

**Baseball Canada
Umpire Development Committee**



Operations Manual

v.3.2 April 2023



Umpire Development Committee Operations Manual

Glossary	4
Section 1 - Administrative Structure.....	6
1.1 - Mission and Vision.....	6
1.2 - Objectives and Guiding Principles	6
1.3 - Terms of Reference	6
1.3.1 - Formation	6
1.3.2 - Jurisdiction	6
1.3.3 - Resources	7
1.3.4 - Governance.....	7
1.3.5 - Relationship to Other Groups.....	7
1.3.6 - Communication	8
1.4 - Composition of the BCUDC.....	8
1.4.1 - Chairperson	8
1.4.2 - High Performance Portfolio	9
1.4.3 - Grassroots Portfolio.....	10
1.4.4 - Supervision and Evaluation	10
1.4.5 - Instructor Development	11
1.4.6 - Communications.....	12
1.4.7 - Mentorship, Diversity, and Wellness.....	13
1.5 - Provincial Supervisors of Umpires	14
Section 2 - High Performance Portfolio	15
2.1 - Introduction	15
2.2 - Eligibility.....	15
2.3 - National Umpire Progression	15
2.3.1 - Introduction	15
2.3.2 - Level 4 Trained Classification.....	16
2.3.3 - Level 4 Classification	16
2.3.4 - Level 5 Classification	16
2.3.5 - Annual Renewal of National Certification	17
2.3.6 - Inactive Certification	17
2.3.7 - Returning Umpires	17
2.4 - National Championship Assignments.....	18
2.4.1 - Procedures	18
2.4.2 - Provincial Determination – Number of Assignments.....	18
2.4.3 - Financial Responsibilities.....	18
2.5 - International Recommendation Process	19
2.5.1 - Introduction	19
2.5.2 - International Pathway.....	19
2.5.3 - International Recommendation List	21
2.5.4 - International Selection Committee	21
2.6 - Umpire Recognition Awards	22
2.6.1 - Dick Willis Umpire of the Year Award.....	22
2.6.2 - Lifetime Achievement Award	23
Section 3 - Supervision and Evaluation Portfolio.....	24
3.1 - Selection Eligibility	24
3.2 - Lead Championship Supervisor.....	24
3.3 - Additional Supervisors	24
3.4 - Evaluation.....	25
3.4.1 - Umpire Evaluation	25
3.4.2 - Supervisor Evaluation	26
3.5 - Umpire and Supervisor Discipline Process	26



Umpire Development Committee Operations Manual

Section 4 - Instructor Development Portfolio	27
4.1 - Baseball Canada Caravan	27
4.2 - Transition to New Course Conductor Program	27
4.3 - Course Conductor Status	27
4.3.1 - Emerging Course Conductor	27
4.3.2 - Effective Course Conductor	28
4.3.3 - Accomplished Course Conductor	28
4.4 - Course Conductor Qualification	28
4.5 - Course Conductor Mentorship Program	28
4.6 - Course Conductor Ongoing Development Program	29
4.7 - Inactive Course Conductor Status	29
4.8 - Senior Course Conductor Status	30
4.8.1 - Senior Course Conductor Eligibility	30
4.8.2 - Senior Course Conductor Qualification	30
4.8.3 - Senior Course Conductor Advancement Program	30
4.8.4 - Inactive Senior Course Conductor Status	32
4.9 - Master Course Conductor Status	32
4.9.1 - Master Course Conductor Qualification	33
4.9.2 - Inactive Master Course Conductor Status	33
4.10 - Lead Caravan Instructor	33
Section 5 - Grassroots Portfolio	34
5.1 - Mandate	34
5.2 - Jurisdiction	34
5.3 - Level 3 Program	34
5.4 - e-Learning Materials	35
5.5 - Sharing of Best Practices	35
Section 6 - Communications Portfolio	36
6.1 - Communications Portfolio Lead	36
6.2 - Communications Plan	36
6.3 - Social Media	36
6.4 - Website Use	36
6.5 - Communication to Members	37
Section 7 - Mentorship, Diversity and Wellness Portfolio	43
7.1 - Mandate	43
7.2 - Responsibility of the MDW Portfolio Lead	43
Section 8 - Resources	39
8.1 - Umpire Dress Code	39
8.2 - Crew Checklist	40
8.3 - Game Incident Report	41
8.4 - Inter-Provincial Transfer Form	42



Umpire Development Committee Operations Manual

Glossary

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

Active Umpire - An umpire who is certified with Baseball Canada for the current year, and who successfully meets all necessary registration conditions.

Assistant Supervisor – A person who has met the supervisory eligibility criteria and who has been assigned by the BCUDC to a Baseball Canada Championship in a supervisory role, but who has not yet attained a successful supervisory performance assessment.

Baseball Canada Championship - A tournament sanctioned by Baseball Canada with participating teams from various provinces.

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

Evaluation - A documented study of an umpire's work during a game of baseball. Evaluation includes a performance assessment rating, future assignment assessment, and comments from a Supervisor. Evaluation is specific to plate work or base work.

Inactive Umpire - An umpire who renews his/her national certification as a non-active umpire but is not currently eligible for assignment to a Baseball Canada Championship.

International Recommendation - An umpire who receives a positive endorsement from The International Selection Committee (as established by the High Performance Lead) in consultation with the BCUDC Chair.

Legal Substance – Alcohol and recreational drugs that are permitted for use under federal, provincial, and/or municipal laws in the jurisdiction in which a Baseball Canada event occurs.

Major National Championship - The Canada Games, 22U Men's National Championship, and Men's National Championships.

Minor National Championship - All Baseball Canada Championships with the exception of the Canada Games, 22U Men's National Championship, and Men's National Championship.

National Certification Clinic - A clinic, conducted by the provinces within parameters established by the BCUDC, whereby attending umpires are eligible to receive Level 4 or Level 5 certification.

National Certification Fee - Annual fee payable to Baseball Canada for an active umpire to maintain national certification.



Umpire Development Committee Operations Manual

National Umpire - An umpire who has attained a minimum Level 4 Trained classification.

National Umpire Clinic - A Level 4/5 clinic hosted by a provincial association meeting criterion established by the BCUDC for national certification, including completion of the national certification exam.

Performance Assessment - The highest category of future Baseball Canada Championship to which an umpire is permitted to work based on performance as assessed by the Lead Championship Supervisor.

Provincial Supervisor of Umpires - A person appointed by a Provincial Baseball Association to represent the province as a liaison with the BCUDC.
Provincial Umpire Clinic - A Level 1-3 clinic organized by a provincial association.

Umpire - A person whose participation in the game of baseball as an on-field official.

Umpire Development Committee - A standing committee of Baseball Canada comprised of a Chairperson and Portfolio Leads appointed by the Baseball Canada Board of Directors. Also referred to as “BCUDC.”



Umpire Development Committee Operations Manual

Section 1 - Administrative Structure

1.1 - Mission and Vision

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

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

1.2 - Objectives and Guiding Principles

The objectives of the BCUDC are:

- to develop amateur umpires in Canada
- to increase awareness of amateur umpiring in Canada
- to design and implement an umpire-centered Long Term Officials Development model that incorporates entry level, active for life and elite umpire programs, pathways, umpire instructor programs, umpire evaluator programs and administration components

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

- commitment to excellence
- needs-based programming for umpires and relevant stakeholders
- flexibility
- commitment to collaboration
- continuous improvement

1.3 - Terms of Reference

1.3.1 - *Formation*

The BCUDC was formed by resolution of the Baseball Canada Board of Directors, and is a Committee of that Board. It consists of a Chairperson and Portfolio Leads as outlined in 1.2.4.

1.3.2 - *Jurisdiction*

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



Umpire Development Committee Operations Manual

1.3.3 - *Resources*

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

1.3.4 - *Governance*

The BCUDC shall take directives from the President and Board of Directors of Baseball Canada.

The Chairperson shall be the chief liaison between the BCUDC and the Board of Directors. The chair shall be the chief spokesperson to and from the Board. The Chair shall chair all meetings and be responsible for notation, follow up and reporting.

Each Portfolio Lead shall be solely responsible for his/her portfolio, reporting to the Chairperson. However, soliciting and providing feedback among the Portfolio Leads is encouraged, as the committee is expected to work as a collaborative team. Each Portfolio Lead shall present portfolio plans at committee meetings, and consensus shall be reached before proceeding. Changes to presented plans shall be brought to the attention of the chair, who may choose to ask a Portfolio Lead to reassess ideas where consensus is not apparent.

The Chair shall settle all internal disputes. The committee will seek guidance and support from the Board in settling any external dispute.

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

1.3.5 - *Relationship to Other Groups*

The BCUDC shall take directives from the President and Board of Baseball Canada and is a committee of that organization.

The BCUDC shall be the conduit for the Provincial Umpire Programs and Baseball Canada. The committee shall work in a collaborative manner with Provincial Supervisor of Umpires, seeking their input on program implementation and meeting with them on a regular basis.

The BCUDC shall work collaboratively with provincial, national and international individuals/organizations assisting with the mission, vision, objectives and guiding principles of the committee

The BCUDC will work closely with Baseball Canada staff to assist with the mission, vision, objectives and guiding principles of the committee

Baseball Canada staff will be asked to use their contacts in industry, academia and sport organizations to assist the committee in meeting its mission, vision, objectives and core philosophies



Umpire Development Committee Operations Manual

1.3.6 - *Communication*

The Chair shall be the conduit between the Board, Provincial Supervisor of Umpires, and the committee. The Chair shall be copied on all external and internal communications

Members of the committee are free to communicate to any Baseball Canada staff member, individual or organization that will assist the committee in furthering its mission, vision, objectives and guiding principles. Portfolio Leads shall be empowered to communicate to and make request of Baseball Canada staff regarding items covered by their portfolio.

Staff members shall be asked to provide online and e-mail support to the committee.

Committee meetings shall be in person, by phone or video conference. Minutes are to be taken and distributed after the meeting to the committee and other relevant stakeholders within 7 days.

A time frame of seven days shall be considered sufficient to respond to correspondence within the committee. Portfolio leads are to contact the chair if a Portfolio Lead or Provincial Supervisor of Umpires does not respond to communications within seven days.

1.4 - **Composition of the BCUDC**

The BCUDC shall be comprised of members appointed by a Chairperson, (hereinafter referred to as “Portfolio Leads”), responsible for specific aspects of the Baseball Canada Umpire Program (hereinafter referred to as “Portfolios”), plus the Chairperson. Portfolios may be added, removed, or redistributed at the discretion of the Chairperson as organizational needs require. The roles of the Chairperson and the responsibilities of the current Portfolio Leads are as follows:

1.4.1 - *Chairperson*

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

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

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

The Chairperson shall convene at least one (1) in-person meeting of the BCUDC during either the Baseball Canada Convention in the fall or Annual General Meeting



Umpire Development Committee Operations Manual

in the spring. The Chairperson shall convene a conference call meeting of the BCUDC each quarter. The Chairperson will ensure notes are taken and distributed to the appropriate stakeholders.

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

1.4.2 - *High Performance Portfolio*

The mandate of the High Performance Portfolio shall be to develop and implement curriculum, programs, policies and procedures to enhance umpiring at the national and international level in Canada (Level IV and Level V).

This will include:

- allocating umpiring slots at Baseball Canada Championships to each province
- verifying provincial individual umpire assignments for Baseball Canada Championships
- training, developing and recommending Umpires for International Assignments
- acting as a liaison with the Baseball Canada Rules Committee and coordinating rules matters
- annually creating, distributing, and assessing the national certification exam
- selecting annual recipients of Baseball Canada umpire awards

The Lead shall be a Master Course Conductor, and may create a sub-committee to assist in the completion of portfolio tasks. Members must be approved by their respective Provincial Supervisor and by the BCUDC Chairperson in consultation with the other Portfolio Leads. High Performance sub-committee members must be Senior or Master Course Conductors, and be active or inactive Level 4 or 5 umpires.

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

The Lead shall be empowered to enlist the expertise available internal and external to Canada to carry out the mandate of the Portfolio and the BCUDC. The Lead shall attend and actively participate at all meetings of the BCUDC.

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



Umpire Development Committee Operations Manual

1.4.3 - *Grassroots Portfolio*

The mandate of the Grassroots Portfolio shall be to develop and implement curriculum, programs, policies and procedures to enhance umpiring from the initiation level to the entrance to the national level in Canada (Levels 1-3).

This will include:

- coordinate/liase with other National Committee subcommittees and work collaboratively/collegially to support all activities
- develop and maintain the Level 3 exam and study guide for use by all provinces and jurisdictions
- develop and maintain a Level 3 Umpire certification Master Plan
- develop and maintain a series of Level 3 e-Learning modules for the “off year” /non clinic years
- liaise with Provincial Supervisors to provide support in development of Level 1-3
- liaise with Baseball Canada officials on generic e-learning modules for baseball participants.

The Lead shall be a Master Course Conductor, and may create a sub-committee to assist in the completion of portfolio tasks. Members must be approved by their respective Provincial Supervisor and by the BCUDC Chairperson in consultation with the other Portfolio Leads. Grassroots sub-committee members must be Baseball Canada Course Conductors, and be active or inactive Level 3, 4 or 5 umpires.

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

The Lead shall be empowered to enlist the expertise available internal and external to Canada to carry out the mandate of the Portfolio and the BCUDC. The Lead shall attend and actively participate at all meetings of the BCUDC.

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

1.4.4 - *Supervision and Evaluation*

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

This will include:

- assigning Supervisors and Assistant Supervisors to Baseball Canada Championships
- developing, and maintaining supervisory competency expectations



Umpire Development Committee Operations Manual

- developing and maintaining umpire competency expectations
- implementing ongoing updates to the Baseball Canada 3 Umpire Positioning Manual
- maintaining the Baseball Canada Umpires discipline policy, and imposing sanctions under such policy
- providing provinces with content support for their annual national certification clinics

The Lead shall be a Master Course Conductor, and may create a sub-committee to assist in the completion of portfolio tasks. Members must be approved by their respective Provincial Supervisor and by the BCUDC Chairperson in consultation with the other Portfolio Leads. Supervision and Evaluation sub-committee members must be Senior or Master Course Conductors and an active or inactive Level 5 umpire.

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

The Lead shall be empowered to enlist the expertise available internal and external to Canada to carry out the mandate of the Portfolio and the BCUDC. The Lead shall attend and actively participate at all meetings of the BCUDC.

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

1.4.5 - *Instructor Development*

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

This will include:

- working with Provincial Supervisors to implement periodic Instructor Caravans across the country to certify new umpire Course Conductors
- supporting the ongoing improvement and development of existing umpire Course Conductors
- coordinating and approving the advancement of prospective Senior and Master Course Conductors

The Lead shall be a Master Course Conductor, and may create a sub-committee to assist in the completion of portfolio tasks. Members must be approved by their respective Provincial Supervisor and by the BCUDC Chairperson in consultation with the other Portfolio Leads. Instructor Development sub-committee members must be Senior or Master Course Conductors, and be active or inactive Level 5 umpires.



Umpire Development Committee Operations Manual

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

The Lead shall be empowered to enlist the expertise available internal and external to Canada to carry out the mandate of the Portfolio and the BCUDC. The Lead shall attend and actively participate at all meetings of the BCUDC.

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

1.4.6 - *Communications*

The mandate of the Communications Portfolio shall be to coordinate all communications from the BCUDC to stakeholders, including Provincial Supervisors, national umpires, grassroots umpires, and the public.

This will include:

- the ongoing use and maintenance of the Baseball Canada Umpire website
- the ongoing use and maintenance of various social media platforms
- providing periodic updates to national umpires regarding BCUDC initiatives
- managing and communicating updates to the Operations Manual
- coordinating other special projects as determined.

The Lead shall be a Master Course Conductor, and may create a sub-committee to assist in the completion of portfolio tasks. Members must be approved by their respective Provincial Supervisor and by the BCUDC Chairperson in consultation with the other Portfolio Leads. Communications sub-committee members must be active or inactive Level 3, 4 or 5 umpires.

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

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

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

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



Umpire Development Committee Operations Manual

1.4.7 - *Diversity, Mentorship, and Wellness*

The mandate of the Mentorship, Diversity and Wellness Portfolio shall be to design and implement inclusive curriculum, programs, resources, and practices that promote and support growth, diversity, and equitable development opportunities for umpires. This portfolio will support and work with other portfolios to adapt programming and resources to accommodate for identified individual needs to enhance umpiring from the initiation level to the national level in Canada (Levels 1-5).

This will include:

- Promoting diversity and gender equity
- Creating specific opportunities for underrepresented member groups
- Supporting diversity and equity of practice in all the portfolios by helping identify any barriers that exist
- Creating strategies and structures for building umpire resiliency, and physical and mental wellness.
- Designing a variety of Mentorship structures and models that can be implemented at all levels of officiating, and that support instructor and supervisor development.
- Supporting the Provincial Supervisors with Human resource development, and materials needed to launch and maintain effective mentorship programs in their province

The Lead shall be a Master Course Conductor, and may create sub-committees to assist in the completion of portfolio tasks. Members must be approved by their respective Provincial Supervisor and by the BCUDC Chairperson in consultation with the other Portfolio Leads. Members must be a Baseball Canada active or inactive Level 3 or higher umpire, or possess content expertise necessary to the work of this committee.

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

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

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

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



Umpire Development Committee Operations Manual

1.5 - Provincial Supervisors of Umpires

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

- submitting an annual report to the BCUDC in prescribed form;
- ensuring that all dossiers for umpires within their province are maintained and accurate;
- communicating national requirements, updates, changes/additions in programming, and Baseball Canada news to provincial membership;
- completing special projects and other duties as requested.
- completing the steps below on an annual timeline basis:

Annual Timeline

December 1 - identify any individuals who will not be eligible for supervision assignments in the coming year to the Supervision and Evaluation Lead

January 15 - submit requests for national assignment allocation to the High Performance Lead by January 15

March 15 – notify any umpires in your province that have been selected to supervise at a National Championship prior to assignments being posted by Baseball Canada

June 1 - provide names for all allotted national assignments to the High Performance Lead by June 15;

June 15 - ensure that all national umpires from their province are registered in the national database (as per national eligibility requirements) and have completed the national exam by June 15 of the current year

June 15 – notify any umpires in your province that have been selected to umpire at a National Championship, prior to assignments being posted by Baseball Canada

June 30 - assure that national registration fees have been paid to Baseball Canada

October 1 – submit nominations for Baseball Canada umpiring awards



Section 2 - High Performance Portfolio

2.1 - Introduction

The High Performance portfolio manages the national umpire program (Level 4/5), which 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 BCUDC manages the annual certification process, allocation of Baseball Canada Championship umpire slots to provinces, and the international assignment recommendation process. Provincial associations manage the development program and individual umpire assignments to Baseball Canada Championships.

2.2 - Eligibility

Any umpire in Canada is eligible to be part of the national umpire program, pending successful completion of the progression as outlined in 2.3 below.

2.3 - National Umpire Progression

2.3.1 - *Introduction*

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



Umpire Development Committee Operations Manual

2.3.2 - *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.

2.3.3 - *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.

2.3.4 - *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.

An umpire may not be assigned to umpire at consecutive Canada Games.



Umpire Development Committee Operations Manual

2.3.5 - *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 (see exemptions outlined in 2.3.3 and 2.3.4)

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.

2.3.6 - *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.

2.3.7 - *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.



Umpire Development Committee Operations Manual

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

2.4 - National Championship Assignments

2.4.1 - *Procedures*

The various Provincial Supervisors of Umpires are responsible for assigning individual umpires to Baseball Canada Championships based on the number of slots allocated to each province by the High Performance Lead. An umpire can only be assigned within the same category as their most recent recommendation at a Baseball Canada Championship (see Section 3.4.1.3). An umpire can only be assigned if they have completed the Baseball Canada Safe Sport Training.

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

2.4.2 - *Provincial Determination – Number of Assignments*

Provincial Supervisors must declare the number of umpires they wish to send to Baseball Canada Championships the following summer prior to January 15 of each year. With this information, the High Performance Portfolio Lead will complete the matrix of assignments and inform the Provincial Supervisors of exact assignments by January 31. April 15 is the deadline for Provincial Supervisors to submit the umpires’ names to the High Performance Portfolio Lead. Failing to meet January 15 and April 15 deadlines may result in limited assignments or lost assignments.

2.4.3 - *Financial Responsibilities*

Provinces will be financially responsible for travel expenses associated with sending their umpires to Baseball Canada Championships. Any province which returns an assignment after June 15 will be responsible to pay the travel costs of the replacement umpire.



Umpire Development Committee Operations Manual

2.5 - International Recommendation Process

2.5.1 - *Introduction*

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.

2.5.2 - *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.

2.5.2.1 International Pathway Step 1 – Tournament 12

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

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.

Each year on the Saturday of each Major Championship, the Lead Supervisor shall attend a conference call with the International Selection Committee to consult about umpires that are being considered for invitation to Tournament 12. Following that consultation, the Lead Supervisor shall make the final decision on which umpires shall receive a Tournament 12 invitation, and shall discuss that decision with the umpires during their tournament evaluation.

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

Each year the International Selection Committee shall select at least 50% of umpires to attend Tournament 12 by the end of March. The cost of airfare or mileage shall be split 50/50 between Baseball Canada and the Province. If the Province is unable or unwilling, the provincial portion of the cost shall be the responsibility of the umpire.



Umpire Development Committee Operations Manual

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

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

Members of the International Selection Committee shall be assigned to supervise when they are available. The High Performance Lead and Supervision and Evaluation Lead shall collaborate in appointing any remaining supervisors. These travel costs will be covered by Baseball Canada.

The Tournament 12 Supervision team shall meet with each umpire at the conclusion of the event to discuss the umpires' performance and provide feedback. The Tournament 12 Supervision team will provide feedback to the International Selection Committee. Within 14 days following the conclusion of Tournament 12, the High Performance Lead shall advise all attendees of their status. Possible outcomes are:

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

2.5.2.2 International Pathway Step 2 - Continuation on the Pathway

Umpires whose T12 outcome is an invitation to continue on the International Pathway (see 2.5.2.1 above) 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. Areas that the Mentor may focus on include, but aren't limited to:

- reviewing the umpire's schedule including level, partners, 3 or 4 umpire system games
- fitness plans
- rule review
- mechanic review and practice
- at least once per year, work with the umpire in a 4-umpire system and provide feedback

The mentor will be reimbursed for his/her expenses in conjunction with the mentorship program, up to an annual limit as established by BCUDC. The mentor shall provide their proposed budget to the International Selection Committee for approval.



Umpire Development Committee Operations Manual

Responsibilities of the umpire include:

- year round commitment to their training plan and communication with their Mentor
- attend camps and/or tournaments as recommended by the International Selection Committee or Mentor
- finance their portion of the plan in the event their province isn't able or willing to do so

Responsibilities of the Province include:

- working with the umpire and mentor to assist in achieving the goals of the training plan
- providing financial support, when available and budgeted
- providing recommended National Assignments, when available and budgeted

The umpire is eligible to return to a subsequent Tournament 12 only when the Mentor has recommended the assignment. The umpire may only be in the Continuation on the Pathway stage for 2 years, if they aren't successful in receiving a T12 assignment during that period, they will be removed from the International Pathway.

2.5.3 - *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.

2.5.4 - *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.



Umpire Development Committee Operations Manual

2.6 - Umpire Recognition Awards

The High Performance Lead is annually responsible for selecting winners of Baseball Canada Umpire Recognition Awards, as per the criteria outlined below:

2.6.1 - *Dick Willis Umpire of the Year Award*

2.6.1.1 Criteria

Nominees for the Dick Willis Umpire of the Year Award must:

- contribute to enhancing the national program on a provincial and/or national level during the current year through on-field work or supervision
- have umpired and/or supervised at a level of excellence where their performance was deemed to have been exemplary as a result of their evaluation, assignments, or recognition at said event. This could include Provincial, National, or International events. It may include professional or amateur leagues in Canada in which their performance was exemplary.

2.6.1.2 Eligibility

Candidates must be active umpires with a minimum Level 4 classification. Previous winners remain eligible for consideration in future years.

2.6.1.3 Selection Process

The selection of the award winner will be as follows:

- provincial Sports Organizations will nominate persons by the deadline as advertised.
- the High Performance Lead will convene a selection committee consisting of the High Performance Portfolio members (unless in conflict), one member of the National Umpire Committee, and one previous winner of the Dick Willis Award
- the committee will vet the nominations and select 3 finalists by means of voting.
- committee members will vote for 1st, 2nd, and 3rd preferences. 3 points will be awarded for a 1st preference, 2 points for 2nd preference, and 1 point for 3rd preference.
- the top 3 preferences with the highest point totals will be identified and proceed to a final vote.
- the final vote to determine the winner will take place with the same committee members and the same voting procedures as previously outlined.
- if there is a tie, the person with the most first place preference votes will be declared the winner. If still tied, the High Performance Portfolio Lead will select the winner between those who are tied.



Umpire Development Committee Operations Manual

2.6.2 - *Lifetime Achievement Award*

2.6.2.1 Criteria

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

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

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

2.6.2.2 Eligibility

A candidate may be an active or inactive umpire, in good standing with Baseball Canada.

2.6.2.3 Selection Process

This award is given when the selection committee deems that there is a worthy candidate, and does not have to be awarded annually.

Provincial Supervisors provides nominees to their respective Provincial Baseball Association President for approval.

Nominations are to be forwarded to the Baseball Canada office and the High Performance Lead. Nominations are kept on file by the High Performance Portfolio Lead and are re-considered annually for a period of 5 years, at which time the nomination must be renewed by the PSO if still valid.

The selection of the award winner will be as follows:

- The High Performance Lead will convene a selection committee consisting of all International Selection Committee Members, one previous award winner, and one member of the BCUDC
- a simple yes/no vote will be conducted for all nominees
- nominees who receive 80% yes votes shall receive the award



Umpire Development Committee Operations Manual

Section 3 - Supervision and Evaluation Portfolio

This section establishes the criteria for selection of Championship Supervisors for Baseball Canada Championships, evaluation procedures for umpires at National Championships, and discipline policies and procedures.

3.1 - Selection Eligibility

To be eligible for selection as a Championship Supervisor, an umpire must have:

- current certification as either an active or inactive national umpire
- minimum Level 4 classification
- umpired at a Baseball Canada Championship which is at least one level higher than the one which will be supervised
- Senior or Master Course Conductor status

3.2 - Lead Championship Supervisor

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

3.3 - Additional Supervisors

Each Baseball Canada Championship will have at least one (1) additional member of the supervision team, which will be a combination of Championship Supervisors and/or Assistant Championship Supervisors.

A Championship Supervisor will have at a minimum been an Assistant Championship Supervisor at a previous Baseball Canada Championship and received a positive recommendation to be a Championship Supervisor.

An Assistant Championship Supervisor at a Baseball Canada Championship must meet the selection eligibility criteria as outline in 3.1 and not previously attained the Championship Supervisor designation.

Once a supervision designation is earned it will be reflected at all future Baseball Canada Championships to which that individual is assigned as a Supervisor. This means at a Baseball Canada Championship there could be any combination of a Lead Championship Supervisor, a Championship Supervisor and an Assistant Championship Supervisor or a Lead Championship Supervisor and two Championship Supervisors or a Lead Championship Supervisor and two Assistant Championship Supervisors.



Umpire Development Committee Operations Manual

3.4 - Evaluation

3.4.1 - *Umpire Evaluation*

3.4.1.1 Identifying Umpiring Competencies

The Supervisor and Evaluation Lead shall be responsible for creating and regularly updating a list of performance expectations for nationally certified umpires.

These expectations shall be outlined in an Umpire Evaluation Matrix, which is a competency-based rubric allowing both umpires and supervisors to gain a detailed understanding of umpire performance expectations.

The Supervisor and Evaluation Lead will also be responsible for creating and maintaining any supplemental resource material, such as Positioning Manuals and learning materials, as he/she deems necessary to support umpires and supervisors in gaining a full knowledge and understanding of the expected competencies for a nationally certified umpire.

3.4.1.2 Umpire Performance Assessment

At least one Championship Supervisor or Assistant Supervisor will be assigned to assess umpire performance during each round-robin game of a National Championship. Supervisors will be guided by the Umpire Evaluation Matrix as created and updated by the Supervision and Evaluation Lead (see 3.4.1.1 above).

Umpires will receive detailed supervisory feedback at the conclusion of each round-robin game, and will be informed of their performance level within the Evaluation Matrix. At the conclusion of every National Championship, each umpire will receive a summative evaluation form indicating their overall level of performance for the Championship, which will determine their assignment eligibility for future National Championships.

3.4.1.3 Relationship Between Umpire Recommendation and Eligibility

A Level 4 or 5 nationally certified umpire is eligible to be assigned to any level of Baseball Canada Championship within the same category (Minor or Major) as their most recent National supervisor recommendation, as summarized below:

Most Recent Recommendation	Eligible to be assigned in future to:
Minor Major	13U, 15U, 16U Girls', 18U, Canada Cup, 21U Women's 22U, Senior Men's, Canada Games

Umpires entering or returning to the National Umpire Program with professional experience in the MLB/MiLB system at the AA or higher level will be eligible for assignment to a Major National Championship and will be eligible to attain Level 5 status as outlined in 2.3.4



Umpire Development Committee Operations Manual

3.4.2 - *Supervisor Evaluation*

The Lead Championship Supervisor will be responsible for assessing the performance of each Championship Supervisor and Assistant Supervisor. Lead Supervisors will be guided by the Supervisor Evaluation Matrix as created and updated by the Supervision and Evaluation Portfolio Lead.

3.5 - Umpire and Supervisor Discipline Process

The conduct of all participants at Baseball Canada National Championships must adhere to the policies and procedures set out in the Baseball Canada Safe Sport Framework as outlined at <https://baseball.ca/safesport>

This framework includes a Code of Conduct, which all national umpires and supervisors must acknowledge when accepting a national assignment. In addition, it sets out procedures for complaint reporting, discipline, appeals, and dispute resolution.

All umpires and supervisors are expected to be familiar with the Safe Sport Framework prior to attendance at a National Championship.



Umpire Development Committee Operations Manual

Section 4 - Instructor Development Portfolio

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

4.1 - Baseball Canada Caravan

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

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

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.

4.2 - 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.

4.3 - Course Conductor Status

4.3.1 - *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.



Umpire Development Committee Operations Manual

4.3.2 - *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.

4.3.3 - *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 exiting Effective Course Conductor and attain an accomplished rating through evaluation in the Course Conductor Ongoing Development Program (Section 4.6).

A 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.

4.4 - Course Conductor Qualification

A Course Conductor can deliver Level 1, 2 and 3 clinics, as well as supervise and evaluate Level 1, 2 and 3 umpires provincially. A Course Conductor at an Emerging level can only deliver Level 1 and 2 provincial clinics and may supervise or evaluate only Level 1 and 2 umpires.

4.5 - Course Conductor Mentorship Program

Each province is responsible for establishing a Course Conductor Mentorship Program.

A Course Conductor who obtains an Emerging level at their Caravan may only teach Level 1 and 2 clinics. They may supervise or evaluate umpires only Level 1 and 2 umpires.

An Emerging Course Conductor may complete a mentorship program within three years of completing their Caravan. This program will include:



Umpire Development Committee Operations Manual

- spending at least one year in the mentorship program
- co-teaching at two or more provincial clinics with two or more different Course Conductors who are at the Effective level or beyond, as assigned by the Provincial Supervisor of Umpires

An Emerging Course Conductor must be mentored by a Master or Senior Course Conductor for a minimum of 2 clinics before being recommended to Effective status. The Course Conductor is now eligible for the Course Conductor Ongoing Development Program as outlined in Section 4.6 below.

4.6 - Course Conductor Ongoing Development Program

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

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

4.7 - Inactive Course Conductor Status

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

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



Umpire Development Committee Operations Manual

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

4.8 - Senior Course Conductor Status

4.8.1 - *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 4.6 – Course Conductor Ongoing Development Program
- successfully complete the Senior Course Conductor Advancement Program as outlined in 4.8.2 – Senior Course Conductor Advancement Program

4.8.2 - *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.

4.8.3 - *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 Senior Course Conductor (SCC) Advancement Program consists of a specified number of modules as determined and revised by the Instructor Development Portfolio Lead. The Senior Course Conductor candidate must complete all the modules and receive a minimum of an Effective rating in each module.

A Course Conductor who meets the eligibility criteria as outlined in 4.8.1 –Senior Course Conductor Eligibility shall notify the Provincial Supervisor of Umpires of his/her desire to enter the Senior Course Conductor Advancement Program. This candidate is required to successfully complete all of the following within two (2) years of entering the Senior Course Conductor Advancement Program in order to obtain SCC status.



Umpire Development Committee Operations Manual

4.8.3.1 Online Component

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

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

4.8.3.2 Practicum Component

The candidate must co-supervise two (2) provincial tournaments with an active Master Course Conductor (MCC) mentor or SCC mentor with Championship Supervisor experience. The mentor must be a different person at each of the two (2) tournaments. In exceptional or extenuating circumstances, the Instructor Development Portfolio Lead may waive this requirement at the request of the candidate or the Provincial Supervisor of Umpires.

The mentor must be an active Course Conductor, as well as having been a Supervisor or Lead Supervisor at a Baseball Canada Championship and in good standing with the Supervisor and Evaluation Portfolio

The umpiring during the tournament can be in either the two or three umpire system. Each tournament must consist of at least two (2) calendar days, which can be split over multiple weekends or non-consecutive days.

The candidate must be exposed to, and complete, game evaluations and debriefings under the mentor's guidance and supervision. The mentor must complete an evaluation form provided by the Instructor Development Portfolio indicating the candidate was successful in this component.

No tournament supervised by a Course Conductor prior to becoming eligible to enter this program will count towards completion of this component.

4.8.3.3 Leadership Component

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

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



Umpire Development Committee Operations Manual

The candidate must complete a Leadership Experience form, documenting the experience. The Provincial Supervisor of Umpires shall indicate whether the CC was successful or unsuccessful in this component. Being an active umpire or instructing clinics within the province does not satisfy this component

Should the Provincial Supervisor of Umpires indicate that the candidate was unsuccessful in the Leadership Component, the candidate can appeal to the Instructor Development Portfolio Lead. The Instructor Development Portfolio Lead, in consultation with the portfolio sub-committee, will make a final decision as to whether this component has been met.

4.8.4 - *Inactive Senior Course Conductor Status*

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

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

4.9 - 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.



Umpire Development Committee Operations Manual

4.9.1 - *Master Course Conductor Qualification*

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

4.9.2 - *Inactive Master Course Conductor Status*

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

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

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

4.10 - Lead Caravan Instructor

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



Umpire Development Committee Operations Manual

Section 5 - Grassroots Portfolio

5.1 - Mandate

The mandate of the GRDP shall be to develop and implement curriculum, programs, policies and procedures to enhance umpiring at the initiation level to the national level in Canada (Levels 1-3).

Key responsibilities of the GRDP are to:

- coordinate/liaise with other National Committee subcommittees and work collaboratively/collegially to support all activities
- develop the Level 3 exam and study guide for use by all provinces and jurisdictions
- develop a Level 3 Umpire certification Master Plan
- develop a series of personal E-Learning modules for the “off year” /non clinic clinic years
- liaise with Baseball Canada officials on generic e-learning modules for baseball participants.
- Level 3 E-Learning Module Development

5.2 - Jurisdiction

Decisions regarding certification, curriculum, and training of Level 1-3 umpires are under provincial jurisdiction, as these grassroots levels are provincially administered. However, the BCUDC recognizes a desire among provinces for increased support and standardization of some elements of the Level 1-3 provincial programs implementation

As such, the role of the Grassroots Portfolio shall be to develop and implement and materials, which provinces may elect to use to enhance provincial umpiring programs at Levels 1-3.

5.3 - Level 3 Program

The Grassroots Portfolio has developed a three-year cycle of Level 3 programming and certification.

Provincial Baseball Organizations (PBOs) who elect to implement this program for their Level 3 umpires will contribute to the BCUDC sport development fund, and will have access to a variety of support materials created and maintained by the Grassroots Portfolio. This will provide provincial level three umpires membership access to the Baseball Canada Umpires website and all the Grassroots Portfolio content, resources, e-learning materials, manuals etc.

Level 3 umpires in participating provinces must create a profile through the Baseball Canada Umpires website in order to access all available materials

Within the recommended three-year cycle, Level 3 umpire certification is attained through a different method in each year of the cycle:



Umpire Development Committee Operations Manual

5.3.1 - Year 1: In Person Clinic

In person Level 3 clinics are administered by the Provincial Baseball Organizations (PBO's), who determine the length, frequency and locations of the clinic. Specific content for the in-person clinic is determined by each PBO based on provincial needs. The Grassroots Portfolio Lead may make additional or supplemental content available. Attendance at the in-person clinic is required for Level 3 certification.

5.3.2 - Year 2: E- Learning Modules

E-Learning modules as mandated by each province, must be completed by June 15 for Level 3 certification. The modules will be completed through the Baseball Canada Umpires' website. Provincial Supervisors will have access to monitor and view each umpire's progress for their province. Umpires will have access to E-learning material from previous years

5.3.3 - Year 3: Study Guide and Online Exam

A Level 3 Study Guide and Online Exam is created by the Grassroots Portfolio and is available to Level 3 umpires through the Baseball Canada Umpires website from March 15 – June 15 in Year 3 of the Level 3 cycle. Each participating province will have access to the study guide and exam in the exam year of the three-year cycle, and the study guide component must be completed in order for an umpire to gain access to the exam. The exam can be attempted multiple times until a passing grade is attained, as determined by each province.

5.4 - e-Learning Materials

The Grassroots Portfolio Lead shall be responsible for the creation of various umpire e-Learning materials, including print resources and online modules.

This material shall be provided to provinces to support their Level 1-3 umpiring programs.

In addition, the Grassroots Lead shall pursue potential opportunities to market Baseball Canada umpiring resources beyond the Canadian amateur umpiring framework.

5.5 - Sharing of Best Practices

The Grassroots Lead shall support and facilitate Provincial Supervisors of Umpires in sharing best practices for umpire development at the provincial level. This may include hosting meetings to share information and resources, creating a repository of resources, or creating any other tools or structures designed to support Provincial Supervisors in their roles as umpire developers.



Section 6 - Communications Portfolio

6.1 - Communications Portfolio Lead

The Communications Portfolio Lead (CL) shall be responsible for coordinating communications from the BCUDC to various stakeholders, including Provincial Supervisors, national umpires, grassroots umpires, and the public. The portfolio lead shall be responsible for ongoing enhancements in communication with umpires across Canada, and will support the communication needs of each of the other Portfolios through the effective use of social media, the Baseball Canada website, and various other communication tools.

6.2 - Communications Plan

The Communications Portfolio shall create an annual communications plan including email, social media, website content, and any other plans within any communication channel.

6.3 - Social Media

The Communications Portfolio will use social media as a tool to promote the role of umpiring in Canada, and to facilitate social connections between interested parties. Social media accounts used by the Communications portfolio shall be created and owned by Baseball Canada, with access given to the Communications Portfolio Lead, the Chair of the Baseball Canada Umpires Committee, and the Baseball Canada Executive Director. The Portfolio Lead shall ensure that each of the above is aware of any sub-committee members to whom account access has been delegated. All postings to social media through the Communications Portfolio shall be governed by the Baseball Canada Umpires Code of Conduct.

6.4 - Website Use

The Communications Portfolio shall be responsible for providing Baseball Canada with current and relevant material to populate a publicly viewable umpire area of the Baseball Canada website. This content shall include, but is not limited to:

- rule information
- positive promotion of umpiring in Canada
- information about the structure of umpiring in Canada and the Baseball Canada Umpires Committee
- current news or information of interest to the public pertaining to umpiring
- information about how to become an umpire, with links to provincial associations
- features about current umpires in Canada



Umpire Development Committee Operations Manual

6.5 - Communication to Members

The Communications portfolio will facilitate regular communication to registered Baseball Canada umpires, through email and/or other means. These communications shall happen on an as needed basis, but at minimum at least once per year.





Umpire Development Committee Operations Manual

Section 7 - Mentorship, Diversity and Wellness

7.1 - Mandate

The mandate of the Mentorship, Diversity and Wellness Portfolio shall be to design and implement inclusive curriculum, programs, resources, and practices that promote and support growth, diversity, and equitable development opportunities for umpires. This portfolio will support and work with other portfolios to help design and adapt accessible programming and resources that enhance umpiring from the initiation level to the national level in Canada (Levels 1-5).

This will include:

- Promoting diversity and gender equity
- Creating specific opportunities for underrepresented member groups
- Supporting diversity and equity of practice in all the portfolios by helping identify any barriers that exist
- Creating strategies and structures for building umpire resiliency, and physical and mental wellness.
- Designing a variety of Mentorship structures and models that can be implemented at all levels of officiating, and that support instructor and supervisor development.
- Supporting the Provincial Supervisors with Human resource development, and materials needed to launch and maintain effective mentorship programs in their province

7.2 - Responsibility of the MDW Portfolio Lead

The Lead may create sub-committees to assist in the completion of portfolio tasks.

Members must be approved by their respective Provincial Supervisor and by the BCUDC Chairperson in consultation with the other Portfolio Leads. Mentorship, Diversity and Wellness sub-committee.

Members must be a Baseball Canada active or inactive Level 3 or higher umpire, or possess appropriate Baseball Canada Certifications, or content expertise necessary to the work of this committee.

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

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

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

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



Section 8 - Resources

8.1 - Umpire Dress Code

	Required	Optional
Hat *	Fitted Black with Baseball Canada logo	
Jersey *	Black with Baseball Canada logo	Powder blue with Baseball Canada logo Black long-sleeve shirt with Baseball Canada logo (plate umpire only)
Undershirt	Black	Red (permitted under black jersey only)
Jacket *	Black with Baseball Canada logo	Plate coats with no crests and no numbers
Pants	Charcoal	
Socks	Black	Navy blue
Shoes	Black (white logos/accents are permitted)	
Ball bag	Black (no logos)	
Belt	Black leather	

* Baseball Canada merchandise only available only through the designated official supplier to Baseball Canada umpires.

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

Only the plate umpire is to utilize an indicator or wear a plate coat or long-sleeve jersey.



Umpire Development Committee Operations Manual

8.2 - Crew Checklist

- ☐ Fly ball coverage with 0 runners. Which umpire is the key.
- ☐ Signaling 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 on 1st & 2nd.
- ☐ Rotations with runners on 1st & 3rd.
- ☐ Runner on 2nd. Positions with various outs.
- ☐ Runner on 2nd. Fly ball responsibility.
- ☐ Bases loaded. Fly ball responsibility.
- ☐ Bases loaded rotations.
- ☐ Runners on 2nd & 3rd. Positions with various outs
- ☐ Runner on 3rd. Fly Ball coverage.
- ☐ Fair/foul responsibilities.
- ☐ Balks & responsibility of balks
- ☐ Signals
- ☐ Check swings
- ☐ Arrival at park and transportation
- ☐ Who handles ground rules?
- ☐ Ejections/ Protests/ Asking for help
- ☐ Dress



Umpire Development Committee Operations Manual

8.3 - Game Incident Report

Date of Game: _____

Date Filed: _____

Championship Tournament/Location: _____

Teams involved: Home: _____ vs. Visitor: _____

Name of person ejected: _____ Team: _____

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

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

Choose one of the following:

A. Unremarkable Ejection – a routine ejection occurring during the course of play that does not require further review (unless it was a repeat offense)

B. Subject to Review – including, but not limited to: excessive verbal abuse of anyone following the ejection, failure to leave the field within a reasonable amount of time following the ejection, obstructing the play of the game, physical contact with any umpire at any time, deliberate attempt to injure another participant or spectator

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

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

This report is being submitted by:

Name: _____

Address: _____

Phone Number: _____



Umpire Development Committee Operations Manual

8.4 - Inter-Provincial Transfer Form

Umpire Name _____

Province moving to:
(if known) _____

New Address (if known):

Address _____

City _____

Province _____ Postal Code _____

Phone # _____

Umpire since Year _____

Current NUCP Level _____

Course Conductor Rating (if applicable) _____

Approx. number of games umpired per year last 3 seasons _____

Levels of baseball generally worked last 3 years

13U ☐

15U ☐

18U ☐

21U ☐

Senior ☐

Past Regional, National, and International Assignments:

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

Completed by: _____

Province: _____



Umpire Development Committee Operations Manual

