

## **SECTION # 5 - FAST PITCH UMPIRES PROGRAM POLICIES**

### **FAST PITCH UMPIRE COMMITTEE STRUCTURE**

- The FP Umpire Committee to consist of five (5) members, including the Provincial U.I.C's (FP) and three Deputy U.I.C's (FP), (04/18)
- FP PUIC's Job Descriptions in Appendix. FPUC (2016)
- FP DUIC's Job Descriptions (4) in Appendix. FPUC (2018)
- That the FP PUIC position be open for applications after every two years. FPUC # 1 (09/03)
- That the Deputy positions be two-year terms and after their two-year term comes due their positions be open to applications, with no limit on terms. Deputy # 1 will have his/her term come due with the PUIC's and Deputy # 2 and Deputy # 3 will come due in the alternate years. FPUC # 2 (09/03)

### **ROLES AND RESPONSIBILITIES**

- To review in liaison with the Program Coordinator the annual registration procedures.
- To plan and operate meetings to review and discuss policies and procedures.
- To review and revise the responsibilities of committee members.
- Liaison with Softball Canada on matters relating to fast pitch umpiring and rules.
- Recommend to the Board of Directors fast pitch rule changes and/or those needing clarification.
- Update clinic package and materials.
- Solicit new FP Zone Umpires-in-Chief and FP clinic instructors/evaluators as required.
- Hold an annual instructors and evaluation training clinic for FP.
- Conduct evaluations of FP umpires.
- Hold Certification, Refresher and Junior Umpire clinics.
- Recommend umpires for all Fast Pitch tournaments leading to a Canadian Championship.
- Promote the overall Softball Ontario and Softball Canada program.
- Present annual progress report on the officiating program.
- Recommend and approve FP Umpire budget.
- To administer the Respect My Game Program.

### **FP UMPIRE COMMITTEE GENERAL**

- All new Committee positions to be advertised and applications are requested. UC # 18 (01/99)
- All FP ZUIC, FP DZUIC, and FP Committee member get a copy of all of the FP Member Associations Constitution/Special Operating Rules, with a limit of two FP Deputies per zone. UC#42 – (09/02)
- All FP ZUIC's and committee members are supplied with a copy of both the FP answers and references. UC#8 - (09/03)
- To make business cards available to the FP Umpire Committee and FP ZUIC's upon request to a maximum of 100 per year.
- Each of the four Committee members are required to serve as a ZUIC Liaison person to support, monitor, encourage and direct the efforts of a ZUIC and Zone Staff in several zones.
- That the FP Umpire Committee and the FP Zone UIC's do not have to write the annual FP umpire exam each year as they will become carded in FP once they register for FP each year. FPUC # 24 (09/03)

### **FP PUIC**

- To adopt the following selection process for the position of FP PUIC. PUIC should be selected by September 15:
  - 1. Call for applications with a deadline to the Softball Ontario office.
  - 2. Form a Selection Committee that will include the following:
    - Zone 1 UIC or representative from zone appointed by ZUIC
    - Zone 2 UIC or representative from zone appointed by ZUIC
    - Zone 3 UIC or representative from zone appointed by ZUIC

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- Zone 4 UIC or representative from zone appointed by ZUIC
  - Zone 5 UIC or representative from zone appointed by ZUIC
  - Zone 6 UIC or representative from zone appointed by ZUIC
  - Zone 7 UIC or representative from zone appointed by ZUIC
  - Zone 8 UIC or representative from zone appointed by ZUIC
  - Zone 9 UIC or representative from zone appointed by ZUIC
  - Zone 10 UIC or representative from zone appointed by ZUIC
  - Zone 11 UIC or representative from zone appointed by ZUIC
  - Members of the Softball Ontario FP Umpire Committee
  - Softball Ontario Board Member selected by the Softball Ontario Chair
  - Note: If a member of the Selection Committee is unable to attend the Selection Meeting, arrangements can be made to have the representative participate via conference call.
- 3. Set an Interview date to interview applicants.
  - 4. Draft questions to ask each candidate.
  - 5. Conduct the Interview.
  - 6. Submit the name of the candidate selected by the Selection Committee to the Softball Ontario Board of Directors for approval.
  - 7. Send a letter to each candidate thanking them for participating in the Selection Process.
  - 8. Issue a press release to announce the FP PUIC.
  - Note: In the event that only one application is received by the Softball Ontario office, the Program Coordinator will send it to the FP ZUIC's and FP Umpire Committee for their approval. If the FP ZUIC's and FP Umpire Committee approve the application, it will then be submitted to the Softball Ontario Board of Directors for approval. FPUC # 22 (09/09)
- To allow travel expenses for the FP PUIC or FP DUIC's in-province travel as representatives of the FP PUIC or Program. DUICs should be named by October 1. (UC3/09/90). (HK 2004)

## **FP ZUIC'S**

- Job Description of FP ZUIC - see appendix. FP # 1 (12/02)
- Job Description of FP DZUIC - see appendix. FP # 1 (12/02)
- Job Description of FP Junior Deputy - see appendix (FP # 9 (01/11))
- Selection Process for the FP ZUIC's – see appendix (FPUC# 23-10/07).
- Must be registered by April 30 of current year.
- Must sign Softball Ontario's Confidentiality Agreement prior to March 31<sup>st</sup> and/or prior to assumption of duties. Refusing to sign agreement – they will not be permitted to be a volunteer for Softball Ontario's FP Umpire Program.
- A FP ZUIC's term will finish Oct 1<sup>st</sup> of the year the FP ZUIC's position comes due. UC # 20 (01/02)
- After a FP ZUIC's two-year term is complete a call for applications will be sent out for that FP ZUIC position. FPUC # 11 (09/03).
- All FP ZUIC, Zone Tournament UIC's and FP Committee member get a copy of all of the FP Member Associations Constitution/Special Operating Rules, with a limit of two per zone, unless tournaments in zone warrant more. UC#42 – (09/02)
- All FP ZUIC's and committee members are supplied with a copy of both the FP answers and references. UC#8 - (09/03)
- Each FP ZUIC will be responsible to appoint one deputy to be the direct liaison with the Jr. Development program in their zone. UC#4 – (09/00)
- Active FP ZUIC's may not sit on the FP UC. If they want to sit on FP UC they must resign as FP ZUIC. UC#15 – (09/00)
- To make business cards available to FP ZUIC's upon request to a maximum of 100 per year, with the expense being paid by the FP Home Run account. FPUC # 9 (09/03)
- If a FP Zone Umpire-in-Chief cannot attend the FP Zone Umpire-in-Chiefs' Meeting, a FP Deputy be approached to attend the meeting. UC # 13 (01/99)
- If a ZUIC resigns during the season, the PUIC may appoint a current Deputy or I/E in the zone. This new appointed

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person will serve as the Interim Acting ZUIC for the zone for the remainder of the season and a call for applications will go out to find a new ZUIC who will be appointed during the off season. (In the fall months.) UC # 19 (01/02)

- That, after the Softball Ontario Board has considered the motions and a status of motion report is attached, the Umpire Committee minutes will be made available to each ZUIC upon request. Any registered umpire whom requests to attend at the Softball Ontario office to read the minutes will be permitted to do so. If the Chairman requests, a hard copy of the minutes will be sent by the office as requested. UC # 3 (01/02)
- ZUIC's are allowed to host a clinic on behalf of Softball Ontario without having to pay deposit. UC # 16 (01/02) But also noted that the bid form MUST still be processed to ensure commitment and to ensure office procedures (promote on web, get instructors, order manuals, etc.) are followed. BD (01/02)
- ZUICs should be named by October 15 (10/17)

## **INSTRUCTOR/EVALUATORS**

- Must be registered by April 30 of current year.
- FP Instructor/Evaluators that attend the ITC weekend will be granted with a clinic credit. UC#15 – (01/01)
- All FP Instructors/Evaluators are required to do 10 evaluations to stay active. (FPUC#15-01/08).
- Evaluators will receive credit for completing an OFE on an Umpire who did not receive a level increase approval from the ZUIC or PUIC. FPUC # 25-10-08.
- All evaluations of non-carded umpires will count as an evaluation completed. UC#26 – (09/00)
- That the number of Instructor/Evaluators per zones to be determined by the FP PUIC and the Program Coordinator based on past clinic history and current trends. All instructors must receive approval from the FP PUIC and Softball Ontario Board of Directors. (FPUC#16-01/08).
- To approve Job Description for FP Instructor. See appendix.
- To approve Job Description for FP Evaluator. See appendix.
- To approve Evaluation Form. See appendix.
- That the Instructor at a Refresher Clinic must be a Level 4 in FP and would be appointed by the FPUC or the FP PUIC. (FPUC#16-01/08).
- Softball Ontario is only to issue payment to the Umpires Personnel's name that appears on the Softball Ontario expense form. If an Instructor requests that several cheques be issued to other individuals, this request is to be denied. FPUC # 23-10-08.
- The following is the Umpire Instructor to Umpire Clinic Participant ratio for Level 1 to Level 3 Umpire Clinics:
  - 10-40 participants – 2 instructors
  - 41 participants and beyond – 3 instructors. FPUC # 28-10-08

## **COMMUNICATION POLICY**

- See appendix. FPUC# 19 (01/10)

## **UMPIRE TOURNAMENT SERVICES FUND**

- Umpire travel fund policy. Copy of latest edition of the policy in appendix. (02/07/88) and updates.
- That the Umpire Travel Fund be monitored in advance to stay within budget. Further, a deadline date for eligible claims is September 1<sup>st</sup> or two (2) weeks after the Tournament. (EC-10/89)
- The Executive requests that a member of the Umpires' Committee, under the direction of the P.U.I.C. be placed in charge of the Umpire Travel Funds, planning and financial submissions to enable the Board to gain insight into this program. (EC-10/89)
- All working umpires are eligible to claim expenses with prior approval from the Tournament Services Coordinator. In the FP Umpire Travel Fund, a cap of \$2,000.00 will be allocated for working officials. FPUC # 9 (01-09).
- Officials paid upon receipt by Softball Ontario, pending approval by Umpire Travel Fund administrator, in all cases when receiving accommodation receive the following (10/17):
  - Non-local, less than 150km one way = no mileage
  - Non-local, over 150km one way = flat rate \$10.00/100km (return trip)
  - Development = flat rate \$10.00/100km (return trip)
  - UICs/Evaluators = flat rate \$10.00/100km (return trip)

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- Tournament UIC meal allowance to be \$30 per day and \$15 per half day. UC#9 – (01/00) and updated re: ½ fee. (Updated: FPUC # 13-12/07)
- Accommodations will be based on 1 umpire per bed UC#9 – (01/00)
- The evaluator who works a small number of games because of circumstances arising at the tournament deserves to receive the evaluator expenses and collect the game fee. Under the following conditions:
  - The PUIC's must approve the forms where an evaluator has collected game fees and is claiming evaluator expenses to ensure circumstances warranted this. UC # 3 (04/99) & Amended by Executive
- The contribution to the Tournament Services fund from the Umpire Registration fee is \$8.00 per umpire. UC # 9 (01/99; updated FPUC#12-12/07)
- Each Tournament UIC is to process the approved Tournament Report Form for each Tournament. Copy of Form is in Appendix. UC # 7 (01/98)
- Payment of claims:
  - UIC and DUIC's expenses to be paid upon receipt.
  - Umpires assigned for development purposes to be paid upon receipt pending inclusion of all summary forms.
  - All other working umpires to be issued payment on in October at a rate of available funds. (FPUC # 16-12/07).
- UICs will be provided honorariums under the following criteria. Diamonds are considered what is used for the majority of the event. Majority being 30% or more. If UICs do not meet expectations, their honorarium will be withheld (10/17):
  - 1-3 diamonds: \$100 honorarium
  - 4-5 diamonds: \$150 honorarium
  - 6+ diamonds: \$200 honorarium

## **FP UMPIRE PROGRAM'S RESPONSIBILITIES TO FP MEMBER ASSOCIATION TOURNAMENTS**

- See Letter of Understanding in Appendix.

## **UMPIRE REGISTRATION**

- Umpires may not refund or transfer their umpire registration fee. (05/13/89).
- Registration and carding deadlines:
  - April 1 – Start date for registrations.
  - April 30 – Registration deadline for Softball Ontario FP Umpire Personnel.
  - June 1 – Canadian Championship & International Appointments
  - August 31 – Final deadline for all applications and exams to be received by the Softball Ontario office.
- All Softball Ontario Volunteers (committee members, instructors) may use a personal cheque to pay for their umpire registration.
- Provide each umpire with a reference sheet, which will include the rule references upon passing the exam. (UC-09/05)
- Now that the umpires have to pay for second exam, umpires to receive the answer sheet for the level that they are in SP and the level they are in FP. UC#8 – (01/01)
- Umpires wishing to write an additional exam will pay an additional \$10.00. UC # 31 (09/02)
- An applicant must complete the initial application form (copy in Appendix) and submit it with the required registration fee to the Softball Ontario office.
- Softball Ontario presently has two payment options available for Umpire Registrations, these options are as follows:
  - **Option number one** is the usual certified cheque, money order, Visa or MasterCard, which delivers immediate (within 3 business days' turnaround time for your umpire package and immediate coverage of insurance).
  - **Option number two** enables you to use a regular (or personal) cheque. To enable us to ascertain that your cheque will clear the banks, and not be returned, a two-week processing period and a two-week waiting period for insurance coverage is imposed.
- If an applicant pays his/her registration fee by regular cheque and the cheque is returned, the applicant does not receive his/her package (nor is he/she registered with us), but they will be charged a \$10.00 fee to cover the bank charges and the staff time. Further the rejected applicant will not be eligible for affiliation until the \$10.00 fee is paid

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along with the registration fee in the form of a certified cheque or money order. All rejected applicants will be placed on Softball Ontario's "Not in Good Standing List", and not eligible to officiate in Ontario until the outstanding amount owing is cleared up.

- The umpire registration options and fees for all FP are:
  - Local - FP Only \$77, including taxes.  
*Available to Umpires who have not registered with Softball Ontario in the previous two years and/or were registered as Local FP only in previous two years. Eligible to officiate at local organized Fast Pitch games including exhibition and tournaments hosted by local associations/local league play. Insurance is not valid for Member Association (PWSA, OASA and ORSA) Qualifiers, Eliminations and Provincial Championships. Please provide name and contact information for local association.*
  - FP Only (Level 0-5) \$103, including taxes  
*Eligible to officiate all organized Fast Pitch games including exhibition, local tournaments and PWSA, OASA and ORSA Qualifiers and Provincial Championships.*
  - SP Only (Level 0-5) \$103, including taxes  
*Eligible to officiate at all organized Slo-Pitch games including exhibition, local tournaments and SPOA Qualifiers and Provincial Championships.*
  - FP & SP (Level 0-5) \$113, including taxes  
*Eligible to officiate all organized Fast Pitch and Slo-Pitch games including exhibition, local tournaments and PWSA, OASA, ORSA and SPOA Qualifiers and Provincial Championships. (FPUC#29-09/09)*
- That an umpire is only insured in the game in which they are registered in. SPUC # 4 (01/03)
- That Softball Ontario indicates on the registration form that an umpire is only insured in the game in which they register for. SPUC #4 – (01/03)
- Answers to the Fast Pitch Umpire Exam to be posted on Association web page on July 15<sup>th</sup> (FPUC-01/06).
- A \$35.00 rebate is available for umpires registering with Softball Ontario for the first time if they have attended a Level 1 Umpire Clinic and paid the non-member clinic fee. Offer expires on May 31 of the year of registration. FPUC # 10 (09/10)
- A volunteer umpire application be developed to service the House League umpire that does not receive any compensation for officiating his/her local House League Games. (BD-01/11). See application in appendix.
- Registered Umpires have the option of writing the umpire exam online for free. A \$5.00 fee is charged to Umpires that choose to write and/or re-write and submit the hard copy exams to Softball Ontario for marking.

## **UMPIRE LEVELS**

- FP Umpire Committee has adopted Softball Canada policies regarding advancement through the levels, effective 2002. UC # 5 (09/02) Copy in Appendix.
- To accept the Softball Ontario Umpire Evaluation guidelines - see Appendix. (UC-01/90), UC#10 – (01/01) UC # 23 (09/01)
- An umpire cannot be granted a 3A before receiving a 3B (01/15)
- Level 4B was designed to be recognized provincially, while level 4A would be recognized Nationally. UC # 23 (09/01) UC#18 – (01/01). Effective 2002, Softball Ontario not to make any more officials a Level 4B. UC # 8 (11/01). All present 4A's to be considered 4's. UC # 9 (11/01).
- That the above On-Field Evaluation Performance (OEP) be accepted as presented. UC # 4 (01/94)
- The Umpires' Committee adopts, as presented, the Umpire On-Field Evaluation Level Criteria and Comment Guidelines. UC # 5 (01/94)
- An umpire may not advance their OFE beyond their certification level. UC#17 – (01/01)
- That any umpire taking the Level One Softball Canada Umpire clinic and Futures will be deemed to be a certified level one umpire. UC # 6 (09/02)
- That Ontario supports the Softball Canada Baseball equivalency policy. UC # 7 (09/02)
- That the Baseball equivalency rating be applied to both Fast Pitch and Slo-Pitch level. UC # 8 (09/02)
- Fast Pitch ZUIC's and Umpire Committee members may approve an umpire's level increase. FPUC # 6 (01/04) & BD #14 (10/04).
- ZUIC's have the jurisdiction to issue an on-field evaluation level up to and including 3B. (FPUC # 16-01/08)
- The FPUC has the jurisdiction to issue an on-field evaluation level up to and including a 3A. (FPUC # 16-01/08)

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- Tournament UIC's of Member Association Provincials and Qualifiers appointed by the FPUC have the authority to issue an on-field evaluation up to and including 3A with a review from the FP PUIC. (FPUC # 16-01/08)

### UMPIRE ZONES

- Softball Ontario umpire program to be divided into eleven (11) zones. The eleven zones are as follows:
  - Zone 1 – Essex, Kent, Lambton, Elgin, Middlesex Counties
  - Zone 2 – Oxford, Perth, Huron Counties
  - Zone 3 – Haldimand-Norfolk, Brant, Waterloo, Hamilton-Wentworth
  - Zone 4 – Niagara
  - Zone 5 – Peel, Halton, Wellington
  - Zone 6 – Bruce, Grey, Dufferin, Simcoe
  - Zone 7 – York
  - Zone 8 – Durham, Victoria, Peterborough
  - Zone 9 – Numberland, Prince Edward, Hastings, Lennox & Addington, Frontenac
  - Zone 10 – Renfrew, Lanark, Leeds-Grenville, Prescott & Russell, Stormont, Dundas & Glengarry, Carleton
  - Zone 11 – Haliburton, Muskoka, Nipissing, Parry Sound, Temiskaming, Sudbury, Algoma, Manitoulan, Cochrane, Thunder Bay, Rain River, Kenora.

### UMPIRE CLINICS

#### General

- That Softball Ontario will handle administration and finances with clinic hosts and relay information to the ZUIC's so they may appoint instructors. All correspondence with hosts must be done through the office. UC # 12 (09/99)
- A \$50.00 penalty will be issued if clinic materials are not returned to the office by 4:30pm on the Friday following the clinic. The penalty will be charged to the person who received the clinic materials. (01/15)
- If a clinic participant's cheque is returned N.S.F., that participant should not receive credit for this clinic and should not be in good standing with Softball Ontario until outstanding amount, including service charge, is paid. UC # 12 (01/99)
- An umpire may be given credit for attending a certification clinic in a year that he/she does not register in the first year that they affiliate again. UC # 5 (09/91)
- That a clinic expense claim form is not valid unless accompanied by the clinic registration form. FPUC # 2 (01/03)
- The clinic fees for Umpire Certification Clinics are as follows:

	<i>Members</i>	<i>Non-Members</i>
Level 1 Participants	\$60.00 plus applicable taxes	\$90.00 plus applicable taxes
Level 2 Participants	\$65.00 plus applicable taxes	\$95.00 plus applicable taxes
Level 3 Participants	\$125.00 plus applicable taxes	N/A
Level 4 Participants	\$225.00 plus applicable taxes	N/A

FPUC # 9 (09/10)

- If a Clinic Host has less than 10 participants, they are required to pay for 10 participants. Exceptions: 1) Umpire Clinics that are offered in FP Zone 11 and SP Zone 9 are excluded from this policy; 2) the FP Umpire Committee or the SP Umpire Committee has the ability to review Level 1 and 2 FP Umpire Clinics on an individual basis if they are going to run or have run below the minimum participant clinic policy number. ('12)
- Proof of membership is the onus of the umpire attending the clinic. (FPUC#6-12/07).
- A \$35.00 coupon is available for umpires registering with Softball Ontario for the first time if they have attended a Level 1 Umpire Clinic and paid the non-member clinic fee. Offer expires on May 31 of the year of registration. FPUC # 10 (09/10)

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## **Mandatory Certification Policy**

- Approve a mandatory certification program effective 2002 to maintain your current level you have to take a clinic every other year. An umpire has the following clinics options:
  - A refresher clinic
  - Take the next level in sequence to that you already have
  - Attending the Blue Convention
  - A Softball Canada Mechanics or Instructor/Evaluator Clinic
  - Re-take the highest level clinic that you have (a level 4 may take a level 3) UC # 14 (01/01)
  - Attending a Softball Ontario Zone Umpire-in-Chief Meeting. FPUC # 24 (09/08)
  - Teaching a Softball Ontario Umpire Clinic. FPUC # 24 (09/08).
  - That Instructor/Evaluators that attend the ITC weekend will be granted with a clinic credit. UC # 15 (01/01)
  - Failure to comply with the re-certification requirements, an umpire will not be eligible to officiate any Fast Pitch Elimination(s), Grand Championships or Provincial U19 and above. In Slo-Pitch an Umpire will not be eligible to officiate any Provincial that leads to a Canadian Championship. An umpire will also be taken off the Development pool listing, or if on the National Pool list, will be suspended from this list until the umpire recertifies. While suspended from the National Pool, an umpire will not be eligible to be selected for a Canadian Championship by Ontario.

## **Deposits**

- Anyone (not withstanding ZUICs) wishing to host a Junior Umpire Clinic must submit a \$50.00 (plus applicable taxes) deposit fee. This fee is non-refundable if the clinic is cancelled to cover administration expenses and to promote a commitment and initiate serious thinking from the hosts. This policy to be included in newsletter and clinic hosting package. FC # 12 (07/92)
- Anyone (not withstanding ZUICs) wishing to host an Umpire Certification Clinic or Refresher Clinic must submit a \$100.00 (plus applicable taxes) deposit fee. Softball Ontario will retain \$50.00 (plus applicable taxes) of this deposit fee if the clinic is cancelled to cover administration expenses and to promote a commitment and initiate serious thinking from the hosts. This policy to be included in newsletter and clinic hosting package. FC # 12 (07/92)

## **Junior Clinic**

- It is designed to provide novice umpires with a basic introduction to umpiring. This clinic is ideal for Minor Softball Associations who want to train umpires for their minor divisions. Open to individuals 12-16 years of age at the time of the clinic.
- The cost for this clinic is \$45.00 (tax included) per participant and a minimum of 15 participants is required. FPUC#3(01/08).
- Attending this clinic will enable a young official to officiate at any local league game including exhibition games and local league tournaments. In order for insurance to be valid the umpire must provide the name of the Local League that they are officiating for, the contact name and information for the league listed. FPUC#3(01/08).
- Participants who attend this 5-hour clinic will receive the following items:
  - Softball Ontario affiliation
  - Softball Ontario Junior Umpire Certificate.
  - Softball Ontario Junior Umpire Clinic Manual.
  - Liability and Accident Insurance for Local League (including exhibition & local tournament games).
- Anyone over the age of 16 who attends will not receive the certificate, nor will they be eligible for insurance coverage. UC # 11 (09/99); UC # 7 (09/97) (fee-09/01)

## **Intermediate Clinic**

- Open to individuals 15-18 years of age at the time of the clinic, or anyone under 15 years of age who has taken a Junior Clinic in the past.
- The cost for this clinic is \$55 (including taxes) and a minimum of 15 participants is required. FPUC#3(01/08).
- Attending this clinic will enable a young official to officiate at any local league game including exhibition games and local league tournaments. In order for insurance to be valid the umpire must provide the name of the Local League

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that they are officiating for, the contact name and information for the league listed. FPUC#3(01/08).

- Participants who attend this 7-hour clinic will receive the following items:
  - Softball Ontario affiliation
  - Softball Canada Rule Book.
  - Softball Ontario Intermediate Umpire Certificate.
  - Softball Ontario Junior and intermediate Umpire Clinic Manuals.
  - Liability and Accident Insurance for Local League (including exhibition & local tournament games).
- Anyone over the age of 18 who attends will not receive the certificate, nor will they be eligible for insurance coverage. UC # 11 (09/99); UC # 7 (09/97) (fee-09/01)

### **Futures Category**

- An individual will be placed into this category provided he/she is age 15-18 at the time of the clinic and has attended an Intermediate clinic in the current and previous year. Members of the category will receive:
  - Softball Canada affiliation
  - Full Level 1 certification
  - The ability to purchase a Level 1 manual
  - Full registration status
  - Full carded status upon successful completion of Level 1 exam
  - Upgrade their Liability and Accident insurance coverage to include participation in all FP Softball.

### **Certification Level 1**

- This eight-hour clinic includes an umpire certification manual and a 50-question exam. Attendance and passing of the exam will result in an umpiring obtaining a Softball Canada certification rating.
- The cost of this clinic is:
  - Members: \$60.00 plus applicable taxes.
  - Non-Members: \$90.00 plus applicable taxes. FP#12 (09/09)
- The minimum number of participants is 10 with 2 instructors. Once a clinic reaches 41 participants the clinic will be able to have 3 instructors. FPUC (09/08)

### **Certification Level 2**

- This eight-hour clinic is divided into two different clinics, specific to fast pitch and slo-pitch. Each participant must complete and pass a test during the clinic.
- Combined clinics may be held. FPUC (09/08)
- The clinic fee is:
  - Members: \$65.00 plus applicable taxes.
  - Non-Members: \$95.00 plus applicable taxes. FP#12 (09/09)
- The minimum number of participants is 10 with 2 instructors. Once a clinic reaches 41 participants the clinic will be able to have 3 instructors. FPUC (09/08)
- Participants must have completed Level 1 or Futures Category in the year prior to attending Level 2 (FP only).
- Participants must be a minimum of 16 years of age to attend this clinic (SC policy).

### **Certification Level 3**

- This 14-hour clinic and two different clinics were developed to be specific to both Fast Pitch and Slo-Pitch. Each participant will receive a Level 3 manual pertaining to either Fast Pitch or Slo-Pitch.
- The clinic fee is \$125.00 + applicable taxes for members.
- Level 3 clinics are run by Softball Ontario in partnership with a host organization.
- The Saturday session is generic information while the Sunday has breakaway sessions, one for FP and one for SP. A participant therefore can only take one game on a weekend. Umpire is allowed to take the other game on a different weekend and just participate in the Sunday session only and pay half price provided that they have previously certified in the other game. UC#11 – (01/01)
- A participant must follow Softball Canada guidelines to attend a Level 3 clinic.
- There is a Level 3 participant cancellation fee of \$50.00 (plus applicable taxes) if the participant cancels less than

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one (1) week before the clinic. UC # 10 (01/98)

#### **Certification Level 4/Instructor/Evaluator Clinic/Mechanics School**

- These clinics are occasionally hosted by Softball Ontario but run by Softball Canada.
- The clinic fee is set by Softball Canada.
- Softball Ontario has established a participant cancellation policy fee of \$50.00 (plus applicable taxes) if a participant cancel less than one (1) week before the clinic. FPUC # 18 (09/08)
- Cancellation policy: As per Softball Canada's policy (01/15)

#### **Refresher Clinic**

- Four (4) hours in duration.
- The clinic fee is \$500.00 (plus applicable taxes) per clinic for 20 participants. If the clinic surpasses the 20 participants, a \$10.00 (plus applicable taxes) per participant fee is added to the clinic invoice.
- A \$100.00 (plus applicable taxes) deposit must accompany all clinic bids submitted to the Softball Ontario office.
- Requests for a combined FP/SP Refresher Clinic are to be reviewed by the FPUC/SPUC to appoint the appropriate instructors. FPUC#9-12/07.
- Instructors for FP Refresher Clinics are to be appointed by the FP Umpire Committee and they are required to have Level 4 status or appointed at the discretion of the FP PUIC. FPUC#8-12/07.

#### **Rules for Coaches**

- This is a four-hour clinic. This clinic features a flat fee of \$141.50 (plus applicable taxes) per clinic for a maximum of 30 participants. A \$100.00 (plus applicable taxes) deposit must accompany all clinic bids submitted to the Softball Ontario office.

#### **Instructor Numbers**

- Junior Clinics: 15-30 participants – 2 instructors; 31-45 participants – 3 instructors; Beyond 45 participants – 4 instructors (10/17)
- Level 1-3 Certification Clinics: 10-30 participants – 2 instructors; 31-45 participants – 3 instructors; Beyond 45 participants – 4 instructors (10/17)
- Rules for Coaches Clinics: up to 30 participants – 1 instructor, 31 and above – 2 instructors
- Refresher Clinics: 2 instructors.

If a host anticipates more participants to attend than the actual number that show up, the host must pay for the additional instructor's honorarium/expenses, within reason.

#### **INTERMEDIATE TAKE HOME EXAM**

- This program was introduced to allow a young official (15-18 years of age) the chance to receive insurance, stay up-to-date with the rule changes and not have to attend another Intermediate clinic. The participant must be 15-18 years of age and have attended an Intermediate Clinic in the previous year. The umpire will receive the following items upon registering for this exam:
  - A 50-question exam
  - A Junior and Intermediate Manual
  - An Intermediate Certificate (upon passing the exam with a 70%)
  - Liability and Accident Insurance for Local League (including exhibition & local tournament games).
  - A Softball Canada Rule Book
- Cost of the Intermediate Take Home exam fee to \$65.00 (including tax). (FPUC # 3-01/08)
- Intermediate Umpires who have been members through the Intermediate Take Home Program have the option to Stair Step to become a Level 0 Softball Canada umpire. ('13)

#### **INTERMEDIATE AND LOCAL UMPIRE STAIR STEP PROGRAM**

- This program is for the Intermediate Umpire (under 19 years of age) and Local Umpire who wishes to allow temporary upgrading for the current season to a carded official. This upgrade offers the following benefits:

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Updated: 04/01/18

- A Softball Canada/Ontario Level 1 exam package
  - Upgrade their Liability and Accident insurance coverage to include participation in all FP Softball.
  - Qualify to participate in Member Association's Competitions, including Qualifiers, House League Select Provincials, Provincials and Elimination Tournaments. –
  - All other benefits of a registered umpire until March 31 of next year. (FPUC#3-01/08)
- Cost of the Intermediate and Local Umpire Stair Step Program is \$27.00 (including taxes). (FPUC #3-01/08)

### **UMPIRES TO CANADIANS**

- Softball Ontario is responsible for appointing and funding one (1) umpire for each Canadian Championship. The funding will be allocated from the Softball Ontario FP Program budget. (FPUC#18-01/08)
- The office is to use the most affordable mode of transportation to transport umpires to Canadian Championships, to save program dollars. UC#14 – (09/00)
  - See appendix for new Selection Process. FPUC (01/15).
- If you apply for both Fast Pitch and Slo-Pitch Canadian Championships then both applications will be considered ineligible. (01/15)
- Eligibility criteria for the Canadian Championships is governed by the Softball Canada guidelines and ODC expectations.
- Upon completion of selection process letters to be sent to: umpires selected to attend a Canadians in current year; umpires selected as alternates for the current year; and umpire not selected. (FPUC-01/06)
- To adapt the new acceptance form for those attending a Canadian Championship. See appendix. (FPUC-01/06)
- If in the future, Ontario is not represented at a Canadian and if Softball Canada's policy still stands that a Province is responsible for the Ontario umpires' expenses, then Softball Ontario still sends one umpire and pay the applicable expenses. FC # 6 (06/89)
- To approve the new FP Umpire Application form and criteria outline sheet for the process for the selection of umpires to the Fast Pitch Canadian Championships. (FPUC-01/09)
- All Umpires attending a Canadian Championship (one time only, effective 2017) will receive one Softball Canada Official umpire shirts. This would be available to umpires only once. For example, if after this year an umpire attends another Canadian, he/she has already received his/her free shirts. BD # 5 (06/01, updated BD # 16 01/02).
- Umpires attending a Canadian Championship on behalf of Softball Ontario are eligible to the following expenses. If you choose to exceed these limits, Softball Ontario will not be responsible for any additional costs incurred:
  - Additional Luggage Charges: Softball Ontario will cover the cost of your first bag and up to \$25.00 for your second bag. Please keep in mind that your second bag must not weigh more than 50lbs or be larger than a total of 62 inches. If you do not check a second bag but your first bag is overweight/oversized, Softball Ontario will pay the additional cost up to the price of a second piece of luggage (\$25.00). Be sure to ask for a receipt from the airport for proof that you checked a second piece of luggage or that your bag was oversized or overweight. (01/15)
  - Parking at the Airport- Short Stay or Long Term Stay: Softball Ontario will issue payment for parking at the airport for Short Stay and Long Term Stay as long as the Umpire has a receipt for the parking and attaches it to the expense form. The Umpire at the time of accepting their assignment must identify their travelling arrangements to and from the airport when travelling to a Canadian Championship. The Umpires Program (FP and SP) expects the Umpire travelling will use the most economical means of transportation.
  - Taxi: Softball Ontario will issue payment for a taxi to and from the airport as long as the Umpire has a receipt for the taxi and attaches to the expense form. The umpire at the time of accepting their assignment must identify their travelling arrangements to and from the airport when travelling to a Canadian Championship. The Umpires Program (FP and SP) expects the Umpire travelling will use the most economical means of transportation.
  - Limo Service: Softball Ontario will issue payment for a Limo Service with prior approval of the appropriate PUIC. The Umpires Program (FP and SP) expects the Umpire travelling will use the most economical means of transportation. FPUC (01/09)

### **UMPIRES AT PROVINCIALS**

- That at Provincial Championships that only Softball Ontario carded officials be used. UC # 25 (09/97)

### **SOFTBALL ONTARIO'S POLICY MANUAL**

- To have a Provincial Tournament Selection Process in place starting 2006 and forward the information on to the ZUIC of their respective zone. (FPUC-01/06)

### **OUTSTANDING ACCOUNTS BY UMPIRES**

- Any outstanding accounts be dealt with in the following manner:
  - i. Phone call from Softball Ontario office – confirming the situation and payment due. Softball Ontario to send memo to ZUIC outlining the situation.
  - ii. If not resolved within 15 days, phone call to be made by PUIC or DPUIC.
  - iii. If not resolved within 15 days of phone call, PUIC to send letter by registered mail outlining the actions to be taken *if* account is not cleared up – which will consist of the member being classified “*not in good standing*” effective immediately with all rights and privileges revoked and the individual will not be allowed to register the following season(s) until the account is paid. (01/28/89)
- If any Softball Ontario Umpire Personnel has an outstanding invoice with Softball Ontario and they submit an expense claim, this claim may be used to pay the outstanding amount to Softball Ontario. If there is a remaining amount from the expense claim, it will be paid to the Umpire Personnel. The umpire will be notified.

### **UMPIRE ASSAULTS**

- That any Softball Ontario umpire must report an assault immediately to the PUIC by telephone followed by documentation signed by umpire(s) and/or witnesses. Cc: ZUIC, LUIC, and league President.
- No Softball Ontario Carded Umpire shall knowingly participate in any game involving a team who has a player listed in their lineup who is currently under suspension. (/84)

### **UMPIRE UNIFORM**

- The Board approved the following for the Official Softball Ontario umpire shirt:
  - Official shirt will be the pro mesh shirt with the Softball Canada’s logo will go on the left chest.
- All Umpires attending a Canadian Championship (one time only as of 2017) will receive one Softball Canada Official umpire shirts. With regards to the purchasing of umpire shirts for the umpires attending Canadians, the Board agreed that this would be available to umpires only once. For example, if after this year an umpire attends another Canadian, he/she has already received his/her free shirts. BD # 5 (06/01). Cost of one shirt would be charged to the Association’s general fund BD # 5 (06/01) and updated

### **UMPIRE TRAVEL PERMITS**

- The following procedures apply to Umpire Travel Permits:
  - Umpire apply to the Softball Ontario office for a Travel Permit, providing office with the following information:
    - Date of departure & return.
    - Name of event
    - Location of event
- Office to process Travel Permit for umpire and copy permit to: National UIC, Softball Canada, PUIC, and umpire. EC # 25 (10/95)
- That the penalty for an umpire failing to obtain a travel permit be as follows:
  - First offence: a \$50.00 fine be imposed, payable within 30 days. Umpires not paying fines will be suspended until the fine is paid.
  - Second offence: Second and subsequent offenses will result in a \$50.00 fine and a 30-day suspension. TSC # 11 (01/96)

### **FP UMPIRE SPONSORSHIP FUND**

- The recommendations for the use of the fund may only come from the FP Umpire Committee, but the Board of Directors have a responsibility on behalf of the Association to ensure money is well spent and therefore must still approve the recommended funds use. It was noted that the approval is not necessary for individual items, but more the concepts. At this time, the Board approved the following concepts for fund use: Extra umpires to Canadians, Promotion, and Education. (Bd # 15 ‘01/02).
- Home Run Sports Funds be divided 50/50 between FP & SP Umpire programs. (UC-01/06)

## **SOFTBALL ONTARIO’S POLICY MANUAL**

**BLUE FUND**

- That the FP Provincial Umpire-in-Chief will be the one that will approve how the FP Blue Fund money be spent after consulting with his Committee. FPUC # 3 (01/04)

**SOFTBALL CANADA'S INDICATOR CLUB**

- For the Indicator Club nomination process that both FP and SP umpire committees receive a % of the total nominations (by Softball Canada) based on the ratio of umpires registered with Softball Ontario. FPUC # 4 (01/03)

**JIM BRADFORD AWARD**

- That the Jim Bradford award be presented to one Slo-Pitch and one Fast Pitch umpire annually. FPUC # 5 (01/03)
- Regarding the new Jim Bradford Award, the Board approved Softball Ontario purchasing the “keeper” award annually. BD # 14 (10/02).
- To adopt the rubric for selecting of the Jim Bradford Award. See appendix. (01/10)

**JUNIOR UMPIRE AWARD**

- The criteria for the Softball Ontario Junior Umpire of the Year Award is as follows:
  - Must be a member of the Softball Ontario Umpire program under the age of 19 as of January 1<sup>st</sup> of the nominating year.
  - To adopt the Junior Umpire of the Year Rubric. See Appendix.

**ZUIC OF THE YEAR AWARD**

- To adopt the ZUIC of the Year Award Rubric. See Appendix. FPUC # 5 (01/03)

**FP DOUG CUNDALL UMPIRE OF THE YEAR**

- To adopt the rubric for the SP Umpire Program Awards. See Appendix.

**FP ROOKIE UMPIRE OF THE YEAR**

- To adopt the rubric for the Rookie of the Year Award Rubric. See Appendix. (01/15)