



Policy and Procedures
Provincial Umpire Program
Last Update: May 2021



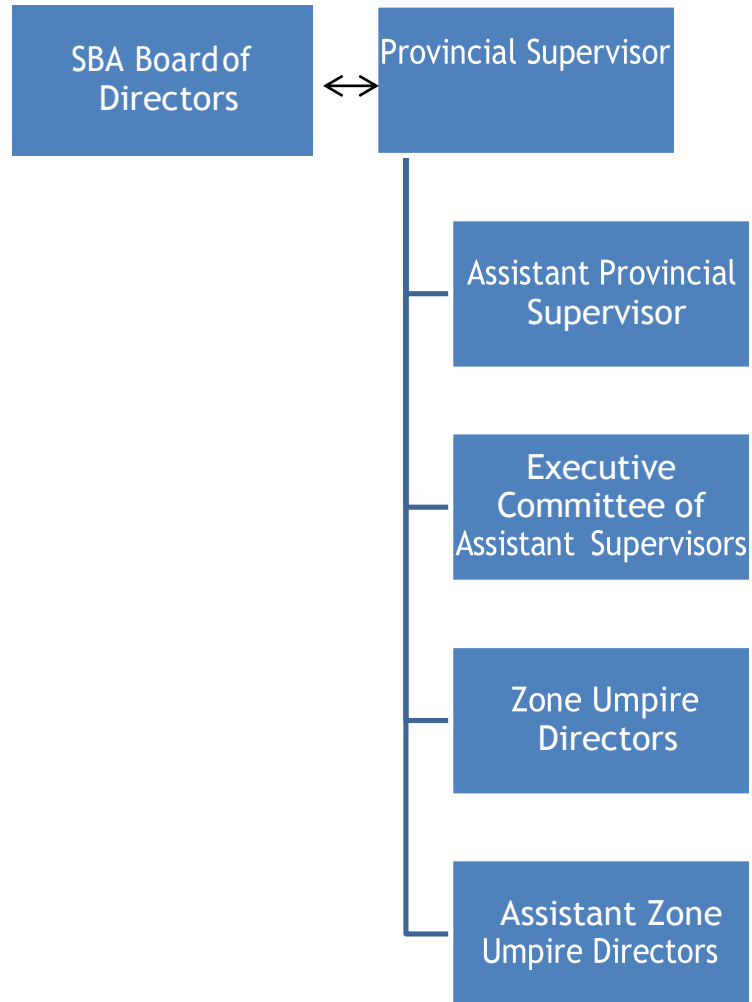
OBJECTIVES

The following document is meant to serve as a guide to future committees as they further the sport of baseball as well as the future of the umpiring fraternity in the province. The following are the objectives of the provincial umpire program:

- 1) To provide the Baseball Saskatchewan Provincial Umpires' Committee with consistent guidelines and decision-making processes to most effectively administer the umpire program in Saskatchewan.
- 2) To provide a documented summarization of the Committee's policies and procedures to the umpire population.
- 3) To establish best practices that will foster growth and improvement in any area of our mandate.
- 4) To clearly outline roles and responsibilities which coincide with various roles within our organization.
- 5) To establish credibility and transparency with our umpires, and with the members of the Baseball Saskatchewan in regards to how we conduct our operations.



Committee Structure





Umpire Committees

- 1) High Performance
 - a. Responsibilities
 - i. Evaluation of umpires
 - ii. Selection of umpires to championships
 - iii. Super clinics
 - iv. Level 3/4/5 programs
- 2) Education
 - a. Responsibilities
 - i. Clinic Formats
 - ii. Clinic Publicity
 - iii. Course Conductor training
- 3) Grassroots
 - a. Responsibilities
 - i. Level 1 and 2 program
 - ii. Monitor levels
 - iii. Mentorship
 - iv. Awards
 - v. Recognition
 - vi. Appeals
- 4) Operations
 - a. Responsibilities
 - i. Operations manual



Provincial Supervisor

Responsibilities

- a) Act as a liaison between the Baseball Saskatchewan and the umpire membership,
- b) Serve as Chairman of the Provincial Umpires' Committee,
- c) Develop and adhere to a budget for the administration of the umpire program,
- d) Select umpires for all national championships, all Western Canadian championships, as well as the Senior AAA, Senior AA, Junior, and Midget AAA provincial championships,
- e) Select umpires for attendance at a Baseball Canada Caravan,
- f) Act as Saskatchewan's representative on the National Umpires' Committee,
- g) Represent umpire interests on the Playoff Committee or any other Committee as deemed necessary by the Baseball Saskatchewan,
- h) Responsible for applying any disciplinary sanctions (reprimand, suspension, etc.) towards any registered Saskatchewan umpire,
- i) Negotiate on behalf of the umpires in any agreements (i.e. official suppliers, etc.) that may involve the Saskatchewan umpire name or logo,
- j) Provide assistance and expertise to Umpire Zone Directors,
- k) Shall submit a written report at all Provincial Umpires' Committee meetings and at the annual meeting,
- l) Member of the Executive Committee

Nomination

- 1) Any individual wishing to run for the position of Supervisor of Umpires must notify the Executive Committee in writing at least thirty days prior to the Annual General Meeting.
- 2) The current Supervisor shall be automatically considered for re-election unless otherwise indicated.
- 3) The Executive Committee shall notify all Committee members of the candidates running for election at least twenty-one days prior to the Annual General Meeting.
- 4) The Supervisor of Umpires may only be selected from the existing pool of Provincial Umpires' Committee members. In other words, in order to become the Supervisor of Umpires (pending appointment by the President) a member is required to hold a position (Assistant Supervisor, Zone Director, Past Supervisor, Registrar, or appointed Member at Large) prior to the election.
- 5) Extenuating circumstances may exist in which the Committee may wish to elect an individual who is not part of the existing Committee. These cases require ***unanimous consent*** of the Assistant Supervisor and eight Zone Directors in order for such an individual to be elected.



Election Process

- 1) An election for this position will be held at the Annual General Meeting (usually held in conjunction with the SBA Annual General Meeting).
- 2) Quorum for the vote shall be established with the presence of over 50% of eligible voters.
- 3) Voting will be done by secret ballot. Ballots will be collected and counted by scrutineers. Scrutineers will be from Executive Committee /SBA Board of Directors
- 4) Write-in votes are permitted provided that they are submitted to the Executive Committee prior to the Annual General Meeting. These votes must be brought to the Annual General Meeting and must remain sealed (in the original envelope) until the election. Voting by proxy is not permitted.
- 5) In the event of a tie:
 - With more than two candidates, the individual with the least votes will be eliminated and another vote will be held.
 - With two candidates, another vote will be held. If there is still a tie after two votes, then the SBA Board Liaison cast the deciding vote.
 - A simple majority (50% +1) is required to win the election

Length of Term

- 1) Each term is a two year and begins immediately following the Annual General Meeting and ends at completion of the Annual General Meeting two years
- 2) There is no limit to the number of terms (consecutive or otherwise) that one individual may serve.

Resignation of Duties

In the event that a Supervisor is unable to fulfill a portion of his term, a member of the Executive Committee shall assume supervisory duties until a replacement can be appointed by the President of the Baseball Saskatchewan. An emergency election shall be held to recommend a new supervisor to the SBA President prior to the Annual General meeting.



Assistant Provincial Supervisor

Responsibilities

- a) Represent the Provincial Umpires' Committee, in the absence of the Provincial Supervisor, at any Baseball Saskatchewan meetings or functions.
- b) Provide assistance and expertise to Umpire Zone Directors,
- c) Shall submit a written report at all Provincial Umpires' Committee meetings and at the annual meeting,
- d) Special projects as mandated by the Provincial Umpires' Committee.
- e) Member of the Executive Committee

Nominations

- a) The Assistant Supervisor will be elected at the Provincial Umpires' Committee Meeting prior to the AGM. The term will be for 2 years to be elected in opposing years to the Provincial Supervisor.
- b) The position of Assistant Supervisor of Umpires must be submitted in writing to the Executive Committee at least thirty days prior to the Annual General Meeting.
- c) The current Assistant Supervisor will be automatically considered for re-election unless otherwise indicated.
- d) The Executive Committee shall notify all Committee members of the candidates running for election at least twenty-one days prior to the Annual General Meeting.
- e) The Assistant Supervisor must be a registered umpire with the Baseball Saskatchewan
- f) Is not required to be an existing member of the Provincial Umpires' Committee.
- g) If no nominations are submitted or if elected member resigns their duties, the Executive Committee can appoint a member to this position until the position is in an election year.

Elections

- a) Voting will be done by secret ballot and ballots will be counted by scrutineers.
- b) In the event of a tie:
 - With more than two candidates, the individual with the least votes will be eliminated and another vote will be held.
 - With two candidates, another vote will be held. If there is still a tie after two votes, then the Past Supervisor will cast the deciding vote.
- c) A simple majority (50% +1) is required to win the election.



Executive Committee of Assistant Supervisors

The Executive Committee is made up of the following:

- a) Provincial Supervisor
- b) Past Supervisor
- c) Assistant Provincial Supervisor
- d) Up to three (3) members-at-large

Purpose

- a) To plan and prepare for the many programs and initiatives that the Saskatchewan Umpire Program provides to its membership.
- b) Provide guidance to the Zone Umpire Directors when requested
- c) Aide in implementation of programs and initiatives when requested by the Zone Umpire Directors
- d) Provide policy insights to govern and drive the Umpire Program

Selection

- a) Executive Committee will be convened on a yearly basis
- b) At-Large members will be appointed by the other members of the Executive Committee.



Zone Umpire Director

Responsibilities

- a) Act as a liaison between the Provincial Umpires' Committee and the general umpire population in the zone. This includes delivery of program and mandate information to the umpire population AND bringing forth concerns of the umpire population to the Provincial Umpires' Committee.
- b) Coordinate umpire clinics in the zone by working with host sites in an effort to accommodate the demand for umpires in that particular location.
- c) Assign certified and qualified umpires for all provincial championships held in their respective zone (with the exception of the tournaments previously identified as assigned by the Provincial Supervisor). Collaboration with the host site is necessary in order to provide qualified umpires at the lowest possible cost.
- d) Coordinate with umpires, communities, associations, etc. to ensure recruitment and retention of umpires in the zone,
- e) Provide at least one nomination annually for each provincial umpire award,
- f) Serve on sub-committees of the Provincial Umpires' Committee
- g) Shall submit a written report prior to the annual meeting,
- h) Work on special projects as mandated by the Provincial Umpires' Committee.

Selection

- 1) Umpire Zone Directors will be elected at the Annual General Meeting. All current (at the time of the election) registered Baseball Saskatchewan umpires are eligible to cast a vote for a director for each zone.
- 2) Candidates for a particular Zone Director position must reside or work within the boundaries of such zone
- 3) Zone 2 (Regina) and Zone 6 (Saskatoon) shall elect their own representatives to the Provincial Umpires' Committee and these representatives must be announced at the Annual General Meeting.
- 4) Voting will be done by secret ballot and ballots will be counted by scrutineers. Scrutineers will be from Executive Committee /SBA Board of Directors
- 5) If a Zone Director is unable to attend an Annual General Meeting, such director may appoint a delegate from his zone to attend in his absence. Such delegates will be permitted to cast a vote in all elections held at the Annual General Meeting.
- 6) In the event of a tie:
 - With more than two candidates, the individual with the least votes will be eliminated and another vote will be held.
 - With two candidates, another vote will be held. If there is still a tie after two votes, then the will cast the deciding vote.
 - A simple majority (50% +1) is required to win the election



Assistant Zone Director

Responsibilities

- a) To assist the Zone Director in any/all of the
- b) Are non-voting members of the Provincial Umpires' Committee

Selection

A Zone Director may select an assistant if necessary. Situations that might make this necessary may include (but are not limited to):

- a) Extensive geography of the zone provided that there is a reasonable presence of registered umpires in these geographical areas,
- b) A large number of registered umpires in a particular area that makes it difficult for the Zone Director to fulfill his/her responsibilities.

Replacing Existing Provincial Umpires' Committee Members

In the event that a Provincial Umpires' Committee member is unable to fulfill his/her entire term due to injury, illness, relocation, etc., the following guidelines will be followed:

- 1) The Provincial Supervisor – the Past Supervisor OR the Assistant Supervisor will assume duties until a new Supervisor can be appointed by the President of the Baseball Saskatchewan.
- 2) A Zone Director – the Provincial Supervisor will appoint a replacement to fulfill these duties until the next annual meeting. Zone Directors are elected by the entire umpire population and can therefore only be elected at an annual meeting.
Zone 2 (Regina) and Zone 6 (Saskatoon) shall elect a replacement.
- 3) An Assistant Zone Director – the position will remain vacant until the Zone Director puts forth a recommendation at the next Provincial Umpires' Committee meeting.

Dismissal of Committee Members

While it is understood that there is no financial benefit to being a member of the Provincial Umpires' Committee or its sub-committees (members of these committees are volunteers), it must be understood that positions on these committees involves commitment and responsibility. Should a member fail to fulfill such commitment, that member shall be removed from the committee or sub-committee by the Provincial Supervisor. Open dialogue between committee members is important and a member is not providing the necessary commitment should be made aware that more is expected. Dismissal shall be a last resort and should come only after a warning(s) has been issued.

Removal from the Provincial Umpires' Committee or its sub-committees shall not be subject to appeal.



The Level System

The Baseball Saskatchewan umpire program follows the model of the National Umpire Certification Program using five different levels to measure the competency of an umpire. Levels I, II, and III are administered provincially and Levels IV and V are administered by the national body.

Level 1.

Experience Required	None
Conditions	Attend a Level 1.X clinic
Exam	Must achieve a passing grade of 60%
Eligible for Assignments	Local and regional minor ball
Age Restrictions	Minimum of twelve years old unless approved by the Provincial Supervisor or Zone Director.

Level 2

Experience Required	Must have completed both Level 1 clinics Or Meet exceptional circumstance criteria***
Conditions	Attend a Level 2.X clinic
Exam	Must achieve a passing grade of 70%
Eligible for Assignments	Minor level provincial championships

***It is the expectation that all new umpires whether a youth or an adult should start at level 1 to ensure they have sufficient training on the rules and positioning before advancing to level 2.

The Baseball Canada Grassroots umpire program is a 5-year program with 2 years at Level 1 and 3 years at level 2 prior to an umpire being able to enter the level 3 program. Even though this structure is in place to ensure umpires have a solid foundation of rules knowledge and fundamentals, the program does allow for some latitude with the provincial umpire programs being able to have some control over how an individual can progress through the program.

There may be situations where discretion is required with adults entering the Baseball Saskatchewan Umpire Program who have previous experience, a solid foundation of the rules of baseball or a softball umpiring background, where starting at a level 1 is not advantageous for their development.

Regarding Softball Canada Umpires: Taking a softball umpires level into account when deciding where they start in our program is a good indicator of their basic knowledge of the rules. The basic softball rules are very similar to baseball. A good guideline to follow is that the umpire



should be able to start in the Baseball Saskatchewan Umpire Program one level below what their Softball Canada level is. Softball Canada has a similar policy to this with regards to Baseball Canada umpires.

The following criteria should be followed in these exceptional circumstances when a new umpire is to be considered for entering the Baseball Saskatchewan Umpire Program at level 2.

1. The individual must be at least 18 years of age and not currently playing minor baseball. This age criteria could be ignored if the individual is a level 3 or higher Softball Canada umpire entering the Baseball Saskatchewan Umpire Program.
2. If an individual is to be considered for advancement to level 2 as a new umpire, they must have a recommendation from a zone director or a course conductor. The course conductor or zone director that is recommending the individual must contact the Provincial Supervisor and the High-Performance Committee lead and make the request on behalf of the individual. This request must include the reasoning for the request such previous baseball experience, etc.
3. The Provincial Supervisor and Assistant Provincial Supervisor will come to a decision on the appeal for the individual to start at Level 2. If these 2 executive members cannot reach a consensus, the Past Provincial Supervisor will make the decision on the request.
4. If the request for the individual is accepted, the new umpire will gain a fully certified level 1 status and will continue with the level 2 program.
5. If the request is denied, the individual will be expected to begin the program at a level one and progress through the levels accordingly as any other new umpire.

Level 3

Experience Required	Must have completed all Level 2 clinics
Conditions	See Below
Exam/Evaluation	See Below
Eligible for Assignments	Any provincial or Western Canadian championship



Level 3 Certification

The level 3 program has changed considerably under the National Grassroots Program. It now consists of an online exam every year, and a Level 3 clinic every 3 years (starting in 2017).

With this change, we are challenged to make sure that umpire development and opportunities are consistent for all umpires in our province. The following procedures are drafted for:

- 1) Umpires wanting to enter the level 3 program
- 2) Umpires working towards their level 3 certification in their first 3 year cycle
- 3) Umpires who have achieved a Level 3 Status, and wish to maintain it or advance to Level 4

Entering the Level 3 Program

Fully certified level 3 umpires who wish to advance to level 4 must meet the following requirements:

- 1) It is recommended that a Level 3 umpire complete at least 1 full 3-year cycle in the Level 3 program, but they are eligible to apply for the Level 4 program after 1 full year as a Level 3 and have completed steps 2 through 5 below.
- 2) Successfully complete the previous year's Level 3 requirements
- 3) Successfully complete and pass the Level 3 exam before applying for Level 4. Umpires may write/rewrite the level 3 exam in a non-exam year in addition to the learning requirements for level 3 in that year. Level 3 umpires will only be able to attempt the exam once per year.
- 4) A successful on field evaluation in the current year. (Plate and Base)
- 5) Apply, and receive approval from the High Performance Committee. This application must be submitted by March 31st.

Entering the Level 3 Program

Clinic Year (2017, 2021, 2024, etc.)

Any fully certified Level 2 umpire is eligible to enter the level 3 program; however it is recommended that he/she discusses this with their zone director first. If you are entering in a clinic year, you must attend the level 3 clinic. There, you will be given instructions on how to register for the Baseball Canada Umpire Platform. This is where a Level 3 umpire will find the exam and e-learning materials for the requirements in those years.

Non-Clinic Year

If you are entering in a non-clinic year, you must apply to the High Performance Committee by March 31st of the current year. This application must come with a recommendation from your zone director, or a current course conductor. If approved, you are required to attend a level 2 clinic that year, and complete the online requirements for the Level 3 program that year.



Level 3 Certification

There are 3 requirements to achieving Level 3 status. A 3-year cycle for a Level 3 umpire consists of:

- 1) Level 3 Clinic;
- 2) Level 3 Exam;
- 3) Baseball Canada Level 3 e-learning materials as assigned by Baseball Saskatchewan Umpire's Division.

These same 3 requirements are in place for Certified Level 3's to maintain their status. They all must be completed in the same 3-year cycle:

- 1) Write the online exam on their assigned year. Umpires must complete and pass the exam before moving to Level 4. Umpires may write/rewrite the level 3 exam in a non-exam year in addition to the learning requirements for level 3 in that year. Level 3 umpires will only be able to attempt the exam once per year,
- 2) Have a successful on-field evaluation (Plate and Base),
- 3) Attend a Level 3 Clinic. (A level 3 umpire may also attend a Level 4 clinic in place of a Level 3 clinic if permission is given by the High Performance Lead or the Provincial Supervisor).



Advancing to the Level 4 (National) Program

Fully certified level 3 umpires who wish to advance to level 4 must meet the following requirements:

- 1) Successfully completed at least 1 full 3-year cycle in the level 3 program
- 2) Achieve a passing mark on the current level 3 exam
- 3) A successful on field evaluation in the current year.
- 4) Apply, and receive approval from the high performance committee. This application must be submitted by March 31st.

Level 4B

Experience Required	Must have been a Level 4 for at least 1 year
Conditions	Must attend a national certification clinic (the Super clinic) and participate in the provincial mentorship program.
Exam/Evaluation	Must achieve a passing grade of 80% on a written exam and a passing grade of 86% on both a plate and a base evaluation Field evaluations must be conducted at a provincially recognized Senior or Master Course Conductor.
Eligible for Assignments	A national championship at the minor level Work at a major national championship but this requires approval from the national supervisor of umpires



Level 4A

Experience Required	Must have successfully attended a national championship but have not yet worked at three major national championships
Conditions	Must attend a national certification clinic (the Super clinic) and participate in the provincial mentorship program.
Exam/Evaluation	Must achieve a passing grade of 80% on a written exam and a passing grade of 86% on both a plate and a base evaluation
Eligible for Assignments	A national championship at the level indicated on the national evaluation form

Level 5

- 1) Must annually satisfy the same requirements as a Level 4A umpire.
- 2) Has participated in at least three national championships of which at least one must have been in a major category (Canada Cup, Canada Games, Junior, or Senior).

Level 6

- 1) Must annually satisfy the same requirements as a Level 4A umpire.
- 2) Has participated in at least three national championships at the major category (Canada Cup, Canada Games, Junior, or Senior).
- 3) Shall be automatically considered for an international assignment at the junior level.
- 4) International assignments are made by Baseball Canada and criteria for these assignments is subject to change without notice.



Inactive Status

- 1) Baseball Canada provides allowance for a Level 4 umpire to maintain their status as a nationally certified umpire even though such umpire may be inactive as an official.
- 2) This status is typically utilized by umpires who are temporarily inactive as umpires but may wish to return to the program at a later date.
- 3) Umpires who wish to maintain their Level 4 Inactive Status must pay the national registration fee to Baseball Canada fee and must also register provincially. These individuals are not required to attend a national certification clinic, write an exam, or be evaluated. Level 4 Inactive Status umpires are not eligible for a national assignment as a working umpire but may be assigned by Baseball Canada as a supervisor.



Umpires Leaving the Program and Then Returning to the Program

- 1) For a Level 1, 2, or 3 umpire – the umpire shall lose one level for each year of absence for the program. For example, a Level 3 umpire who misses one year could re-register as a Level 2 umpire. If that umpire misses two years, he/she could re-register as a Level 1 umpire.
- 2) For a Level 4 or 5 umpire – an umpire who leaves the program and then returns within five years shall maintain the level held at the time of departure provided that any provincial requirements are satisfied. An umpire who has been away from the program for more than five years will have to start the national certification program from the beginning as per the Baseball Canada Umpires' Operations Manual.
- 3) Exemptions to these guidelines are possible but require a written appeal to the Provincial Supervisor (for Level 1, 2, or 3 umpire) or the National Umpires' Committee (for a Level 4 or 5 umpire).

Process for application for reinstatement.

1. All applications for reinstatement (Level 1-3) must be made in writing to the Provincial Supervisor prior to March 31st. The Provincial Supervisor will consider the application, or he/she may designate a member of the executive committee to be responsible to considering appeals for reinstatement.
2. An umpire who leaves the program and then returns to the program may apply for a ONE-TIME reinstatement to the level the umpire had achieved prior to leaving the program. This application is a once in a lifetime application for reinstatement. If the umpire decides to leave the program a second time and return after another 5-year absence, he/she will NOT be eligible to apply for reinstatement.
3. In the year the application is made, the umpire who is making the appeal MUST attend a level 1 clinic or other clinic that has been approved in advance by the Provincial Supervisor in order to be considered for reinstatement. The umpire making the application will umpire this season as a level 1 umpire.
4. The application for reinstatement must contain the following information:
 - a. Description of umpire experience prior to leaving the program. This information should include your level at time of leaving, prior relevant experience umpiring such as centres where the individual umpired majority of local baseball, levels of minor ball umpired, provincial championships worked, Western Canadians attended, National Championships, course conductor status (if applicable), umpire assigning, mentoring umpires, etc.
 - b. A list of references, with contact information if possible, that can confirm your previous experience. This can include current or retired umpires, local umpire assignors, community baseball executive, provincial course conductors, zone umpire directors, provincial evaluators, etc.



- c. There is a non-refundable \$50 fee associated with this application for reinstatement. The umpire making the application is required to contact the Baseball Saskatchewan office in Regina and notify the office that you are paying the \$50 fee for an Umpire Application for Reinstatement. Once this has been arranged, the umpire must send proof that the fee has been paid before a decision will be made on their application. This proof can be in the form of a receipt of payment or by having the Baseball Saskatchewan office notify the Provincial Supervisor or designated Executive member that the fee has been paid.
- d. Prior to March 31st of the year the application for reinstatement is made, the Provincial Supervisor or designated Executive member will contact the individual applying for reinstatement of the status of their application.
 - i. If the individual's application of reinstatement is accepted, the reinstatement of level will take affect prior to the beginning of the next season. For example; If the umpire was applying for reinstatement to level 3 and it was accepted, the umpire may register as a level 3 umpire for the next season as will have to complete the requirements as a new level 3 umpire in the upcoming season.
 - ii. If the individual's application for reinstatement is denied, one of 2 things may happen.
 1. The umpire will have to continue through the level programs as any new umpire. They would continue with their second module of the level 1 program in the upcoming season.
 2. The Provincial Supervisor or designated Executive member may grant a partial reinstatement. The umpire may be granted a fully certified level 1 status which will allow them to begin the level 2 program in the following season. Other reinstatements may be considered on a case-by-case basis



ASSIGNMENTS

National

- 1) The number of national assignments granted to Saskatchewan umpires in any given year is determined by Baseball Canada.
- 2) Any qualified Level 4 or 5 umpire who has met the necessary requirements outlined in this document shall be eligible for an assignment provided that he/she is in good standing with the Baseball Saskatchewan.
- 3) The Provincial Supervisor along with an appointed panel of provincial Senior/Master Course Conductors and the High-Performance Committee Lead shall select the umpires who will represent Saskatchewan for all national assignments. Once these selections are made the provincial supervisor shall present the assignments to the Executive committee for consultation. The Provincial Supervisor has final say in all National Assignments.
- 4) Umpires who are selected to officiate at national championships must be approved annually by the President of the Baseball Saskatchewan.

Western Canadian

- 1) The Provincial Supervisor in consultation with Senior/Master Course Conductors, Executive Committee and Zone Directors shall identify and select the umpires who will represent Saskatchewan for all Western Canadian assignments.

Assignment Philosophies

There are many factors that influence an umpire's selection to or omission from a national championship and to the level to which an umpire is assigned. These factors may include:

- a) The umpire's level of national experience,
- b) The recommendations on the umpire's last national evaluation,
- c) The umpire's commitment and contributions to the provincial program,
- d) The umpire's likelihood of success at the assignment,
- e) The number of previous (or consecutive) assignments that the umpire has had,
- f) The location of the assignment,
- g) The effect that such an assignment might have on the umpire's future opportunities.



Umpires for Provincial Championships

Guidelines for Zone Directors:

This document is intended to give direction to Umpire Zone Directors in assigning Provincial Championships. It includes some timelines, guidelines, and principles designed to put the highest quality product on the field.

Selection of and assigning an umpire crew

- 1) 1) Planning for and choosing the crew should start during clinic season, or once the host is announced. Being proactive in the spring by communicating with local umpires and minor ball associations will make assigning easier.
- 2) When assigning any provincial that sees teams advance to post-provincial championships (Westerns, Nationals), collaboration must take place with the High Performance portfolio lead or Provincial Supervisor.
- 3) One umpire shall be designated as UIC for the championship. This umpire needs to be confirmed 1 month before the championship, as they will need to communicate with the host committee.
- 4) The remaining umpire crew shall be finalized a minimum of 2 weeks prior to the championship. At minimum, you will need as many umpires as there are games in a day, as umpires will only work one plate assignment per day.
- 5) The preference is that when you are assigning, you assign umpires who are available for the entire tournament, although there are circumstances that may exist to minimize this need.
- 6) The selection of crews needs to take into account that we want umpires who have sufficient experience to be successful in that event, as well as an attempt to keep costs down for the host community.
- 7) Where possible, umpires will be instructed to carpool in an attempt to reduce costs for the host community.
- 8) The schedule should be sent to the umpires and host a minimum of 1 week prior to the championship.

Scheduling Guidelines:

- 1) No umpire shall work more than one plate assignment in a day.
- 2) Umpires should not work more than 2 games in a row without a game off.
- 3) Plate umpires should (if possible) have the game off prior to their plate job.
- 4) When multiple diamonds are being used, umpires should not be assigned in back to back games on different diamonds, regardless of their proximity to each other.
- 5) The crew chief for each game is the plate umpire unless otherwise assigned.



Communicating with the Host Committee

- 1) The zone director and or crew chief should contact the host at least one month prior to the championship.
- 2) Information should be shared about the crew, and they must insure that adequate accommodations are booked for the umpires who are travelling in. Umpires will share rooms (2 to a room), except that a female umpire will not have to share with a male.
- 3) Costs for umpires are detailed in the handbook, but the crew chief will also give a detailed report to the host for payment of each umpire (including game fees, mileage, travel subsidy, and per diem)

Unregistered Umpires

- A. Unregistered umpires shall not be assigned to work in a provincial playoff game or tournament.
- B. Should extenuating circumstances arise (injury or illness of an assigned registered umpire), approval must be granted by the Provincial Supervisor and the Division Supervisor.
- C. A lack of registered umpires in a host center does not qualify as extenuating circumstances.



Awards

1) Lou Slotsve Junior Umpire of the Year

- a. Criteria
 - i. Umpire in good standing with Baseball Saskatchewan
 - ii. Did something special or above and beyond that of regular umpire in year of award
 - iii. Umpire will be in Grassroots Program
 - iv. Umpire Awards Subcommittee will determine winner of award

2) Senior Official of the Year

- a. Criteria
 - i. Umpire in good standing with Baseball Saskatchewan
 - ii. Did something special or above and beyond that of regular umpire in year of award.
 - iii. No restriction on level of umpire
 - iv. Umpire Awards Subcommittee will determine winner of award

3) Umpire Lifetime Achievement Award

- a. Criteria
 - i. Umpire in good standing with Baseball Saskatchewan for a minimum of 20 years
 - ii. Made a significant contribution to better umpiring in Saskatchewan as a umpire, course conductor, mentor, or committee member
 - iii. No restriction on umpire level
 - iv. Award is presented when a suitable candidate pool is found.
 - v. Umpire Awards Subcommittee will determine winner of award



Course Conductors

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

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

Course Conductor Qualification

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

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:

- I. 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,
- II. Successful completion of a subsequent Baseball Canada Caravan.

Senior Course Conductor Advancement Program

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

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

Online Component

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

- i. Forms used during a Baseball Canada Championship
- ii. Review of proper pedagogical skills used by a SCC during evaluations and taught during the Baseball Canada Caravan



iii. Additional modules as defined by the Instructor Development Portfolio Lead, which may include conducting game evaluations, note-taking, leading debriefings, etc.

iv. Final assessment

Practicum Component

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

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

Leadership Component

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

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

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

Notes:

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



DISCIPLINARY POLICIES AND PROCEDURES

PREAMBLE

1. The Baseball Saskatchewan Umpires' Committee is committed to the development of amateur officiating and the establishment of cordial and respectful relationships among the entire baseball community.
2. Membership as a Baseball Saskatchewan 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
3. The Baseball Saskatchewan Code of Conduct (Attachment A) identifies the standard of behavior, which is expected of Baseball Saskatchewan 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 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 Saskatchewan 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. **SANCTIONS – MINOR**

INFRACTIONS

8. 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. **Major Infractions**

9. 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 Saskatchewan 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 Saskatchewan.
- 10. 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.
- 11. 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.
- 12. 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 Saskatchewan office within seven days of the completion.

SANCTIONS – MAJOR INFRACTIONS

- 13. The Baseball Saskatchewan Umpires' Committee, after review, may recommend 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 Saskatchewan/Canada events, which may include suspension from the current competition or from future competitions;
 - d) Suspension from certain or all Baseball Saskatchewan/Canada activities (i.e. competing, coaching, or officiating) for a designated period of time;
 - e) Expulsion from Baseball Saskatchewan/Canada; and
 - f) Other sanctions as may be considered appropriate for the offense.

APPEALS

- 14. Except where otherwise provided, an appeal of any disciplinary matter will be done with the Appeals Committee of Baseball Saskatchewan



ATTACHMENT A

CODE OF CONDUCT FOR BASEBALL SASKATCHEWAN UMPIRES.

Members may be subject to sanctions according to Baseball Saskatchewan Umpires' Disciplinary Policy for engaging in any of the following behavior:

- A) Not complying with the rules, regulations or policies of Baseball Saskatchewan, 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 sanctioned competition;
- G) Failing to comply with the Baseball Umpire Dress Code, including the use of clothing, which violates any exclusivity agreements between Baseball Saskatchewan 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) 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;
- B) A single incident of unprofessional conduct such as angry outbursts, arguing, or a minor act of insubordination towards a supervisor or tournament official;
- C) A single incident of being late for or absent from a Baseball Saskatchewan/Canada event or activity at which attendance is expected or required;
- D) Non-compliance with rules or regulations under which Baseball Saskatchewan/Canada events are conducted, whether at the local, provincial, national, or international level.

Examples of major infractions:

- A) 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;
- B) 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;
- C) Repeated incidents of being late for or absent from Baseball Saskatchewan/Canada events and activities at which attendance is expected or required;
- D) Pranks, jokes, or other activities which may endanger the safety of others;
- E) 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;
- F) Failing to comply with the Baseball Umpire Dress Code by using clothing or equipment which violates any exclusivity agreements between Baseball Saskatchewan/Canada Umpires and suppliers;
- G) 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;
- H) Use of illicit drugs or narcotics or any other banned substance.