

**Baseball Canada  
Umpires committee**



**Operation manual**

Version 1.4

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## Glossary of terms

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<b>Active umpire</b>	<p>Umpire who renew their certification annually and meet all necessary conditions.</p> <p>An umpire must register annually. He must attend a clinic and succeed at the national exam and evaluations.</p>
<b>Non-active umpire</b>	<p>An umpire who renews his certification as Level 4-5 non-active umpire.</p> <p>This is for course conductors and master course conductors that are not active as umpires anymore.</p>
<b>Evaluation</b>	<p>Documented study of umpire's work during a game of baseball. Evaluation includes recommendations and comments from the evaluator.</p> <p>Evaluations are mandatory for all level 4-5 umpires and during national championships.</p>
<b>Supervisor</b>	<p>A person, authorized by the umpires committee to supervise or evaluate an umpire.</p>
<b>Provincial clinic</b>	<p>A clinic organized by a provincial association</p>

Note: Reference to the male gender shall also mean female where appropriate and the singular shall mean plural and plural shall mean singular where appropriate.

# 1 - Introduction

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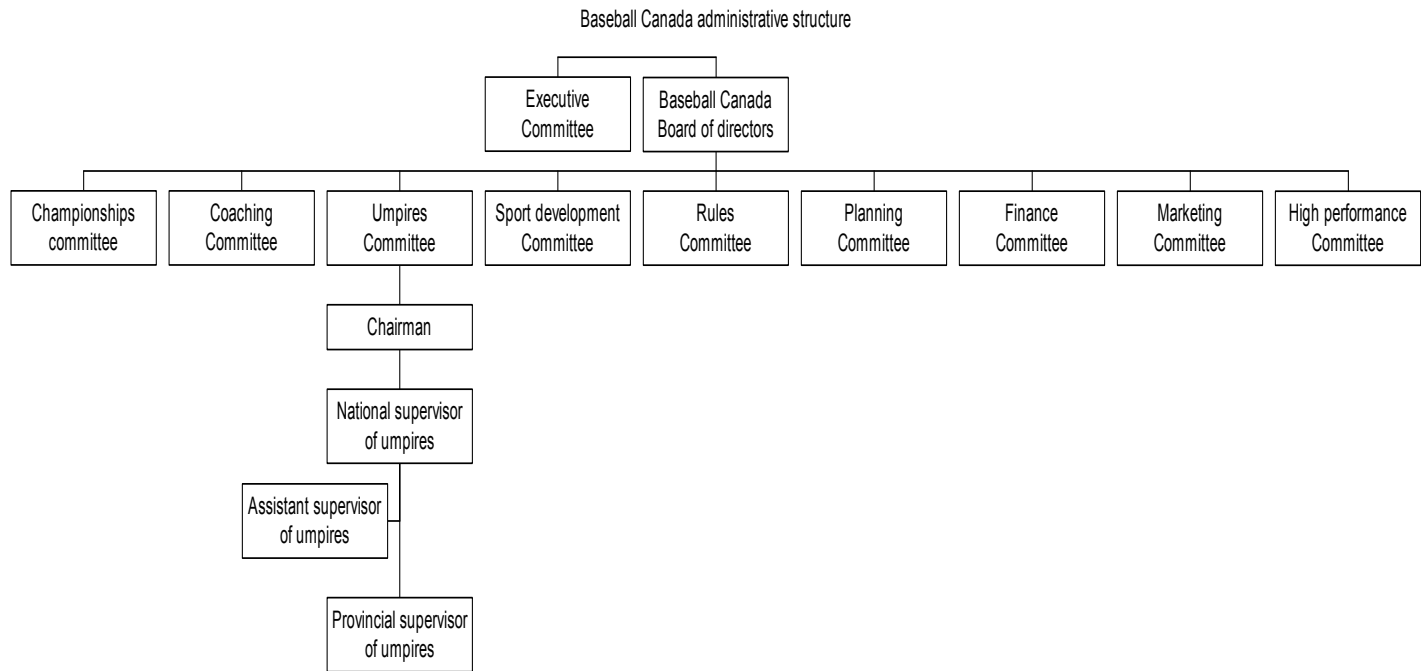
This document has been created with the objective to uniform the administration and the development of umpiring at the national level. With this manual, the committee wishes to ensure that all policies and rules are well known by its members.

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.

## 2 - Administrative structure

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### 2.1 - Baseball Canada administrative structure



The Baseball Canada Executive committee is composed of the President, Vice-President and Treasurer. The Baseball Canada Board of directors is composed of the executive committee and a representative of each province.

### 2.2 - Umpires' committee

#### 2.2.1 - Objectives

- Overview the national program structure
- Inform the umpires of any new techniques and interpretations
- Make recommendation for international assignments.
- Work in conjunction with the provinces in regards to the course conductors' structure

#### 2.2.2 - Responsibilities

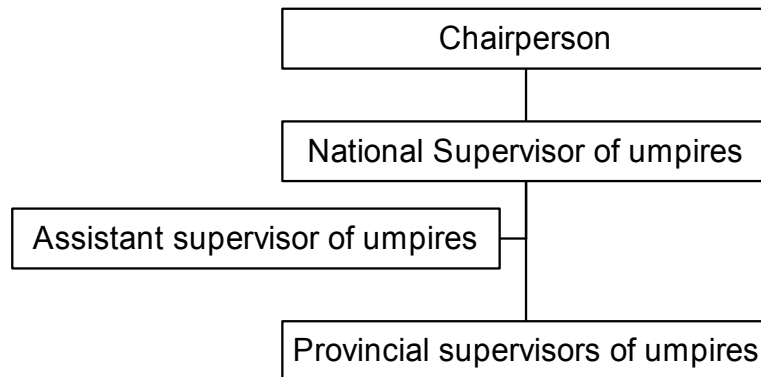
Bring a constant effort to increase the quality of umpiring in Canada with the idea to emphasize the importance of the umpires in amateur baseball.

Study all questions submitted by the members, board of directors and submit a report on important issues.

Bring to the board (via the umpires chairman) any recommendations for ratification.

### 2.2.3 - Chart

#### Baseball Canada umpires committee



### 2.2.4 - Responsibilities of the national supervisor and assistant supervisor of umpires

The national supervisor of umpires is responsible for:

- Administration of the national program
- Marking of the national exams for all provinces
- Liaison between the committee and the Baseball Canada office
- Approving assignments for national championships
- Making assignments for supervisors at national championships
- Representing the umpires on different committees
- Making recommendations for Umpire of the Year Award
- Update the operation manual
- Produce minutes of each meeting
- Provide administrative support to provinces
- Develop and update the dress code
- Update of the umpires' manuals
- Prepare the annual national exam
- Propose projects to Baseball Canada for budget purposes
- Creation of sub-committee when needed
- Developing a short list of international assignment candidates for approval by the National Umpires Committee

The assistant supervisor of umpires is responsible for assisting the supervisor for all topics mentioned above

## 2.2.5 - Other general responsibilities

### Rules interpretations

When Baseball Canada receives a question on a rule's interpretation, this will be sent to the Umpire supervisor for an answer. Before answering the question, he may consult with anybody he wants in order to provide a professional answer.

### Evaluation of new rules or changes to existing rules

Official baseball rules are within the jurisdiction of Major League Baseball. MLB makes appropriate rule changes.

When changes are made, it is the responsibility of the committee to study and evaluate them and make proper recommendations for applications in baseball in Canada.

### Umpire of the Year Award

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

Each member of the committee has the responsibility to participate in the process within his own province.

## 2.2.6 - Elections

### Quorum

For an election, quorum is a minimum of 7 total members including the Umpire supervisor and/or assistant supervisor. Members are Umpire supervisor, assistant supervisor and all provincial supervisors.

### Rights to vote

The Umpire supervisor, the assistant supervisor and all provincial umpire supervisors (or representatives) have the right to vote.

Proxy votes are not allowed.

Vote of Absence are allowed and must be sent to Baseball Canada prior to meeting.

### Positions for election

Each year, at the annual umpires committee meeting at the Baseball Canada convention, there will be an election for the following positions:

- National supervisor of umpires in even year (2002, 2004 etc)
- Assistant national supervisor of umpires in odd year (2003, 2005 etc)

### Duration of term and beginning of functions

Term duration is two (2) years.

Beginning of functions will begin on January 1<sup>st</sup> following the umpires committee meeting at the annual convention (usually in October-November). This will allow a better transition and will allow past members to complete their tasks.



### Resignation of duties

In the eventuality that the supervisor or the assistant resign for any reason, the committee will name an interim supervisor until the next fall meeting where formal elections will take place. The nomination of the interim supervisor will proceed by email and will be subject to the approval of the Board of Directors of Baseball Canada. If the supervisor resigns, the assistant will automatically replace the supervisor.

### Nominations

For elections, current supervisor and assistant supervisor are automatically nominated.

All other nominations must be sent to the Baseball Canada office at least thirty (30) days prior to the meeting. All candidates interested in a position must be nominated by another member and must have been or must be currently on Baseball Canada Umpires Committee to keep a continuity. **No nominations from the meeting floor will be accepted.**

All candidates wishing to be nominated for a position must be present at the fall meeting in order to accept the nomination or must deposit a letter, prior to the vote, confirming their acceptance **at least 10 days prior to the Umpires committee meeting.**

The provincial supervisors will be notified, by email, on who is running.

The candidates will have 30 days to promote themselves by email, phone etc ...

Candidates will get the opportunity to speak prior to the vote (5 minutes maximum)

### Elections

An election secretary must be nominated from the people attending the meeting, including observers and any member of Baseball Canada. The election secretary does not have the right to vote in any tie situation. In any tie situation, the following procedures will be followed:

- With more than 2 candidates, the candidate with the least votes will be excluded and a new vote will occur.
- With only 2 candidates, a new vote will occur. If there is still a tie, only after a second vote, the chairperson will cast the deciding vote.

In any case, simple majority is necessary to win the election.

## **2.3 - Provincial supervisor**

### **2.3.1 - Mandate**

The mandate of the provincial supervisor is to develop provincial umpiring in baseball.

### **2.3.2 - Responsibilities**

The responsibilities of the provincial supervisor are:

- Be an active member within the provincial baseball association, attend meetings, and be in communication with regional associations.
- Relay all information received at the Baseball Canada Umpires committee meeting.

- Organize within his province:
  1. Umpires clinics,
  2. Supervision and evaluation of provincial umpires.
- Establish a budget and present it to the provincial association for approval.
- Supervise:
  1. Clinics information and kit,
  2. Return of materials to the provincial office,
  3. Return of money to the province.
- Prepare the meetings with local umpires supervisors. Inform the members of the elections procedures.
- Be available to members to serve as intermediate for any umpiring problems within his province,
- Participate to the nomination process for provincial umpire of the year.

It is recommended that the provincial supervisor sends a copy of the provincial meeting minutes to the National supervisor of umpires.

## 3 - Provincial development program

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*The following are only guidelines for provinces.*

### 3.1 - Introduction

The provincial development program represents the first step in the development of the umpire. This program is run by the provincial umpires committee.

The provincial baseball association manages the umpires' development, the certification rules (level 1-2-3) and assignments to provincial championships.

#### 3.1.1 - Equivalency policy and procedures

With a recommendation from his local umpires rep, an umpire can accelerate his progression through different levels. This recommendation must be accompanied with sufficient proof showing that the candidate is qualified for the proposed level.

For level 1 and 2, local supervisor of umpires has the right to award equivalency. For level 3 only, this recommendation must be submitted to the provincial committee.

No procedure is valid if the umpire has not been active for five years.

The umpire must complete, with success, the exam for the level he wishes to obtain.

Any proof judged incomplete by the provincial association will be rejected.

#### Accepted proof:

1. A letter from a league or association with information on the experience (number of years).
2. A letter explaining passed, present and future implication in sports.
3. A letter explaining the reasons why the equivalency is requested.
4. Copies of evaluation forms.

## 3.2 - Certification program

### 3.2.1 - Level 1

Experience	None
Conditions	Attend a Level 1 clinic
Exam	Succeed at 60% or better
Assignment	Local and regional minor ball

Note: To attend a clinic, the umpire must be 13 years old in the current year.

#### Clinic content (summary)

- a) Minor divisions rules,
- b) Umpires equipment,
- c) Responsibilities before the game,
- d) Qualities of a good umpire,
- e) Code of ethics,
- f) Important definitions (rule 2.00),
- g) Important rules,
- h) Practical session, mandatory, on the field (2 man system), and
- i) Exam.

### 3.2.2 - Level 2

Experience	Be a level 1 umpire for at least 1 year
Conditions	Participate at a level 2 clinic
Exam	Succeed at 70% or better
Assignment	All minor baseball

#### Clinic content (summary)

- a) Coach-umpire relationship,
- b) Discipline and control during games,
- c) Most important definitions,
- d) Important rules,
- e) Pitcher,
- f) Practical session, mandatory, on field (2 man system),
- g) Supervision and evaluation program, and
- h) Exam.

### 3.2.3 - Level 3

Experience	Be a level 2 umpire for at least 1 year
Conditions	Participate at a level 3 clinic
Exam	Succeed at 80% or better
Assignment	All provincial baseball including major divisions. However, an umpire must be at least 18 years old during the current year to do major baseball.
National	Eligible for national certification.

#### Course content (summary)

Before attending a level 3 clinic, an umpire must have a sufficient knowledge of the rules.

- a) Rules revision (conflict between rules),
- b) Balk and applicable penalties,
- c) Changes to playing rules or rules interpretations,
- d) A practical session, mandatory, on field (2-3 man system),
- e) Supervision and evaluation program,
- f) Game philosophy, and
- g) Exam.

### 3.2.4 - Non-active level 3

Experience	Be a course conductor
Conditions	Give an annual clinic
Exam	None
Assignment	Conductor or supervisor only

## 3.3 - Provincial championships

The Baseball Canada umpires committee recommends the following criterias for umpires at provincial championships.

Division	Level	Experience	Age
Atom	2	2	16
Mosquito	2	3	16
Pee-Wee	2	4	16
Bantam	3	4	17
Midget and up	3	5	18

## 4 - National program

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This section will explain the rules of the national program.

### 4.1 - Introduction

#### Description

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 entitled National program will introduce you to the policies and procedures with the following objectives:

- The policies are known by everybody,
- The national program is run on a consistent manner,
- Baseball Canada's role is well known by everybody,
- International assignments are fair by considering the experience and qualifications of umpires.

### 4.2 - 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.

### 4.3 - National umpire progression

#### 4.3.1 - 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 national certification,
2. Renew the national certification based on his success and participation,
3. Obtain eligibility to attend a national championship,
4. Obtain the « 4A » classification,
5. Obtain the « 5B » classification, and
6. Obtain the « international 5A » classification.

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

### 4.3.2 - 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 wished to get his national certification for the year 2012, he must write his exam during the 2011 season.

The following is the certification criteria necessary to become a national Level 4-5 umpire:

- Offered to all provincial umpires with Level 3 certification.
- Umpire should have a minimum of four (4) years experience.
- Must be eighteen years old (18) or older during the current season.
- Must attend a national certification clinic each year.
- Pay the annual fee of **\$50**.
- Must write a national level exam each year, until he attends a national event with a passing mark of 86%. After his first participation at a national event, the umpire does not have to write the exam as long as he participates at a national event within 5 years. Participation as a supervisor will be considered as participation.  
*As a transition, Baseball Canada will look at each umpire with a 3 years grace period.*
- Must be field evaluated twice annually (1 plate, 1 base) by an evaluator recognized by Baseball Canada – with a passing mark of 86% (average of the two evaluations). Can be evaluated either at the provincial level or at a national championship. After his first participation at a national event, the umpire does not have to be evaluated as long as he participates at a national event within 3 years and where he receives a positive recommendation.
- Any umpire attending a championship as a supervisor or assistant supervisor will be considered to have participated as an umpire.
- Deadline for receipt of national exams, **level 4/5 roster or active/inactive umpires, and all fees** is May 31.
- Deadline for receipt of national evaluations is September 30.

The provincial supervisor of umpires is responsible for sending the exams to the Baseball Canada offices immediately following the clinic. He must also send the evaluations to Baseball Canada before September 30<sup>th</sup> of each year.

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 is sent to Baseball Canada, he will need to proceed again the following year unless he meets the requirements as mentioned above.

### 4.3.3 - Annual renewal of national certification

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

The provincial supervisor is responsible to remind the umpires within his provinces of the following :

- Payment of annual certification fee (**\$50**).
- Participation at the annual provincial clinic.
- Write the exam each year (if applicable)
- Send two on-field evaluations (one plate and one base). (if applicable)

The provincial supervisor is responsible for sending everything in to Baseball Canada.

### Non-active

The umpires committee recognize 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.

## **4.3.4 - National Championship Eligibility**

### Criteria

To be eligible for a national championship, an umpire must:

- Be in good standing with his province,
- Have obtained 86% or more for his on-field evaluations, and
- Have been recommended by a provincial supervisor.

## **4.3.5 Level 4B classification**

- Passes the national exam
- Submits on-field evaluations every year
- Includes evaluators and supervisors who are non-active umpires
- Annually attend level 4 clinic

A 4B is someone who meets all the criteria but has not been assigned a national yet. They are not restricted to a minor tournament.

## **4.3.6 Level 4A classification**

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

- Have obtained the national certification for at least a year.
- Have been recommended by a provincial supervisor.
- Have attended one (1) national championship.
- Annually attend level 4 clinic

## **4.3.7 Level 5B classification**

To obtain a « major » classification, an umpire must:

- Have the 4A classification
- Has participated in at least three national championships of which at least one must have been in a major category: Junior, senior, Canada Cup or Canada Games
- Have attended a national championship with a positive recommendation.
- Annually attend level 4 clinic

An umpire with the « 5B » classification can attend any championships.

## **4.3.8 International classification (Level 5A)**

To obtain a « international » classification, an umpire must:



- Have the « 5B » classification for 1 year.
- Has participated in at least one international assignment
- Have been assigned to a junior or senior national championship.

On top of the requirements, an umpire with the « international » classification must be active within his province. This means that he will have to umpire at least fifteen (15) games during the regular season with ten (10) of them at the major category.

An umpire with the « international » classification may participate at all national and international events. However, his priority will be assignments to national senior championship and international championships.

## **4.4 National championship assignments**

### **4.4.1 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 umpires eligibility to umpire that tournament.

### **4.4.2 Provincial determination - number of assignments**

Provincial supervisors must determine the number of umpires they wish to send to national championships prior to January 15<sup>th</sup> of each year. With this information, the national supervisor of umpires will complete the matrix of assignment and inform the umpires about exact assignments. May 15<sup>th</sup> is the deadline to submit the umpires' names to Baseball Canada. Failing to meet January 15<sup>th</sup> and May 15<sup>th</sup> deadline may result in limited assignments or lost assignments.

#### Insufficient numbers of umpires

If, for a national championship, the number of necessary umpires is not met, neighbor provinces will be prioritized.

### **4.4.3 Financial responsibilities**

The provinces will be financially responsible for their first 7 umpires (one per championship). Extra umpires will be covered by Baseball Canada.

### **4.4.4 – Principle of rotation**

This principle is based on the integrity of the people involved. This is a guideline recommended for use by each province when recommending their umpires to a national championship. The list will be established as follows:

Level 4B to 4A:

Name	1 <sup>st</sup> year of eligibility
Frank Axel	2011
Fred New	2012
Antonio Deas	2013

The first one who will be invited will be Frank Axel. If he refuses, Fred New would be asked and so on.

Level 4A to 5B:

Name	1 <sup>st</sup> year of eligibility	Year of last championship
Denis Lagaffe	2011	2014
Jim Lord	2012	2013
Paul Lenouveau	2010	2011

In this case, the selection should be Paul Lenouveau followed by Jim Lord and then Denis Lagaffe.

## **4.5 International assignment**

1. The Baseball Canada Umpires committee is responsible for recommending umpires for international events.
2. The Baseball Canada Board of Directors must ratify the committee's recommendations.
3. Provincial recommendations along with the "International Championship Application" form must be completed and sent to Baseball Canada 30 days prior to the Annual Umpires Meeting. Applications submitted after the deadline will not be considered.
4. Baseball Canada's Supervisor of umpires and assistant supervisor of umpires will create the "International list" forward, along with the "International Championship Application" for to all Provincial Supervisor of umpires 15 days prior to the annual umpires meeting.
5. The "International list" must be ratified by the umpires committee at the annual umpires meeting.
6. The selection must be made in relation to the Olympic cycle (4 years).
7. Candidates will be chosen by considering the following criteria:
  - a) Must be active as an umpire at the highest level of play in his province
  - b) Must work as umpire a lower levels in order to help umpires development
  - c) Must have the necessary certification (Level 5) without being suspended by Baseball Canada or by the provincial association
  - d) Must complete with success the national exam each year with evaluations completed (plate and bases). (if applicable)
  - e) The understanding of a second language is a asset
  - f) Must have been assigned at a Baseball Canada junior or senior championships
8. Candidates are eligible for the following championships:

- Olympic Games
- Pan-Am Games
- World Cup (Senior)
- World Youth (Junior)
- COPABE Qualifiers (Junior and Senior)

9. The committee will recommend 2 or 3 candidates for the assignment for the Olympic Games at the year before annual meeting.

Another umpire may replace a candidate failing to fill his engagements. The new umpire must meet the requirements.

Baseball Canada has the right to assign an umpire to international events only if planned in that year's budget and depending on the Canada National Team participation in those competitions.

An umpire can't participate in 2 Olympic Games.

Finalists are not automatically considered for the following cycles.

International assignments are available for both males and females umpires.

## 4.6 National evaluators program

- Creation of a group of evaluators for each province
- Must be approved by Baseball Canada umpires committee
- They are the only ones allowed to sign the evaluations

The criteria for this group is:

Active:

- minimum of a level 4 umpire
- must attend a clinic that has been instructed by a Baseball Canada master course conductor (minimum of 4 hours)
- recognised by Baseball Canada umpires' committee
- Senior course conductor or above is preferred

Non-active

- minimum of a level 4 umpire
- has participated in a national or international event recognised by Baseball Canada
- must attend a clinic that has been instructed by a Baseball Canada master course conductor (minimum of 4 hours)
- recognised by Baseball Canada umpires' committee
- Senior course conductor or above is preferred

### 4.6.1 Procedure

1. Copy of the evaluation must be given to the umpire.
2. Copies distribution is as follows:

**For level 4-5 umpires:**

- The original (white copy) and the following copy (blue) are to be sent to the provincial office.
  - The original (white copy) will then be sent to Baseball Canada and the provincial office will keep the blue copy.
  - The third copy (yellow) will be kept by the supervisor.
  - The last copy (goldenrod) will be kept by the evaluated umpire.
3. Maximum mark is 100.
  4. All Level 4-5 umpires must be evaluated annually with a 86% mark. (if applicable)

## 5 Supervision program

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- Establish criteria for championship supervisors
- Selection of national supervisors for the championships

Selection criteria:

Active/**Non-Active**:

- minimum of level 4 umpires
- should have umpired at a national championship which is a level higher than the one in which you will supervise
- **must be a senior or master course conductor**
- **must have umpired a minimum of 4 national championships of which at least one must be at the “major” division.**

An umpire wishing to become a supervisor must work as an assistant before. **The evaluating of the assistant supervisor by the supervisor is an important step in the progression of the supervision process at the national level. In order for an assistant supervisor to be assigned as a supervisor, they would be required to have received a successful evaluation at the “Meets expectations” level or above. Exception clause: Those who have been a supervisor or assistant supervisor at a national championship in the years 1999-2004 inclusive are except from the above noted requirements.**

Provincial recommendations must be submitted to Baseball Canada 30 days prior to the Annual Umpires Meeting. Recommendations submitted after the deadline will not be considered.

### 5.1 INTRODUCTION

One of the key components of an umpires’ program is the supervision process. In an effort to standardize and improve the supervision process for Baseball Canada national championships, the following document has been produced. It is intended to act as a guideline for those individuals who have been chosen to supervise at these prestigious events.

### 5.2 ACCEPTING THE CHALLENGE

The initial step in the supervision process is accepting the assignment. It is imperative that the person realizes the huge responsibility involved in supervising a national tournament. There is usually a supervisor and assistant supervisor assigned to each Baseball Canada national championship. They are representatives of not only Baseball Canada but also the umpires’ division of Baseball Canada. It is necessary to realize that provincial bias plays no part in the supervision process.

The individual accepting the challenge of supervising must realize that they are entrusted with the task of improving the quality of Canadian umpiring. They are also responsible for recommending umpires to future, higher level competition. In some cases, the supervisor has the unenviable task of recommending an umpire be stripped of their national certification or have their standing reduced.

The supervisor may take on many roles during the supervision of a tournament. These may include teacher, cheerleader, mentor, manager, or conflict resolution specialist. The talented supervisor will know the appropriate role to assume depending upon need.

### **5.3 CONTACTING THE HOST SITE**

Baseball Canada is responsible for contacting the host committee to establish initial contact. The following information should be obtained from the host committee. It is the responsibility of the supervisor to ensure that each umpire is sent the following information.

- a) Exact dates of the tournament
- b) Expected arrival date of the umpires
- c) Tentative schedule
- d) Hotel information

The supervisor should keep in contact with the host site. This can be done by contacting the tournament chairperson every three to four weeks.

### **5.4 LETTER OF INTRODUCTION**

Although Baseball Canada has already contacted each umpire, it is a good idea for the supervisor to contact each umpire. A sample letter of introduction is included in this document (Appendix A). As you will note, the letter is short and to the point. Further correspondence will follow.

In addition to the introduction letter, it is suggested that a questionnaire be circulated to the umpires. This questionnaire will provide much needed information for the supervisor (Appendix B). By using the information from the questionnaire, talks with his assistant, provincial supervisors, and other experienced umpires, the supervisor is better able to decide upon crew chiefs, crews and assignments. Although it is not considered necessary, a telephone call to each umpire is a personal touch that is appreciated by the umpires who will be attending the tournament.

### **5.5 FINAL PRE-TOURNAMENT LETTER**

Approximately two weeks prior to the tournament, a final letter should be sent to the umpires (Appendix C). This correspondence should outline the following information:

- a) Confirm the arrival time of each umpire and indicate the mode of transportation from the airport to the tournament site.
- b) Indicate the dress that is expected both on and off the field. In some cases the special events may require special dress. As an example, the banquet may require a shirt and tie.
- c) Announce the time and location of the pre-tournament umpires' meeting.
- d) If possible, indicate the room assignment. It is suggested that the supervisor and assistant supervisor stay together. It is also a good idea if crew mates can stay together and avoid putting umpires from the same provinces together. After all, one important aspect of these tournaments is the friendships that are made.

## **5.6 THE ARRIVAL AT THE TOURNAMENT SITE**

Upon the arrival at the tournament site the supervisor and assistant supervisor have a number of pre-tournament duties to perform. These include:

- a) Introducing himself or herself to the tournament chairperson.
- b) Familiarize themselves with the facilities.
- c) Check that all room assignments are correct.
- d) Secure the per diems.
- e) Secure passes for the umpires.
- f) Walk each field making notes about ground rules. If possible have these ground rules typed and distribute them to the managers at the pre-tournament meeting and to the umpires. It is suggested that the umpires walk the field prior to their first game to familiarize themselves with the ground rules.
- g) Make arrangements for baseballs to be in the umpires' locker room at a specified time.

## **5.7 THE SUPERVISORS MEETING**

It is essential that the supervisors meet to decide upon the method of supervision to be used. At this meeting, they must agree on what is to be stressed. They are to review the mechanics to be used. They must be on the same page to avoid the, "one supervisor said this", and, "the other supervisor said this", feeling that umpires get when the supervisors are inconsistent in their expectations.

## **5.8 THE PRE-TOURNAMENT MEETING**

The supervisor and assistant supervisor are to attend the manager's meeting. Prior to the meeting, it must be decided who will handle the specific sections of the agenda. Be careful not to get trapped into running a rules clinic or a discussion on the strike zone. Go over the ground rules at this time.

## **5.9 THE PRE-TOURNAMENT UMPIRES' MEETING**

The key to the pre-tournament umpire meeting is preparation! A sample agenda is provided to you (Appendix D). Because the supervisor is dealing with a variety of umpires from a number of diverse backgrounds, there is bound to be conflicts on how mechanics are to be handled. The talented supervisor will give guidelines that allow for as few variations as possible. Many a championship has turned into a nightmare for a crew because they were unwilling to decide upon their mechanics and as a result were on different pages when it came to rotations. The supervisors must be sure that each crew agrees on their mechanics and work with the umpires to resolve potential conflicts. To aid the supervisor, a checklist has been included that should ensure that each crew agrees upon mechanics (APPENDIX E).

The final item on the agenda should always be the handing out of assignments. If this is done before this time, the umpires will focus on these assignments and not absorb the other important information.

To make your job easier, the following should be stressed at the pre-tournament meeting.

- a) The off field behaviour is just as important as on field behaviour.
- b) There are times and places that alcohol is allowed. Use discretion.
- c) Be sure that the Baseball Canada dress code is adhered to.

- d) A national championship is not the place to experiment. The umpires should use the techniques that got them to the championship in the first place.
- e) Hustle is essential. This includes between inning, making pitching changes, etc. At a national championship, there is usually a great deal of baseball to be played in a short time.
- f) Enjoy the experience. While each umpire must strive to do their best, it is important to realize that the friendships that are made and the total experience are also important.

## 5.10 THE SUPERVISION PROCESS

The actual supervision process is key to improving the quality of umpiring throughout Canada. The following are tips that supervisors can employ to help in the supervision process.

- a) As previously mentioned, the supervisor and assistant supervisor must be consistent in their supervision. There are few things as frustrating for umpires as inconsistencies among supervisors. If a problem arises, the supervisors should meet privately and come to a consensus on how the situation will be handled. They should then bring the decision to the attention of all the umpires.
- b) The game must be supervised from the ground rules until the final out of the game. This is an expectation of the umpires and the supervision program. It is unfair to the umpires to observe them for a few innings and then leave.
- c) The supervisor must take notes! This will aid the supervisor when doing the final report on each umpire. These notes should be both positive and negative. While the final evaluation deducts points, it is imperative to point out the positives during the post-game conference. The taking of notes will also allow the supervisors to compare the performance of the umpires.
- d) A post-game conference must be held after each game. These should be done with only the crew that was involved in that game. The length of the conference will vary depending upon the game. Some games are more difficult than others are or a crew may have had an inordinate number of problems. Under no circumstances should a conference be rushed or be prolonged by philosophical discussion. The skilled supervisor will be prompt yet allowing for appropriate feedback.
- e) The supervisor must be familiar with the evaluation form. While there may be some gray areas, the supervisor should make deductions from the appropriate section. The form must also be filled out properly.
- f) While there is much discussion on how technical a supervisor should be, the bottom line is clear. The scores shall reflect the final assignments. The umpire with the best score deserves to work the gold medal plate. The supervisor and program loses all credibility if this is not the case.

## 5.11 POTPOURRI OF HINTS

The final section of the supervision document is dedicated to hints on the supervising of national tournament that were not covered in previous sections. Some of these hints are:

- a) Selection of Crew Chiefs



The proper selection of crew chiefs can make or break a tournament. These individuals should have experience at a number of tournaments. They must be leaders without being overbearing.

b) Selection of Crews

Generally, the most accepted way of selecting crews is by equal ability. This knowledge can be obtained by reviewing the umpire questionnaires and by talking to provincial supervisors. The supervisor may have problems if an umpire is far below or far above expectations. In extreme cases, crews may have to be shuffled to achieve equalization. This measure must be done with tact and with a minimal number of changes.

c) Assignments

The skilled supervisor will closely examine the assignments as to distribute time and teams fairly. Recently, some supervisors have scheduled crews to do back to back games. Whatever method is used, a supervisor should balance the assignments.

d) Post Tournament Evaluations

It is the duty of the supervisors to allow the umpires to express their viewpoints on the tournament. The supervisor should do a final report in addition to the formal evaluations that are sent to Baseball Canada. The information from these reports should be obtained from the post tournament conferences held with each umpire. As a courtesy to the umpires, the expense forms, evaluations, etc. should be done promptly. The provincial supervisors should be given a report on the performance of their umpires.

e) Familiarize Yourself with the Baseball Canada Program

The supervisor should be aware of the Baseball Canada regulations in terms of supervision. Regulations such as whom is eligible for international certification are in place. The supervisor must be aware of these types of rules.

f) Post Final Game Conference

It is important to hold a brief post final game conference with the crew that was privileged to work the final game. It may be quick and informal and be simply to congratulate them on a job well done. This will bring closure to the tournament.

g) Organize a Social Event

It is a nice touch if all the umpires get together for a social event. This may be difficult during the course of the tournament so a social gathering may be a post tournament event.

h) List of Umpires

Be certain that a list of umpires is compiled with the correct and current addresses, fax numbers, etc. This will allow umpires to keep in touch.

The goal of any program is to show constant improvement. Umpiring in Canada is no different. It is through the work of dedicated supervisors that the improvement will continue. This document was written

to give guidance to those dedicated individuals who will be supervising the Baseball Canada National championships in the future.

APPENDIX A - LETTER OF INTRODUCTION

Jim Nasium  
Box 123  
Gopherville, SK  
S0S 1S1

April 12, 2002

Dear Jim:

Congratulations on being selected to umpire the Baseball Canada National PeeWee Championships in Plum Coulee, Manitoba. These championships will be held from Thursday, August 12 to Sunday, August 15, 2002. It is expected that you arrive in Plum Coulee prior to 6 p.m. on Wednesday, August 11 and depart on Tuesday, August 17, 2002.

Our accommodations will be, The 6 Shooter Motel, 245 Bop Avenue, Plum Coulee, Manitoba. The phone number (204) 432-1234. The fax number is (204) 432-1233.

Please complete the enclosed questionnaire and return it before June 1, 2002. I will contact you before July 1, 2002 with further details in regards to the tournament. If you should have any questions before that time, please contact at the address below.

The assistant supervisor will be Nick Pick of North Bay, Ontario and he can be reached at (204) 212-3456. Together, we look forward to your attendance at this event.

Yours in Umpiring

Eegal Eye  
249 4th Avenue  
Birds Pass, MB  
R5R 1Q1

(204) 866-1212 (h)  
(204) 877-2121 (f)  
closeplay@home.com(email)

APPENDIX B - UMPIRE QUESTIONNAIRE

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E mail: \_\_\_\_\_

Shirt Size: \_\_\_\_\_ Hat Size: \_\_\_\_\_

Number & Level of Provincial/Regional Tournaments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

National/International Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Smoker: \_\_\_\_\_

Information that is relevant to the supervisor (i.e.: allergies)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return this form by June 1,2002.

Eegal Eye  
249 4th Avenue  
Birds Pass, MB  
R5R 1Q1

Fax: (204) 877-2121

APPENDIX C - FINAL PRE-TOURNAMENT LETTER

Jim Nasium  
Box 123  
Gopherville, MB  
S0S 1S0

July 30, 2002

Dear Jim:

As the Baseball Canada National Pee Wee Championship quickly approaches, there is some final last minute information that is important.

Our records indicate that you will arriving at Morden Airport on Wednesday, August 15, 2002 at 2:05 p.m. . Your flight number is AC 283. Upon arrival, you will be met by a member of the organizing committee. This individual will be carrying a sign that reads, Plum Coulee Tournament Committee. Please confirm with me that this information is correct.

Please ensure that you have the appropriate Baseball Canada attire. In terms of off field dress, please dress casual. The only exception is the banquet which requires a collared shirt and dress slacks. A tie is not required.

As the original letter stated, We will housed at, The 6 Shooter Motel, 245 Bop Avenue, Plum Coulee, Manitoba, R0C 1E0. The telephone number is (204) 432-1234. You will be in Room 203. You will be sharing a room with Sam Topple of London, Ontario.

We will be conducting our pre-tournament umpires' meeting at 8:30 p.m., in Room 12E, of The 6 Shooter Motel. Please be on time.

I look toward to working with you in the near future.

Yours in Umpiring,

Eagle Eye  
249 4th Avenue  
Birds Pass, MB  
R5R 1Q1

(204) 866-1212(h)  
(204) 877-2121(f)  
closeplay@home.com(email)

APPENDIX D - UMPIRE MEETING AGENDA

Location: Room 12 E, The 6 Shooter Motel

Time: 8:30 PM

Date: Wednesday, August 11, 2002

1. Introductions
2. Room assignments
3. Game Times
4. Transportation
5. Special Events (Opening ceremonies, ceremonial pitches, national anthems)
6. Dress
7. Ground Rules
8. Home Plate Procedures
9. Over View of Mechanics
10. Crew Checklist
11. Other Business
12. Supervision style
13. Assignments

APPENDIX E - CREW CHECKLIST

Be sure to discuss the following.

- 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 3 rd. 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

## 6 Course conductors program

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### 6.1 Introduction

The course conductors' program allows the umpire to continue his ascension in his career by offering clinics to umpires within his province. This program is run by the provincial association. **All instructors at a Baseball Canada Caravan must be approved in advance by the Supervisor of Umpires and Assistant Supervisor of Umpires.**

### 6.2 Novice course conductor

#### 6.2.1 Criteria

- Have good baseball knowledge
- Have a good experience as an umpire
- Good communication
- Availability

#### 6.2.2 Conditions

- Must be a level 3 umpire
- Must be 18 years old or older during the current year
- Participate in a provincial course conductors clinic and obtain the following marks :

Pre-exam	Presentations	On-field	Rules
70%	70%	70%	70%

#### 6.2.3 Qualifications

- Can deliver regional level 1-2 clinics
- Can supervise level 1-2 umpires

### 6.3 Junior course conductor

#### 6.3.1 Criteria

- Have good baseball knowledge
- Have a good experience as an umpire
- Good communication
- Teaching abilities
- Availability



### 6.3.2 Conditions

- Must be a level 3 umpire
- Must be a Novice course conductor
- Participate at a provincial course conductor clinic with the following marks :

Pre-exam	Presentations	On-field	Rules
80%	80%	80%	80%

### 6.3.3 Qualifications

- Can deliver Level 1-2-3 clinics
- Can supervise level 1-2 umpires and evaluate level 3 umpires

## 6.4 Senior course conductor

### 6.4.1 Criteria

- Have good baseball knowledge
- Have good experience as an umpire
- Good communication
- Good motivator
- Able to teach
- Availability

### 6.4.2 Conditions

- Must be a level 3 umpire
- Must be a Junior course conductor
- Must participate at a provincial course conductor clinic with the following marks :

Pre-exam	Presentations	On-field	Rules
85%	85%	85%	85%

### 6.4.3 Qualifications

- Can deliver regional or provincial Level 1-2-3 clinics
- Can supervise Level 1-5 umpires and evaluate Level 3-4-5 umpires.

## **6.5 Master course conductor**

### **6.5.1 Criteria**

- Have a knowledge of the provincial and national policies
- Have good baseball knowledge
- Have good experience as an umpire
- Good communication
- Good motivator
- Able to teach
- Availability
- Have a good reputation

### **6.5.2 Conditions**

- Be a National course conductor
- Be a national umpire (active or non-active)
- Be a course conductor at a course conductor clinic in a province

### **6.5.3 Qualifications**

- Supervise provincial championships
- Deliver course conductor clinics

## **6.6 Course conductor clinic**

### **6.6.1 Objective**

The main goal of the course conductor clinic is to teach the basics of rules, a teaching method along with an on-field technique in order for the teaching to be uniformed everywhere.

### **6.6.2 Content**

The clinic content is divided into 4 parts:

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

### **6.6.3 Evaluation**

During the course conductor clinic, each participant is evaluated on different parts of the clinic's content. Each participant, whatever the level, must succeed his evaluation on each part with the required passing mark.

References :

Baseball Canada national program document

Baseball Québec Umpires operations manual