

**Baseball Canada
Umpires' Committee**



Operations Manual

Version 1.11

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

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

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

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

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

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Glossary of terms

Umpire	A person whose participation in the game of baseball is that of an on-field official.
Baseball Canada Umpires' Committee	A standing committee of Baseball Canada comprised of a Chairperson appointed by the Baseball Canada Executive Committee, the National Supervisor of Umpires and the Provincial Supervisor of Umpires for each province. Also referred to as "Umpires' Committee."
National Supervisor of Umpires	An person elected by the Baseball Canada Umpires' Committee, with duties and responsibilities outlined herein.
Provincial Supervisor of Umpires	An person appointed by a Provincial Baseball Association to represent the province on the Baseball Canada Umpires' Committee.
Current member of Umpires' Committee	Refers to either the past, current or incoming Provincial Supervisor of Umpires.
National umpire	An umpire who has attained a minimum Level 4B classification.
Baseball Canada Championship	A tournament sanctioned by Baseball Canada with participating teams from various provinces. Such tournaments include Pee Wee Regional, Bantam, Midget, Canada Cup, Junior, Senior and Canada Summer Games Championships.
National certification fee	Annual fee payable to Baseball Canada for an active umpire to maintain national certification, currently \$75.
Active umpire	An umpire who renews his certification annually and meets all necessary conditions. An umpire must register annually. He must attend a national certification clinic and meet any exam and evaluation requirements.
National certification clinic	An umpire clinic, conducted by the provinces, whereby attendance by an umpire can qualify him for Level 4 or Level 5 certification.
Positive evaluation	An overall rating of "Emerging" on an umpire and "Effective" on a Championship Supervisor evaluation form.

Positive recommendation

For an umpire ó a notation of öYesö next to the öRecommended for National Programö on his evaluation form.

For a Championship Supervisor ó a notation of öYesö next to the öRecommended for Future Assignmentö on his evaluation form.

Positive endorsement

A notation of öYesö next to öEndorsed to Umpire at International Levelö on his International Talent ID form. Only one (1) positive endorsement can be obtained per Baseball Canada Championship per year.

Championship Supervisor

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

International Supervision Team

Championship Supervisors granted authority by the Baseball Canada Umpiresö Committee to complete International Talent ID forms at Baseball Canada Championships (major category only). Team members must have umpired or supervised at an international event within the past ten (10) years.

Non-active umpire

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

Evaluation

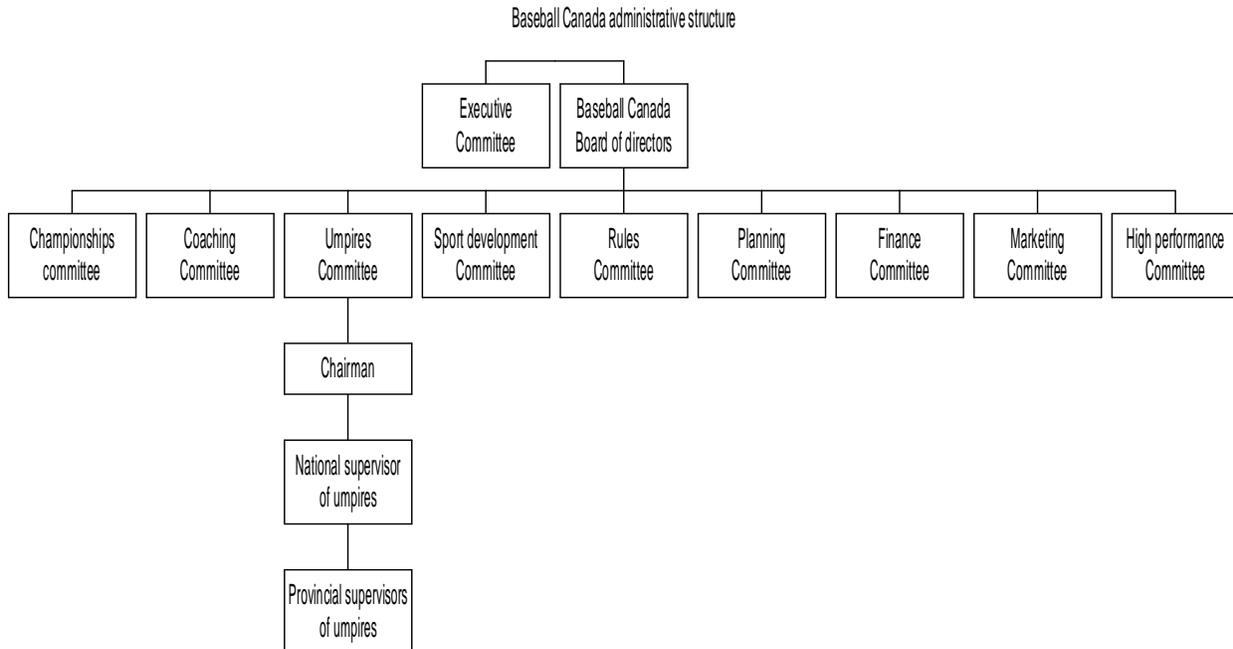
A documented study of an umpireö work during a game of baseball. Evaluation includes recommendations and comments from a Supervisor.

Provincial clinic

A clinic organized by a provincial association

Section 1 - Administrative structure

1.1 - Baseball Canada Administrative Structure



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

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

1.2 - Baseball Canada Umpires' Committee

1.2.1 - Objectives

The objectives of the Baseball Canada Umpires' Committee (hereafter referred to as the "Umpires' Committee") are as follows:

- To create, modify and oversee the national program structure
- To inform umpires of any new techniques and interpretations
- To make recommendations for international assignments to the Baseball Canada Board of Directors
- To work in conjunction with the provinces in regards to the course conductors' structure

1.2.2 - Responsibilities

The responsibilities of the Umpires' Committee include the following:

- To strive to increase the quality of umpiring in Canada with the idea to emphasize the importance of umpires in amateur baseball
- To study all questions submitted by Committee members and the Board of Directors and submit a report on important issues to the Baseball Canada office
- To submit to the Board of Directors (via the Chairperson) any recommendations for ratification

1.2.3 - Responsibilities of the National Supervisor of Umpires

The National Supervisor of Umpires is responsible, directly or by way of oversight in conjunction with other Committee members, for:

- Administration of the national program
- Acting as a liaison between the Umpires' Committee and the Baseball Canada office
- Approving umpire assignments for Baseball Canada Championships
- Selecting Championship Supervisors for Baseball Canada Championships
- Issuing the dossiers of each umpire assigned to a Baseball Canada Championship to the Lead Championship Supervisor at least 30 days prior to the Championship
- Representing umpires on different committees
- Making recommendations for the Dick Willis Umpire of the Year Award and Ward & Patch Lifetime Achievement Award
- Updating the Operations Manual
- Producing minutes of each Umpires' Committee meeting
- Developing and updating the umpire dress code
- Updating umpire manuals
- Ensuring current Baseball Canada rule interpretations are posted on the Baseball Canada website
- Preparing the annual Level 4 exam
- Proposing projects to Baseball Canada for budget purposes
- Creating sub-committees as required
- Developing a short list of international assignment candidates for approval by the Umpires' Committee

1.2.4 - Other General Responsibilities

Rule interpretations

When Baseball Canada receives a question on a rule interpretation, this will be sent to the National Supervisor of Umpires for an answer. Before answering the question, he may consult with anybody he wishes to 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. Major League Baseball makes appropriate rule changes.

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

Dick Willis Umpire of the Year Award

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

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

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

An umpire may only receive this award once.

Each member of the Umpires' Committee has the responsibility to participate in the selection process.

Home Run Sports Lifetime Achievement Award

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

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

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

Eligibility

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

Selection Criteria

- This award does not have to be awarded annually
- Provincial Supervisors provides nominees to their respective Provincial Baseball Association President for approval
- Nominations are to be forwarded to the Baseball Canada office and the National Supervisor of Umpires. The deadline for nominations is the same as it is for the Dick Willis Umpire of the Year Award
- Baseball Canada sends list of nominees to the UmpiresøCommittee for consideration

The UmpiresøCommittee shall utilize the following voting procedure:

- Committee members present vote on applicants
- All applications will be voted on separately
- Voting shall be done by email (and sent to the Baseball Canada office and the UmpiresøCommittee Chairperson) prior to the Baseball Canada Convention
- A candidate receiving votes on seventy percent (70%) of the ballots cast shall be recommended to Baseball Canada for approval
- Baseball Canada approves the selection of the UmpiresøCommittee
- Once submitted, an application shall be considered for a maximum of five (5) years

Notices of Motion

Notices of Motion pertaining to this Operations Manual must be submitted to the National Supervisor of Umpires in writing by registered or electronic mail at least thirty (30) days prior to the commencement of the Baseball Canada Convention. All Notices of Motion are to be circulated by the National Supervisor of Umpires to the Baseball Canada UmpiresøCommittee by registered or electronic mail at least twenty (20) days prior to the commencement of the Baseball Canada Convention.

1.2.5 - Elections

Quorum

For an election, quorum is a minimum of seven (7) total members of the UmpiresøCommittee. Members include the National Supervisor of Umpires and all Provincial Supervisor of Umpires (or their representatives).

Right to vote

The National Supervisor of Umpires and all Provincial Supervisor of Umpires (or their representatives) have the right to vote.

Proxy votes and votes in absence are not allowed. A representative from that province must be present to cast a vote.

Positions for election

In even years (i.e. 2002, 2004, etc.) there will be an election held for the position of National Supervisor of Umpires. This election will be held at the Baseball Canada Convention in the fall.

Duration of term and beginning of functions

Term duration is two (2) years.

Commencement of functions will occur on January 1 following the Umpires' Committee meeting at the Baseball Canada Convention. This will allow a better transition and will allow past members to complete their tasks.

Resignation of duties

In the eventuality that the National Supervisor of Umpires resigns for any reason, the Umpires' Committee will name an interim National Supervisor of Umpires until the next Baseball Canada Convention where formal elections will take place. The nomination of the interim National Supervisor of Umpires will proceed by email and will be subject to the approval of the Baseball Canada Board of Directors.

Nominations

For elections, the current National Supervisor of Umpires is automatically nominated.

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

To be eligible to be nominated a candidate must be a current member of the Umpires' Committee or have been a member within the past five (5) years.

All candidates wishing to be nominated for a position must be present at the Umpires' Committee meeting in order to accept the nomination or must deposit a letter by registered or electronic mail to the Baseball Canada office, prior to the vote, confirming they accept the nomination at least ten (10) days prior to the commencement of the Umpires' Committee meeting.

The Umpires' Committee will be notified, by email, who has been nominated. The candidates will have thirty (30) days to promote themselves by email, phone, etc.

Candidates will get the opportunity to speak prior to the vote (to a maximum of five (5) minutes).

Elections

All elections are conducted by confidential ballot.

An Election Secretary must be nominated from those in attendance at the Umpires' Committee meeting, including observers and any member of Baseball Canada. The Election Secretary has no voting rights at any time during the election procedures.

To be successful a candidate must receive a majority of the votes cast.

If one candidate has not received a majority of the votes cast after the first ballot, then the candidate receiving the least number of votes will be eliminated and a new vote will occur. This procedure is followed until one candidate receives the majority of votes cast.

If there is a tie for the least amount of votes cast, a runoff vote will be held between the tied candidates to determine who will advance to the next ballot.

If a tie vote occurs with only two candidates remaining, a new vote will take place. If there is still a tie after a second vote, the Chairperson will cast the deciding vote.

1.2.6 - Financial Statements

Each year at the Umpires' Committee meeting, current financial statements of the umpire program will be circulated to the Committee members. In addition, the previous fiscal year's umpire program financial statements (presented and approved at the Baseball Canada Annual General Meeting) will also be distributed.

1.2.7 - Workshop Sessions

All motions and/or action items from umpire workshops held at the Baseball Canada Annual General Meeting or the Baseball Canada Convention are to be ratified by an email vote of the Umpires' Committee within two weeks of the conclusion of the workshop.

1.3 - Provincial Supervisor of Umpires

Each Provincial Supervisor of Umpires automatically receives a position on the National Umpires' Committee. In addition to their duties defined by their provincial bodies, they provide valuable service and support to the advancement of umpiring in all of Canada. As members of the National Umpires' Committee, each Provincial Supervisor shall be responsible for the following:

- **To submit an annual report to the National Umpires' Committee in prescribed form;**
- **To serve (if required) on any sub-committees of the National Umpires' Committee;**
- **To attend the Baseball Canada Convention and participate in conference calls throughout the year;**
- **To ensure that all dossiers for umpires within their province are maintained and accurate;**

- **To ensure that all umpires from their province are registered in the national database (as per national eligibility requirements) and have completed the Level 4 exam by June 15 of the current year;**
- **To ensure that all national registration fees are collected and forwarded to Baseball Canada by June 30 of the current year;**
- **To provide a mid-season report on any umpires from their province who are recommended for an international assignment in the current year;**
- **To identify any individuals who will not be eligible for supervision assignments in the coming year by December 31;**
- **To provide names for all allotted national assignments by June 15;**
- **To submit required field evaluations to Baseball Canada (as per Level IV eligibility requirements) by September 30;**
- **To communicate national requirements, updates, changes/additions in programming, and Baseball Canada news to provincial membership;**
- **To provide nominations for the Dick Willis Award and the Home Run Sports Lifetime Achievement Award; and**
- **To complete special projects and other duties as requested.**

Section 2 - National Program

This section will explain the rules of the national program.

2.1 - Introduction

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

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

Content

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

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

2.2 - Eligibility

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

2.3 - National Umpire Progression

2.3.1 - Introduction

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

The steps are:

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

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

2.3.2 - National Certification

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

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

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

The deadline for receipt of exams, roster of active and inactive nationally certified umpires, and all national certification fees by Baseball Canada is May 31.

Deadline for receipt of national evaluations is September 30.

The Provincial Supervisors of Umpires are responsible for sending the exams to the Baseball Canada office immediately following the clinic. He must also send the evaluations to Baseball Canada before September 30 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 are sent to Baseball Canada, he will need to proceed again the following year unless he meets the requirements as mentioned above.

2.3.3 - Annual Renewal of National Certification

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

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

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

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

Non-active

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

2.3.4 - National Championship Eligibility

Criteria

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

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

2.3.5 - Level 4B Classification

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

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

This classification may include inactive umpires.

2.3.6 - Level 4A Classification

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

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

2.3.7 - Level 5C Classification

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

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

2.3.8 - Level 5B Classification

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

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

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

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

2.3.9 - Level 5A Classification

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

- Have previously attained the Level 5B classification and maintained that classification for at least one (1) year
- Have been assigned as an umpire to a Junior or Senior Baseball Canada Championship

- Have participated in at least one (1) international assignment
- Annually attend a national certification clinic

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

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

2.3.10 - Returning Umpires

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

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

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

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

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

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

2.4 - National Championship Assignments

2.4.1 - Procedures

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

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

National and international assignments shall be limited to one (1) assignment per individual each year. The National Supervisor of Umpires can make exceptions.

Names of qualified umpires (as per criteria outlined in Section 3) not available for assignment as a Championship Supervisor the following season must be submitted by the Provincial Supervisor of Umpires to the National Supervisor of Umpires in writing by registered or electronic mail at least thirty (30) days prior to the commencement of the Baseball Canada Convention. Any umpire who refuses an assignment as a Championship Supervisor in a given season will not be approved to umpire at a Baseball Canada Championship in that same season.

Any discussion on individuals and their assignment to a Baseball Canada Championship or International Championship must take place amongst the Umpires' Committee in Closed Session. If the discussion involves a member of the Umpires' Committee who is present for the meeting, then he will be asked to leave the meeting during that portion of the discussion.

The recording secretary is to remain in the meeting for all Closed Session discussions unless he is being considered for a Baseball Canada Championship or International Championship.

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 National Supervisor of Umpires will complete the matrix of assignments and inform the Provincial Supervisors of exact assignments. May 15 is the deadline for Provincial Supervisors to submit the umpires' names to Baseball Canada. Failing to meet January 15 and May 15 deadlines may result in limited assignments or lost assignments.

Insufficient numbers of umpires

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

2.4.3 - Financial Responsibilities

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

2.5 - International Assignments

1. The Baseball Canada Umpires' Committee is responsible for recommending and selecting umpires for international events.

2. **In order to be considered for an umpire assignment at an international event, umpires must:**
 - **Have umpired in at least three (3) Baseball Canada Championships in a major category (i.e. – Junior, Senior, Canada Cup or Canada Summer Games), with one (1) of those championships being the Baseball Canada Senior Championship;**
 - **Have achieved an overall rating of “Effective” or higher in umpire evaluations at three (3) Baseball Canada Championships in a major category;**
 - **Have umpired in at least one (1) Baseball Canada Championship in a major category within the previous three (3) years; and**
 - **Be endorsed by the President of their Provincial Baseball Association.**

3. The National Supervisor of Umpires will create the list of international candidates at least thirty (30) days prior to the Baseball Canada Convention.

4. The list of international candidates must be ratified by the Baseball Canada Umpires' Committee at the Baseball Canada Convention.

5. Candidates will not be considered if they are currently under suspension by Baseball Canada or by a provincial association.

6. Candidates are eligible for the World Baseball Classic and any IBAF/COPABE events. If possible an umpire should only be assigned to the World Baseball Classic once.

7. Another umpire may replace a candidate failing to fulfill his assignment. The new umpire must meet the selection and eligibility requirements.

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

9. Finalists in one year are not automatically considered for international assignments in following years.

10. International assignments are available for both males and females umpires.

11. By June 30 and July 31 each year, each Provincial Supervisor of Umpires is to report to the National Supervisor of Umpires as to whether umpires from their respective province that have been included on the list of international candidates approved at the prior year's Baseball

Canada Convention are fulfilling the requirements as outlined in Section 2.3.9 ó Level 5A Classification.

Section 3 - Supervision Program

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

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

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

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

Each Baseball Canada Championship will have two additional members of the supervision team and will be a combination of Championship Supervisors and/or Assistant Championship Supervisors as identified below:

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

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

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

3.1 - Introduction

One of the key components of the National Umpires' Certification Program is the supervision process. In an effort to standardize and improve the supervision process for Baseball Canada 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.

3.2 - 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 Baseball Canada Championship. A Championship Supervisor and Assistant Championship Supervisor assigned to each Baseball Canada Championship. They are representatives of not only Baseball Canada but also the Umpires' Committee 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 umpiring in Canada. They are also responsible for recommending umpires to future and/or higher level competition. In some cases, the Championship Supervisor has the unenviable task of recommending an umpire be stripped of his certification or have his standing reduced.

The Championship 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 Championship Supervisor will know the appropriate role to assume depending upon need.

3.3 - Contacting the host site

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

- Exact dates of the tournament and expected arrival date of the umpires
- Tentative schedule
- Hotel information

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

3.4 - Letter of introduction

Although Baseball Canada has already contacted each umpire, it is a good idea for the Championship Supervisor to contact each umpire. A sample letter of introduction is included in Appendix B to this section. 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 Championship Supervisor (see Appendix C). By using the information from the questionnaire, as well as through conversations with his Assistant Championship Supervisor, the various Provincial Supervisors of Umpires and other experienced umpires, the Championship 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.

3.5 - Final pre-tournament letter

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

- Confirm the arrival time of each umpire and indicate the mode of transportation from the airport to the championship site.
- 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.
- Announce the time and location of the pre-tournament umpires meeting.
- If possible, indicate the room assignments. It is suggested that the Championship Supervisor and Assistant Championship Supervisor room 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.

3.6 - The arrival at the championship site

Upon the arrival at the championship site the Championship Supervisor and Assistant Championship Supervisor have a number of pre-tournament duties to perform. These include:

- Introducing themselves to the championship chairperson
- Familiarizing themselves with the facilities
- Checking that all room assignments are correct
- Securing the per diems
- Securing gate passes for the umpires
- Walking each field and making notes about ground rules. If possible, have these ground rules typed and distribute them to the managers at the pre-championship 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.
- Making arrangements for baseballs to be in the umpires locker room at a specified time.

3.7 - The Championship Supervisors' meeting

It is essential that the Championship Supervisor and Assistant Championship Supervisor 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.

3.8 - The pre-championship meeting

The Championship Supervisor and Assistant Championship Supervisor are to attend the manager 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.

3.9 - The pre-championship umpires' meeting

The key to the pre-championship umpire meeting is preparation! A sample agenda is provided to you as a reference (see Appendix E). Because the Lead Championship Supervisor is dealing with a variety of umpires from a number of diverse backgrounds, there is bound to be conflicts with individual mechanics and rotations. The Lead Championship Supervisor must reinforce that the only rotations approved for use at a Baseball Canada Championship are those listed in the current Umpire Positioning manuals approved by the Baseball Canada Umpires' Committee. A crew checklist has been provided as an aid for crews to discuss and review prior to commencing the Championship (see Appendix F).

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-championship meeting:

- That off field behaviour is just as important as on field behaviour.
- There are times and places that alcohol is allowed. Use discretion.
- Be sure that the Baseball Canada dress code is adhered to.
- A Baseball Canada Championship is not the place to experiment. The umpires should use the techniques that got them to the championship in the first place.
- Hustle is essential. This includes between inning, making pitching changes, etc. At a Baseball Canada Championship, there is usually a great deal of baseball to be played in a short time.
- 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.

3.10 - The supervision process

The actual supervision process is essential to improving the quality of umpiring throughout Canada. The following are tips that Championship Supervisors can employ to help in the supervision process:

- As previously mentioned, the Championship Supervisor and Assistant Championship Supervisor must be consistent in their supervision. There are few things as frustrating for umpires as inconsistencies among supervisors. If a problem arises, the Championship 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.
- 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.

- The Championship Supervisors must take notes! This will aid the supervisor when doing the final report on each umpire. These notes should be both positive and negative. The taking of notes will also allow the supervisors to compare the performance of the umpires.
- 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.
- The Championship Supervisor must be familiar with the evaluation form. The form must also be filled out properly.
- While there is much discussion on how technical a Championship Supervisor should be, the bottom line is clear ó the results shall reflect the final assignments. The umpire with the best evaluation deserves to work the gold medal plate. The Championship Supervisor and program loses all credibility if this is not the case.

3.11 - Potpourri of hints

The final section of the supervision document is dedicated to hints on the supervising of a Baseball Canada Championship that were not covered in previous sections. Some of these hints are as follows:

a. Selection of Crew Chiefs

The proper selection of Crew Chiefs can make or break a championship. These individuals should have experience at a number of championships. 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 the umpiresø Provincial Supervisor of Umpiresø The Championship 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

Several points of emphasis should be considered when creating the schedule. The list is not absolute and is a guideline to consider. There will be circumstances where certain criteria cannot be met and that is understandable.

- All umpires should work one game on the plate prior to another umpire working a second (i.e. 6 games 1 to 15 should have 15 different plate umpires or 1 to 12 if there are 12 umpires)
- No umpire is to do three games in one day
- Back-to-back games should be avoided if possible
- No umpire should work his home province on the plate in the round robin
- Try to maintain the same rotation for a crew
- The following criteria should try to be balanced 6 fields, pools, and time of day for games

d. Post-championship evaluations

It is the duty of the Championship Supervisors to allow the umpires to express their viewpoints on the championship. The Championship 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 championship conferences held with each umpire. As a courtesy to the umpires, the expense forms, evaluations, etc. should be done promptly. The appropriate Provincial Supervisor of Umpires should be given a report on the performance of his umpires.

e. Familiarize yourself with the Baseball Canada Umpires' Program

The Championship Supervisor should be aware of the Baseball Canada regulations in terms of supervision. Regulations such as who is eligible for international certification are in place. The Championship 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 championship.

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 championship so a social gathering may be a post championship 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 Baseball Canada Championships in the future.

Section 4 - Course Conductor Program

The Course Conductor Program allows an umpire to continue his ascension in his career by offering clinics to umpires within his province. This program is run by the various Provincial Associations. All instructors at a Baseball Canada Caravan must be approved in advance by the National Supervisor of Umpires.

4.1 – Baseball Canada Caravan

The main goal of the Baseball Canada Caravan is to teach the basics of rules and classroom and on-field teaching methods in order to ensure clinics are being uniformly administered.

The clinic content is divided into 4 parts: pedagogy, rules, on-field work and supervision and evaluation.

During the Baseball Canada Caravan, each participant is evaluated on different parts of the clinic's content. Each participant must succeed in his evaluation on each part with the required passing mark.

4.2 - Novice Course Conductor

Criteria

To obtain a Novice Course Conductor rating, an umpire must:

- Have a minimum Level 3 classification
- Be at least 18 years of age during the current year
- Have good baseball knowledge and experience as an umpire
- Possess good communication skills
- Participate in a Baseball Canada Caravan and obtain the following marks:

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

A Novice Course Conductor can deliver regional Level 1 and Level 2 clinics and supervise Level 1 and Level 2 umpires.

4.3 - Junior Course Conductor

Criteria

To obtain a Junior Course Conductor rating, an umpire must:

- Have a minimum Level 3 classification
- Have good baseball knowledge and experience as an umpire
- Possess good communication skills and demonstrate adequate teaching ability
- Participate in a Baseball Canada Caravan and obtain the following marks:

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

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

4.4 - Senior Course Conductor

Criteria

To obtain a Senior Course Conductor rating, an umpire must:

- Have a minimum Level 4B classification
- Have good baseball knowledge and experience as an umpire
- Possess good communication skills and demonstrate adequate teaching ability
- Participate in a Baseball Canada Caravan and obtain the following marks:

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

A Senior Course Conductor can deliver all regional or provincial clinics and supervise and evaluate any level of umpire.

4.5 - Master Course Conductor

Criteria

To obtain a Master Course Conductor rating, an umpire must:

- Have a minimum Level 4B classification
- Have previously obtained a Senior Course Conductor rating
- Have good baseball knowledge and experience as an umpire
- Possess good communication skills and demonstrate exceptional teaching ability
- Be knowledgeable of provincial and national umpire policies
- Be a Course Conductor at a Baseball Canada Caravan and have obtained a positive recommendation from the Lead Master Course Conductor

A Mater Course Conductor can deliver all regional or provincial clinics and supervise and evaluate any level of umpire, as well as deliver Baseball Canada Caravans.

Section 5 - Appendices

APPENDIX A ó UMPIRE DRESS CODE

Hat *	Black (fitted)
Jersey *	Black Powder blue Black long-sleeve shirt (plate umpire only)
Undershirt	Black jersey ó Black or red Powder blue jersey ó Black or navy blue
Jacket *	Black
Pants	Heather grey
Socks	Black or navy blue
Shoes	Black (some white on shoes is acceptable)
Ball bag (plate umpire only)	Black (no logos)
Belt	Black leather

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

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

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

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

APPENDIX B - LETTER OF INTRODUCTION

Jim Nasium
Box 123
Gopherville, SK
S0S 1S1

July 12, 20X2

Dear Jim:

Congratulations on being selected to umpire the Baseball Canada Bantam Championship in Plum Coulee, Manitoba. This championship will be held from Thursday, August 12 to Sunday, August 15, 20X2. It is expected that you arrive in Plum Coulee prior to 6 p.m. on Wednesday, August 11 and depart on Tuesday, August 17.

Our accommodations will be at 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 to me before June 1. I will contact you before July 1 with further details in regards to the tournament. If you should have any questions before that time, please contact me at the address below.

The Assistant Championship 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 C - 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, 20X2 to the following:

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

Fax: (204) 877-2121

APPENDIX D - FINAL PRE-TOURNAMENT LETTER

Jim Nasium
Box 123
Gopherville, MB
S0S 1S0

July 30, 20X2

Dear Jim:

As the Baseball Canada Bantam 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 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 E - UMPIRE MEETING AGENDA

Location: Room 12 E, The 6 Shooter Motel

Time: 8:30 PM

Date: Wednesday, August 11, 20X2

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. Overview of mechanics
10. Crew checklist
11. Other business
12. Supervision style
13. Assignments

APPENDIX F - CREW CHECKLIST

- Fly ball coverage with 0 runners. Which umpire is the key.
- Signalling fly ball outs.
- Fly ball coverage with a runner on first.
- Runner on first, Ball hit down the lines.
- Runner on first, U3 or U4 for third base umpire.
- Rotation? Communication on rotation? 3-2, 2 out rotation?
- Runner 1st & 2nd. Fly ball coverage.
- Runners 1st & 2nd. Tag up situation.
- Rotations with runners 1st & 2nd.
- Rotations with runners 1st & 3rd.
- Runner on 2nd. Positions with various outs.
- Runner on 2nd. Fly ball responsibility.
- Bases loaded. Fly ball responsibility.
- Bases loaded rotations.
- Runners on 2nd & 3rd. Positions with various outs
- Runner on 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

APPENDIX G - EJECTION REPORT

Date of Game: _____

Date Filed: _____

Championship Tournament/Location: _____

Teams involved: Home: _____ vs. Visitor: _____

Name of person ejected: _____ Team: _____

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

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

Choose one of the following:

- A. Unremarkable Ejection ó 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 ó 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: _____

APPENDIX H 6 INTER-PROVINCIAL TRANSFER FORM

Umpire Name _____

Province moving to:
(if known) _____

New Address (if known): Address 1 _____

Address 2 _____

City _____

Province _____ Postal Code _____

Phone # _____

Umpire since Year (e.g.: 1990) _____

Current NUCP Level _____

Course Conductor Rating _____

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

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

Regional, National, and International Assignments:

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

Completed by: _____

Province: _____

APPENDIX I - DISCIPLINARY POLICIES AND PROCEDURES

Note: In this policy, "member" refers to all individuals who have attained official status as a National umpire, evaluator, or supervisor. Official status is defined as any umpire who is recognized as a National umpire (i.e. 6 Level 4B classification or higher) or any individual who has been approved by Baseball Canada as an instructor, evaluator, or supervisor.

PREAMBLE

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

APPLICATION

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

DISCIPLINARY PROCEDURES

Minor Infractions

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

Any alleged minor infraction regarding the conduct of a national tournament supervisor or assistant supervisor or recognized evaluator must be registered with Baseball Canada by September 30th of the championship year. Complaints may be lodged with the Baseball Canada representative at any time during the championship, or with the complainant's provincial supervisor upon completion of the championship. In either case, the Baseball Canada Umpires' Committee must be informed by September 30th of the championship year to allow adequate time for the alleged offender to respond to the allegations prior to any sanctions being considered or administered.

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

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

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

SANCTIONS 6 MINOR INFRACTIONS

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

Major Infractions

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

16. Major infractions occurring within the competition may be dealt with immediately, if necessary, by a Baseball Canada representative in a position of authority at said competition (i.e. the appointed Baseball Canada Umpire Supervisor of the championship) provided that a hearing has been held, the individual being disciplined has been told of the nature of the infraction, and the individual has had an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the event only. It is imperative that the alleged offender be made aware that further sanctions may be applied after the incident has been reviewed by the National Umpires' Committee.
17. The hearing may be waived in cases where the alleged offender acknowledges and does not dispute the facts of the incident. In this situation, the offender will be required to sign written documentation acknowledging the accuracy of the facts and indicating that he/she has waived the right to an oral or written submission at the hearing. The action of the umpire signing the waiver does not constitute an admission of guilt but rather an admission of the facts as documented.
18. If the alleged offender chooses not to participate in the hearing, or sign documentation acknowledging the facts, the hearing shall proceed. Documentation of the hearing events must still be forwarded to the Baseball Canada office within seven days of the completion of the championship. Baseball Canada will contact the alleged offender for further information and forward any findings to the National Supervisor of Umpires by September 30th of the championship year.

SANCTIONS 6 MAJOR INFRACTIONS

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

22. In applying sanctions, the following aggravating and mitigating circumstances may be regarded:

- a) the nature and severity of the offense;
- b) whether the incident is a first offense or has occurred repeatedly;
- c) the individual's acknowledgement of responsibility;
- d) the individual's extent of remorse;
- e) the age, maturity, or experience of the individual; and
- f) the individual's prospects for rehabilitation.

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

APPEALS

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

ATTACHMENT A - CODE OF CONDUCT FOR BASEBALL CANADA UMPIRES

Baseball Canada is committed to providing an environment in which all individuals are treated with respect. Furthermore, Baseball Canada supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner that is consistent with the values of Baseball Canada. Members may be subject to sanctions according to Baseball Canada Umpires' Disciplinary Policy for engaging in any of the following behaviour:

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

ATTACHMENT B

Examples of minor infractions:

- a single incident of disrespectful, offensive, or abusive comments or behavior directed towards others, including but not limited to peers, athletes, coaches, tournament officials, administrators, spectators and sponsors;
- a single incident of unprofessional conduct such as angry outbursts, arguing, or a minor act of insubordination towards a supervisor or tournament official;
- a single incident of being late for or absent from a Baseball Canada event or activity at which attendance is expected or required;
- non-compliance with rules or regulations under which Baseball Canada events are conducted, whether at the local, provincial, national, or international level.

Examples of major infractions:

- repeated incidents of disrespectful, offensive, or abusive comments or behavior OR any incident of sexist or racist comments or behavior directed towards others, including but not limited to peers, athletes, coaches, tournament officials, administrators, spectators, or sponsors;
- repeated incidents of unprofessional conduct such as angry outbursts, arguing, or insubordination towards a supervisor or tournament official OR a single incident of such aforementioned activity that is deemed to be severe;
- knowingly providing false information on a medical clearance report;
- repeated incidents of being late for or absent from Baseball Canada events and activities at which attendance is expected or required;
- pranks, jokes, or other activities which may endanger the safety of others;
- wagering, betting, or engaging in any game of chance related to the outcome of, or any facet thereof, any baseball game in which that umpire may have influence on;
- failing to comply with the Baseball Canada Umpire Dress Code by using clothing or equipment which violates any exclusivity agreements between Baseball Canada Umpires and suppliers;

- abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively or safely;
- use of illicit drugs or narcotics or any other banned substance.

ATTACHMENT C - BASEBALL CANADA INCIDENT REPORT

Date and time of incident: _____

Name of writer: _____ Position: _____

Location of incident: _____

This incident is a: _____ minor infraction _____ major infraction

Individual(s) involved in the incident: _____

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

Names of individuals who observed the incident: _____

Disciplinary action which was taken (if applicable):

Signature of writer: _____

Date: _____