructors at a Baseball Canada Caravan must be approved in advance by the Baseball Canada Supervisor of Umpires and Assistant Supervisor of Umpires.

If an umpire wishes to be invited to the Baseball Canada Caravan, please contact NUCP Course Conductor Lead on the provincial committee or the Provincial Supervisor of Umpires.

### **COURSE CONDUCTOR CARAVAN**

#### **Objective**

The course conductor clinic, otherwise known as a "caravan", is a train the trainer program to provide prospective course conductors instruction in teaching methodology. Trainees learn basic teaching methods for both classroom and on-field sessions. The objective is to provide a uniform quality of instruction at all clinics held across the Province.

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, or Accomplished rating.

#### **Content:**

The clinic content is divided into four parts:

1. Pedagogy
2. Rules
3. On-field work
4. Supervision and evaluation

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

The former categories of Novice and Junior Course Conductor were eliminated as of January 1, 2015. Novice Course Conductors are now considered to be Course Conductors at the Emerging level. Junior Course Conductors are now considered to be Course Conductors at the Effective level.

**Emerging Course Conductor:**

To obtain an Emerging Course Conductor rating, an umpire must:

- have a minimum Level 3 classification
- be at least 18 years of age during the current year
- be recommended to attend a Caravan by the Provincial Supervisor of Umpires and approved by the Instructor Development Portfolio Lead.
- participate in a Baseball Canada Caravan and obtain an Emerging status.

An Emerging Course Conductor can deliver regional Level 1 and Level 2 clinics and supervise Level 1 and Level 2 umpires.

**Effective Course Conductor:**

To obtain an Effective Course Conductor rating, an umpire must:

- have a minimum Level 3 classification
- be at least 18 years of age during the current year
- participate in a Baseball Canada Caravan and obtain an Effective status
- be recommended to attend a Caravan by the Provincial Supervisor of Umpires and approved by the Instructor Development Portfolio Lead
- participate in a Baseball Canada Caravan and obtain an Emerging status

An Effective Course Conductor can deliver regional Level 1, Level 2, and Level 3 clinics and supervise Level 1 and Level 2 umpires.

**Accomplished Course Conductor:**

To obtain an Accomplished Course Conductor rating, an umpire must have a minimum Level 3 classification and be at least 18 years of age during the current year. The umpire must either:

1. Complete a Baseball Canada Caravan with an accomplished rating, or
2. Be an existing Effective Course Conductor and attain an accomplished rating through evaluation in the Course Conductor Ongoing Development Program (Section 4.6).

Course Conductor can deliver regional Level 1, Level 2, and Level 3 clinics and supervise Level 1, Level 2, and Level 3 umpires.

An Accomplished Course Conductor may be identified by the Provincial Supervisor of Umpires and approved by the Instructor Development Portfolio to enter the Senior Course conductor pathway.



### **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.

If an Emerging Course Conductor does not attain an Effective or higher rating after three 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 they will indefinitely retain their Emerging status, or
- notify the Course Conductor that their status shall be revoked to No Status and they will no longer be certified as a Baseball Canada Course Conductor

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 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 or
- receiving periodic successful clinic evaluations on a schedule as determined by the Provincial Supervisor of Umpires

### **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 the 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.



## Senior & Master Course Conductor Program

### Senior Course Conductor Eligibility:

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

- be a nationally certified Level 4 umpire
- 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 Course Conductor Ongoing Development Program
- Successfully complete the Senior Course Conductor Advancement Program as outlined in – Senior Course Conductor Advancement Program

### 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 conduct evaluations to recommend Level 3 umpires to attend the national certification clinic for Level 4 advancement.

A SCC may also instruct at a Baseball Canada Caravan if they meet the Master Course Conductor eligibility criteria outlined in 4.9– Master Course Conductor.

### 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.

The candidate must successfully complete an Online Component, Practicum Component and Leadership Component

### 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.



## **Master Course Conductor Status**

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

- have attained a minimum Level 5 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.

## **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.

## **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.



## F. UMPIRE AWARDS

Baseball Alberta confers three awards to deserving members of the umpire community on an annual basis. These awards are presented at the Baseball Alberta annual banquet.

### 1. Baseball Alberta Umpire Hall of Fame

Recipients of this award are recognized for their leadership and commitment to the Baseball Alberta Umpire Program.

The Baseball Alberta Umpire Hall of Fame Award is presented annually to individuals:

- Who have demonstrated loyalty and dedication to the umpiring program in Alberta.
- Have assisted in the development and education of fellow umpires.
- Has demonstrated leadership in his/her community and has provided encouragement, support and opportunity to fellow umpires thereby fostering growth in the Baseball Alberta Umpire programs.

### 2. Murray Service Umpire of the Year

This award is based on the ability and commitment of Alberta umpires that are entering the National program.

- Must be Nationally Certified (i.e. – Level 3, Level 4 or Level 5).
- Must be capable of umpiring all levels of baseball within the province.
- Must have shown a willingness to improve their skills, thereby giving the teams and organizations a top quality official for their events.
- Must have contributed to the umpire programs through any of the following: mentorship, instructing, assigning games, provincial representation regionally and/or nationally, or in assisting the Umpires' Committee with programs that will benefit the umpires in Alberta.

### 3. Junior Umpire of the Year

- Must be less than 25 years of age.
- Must have attained a level 2 status.
- Must have displayed a willingness to learn and improve as a Baseball Official.





In addition, the Provincial Umpire Committee confers two annual awards to deserving umpires which are announced and presented at the annual L4/5 Superclinic.

#### **4. The Distinguished Service Umpire Award**

- Must have 20 plus years of service.
- Must have shown dedication, loyalty and respected service as an active umpire.
- Consideration will be given to umpires that have worked numerous games, (regardless of the level of competition) and that have shown adaptability to last minute changes that were unavoidable thereby providing an outstanding service to the game as well as their colleagues and our organization.

#### **5. The Steve Bluett Hero Award**

This award will be presented **annually** to the umpire who, through both word and action demonstrates some or all of the characteristics of our friend and colleague Steve Bluett.

##### **These actions are as follows:**

- Courage and tenacity in the face of adversity.
- An ability to motivate and inspire.
- A commitment to self-improvement.
- Resiliency.
- Grace and generosity.

#### **6. The Umpire Leadership Award**

Every successful program has people who have a vision for progress and the leadership skills to turn vision into reality. Such people are the backbone of any organization and truly lead us forward.

Over the years, there have been a number of people in our organization that have put in the consistent effort, often unrecognized, that keeps our programs running smoothly and efficiently. They continuously strive to improve upon existing programs in addition to creating ones.

This award is presented to an umpire that has provided outstanding leadership, no matter what their role, to the Baseball Alberta umpire community. This award celebrates the accomplishments of the recipient and acknowledges the commitment that they have made, over many years, to improve our umpiring programs.



## G.DRESS, EQUIPMENT, AND CONDUCT GUIDELINES

### OBJECTIVE

Proper personal and professional attire, attitude, and conduct both on and off-field are crucial elements in establishing a professional demeanor and gaining the respect of the Managers, Coaches, Players, spectators, and fellow umpires.

### ON-FIELD DRESS CODE AND EQUIPMENT

#### Base Umpire

- Mandatory
  - Black Short-Sleeved Umpire Shirt;
  - Black or Red Short-Sleeved Undershirt (Matching Partner);
  - Black Umpire Hat;
  - Charcoal Grey Umpire Pants;
  - Black Shoes;
    - Note: white marking on the shoe are considered acceptable.
  - Black Socks; and
  - Black Leather or Patent Leather Belt.
- Optional (Matching Partner Unless Otherwise Noted)
  - Powder Blue Short-Sleeved Umpire Shirt;
  - Black Umpire Jacket;
    - Note: Jackets must be worn if the Plate Umpire wears a Jacket or Long-Sleeved Umpire Shirt or if Base Partner(s), if applicable, wears a Jacket. A Jacket may be worn if Plate Umpire chooses to wear a Short-Sleeved Umpire Shirt.
  - Heather Grey Umpire Pants;
    - Note: Heather Grey Umpire Pants shall not be worn at Baseball Canada National Championships.
  - Conservative Styled Sunglasses;
    - Note: Partners do not need to match with respect to Sunglasses.
  - Black Gloves; and
  - Watch or Stopwatch to be kept in pocket.

#### Plate Umpire

Same as Base Umpire with following additions:

- Mandatory
  - Protective Mask with adequate throat protection;
    - Note: Traditional Umpire Masks or Goalie Style Helmets are acceptable. Umpires may choose to not wear a Cap with a Goalie Style Helmet.
  - Chest Protector to be worn underneath Umpire Shirt/Jacket;
  - Shin Pads to be worn underneath Umpire Pants;
  - Athletic Support/Protector;
  - Black Protective Shoes;
  - Black Ball Bag(s);
  - Plate Brush;
  - Indicator; and
  - Pen or Pencil.
- Optional



- o Black Long-Sleeved Umpire Shirt.

Umpires should rigorously attend to all clothing and equipment. It should be adequately cleaned, appropriately fitted, and free from defects and/or noticeable disrepair (i.e. wrinkles, rips, tears, stains, etc.). Understand that damaged or ill-fitting safety equipment does not adequately fulfill its purpose and thus puts you at risk. If you appear at the field in a sloppy and/or dirty uniform it engenders a negative impression that will extend to negative expectations of your capability on the diamond.

### **GUIDELINES FOR MANAGING ASSIGNMENTS**

- Advise your Assignor as early as possible of date unavailability through appropriate assigning mechanisms as directed (online or otherwise);
- Confirm receipt of assignments as directed;
- Reply promptly to your Assignor as directed of any conflicts with assigned games or to handle any reassignment of games;
- Keep adequate record of all assignments accepted upon being assigned; and
- Be flexible in terms of having availability to cover last minute assignments with reduced notice to assist your Assignor in meeting league commitments.

### **GUIDELINES FOR WORKING GAMES**

- Evening Before Game
  - o Check game location, time, partner(s), Plate/Base assignment, and prepare equipment;
    - Note: Umpires are expected to bring all gear, both plate and base, regardless of what position the Umpire is assigned to.
  - o Check for any special league rules, diamond location, parking area, and any other relevant information.
- Thirty (30) Minutes or More Prior to First Pitch
  - o Advise Home Team Manager or Representative of your arrival, check on status of teams, weather, and expected start time, and obtain supply of game balls;
  - o Establish a consistent stretching/running/warm-up that helps you relax and prepare both physically and mentally for your game;
  - o Greet your partner(s) for the game when they arrive;
  - o If unfamiliar with diamond or before your first game of the season at that diamond, walk the diamond, preferably with your partner(s), and check for hazards, discuss known or probable ground rules or other peculiarities of that diamond, and note changes since last season such as tree branches overhanging fences, dugout changes, etc.;
  - o Go through pre-game checklist with partner(s) and ensure that ground rules and league rules are fully understood;
  - o Rub up baseballs, if necessary; and
  - o Get dressed for game;
    - Note: If the Plate Umpire has not arrived fifteen (15) minutes prior to game-time, get prepared to change into your plate gear. If at ten (10) minutes before game-time said partner has still not arrived, change into your plate gear to ensure that you can start plate meeting on time.
- Five (5) Minutes Prior to First Pitch
  - o Arrive at home plate with partner(s) for plate meeting. If necessary and if consistent with league rules/directives, order any team on the diamond to end their infield practice;



- o Conduct plate meeting by first receiving the home team and then visiting team line-ups. Confirm no obvious errors in line-up and verify starting pitchers and use of DH if relevant;
- o Provide Home Team Manager an opportunity to go over the ground rules. If they are unfamiliar with the ground rules or requests, the Plate Umpire should then go over said ground rules; and
- o Verify the Official Scorekeeper, their location, and introduce yourself to them, if feasible, as they are part of your officiating team.
- During the Game
  - o Remain vigilant for any safety infractions such as players not staying within the confines of the bench or equipment left where it could interfere;
    - Note: Some latitude may be granted to Managers and Coaches to allow them to monitor bullpen activity or take a few steps outside the dugout during a break in play to provide encouragement or instructions. At the discretion of the Umpire, the Manager or one of the coaches may be allowed to stand just outside the dugout door to give signals as long as they do not interfere with play. However, the Umpire reserves the right to restrict all team members to the bench area except those expressly allowed in accordance with the Official Rules of Baseball, being nine (9) defensive players, offensive players currently on base or at bat, one (1) on-deck batter, and two (2) base coaches.
  - o Place yourself in good position to observe plays and make correct calls;
    - Note: In some situations, errors may be made or plays may be so close that the Umpire may be uncertain that their call was accurate. In these circumstances, the Umpire may expect some reaction from fans, players, and Managers and/or Coaches. As long as such reaction is not obscene, derogatory, personal, or maintained for an unseemly length of time, the Umpire need not eject the offending individual. However, if the Umpire is bumped, touched or when obscene, derogatory, or personal comments are made, the offending individual should be ejected. Where Umpires believe that they have made honest mistakes which cannot be corrected, they should never attempt to “even-up” by making a counteracting “miss-call” as this makes a mockery of the game and can result in loss of respect and/or credibility for the Umpire.
  - o In case of dispute, protest or ejection, the Umpires must strive to remain calm, poised and do their best to avoid escalating the situation; and
  - o Where ejections or other significant incidents occur, the most involved umpire must make appropriate notes at the time of the incident. They may call on the assistance of partner(s) to ensure an accurate description of the event is recorded. The umpire **must** submit a written report to Baseball Alberta within twenty-four (24) hours of any significant incident.

### **POST-GAME TIPS**

- Relax, debrief with your partner(s) of how the game went, clean equipment, and enjoy the moment;
- If another game shortly follows yours, do not leave until both Umpires have arrived for next game. If one (1) umpire has arrived for next game, at least one (1) umpire should remain just case they are delayed in traffic, have a personal



emergency, or for some other unforeseen problem. Contact your Assignor to confirm; and

- Focus on continual improvement as an umpire. Pick a mechanic and/or skill after each game to work on improving during the next game.

### **ETIQUETTE AND PROFESSIONALISM**

- Alcohol and/or Cannabis must never be consumed before games and should not be consumed in public view after a game;
- Tobacco, Cannabis, or Vaping use is not allowed during the game. Umpires should restrict use of such in private settings well removed from their umpiring role;
- Remember that when parking in public areas, that you may be seen/heard by residents, children, spectators, participants, or other pedestrians;
- When parking, be cognizant of all applicable parking rules and regulations;
- Do not litter as some diamonds do not have washrooms and/or changing facilities. Pre-plan and be discreet;
- Although it can be very trying at times, regardless of the quality of play, errors, or score imbalance, do not be disrespectful toward the athletes or Coaches. While many are openly judgmental of our performance, we must not mock the efforts of the game participants;
- Be impartial and be perceived by others as impartial. Innocent pre-game banter on game length, outcome, probability of mercy rule, or relationship to team members, if overheard, may jeopardize respect and credibility of an Umpire. Do not allow past performance to create false expectations. Instead, learn to expect the unexpected and allow each play to create its own outcome; and
- Do not be drawn into commenting or discussing the performance of a fellow Umpire. Fellow Umpires are your only ally on the diamond and you must act as a team at all times. Consider how you would feel if the situation was reversed and someone said “Even the other Umpire is laughing at you.”

### **TIPS AFTER MAKING A MISTAKE**

- Discuss with your partner after the game, read and understand the correct ruling, call a mentor or supervisor, and then put it behind you. The perfect Umpire has not yet been created and everyone has likely gone through what you just experienced. There is probably no judge harsher than you. Those that criticize the performance of an umpire are usually biased and ignorant of the rules or how they are applied at times. Feel free to recommend them to attend an Umpire Clinic as Baseball Alberta is always looking for new Umpires to officiate games;
- Learn from your mistakes; and
- Focus on continual improvement as an umpire. Pick a mechanic and/or skill after each game to work on improving during the next game.



## H. IMPORTANT BASEBALL ALBERTA POLICIES

Several policies, mandated by the Baseball Alberta Board of Directors, are pertinent to umpires. These policies are supported by the Provincial Umpire Committee. Strict adherence to these policies is required of all umpires.

### 1. Umpire Fees and Reimbursement

#### a. Game Fees

Age Category	'A'	'AA'	'AAA'
11U	\$45.00	\$45.00	N/A
13U	\$50.00	\$50.00	\$50.00
15U	\$55.00	\$55.00	\$55.00
18U	\$60.00	\$60.00	\$60.00
Junior	N/A	\$70.00	\$70.00
Senior	N/A	\$70.00	\$70.00

#### Minimum # of Umpires Required

	'A'	'AA'	'AAA'
League Play	2	2	2
Provincials	2	2	3
Westerns	N/A	3	3

#### b. Mileage and Other Reimbursements for Umpires

- Games commencing prior to 6 pm on non-holiday weekdays will incur a **\$15/umpire premium**.
- Originally scheduled 9 inning games will incur a **\$5/umpire premium**. **This DOES NOT** apply when games extend to extra-innings regardless of the number extra innings actually played.
- Umpires are eligible for reimbursement based on mileage as follows:
  - **No mileage** may be charged when one-way travel from home to game site is **30 km or less**.
  - **A flat fee of \$30** may be charged when one-way travel is **31 – 60 km** from home to game site no matter what the actual distance is within that range.
  - If travel from home to game site **exceeds 60 km**, mileage may be charged at a rate of \$0.50/km for the entire round trip (home – game site – home).
  - Umpires may, by individual choice, accept less than the eligible amounts for mileage but in no way does that set a precedent for any other umpire with respect to mileage charges.
  - When possible, umpires are expected to carpool when traveling from the same starting location.
- **Eligible Accommodation** – Umpires are eligible for reimbursement when overnight stay is approved by Baseball Alberta. Umpires must stay double occupancy unless authorized in advance by the Executive Director of Baseball Alberta.



- Umpires will be eligible for appropriate mileage and 50% of a single game fee when any game/weekend is completely rained out and no prior notification of cancellation has been made to the umpire assigner and the umpires have dutifully arrived at the field. The host is responsible for such payment. Umpires are not eligible for compensation if notified of rain out before leaving home.
- Umpires will be eligible for a full game fee in the event of rescheduling/cancellation of games (not due to weather) if notification of such change is not provided **by 4 pm at least 2 calendar days prior** to the day of the originally scheduled game. The host team will be responsible for such payment.
- Teams responsible for scheduling/rescheduling games must provide game date/time/place to Baseball Alberta by **4pm at least 4 working days prior to the game.**
- Umpires working a game that has started but is subsequently suspended, canceled or forfeited prior to completion will be paid the full game fee. Umpires completing a suspended game will be paid 50% of the normal game fee. Additional fees to complete a suspended game are not applicable at the Baseball Alberta Provincial Championships.
- If, for any reason an umpire is required to work a game alone, such umpire shall be paid 1.5 times the normal game fee. In such cases the umpire may recruit an uncertified volunteer to work bases only. Such volunteers shall be eligible for an honorarium of \$10/game.

## 2. Social Media Policy

### POLICY STATEMENT

- Baseball Alberta recognizes the value of social media and the importance of social media as a key method of information exchange for participants in Baseball Alberta leagues and activities. The terms “social media” encompasses public communications through such Internet media and websites as Twitter, Facebook, Instagram, Snapchat, TikTok and any other electronic network that allows users to communicate electronically.
- Baseball Alberta is committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in an environment, including the social media information environment, which is free from inappropriate, inflammatory, or offensive content.

### APPLICATION

- This policy applies to all categories of members in Baseball Alberta, as well as to all individuals engaged in activities with or employed by Baseball Alberta, including, but not limited to, athletes, coaches, umpires, volunteers, directors, officers, team managers, team captains, and volunteers supporting sport activities.

### SOCIAL MEDIA GUIDELINES

- Baseball Alberta treats individuals participating in its programs and activities who use social media to share information to the same standards as it does for other forms of media including radio, television, and print. In other words, information published on social media should be information that an individual would feel comfortable sharing with a journalist and having quoted in a newspaper.



- Umpires are not to post and/or discuss in game situations on social media for all to see.
- Each individual needs to use his/her best judgment at all times – pause before posting or sending. Once comments are sent or posted, they cannot be retracted. Ultimately, the individual is solely responsible for his/her comments.
- Refrain from divulging confidential information of a personal or team related nature. Only divulge information that is considered public.
- Everyone including Association members, umpires, players, coaches, sponsors, and volunteers can review social media communications. It is expected that individuals will be aware of this and conduct themselves in an appropriate and professional manner.
- **If in doubt, don't post or send it.**

## SOCIAL MEDIA VIOLATIONS

The following are examples of communications through social media that are considered violations of this policy and may be subject to the Baseball Alberta Discipline Policy.

- Any statement deemed to be publicly critical of Baseball Alberta umpires or detrimental to the welfare of a member Association, Team, or Individual.
- Negative or derogatory comments about any of the Team, Association, League, Umpire, Coach, Player, or any other stakeholder in Baseball Alberta programs or activities.
- Any form of bullying, harassment, intimidation, or threats against Players, Coaches, or Umpire.
- Photographs or other multimedia content which reflects negatively upon Players, Coaches, or Umpires including but not limited to aspects such as alcohol abuse, public intoxication, hazing, or other conduct prohibited by Baseball Alberta policy.
- Any content that discriminates on the basis of age, gender, disability, race, sexual orientation, or religion.
- Online activity that is meant to alarm other individuals or to deliberately misrepresent fact or truth.

## DISCIPLINE

- Baseball Alberta will investigate reported violations of this policy in the manner set out in the Discipline Policy for other types of violations. Based on this investigation, discipline, if any, will be imposed in accordance with the Discipline Policy of Baseball Alberta.
- Baseball Alberta will work with the Baseball Alberta Umpire Committee to discipline umpires who violate the Social Media Policy.





## APPEALS

- All discipline imposed by Baseball Alberta is subject to appeal in accordance with Baseball Alberta's Appeal Policy

### 3. Incident Reporting

It is the policy of Baseball Alberta and the Provincial Umpire Committee that all incidents, whether on field or off-field must be reported to the Provincial Umpire Committee.

#### How to Report

- Go to BaseballAlberta.ca
- Click on the "Umpires" Tab.
- Click on "Incident Report"
- Fill out the form under the incident report tab

#### When to Report an Incident

- A report must be submitted immediately after any game in which violations of rules occur and other incidents worthy of comment, including ejections of any trainer, manager, coach or player.
- An incident may occur off the field. This may be a coach, player, or fan harassing you on the way to the change room and/or your vehicle. Such actions are not to be tolerated and must be reported.

#### Why Reporting Is Important

- Baseball Alberta and the Baseball Alberta Umpire Committee read all reports and will act on the reports if necessary. If there is a repeat offender, or the incident is serious enough, suspensions will be issued. If there are no reports filled, there will be no reason for the offender to change their behavior, nor will they know what they did was a serious violation and another umpire may fall victim to their harassment.
- **Every disqualification must be reported within 24 hours!**



## Appendix 1

### PROVINCIAL CHAMPIONSHIP CREW CHIEF RESPONSIBILITIES

**Congratulations on being selected as Crew Chief for your Provincial Championship! While many umpires believe being the Crew Chief is nothing more than a glamorous title, the fact is the Crew Chief has many important duties that must be attended to before, during and after the Championship.**

**The following is an outline of the Crew Chief's responsibilities:**

#### **Liaison with Tournament Director**

The two of you are responsible to see that everything runs smoothly, thus you will need to work as a team. You are responsible to arrange accommodations for your crew as required. The Tournament Director should be able to assist you by recommending local campgrounds and/or hotels. Also, you will need to work with the Tournament Director to review change room location, access, security, etc. for your crew.

#### **Pre-tournament Meeting**

You must contact the Tournament Director to establish the place and time of the pre-tournament meeting. You must also inform him/her that you will require some time at the meeting to cover various rules and answer questions (i.e. - contact rule, tobacco, no courtesy runner, etc.). In some cases, this meeting takes place prior to the Friday evening game after all teams traveling to the Championship have arrived.

#### **Game Start Times**

You will need to coordinate the game schedules with the Tournament Director. It would also be advisable to make up a tournament schedule to give to the announcers, if applicable, so that they can announce the umpire's positions at the start of the games.

#### **Liaison with Host Site**

You are responsible to present the final invoice to the host site for payment, so have all game fees prepared before the end of the tournament (rates are listed in the Baseball Alberta Handbook). Remember that games commencing prior to 6pm on non-holiday weekdays have a \$15 per umpire premium added to the game fee outlined in the Baseball Alberta Handbook.

#### **Diamond Condition**

It is the responsibility of the umpires to check the diamonds and inform the groundskeepers of any repairs that are required. You and your crew should arrive early to check field conditions before the tournament commences and discuss any ground rules that might have to be enforced.



## **Assignments**

You are responsible for the members of your crew and their conduct. The members of your crew have been assigned by the Provincial Umpires' Committee and should be capable of umpiring at this level. The only evaluating that needs to be done by you is to determine the positions of your crewmembers for the final game. If one of your crew has had a great weekend at the plate, put them on the plate for the final. A Crew Chief does not always have to do the final game.

## **Game Coverage**

A number of umpires believe that if they have the first or last game off that day, that they can show up late or leave early. A Crew Chief is responsible to see that there is a full crew of umpires on the field at all times (injuries do happen). Please note that the three-umpire system is required for all games for Senior AA, all Performance Championships, as well as Competitive Tier I and Tier II Championships for the Pee Wee, Bantam, and Midget categories. The two-umpire system is required for all other Provincial Championship games. As the Crew Chief, you have the option to assign three-umpire crews for tournament games, particularly the Championship Final, at your discretion and based on the size of crew assigned to your Championship.

## **Protest Committee**

You could be asked to be part of the Protest Committee or asked to be an advisor on a rule interpretation for the committee. If you are involved in the game when the protest has been lodged, you will need to appoint the member of the crew that was not on the diamond at the time of the protest.

## **Post-Tournament Reports**

You must submit a Provincial Championship Expense Claim form to the Provincial Supervisor of Umpires for approval within 1 (one) week after completion of the tournament for any umpires on your crew which require reimbursement of travel and accommodation expenses as per the Baseball Alberta Handbook. You must submit a Crew Chief Report to the Provincial Supervisor of Umpires for review within 1 (one) week after completion of the tournament. All concerns should be reported (host, tournament director and umpires). Any problems on the diamond should be noted, as well as any good things that may have happened. If you do not let us know what is happening, we cannot fix or improve these tournaments. Please note that expenses will not be approved without submission of both of these documents.

The Crew Chief is also responsible to ensure that any Ejection Reports are submitted by the members of their crew within 48 hours following the completion of the tournament.

## **Final Note**

To be chosen, as a Crew Chief is an honor, but along with that honor comes responsibility. You have been chosen because the Provincial Umpires' Committee believes that you can do the job and we have the fullest confidence that you will be able to handle any situations that might arise.



## Appendix 2

### SPORT ACCIDENT POLICY

#### 1. Insuring Agreement

The Insurer agrees subject to the terms, limitations and exceptions of this policy to indemnify each Insured as defined in this policy who sustains bodily injury or death arising out of a sports accident as defined herein the benefits listed in this policy up to a maximum per Insured of the benefit amount scheduled in this policy.

#### 2. Definitions

**Injury** Bodily injury suffered by an Insured caused directly by an accident as described below independent of any sickness or other cause.

**Insured** a) All players, managers, coaches, trainers and members of officiating crews of the governing body/sports association listed in the policy declarations.

b) Executive officers of the governing body/sports association listed in the policy declarations and the executive officers of member teams of the governing body/sports association listed in the policy declarations.

**Accident** Accidental bodily injury or death sustained by an Insured due to external violent, sudden, fortuitous causes beyond the Insured's control, occurring while this insurance is in force and while:-

a) participating in a practice or competition which is organized under the supervision and direction of the governing body/sports association listed in the policy declarations; or

b) being transported with other members as a group (three or more) to or from the place of such practice or competition. In the case of travel by air, the insurance provided by this policy shall only apply to travel on a multi-engined transport type aircraft operated by a licensed airline maintaining published schedules or a licensed charter airline; within the territorial limits shown on the policy declarations.

ASIM 101 (08/93) L\_ACL6361 ABA Page 2 of 6

#### 3. Accidental Death and Dismemberment Benefits

Where an accident causes death or any of the following losses within 365 days of the accident, the Insurer will pay for such loss:-

Maximum Amount Payable Any One Accident



1) Death \$10,000.00 any one Insured 2) Loss of two or more limbs or total and irrecoverable loss of sight of both eyes or hearing in both ears or any combination thereof \$20,000.00 any one Insured 3) Loss of one limb or total and irrecoverable loss of sight of one eye or total hearing in one ear \$15,000.00 any one Insured 4) Loss of thumb and index finger \$2,000.00 any one Insured 5) Quadriplegia (complete paralysis of both upper and lower limbs) \$20,000.00 any one Insured 6) Paraplegia (complete paralysis of lower limbs) \$20,000.00 any one Insured 7) Hemiplegia (complete paralysis of upper and lower limbs of one side of the body) \$20,000.00 any one Insured 8) Any injury which prevents the Insured from engaging in any occupation or employment for which he/she is reasonably suited by education, training or experience continuously for a period of 12 months from the date of the accident and is deemed to be permanent or irrecoverable. \$20,000.00 any one Insured

Important Note: Benefits with respect to quadriplegia, paraplegia and hemiplegia require total paralysis of the limbs which shall have been continuous for a period of 12 months from the date of the accident and is deemed to be permanent and irrecoverable.

Indemnity provided with respect to items 1) through 8) will not be paid under any circumstances for more than one of the losses, the greatest, sustained by any one Insured as the result of any one accident.

ASIM 101 (08/93) L\_ACL6361 ABA Page 3 of 6

4. Supplementary Benefits (as described herein)  
Maximum Amount Payable Any One Accident

Prosthetic Appliances \$3,000.00 any one Insured Blanket Medical Expense Reimbursement \$10,000.00 any one Insured Rehabilitation Benefit \$3,000.00 any one Insured Tuition Benefit \$2,000.00 any one Insured Special Treatment Travel Expense Benefit \$1,000.00 any one Insured Out of Province - Excess Surgical and Medical Accident Benefits (applicable only within Canada) \$10,000.00 any one Insured Emergency Transportation Benefit \$50.00 any one Insured Eyeglass & Contact Lens Expense \$100.00 any one Insured Blanket Dental Accident Reimbursement \$2,000.00 any one Insured Dentures, Hearing Aids and Removable Teeth Expense \$200.00 any one Insured Fracture or Dislocation Benefit (including Greenstick Type Fracture) of the skull (depressed) of the skull (not depressed) of the spine (one or more vertebrae) of the lower jaw (alveolar process accepted) of the upper jaw of the shoulder (dislocation) of the clavicle (collar bone) of the scapula (shoulder bone) of the elbow of the hip of the pelvis of the thigh (femur) of the knee cap of the sacrum or coccyx of the sternum of the leg (tibia or fibula) of the upper arm (humerus) of the forearm (radius or ulna) of the hand or wrist (other than phalanges) of the foot (other than phalanges) of the ankle

\$500.00 any one Insured \$500.00 any one Insured \$250.00 any one Insured \$75.00 any one Insured

\$75.00 any one Insured \$50.00 any one Insured \$75.00 any one Insured \$75.00 any one Insured \$50.00 any one Insured \$125.00 any one Insured \$125.00 any one Insured



\$125.00 any one Insured \$100.00 any one Insured \$100.00 any one Insured \$50.00 any one Insured \$100.00 any one Insured \$100.00 any one Insured \$100.00 any one Insured \$100.00 any one Insured \$100.00 any one Insured

\$100.00 any one Insured \$50.00 any one Insured

ASIM 101 (08/93) L\_ACL6361 ABA Page 4 of 6

5. Schedule of Supplementary Benefits

**PROSTHETIC APPLIANCES - \$3,000.00** When prescribed by a physician or surgeon and purchased within 52 weeks of the date of accident, the Insurer will pay benefits for expenses incurred for artificial limbs and/or eyes up to a maximum of \$3,000.00 for each injury resulting in a loss requiring such an appliance. This does not include repairs, adjustments or replacement of same.

**BLANKET MEDICAL EXPENSE REIMBURSEMENT - \$10,000.00** The Insurer will pay with respect to each Insured who sustains bodily injury as a result of an accident, all reasonable medical expenses resulting therefrom and incurred within 52 weeks of the date of the accident for:-

- the services of a legally qualified physiotherapist, chiropractor, osteopath or registered nurse;
- the purchase of hearing aids (but not including repair or replacement of same);
- crutches, splints, orthotic devices, trusses, medical braces, rental of wheelchair or hospital bed;
- prescription drugs;
- casts and cast materials;
- licensed ambulance service;
- hospital services not covered by any federal or provincial government health insurance plan.

The maximum amount payable under this section is \$10,000.00 Splints, orthotic devices and medical braces required primarily for sports activities are not covered.

**REHABILITATION BENEFIT - \$3,000.00** If an accident causes injury to the Insured which requires that the Insured undergo special training in order to be qualified to engage in a special occupation in which he/she would not have engaged except for such injury, the Insurer will pay the reasonable and necessary expense actually incurred by any Insured but shall not exceed \$3,000.00, nor shall payment be made for any expense incurred more than three years after the date of the accident, nor shall payment be made for room, board or other ordinary living, traveling or clothing expense.

**TUITION BENEFIT - \$2,000.00** When, after 14 days from the date of the accident, an injury shall disable totally and confine the Insured to his or her residence the Insurer shall pay the expense incurred within six months from the date of the accident for tutorial services of a qualified teacher holding a current Provincial Ministry of Education Teaching Certificate at a rate not to exceed \$20.00 per hour. In addition, the Insurer shall pay for rental of necessary equipment and required program software as suggested and approved by the Board of Education in which the Insured is in attendance. All benefits payable under this section are subject to an aggregate amount of \$2,000.00.



**SPECIAL TREATMENT TRAVEL EXPENSE BENEFIT - \$1,000.00** If within 52 weeks of the date of the accident an injury requires special treatment that cannot be obtained in the municipality of the Insured's residence the Insurer will pay up to a maximum of \$150.00 per Insured per day for travel expense incurred away from home to a maximum of \$1,000.00 per Insured.

**OUT OF PROVINCE EXCESS SURGICAL AND MEDICAL ACCIDENT BENEFITS - \$10,000.00** If bodily injury is sustained by an Insured outside the province in which he/she is normally domiciled, but inside Canada, and he/she shall within 30 days from the date of an accident necessitate the services of a licensed Doctor of Medicine, Osteopath or Chiropractor, and incur additional expenses such as surgical operations, hospital expenses, taking of x-rays, laboratory services or anesthetist fees, the Insurer will pay for such charges for services outside the province of residence up to a maximum of \$10,000.00 excess of the benefits available under any Canadian federal or provincial hospital and/or medical plan regardless of whether or not the insured person is enrolled in such a plan.

ASIM 101 (08/93) L\_ACL6361 ABA Page 5 of 6

**EMERGENCY TRANSPORTATION BENEFIT - \$50.00** If an accident requires immediate medical treatment, the Insurer will pay the reasonable expense incurred in transporting the Insured to a doctor's office or nearest hospital other than by a licensed ambulance service subject to a maximum payment of \$50.00.

**EYEGLOSS AND CONTACT LENS EXPENSE (resulting from injury) - \$100.00** If injury requires and receives treatment by a physician or dentist

a) and also results in the breakage of eyeglasses or loss or breakage of a contact lens or lenses of the Insured, the Insurer will pay the actual cost of repair or replacement of the eyeglasses or contact lens or lenses up to a maximum of \$100.00 in respect to all such replacements or repairs during the term of this policy; or

b) results in the purchase of eyeglasses upon the advice of a physician when they were not required nor worn previously the Insurer will pay the reasonable and necessary expense thereof up to a maximum of \$100.00.

**BLANKET DENTAL ACCIDENT REIMBURSEMENT - \$2,000.00** When an injury to whole or sound teeth including filled or restored teeth requires and receives dental treatment commencing within 30 days of the date of the accident the Insurer shall pay for the necessary expenses for such treatment rendered within 52 weeks of the accident. Payments for all treatment rendered shall be limited to an aggregate of \$2,000.00. The following provisions also apply:-

a) any payments made under this section shall not exceed the amount specified in the schedule of fees in effect at the time of the accident as published by the dental association of the province in which this policy is issued;

b) capped or crowned teeth shall be deemed as whole or sound teeth;



c) no benefit will be payable for expense of dental treatment incurred for the cost of replacement, adjustment or repair of artificial teeth or dentures (except as otherwise provided herein), any orthodontic treatment; any dental treatment provided solely for cosmetic or esthetic reasons.

**DENTURES, HEARING AIDS AND REMOVABLE TEETH EXPENSE** (resulting from injury) - \$200.00 If injury requires treatment by physician or dentist within 30 days of the date of the accident and results in the breakage of dentures, hearing aids, or a removable artificial tooth or teeth of the Insured, the Insurer shall pay the actual cost of repair or replacement of said dentures, hearing aid or artificial tooth up to a maximum of \$200.00 in respect to all such repairs or replacements during the term of this policy.

**FRACTURE OR DISLOCATION INDEMNITY** When an injury results in any of the fractures or dislocations listed on the schedule of supplementary benefits, the Insurer shall pay the amount specified for such fractures or dislocation provided that not more than one such amount (the largest) shall be payable as the result of any one accident.

## 6. Limitations and Exclusions

1) The maximum amount payable under this policy as a result of any one accident shall be \$1,000,000.00 in aggregate regardless of the number of Insured.

2) No benefit will be payable for any loss resulting directly or indirectly, wholly or partially, from any of the following causes:-

ASIM 101 (08/93) L\_ACL6361 ABA Page 6 of 6

a) sickness or disease either as a cause or effect; b) suicide or any intentionally self-inflicted injury; c) any act of war, or undeclared war, invasion or civil war.

3) Except as otherwise provided herein there is no benefit payable for purchase, repair or replacement of eyeglasses, contact lenses or prescriptions therefor.

4) This policy shall not pay any benefits that are available under any government health insurance plan, whether the Insured is enrolled in such a plan or not.

5) The Insurer will not pay any portion of an expense referred to in this policy which is payable under any insurance plan or law or under any plan or law that will pay the expense. With the exception of licensed ambulance services expenses, all other expenses claimed herein must be presented or deemed medically necessary by a qualified medical practitioner for the treatment or rehabilitation of the Insured.

6) In no case may an Insured be covered under more than one sports accident policy. Excess premiums paid shall be refunded upon request.





7) This policy does not apply to and no benefits will be payable to professional athletes earning the major portion of their income from sports activity.

7. Conditions 1) NOTICE OF PROOF OF CLAIM In the event of a claim the Insured shall:- a) give written notice to Markel Canada Limited or its representatives not later than 30 days from the date of such accident; and b) furnish to Markel Canada Limited on forms provided such proof of claim as is reasonably possible within 90 days from such date; and c) furnish a certificate as to the cause and nature of the injury for which the claim is made from a legally qualified medical or dental practitioner if so required by the Insurer.

In the event of a claim by reason of death of an Insured, the Insurer shall be entitled to receive on forms provided by it due proof of such death, as well as of the title and right of the claimant. Any action or proceedings against the Insurer for the recovery of any claim under this policy shall not be commenced more than one year after the date the insurance money became payable or would have become payable if it had been a valid claim.

2) CURRENCY All payments to or by the Insurer under this policy shall be paid in Canadian currency.

3) THE CONTRACT This policy constitutes the entire contract. No provision of this policy may be altered, waived or modified except by an endorsement hereon signed by the Insurer.

4) ACCIDENTAL DEATH If an Insured dies while insured hereunder, the Insurer will, subject to the provisions set forth in the policy, pay to the Estate of the Insured the amount of benefit to which the Insured would have been entitled.

5) CANCELLATION This policy may be canceled by the Policyholder by mailing to the Insurer written notice stating when thereafter such cancellation will be effective. This policy may be canceled by the Insurer by mailing to the Policyholder at the address shown in this policy written notice stating when not less than thirty (30) days prior to a policy anniversary date, such cancellation will be effective. The mailing of such notice as aforesaid will be sufficient proof of notice and the effective date of cancellation stated in the notice will become the end of the policy period. Delivery of such written notice either by the Policyholder or by the Insurer will be equivalent to mailing.

**ENDORSEMENTS**

ALBERTA BASEBALL ASSOCIATION JUNE 1, 2019ACL6361

**PHYSIOTHERAPY LIMIT**

It is understood and agreed that under the Blanket Medical Expense Reimbursement section of the within policy, treatment by a legally qualified physiotherapist is limited to \$30.00 per visit with a maximum of \$300.00 per accident.

Insured Effective Date Attached to and forming part of Policy Number



EXCEPT AS OTHERWISE PROVIDED IN THIS ENDORSEMENT, ALL TERMS, PROVISIONS AND CONDITIONS OF THE POLICY SHALL HAVE FULL FORCE AND EFFECT.

**TERRORISM EXCLUSION ENDORSEMENT**

This Endorsement Changes The Policy. Please Read It Carefully.

This Policy does not apply to bodily injuries arising directly or indirectly, in whole or in part, out of "terrorism" or out of any activity or decision of a government agency or other entity to prevent, respond to or terminate "terrorism". This exclusion applies regardless of any other contributing or aggravating cause or event that contributes concurrently or in any sequence to the bodily injuries.

This endorsement modifies the coverage provided in those forms shown on the "Declarations Page" .

All other terms and conditions remain unchanged