# Head Event Umpire’s Guide for Canadian Championships Updated 2018-03-04

## Guidelines and Timelines

### 1. Appointment of Umpires

The HEU is responsible for recruiting and scheduling umpires for the event.

* Umpires should be qualified, capable, knowledgeable and fully certified (level 2)
* Umpires who live within close proximity of the host community should be given first priority for recruitment
* If there are insufficient local umpires who volunteer their services, qualified umpires should be sought from individuals who may be attending the event as a delegate or a spouse/partner/relative
* Level 1 Umpires should be given an opportunity to work as assistant umpires
* Other out-of-province umpires should be recruited as a last resort
* One umpire’s shirt and a name tag are provided to each umpire who volunteers.

The HEU is responsible for preparing the duty roster for all umpires:

* The roster is based on the draw schedule, which is prepared by the Bowls Canada Boulingrin (BCB) Drawmaster
* One green requires two (2) Umpires
* Two greens require three (3) Umpires, with one working per square and one floating. The HEU can be used as a back-up
* When possible, umpires should be scheduled to work a full day
* Final rosters for the Umpires should be completed within a couple of weeks prior to each event
* Efforts should be made to accommodate requested changes to the schedule.

All umpires will be expected to uphold the Laws of the Sport of Bowls, all BCB Domestic Regulations, and follow the Conditions of Play and Dress Code as approved by the BCB Board.

### 2. Officiating Budget

Budget Management:

* The Officiating Budget is set by the BCB board
* BCB staff manage the budget for all Championships - you will be informed what the budget is for your event.

Budget Guidelines:

* The HEU expenses will be given a high priority. This includes travel costs to the host community; accommodation and a meal allowance if the HEU does not live within a reasonable distance of the host community; and any office expenses (i.e. copying, supplies). Rental car costs may be approved under special circumstances
* Lunches will be paid for all umpires and markers who work a full day. If the host organizing committee provides lunches for participants, they will be reimbursed at the same rate as for players’ lunches
* For any umpires who must travel more than 25 km one way to the venue, a mileage allowance will be provided
* Equipment costs for officiating will be included. This includes shipping of equipment (e.g. umpires’ kits), titanium oxide for chalk lining (Majors only), and spray chalk for markers (Singles only)
* Complete meal packages offered by the Host Organizing Committee (HOC) may be considered as an eligible expense for officials who are working more than 75% of a Championship event (e.g., working four days of a five day event or six days of an eight day event)
* All eligible expenses should be documented and submitted on a BCB expense claim form for reimbursement, wherever possible. Only an original, signed expense claim, with original receipts where appropriate, can be processed
* Lunches provided by the HOC may be paid directly upon receipt of an invoice
* All expense claims are to be submitted directly to the BCB office. If necessary, the HEU may be consulted regarding specific claims.

### 3. Draw

The BCB Drawmaster prepares the draws for all events. The final draw goes from the BCB office to the Chief Scorer and the HEU.

### 4. Conditions of Play

All BCB Conditions of Play are reviewed and updated annually and are posted on the BCB website after being approved by the BCB board.

### 5. Arrangements with the Chief Scorer

The HOC must appoint a Chief Scorer who is not a player or official at the event. The HEU must communicate with the Chief Scorer prior to the event:

* Ensure that the Chief Scorer has received a list of their responsibilities and duties from BCB
* Review materials on hand – draw schedule, results system, scorecards, etc.
* It is important to have a good rapport with the Chief Scorer – you will be working closely with him / her.

The Chief Scorer is responsible for preparing the scorecards for the event. Scorecards should be in two different colours – one colour for men, one for women.

Each day of the event:

* Receive the scorecards from the Chief Scorer
* Check to ensure that the cards match the draw schedule
* Pass scorecards on to Duty Umpires before each game
* After end of play, verify cards and turn over to Chief Scorer for posting.

It there is more than one venue in use, cell phones are a necessity for communicating.

At the conclusion of round robin play:

* The Emergency Committee will determine all placements based on the tie-breaking procedures in the Conditions of Play
* The HEU will work with the Chief Scorer to enter the draw in the results system and post the draws and assign rink numbers
* If tie breakers are necessary, follow the guidelines in the Conditions of Play.

### 6. Material for Team Managers Meeting (Majors Only)

Prior to the meeting:

* Confirm who will attend the meeting on behalf of the HOC
* Location and time should be posted at the host hotel/venues.

At the meeting:

* Distribute a sign in sheet to collect contact details for all team managers and coaches
* Briefly cover the Conditions of Play, with emphasis on any updates from the previous year
* Confirm who is responsible for the provincial scoreboard signs
* Stress the fact that it is up to the Team Managers to ensure their players conform to the dress code
* Identify any designated smoking areas
* Confirm transportation arrangements and schedules for players, managers and coaches, and officials
* If more than one venue is in use, the decision to transport players and officials to the next venue should be made in advance – i.e. transport them right after the finish of their previous game, or transport after they eat.
* If their game is delayed – what are the alternatives in place to transport the team?
* Stress that there may be no opportunities for players to practice especially if:
  + Games run late
  + Greens are rolled between games
  + Chalk lines need to be put down when rinks are moved or rotated
* Make arrangements for distribution of daily results to the team managers.

Review bowl and shoe inspection process:

* The HEU should prepare the registration forms prior to the event
* Confirm arrangements with the HOC Chair regarding the schedule and location for bowls and shoes inspection
* All bowls and shoes are to be inspected and registered by the umpires
* Copies of the registration forms must be kept at each venue and updated as required
* All bowls and footwear must comply with provisions outlined in the Conditions of Play
* Any existing decals are to be removed by the players prior to bowl inspection
* Players who do not receive a full set of decals will be given the extra stickers to make up a set of four at the end of the event
* Players may present the same number of bowls that they are playing with
* Players may have more than one set of bowls inspected, but only one set of decals is provided
* When/if a player wishes to change their bowls (and decals) before the start of a game, they must see an umpire prior to start of play

### 7. Material for Umpires’ Meeting

Prior to the meeting:

* Check with the HOC Chair in advance that a meeting room is available – schedule the meeting prior to bowl and shoe inspections
* Inform all umpires of the meeting time and location

At the meeting:

* Distribute a copy of the final roster, keeping copies for posting at each venue
* Review the Conditions of Play, with emphasis on any updates from the previous year - copies of the Conditions of Play are to be made available for umpires at each venue
* Review the dress code for umpires and markers
* Review any rule changes that have occurred since the previous year
* Review the bowl and shoe inspection process (see above)
* Ask for volunteers to help with inspections
* Review the process for random inspections prior to the start of each game and review the penalties for any infractions
* Confirm arrangements for marking the greens
* Outline process for handling umpires’ kits each day
* Review process for distributing and collecting scorecards
* Distribute umpires’ shirts and name tags.

### 8. Actual Work at Championship

Prior to the event:

* The following arrangements need to be made with the HOC prior to the event:
  + Space for storing umpires’ kits and personal items
  + Schedule for arrival of umpires at the start of each day and parking or transportation arrangements
  + Provision of officials’ meals
  + Contact information for the Chief Scorer
  + Time and location for Managers’ Meeting (Majors only)
  + Time and location for umpires’ meeting
  + Time and location for bowls and shoes inspection.
* If there is more than one venue, determine who will be the Assistant HEU at the second venue
* The HEU should arrive at the Championship at least one day prior to the start; this will allow you time to ensure all is in order:
  + Meet the HOC Chair, Chief Scorer and Greenskeeper
  + Check the greens to ensure they are ready for play and that the greens and ditches are laid out according to the Laws of the Sport and Domestic Regulations (e.g. rink widths and boundary markers) - note any approved local variations and communicate them to all team managers and umpires
  + The BCB officials’ equipment needs to be unpacked and stored - assembly of the boundary scope may be necessary (Majors only)

During the event:

* Participate in the opening and closing ceremonies with other umpires, as directed by the HOC
* The HEU must be available during playing times to oversee the event
* Ensure umpires assigned to the greens have arrived; and check that all necessary jobs in preparing the greens for play – e.g. chalk lines, mats, jacks - have been accomplished
* Communicate with the Greenskeeper to discuss any preparations for the greens – e.g. chalk lines and 2-metre marks, use of groundsheets
* Ensure scorecards are distributed before each game, and are then returned and verified before turning over to the Chief Scorer; ensure time of game completed was noted and all necessary signatures – players, umpire, and your own are affixed – prior to handing over to the Chief Scorer
* Sound the official signal to designate the start time for each game, and again at the conclusion of the specified time limit (when time limits are imposed)
* During the game, ensure umpires are alert to all situations but unobtrusive; be prepared to assist when needed
* Be prepared to answer any questions that involve an interpretation of the Laws of the Sport or the Conditions of Play
* Ensure that all officiating equipment is returned and securely stored at the end of each day
* If completed, bring updated daily results back to hotel for posting and/or distribution at the end of each day
* At the end of round robin play, work with the Emergency Committee to determine all placements; establish the draw for any tie-breaker games; and allocate all rink numbers
* Distribute decals to players who have not received a full set
* For the Majors, determine the men’s and women’s overall winners, as outlined in the Conditions of Play

Unusual Occurrences:

* There may be a need to modify matches during round robin play or the medal rounds or consider requests for substitutions - refer to the Conditions of Play for the responsibilities of the Emergency Committee
* The HEU is responsible for:
  + Enforcement of the footwear requirements
  + Decisions regarding the interruption or suspension of play in response to extreme weather conditions (e.g. electrical storms, hot weather)
* The HEU may communicate with a designated member of the National Officiating Committee (NOC) if there are circumstances that require further input and discussion.

Completion of the event:

* Check that all officiating equipment has been returned and is ready for packing
* Record anything that needs to be repaired or replaced for the following year
* Ensure that all umpires have access to expense claim forms.

### 9. Correspondence / Miscellaneous

Any letters received need to be addressed as quickly as possible. If any major infractions have occurred during an event, these need to be documented and included with the HEU’s final report, including a copy of any minutes from meetings of the Emergency Committee or Jury of Appeal.

Have thank you letters sent to all the Umpires and Markers who worked during the event.

### 10. Final Report for the NOC

The HEU must submit a report on the event to the Chief Umpire. The report should contain a summary of proceedings at the event, bringing attention to any situations that should be considered for the following year.