



# Provincial Officials Development Committee

## Terms of Reference

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### **Purpose**

The Provincial Officials Development Committee (PODC) provides leadership in identifying, developing, and promoting officials and official training/educational programs necessary to serve our participants effectively.

### **Core Values for Guiding the Committee**

The Committee is guided by Softball BC's values, as stated in the strategic plan. The committee recognizes that the culture at the committee level should reflect Softball BC's culture and expectations.

### **Key Duties**

- To ensure quality programs and services are provided in an environment that is created to address the wants, needs, and development of officials.
- To provide quality opportunities and initiatives that will attract new officials,
- To provide quality information and instruction to educate all officials.
- To ensure access to quality growth opportunities by providing consistent and accountable evaluation programs, in a timely manner, to all officials.
- To ensure communication is provided in a timely and consistent basis, which creates an awareness of programs and services related to official recruitment and development.

### **Authority**

The Committee will exercise its authority in accordance with the provisions as set out in these Terms of Reference.

### **Composition**

The Committee will be comprised of

- Four Board-appointed members, one of whom will be the Provincial Deputy Umpire-in-Chief (see Appendix B for duties)
- the Provincial Umpire in Chief (PUIC) - see Appendix A for appointment details, and
- a Board-appointed liaison.

To be considered for the PODC:

- You have to be a Level 4 and above
- Member in good standing with Softball BC
- And not serving as a District Umpire-in-Chief

The Board of Directors, on the recommendation of the PUIC, shall appoint one member for a two-year term in even-numbered years and two members for a two-year term in odd-numbered years.

Members may be re-appointed by the Board for additional terms of two years up to a maximum of three consecutive terms. They may then reapply after a two-year hiatus. If there are no applicants or suitable candidates for the open position(s), then a member who has completed their three terms may be appointed for an additional term.

The President and Executive Director may serve as ex officio members of the Council, but



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do not have a vote.

The Committee will be supported through the Executive Director or their designate. The Softball BC staff support representative does not have a vote.

Should a vacancy occur on the Committee for any reason, the Board of Directors, in consultation with the PUIC, will appoint a qualified member to fill it.

## **Meetings**

The Committee will meet by videoconference or in person, as required. The Chair will call meetings. At a minimum, the committee shall meet three (3) times per year.

Each committee member, along with the chair, will have one vote. Voting shall be by simple majority. The PUIC does not have a vote unless there is a tie vote. Quorum is two members plus the PUIC.

## **Resources or Support**

The Committee will receive the necessary resources from Softball BC to fulfill its mandate. The Committee will receive administrative support from Management, as determined by Management in collaboration with the Chair.

## **Responsible to**

The Committee reports to the Executive Director (or their designate). Written or verbal status reports shall be provided to the Board by the Chair when requested.

## **Evaluation**

The Executive Director and the Chair of the Committee will evaluate the Committee's performance. Support may be provided through other staff as needed. The Committee's performance will be assessed against the achievement of yearly objectives/deliverables and the fulfillment of the key duties outlined in these terms of reference.

## **Review and Approval of Terms of Reference**

The Executive Director will review these Terms of Reference regularly, with input from the Committee as required.

## **Other**

All members of the Committee shall be members in good standing of Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy and confidentiality.

Date of Approval: April 14, 2026

Date of Review: February 1, 2028



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### Appendix A

#### Provincial Umpire In Chief

#### Appointment:

- The Board of Directors appoints the Provincial Umpire in Chief to a two-year term. Every two years [even numbered years], the District Umpire in Chiefs shall recommend to the Board of Directors a nominee for the role of Provincial Umpire In Chief (PUIC).
- The PUIC may be re-appointed by the Board for additional terms of two years up to a maximum of three consecutive terms. The PUIC may then reapply for consideration after a two-year hiatus. If there are no applicants or suitable candidates for the PUIC role, the Board may approve a PUIC who has completed their three terms for an additional term.
- The Board of Directors will consider the removal of the PUIC based on a  $\frac{2}{3}$  vote from the Umpire Advisory Council to review the appointment.

#### Min. Qualifications:

- Must hold an active Level 4 BC Umpire certification
- Minimum Secondary school completion (or equivalent educational background)
- Leadership, planning or administrative experience in a volunteer or professional capacity
- Experience in leading/instructing/facilitating softball officiating programs
- Excellent oral & written communication skills
- Officiating supervisory skills & experience evaluating officials (P/T or National level)
- Softball officiating experience
- Member in good standing with Softball British Columbia

#### The following is a list of the job responsibilities of Provincial Umpires-in-Chief:

The Provincial Umpire in Chief (PUIC) in softball leads the provincial officiating program by developing educational materials, managing umpire clinics, and evaluating officials. They serve as the primary liaison for rules, recruitment, and high-level certifications, ensuring compliance with Softball Canada standards and supervising officials at provincial championships.

#### Key Responsibilities of the Provincial Umpire in Chief (PUIC):

- Program Leadership & Development: Develops educational materials, teaching and training programs, and oversees mechanics schools.
- Recruitment and Retention: Develops and implements strategies to recruit, train, and retain umpires at all levels.
- Clinic Management: Manages and facilitates provincial umpire clinics, coordinating materials and scheduling, often with local UICs.
- Championship Coordination: Selects and appoints umpires for Provincial, Western Canadian, and Canadian Championships.
- Rule Interpretation & Technical Support: Acts as a key contact for interpreting rules and providing clarifications, escalating complex issues to [Softball Canada](#).
- Evaluation & Mentorship: Supervises, evaluates, and mentors umpires at provincial tournaments to ensure consistency and high standards of officiating.



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- Liaison Officer: Serves as the primary link between the provincial softball organization (e.g., Softball BC) and district umpires-in-chief, as well as Softball Canada and Western Canadian Softball Association.
- The PUIC works within an Umpire Advisory Council (UAC) to promote safe and fair play while facilitating the career growth of officials in their jurisdiction.



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### Appendix B

#### Provincial Deputy Umpire-in-Chief

#### **Min. Qualifications:**

- Minimum Secondary school completion (or equivalent educational background)
- Leadership, planning or administrative experience in a volunteer or professional capacity
- Experience in leading/instructing/facilitating softball officiating programs
- Excellent oral & written communication skills
- Officiating supervisory skills & experience evaluating officials (P/T or National level)
- Softball officiating experience
- Member in good standing with Softball British Columbia

#### **Appointed by the Board on the recommendation of the PUIC.**

#### **The following is a list of the job responsibilities of Deputy Umpires-in-Chief:**

- Develop officiating educational resources
- Where financially feasible, assist with supervising Provincial Championships and evaluating working umpires, as required
- Provide input into the selection process for Umpires-in-Chief and Deputy UICs at Provincial Championships and Western Canadian Championships, which are hosted in B. C.
- Instructing, educating and evaluating SBC umpires
- Creating, preparing and providing educational, instructional and evaluation resources to the educators and evaluators in the SBC program in conjunction with the Softball B. C. office
- Identifying umpires who wish to be part of the elite program for selection to Western Canadian and Canadian Championships
- Assisting DUIC in fulfilling provincial tournament officiating needs
- Creating and distributing topics of interest to all officials via SBC Website/Umpires
- Creating and maintaining an online presence for SBC Umpires via the SBC Website/Umpires , Facebook and other relevant social media
- Assist in the selection of umpires for WC and CC assignments through evaluation and discussions with DUIC's of our assigned regions
- Promote the Softball Canada Umpires program
- Act as ambassadors for the SBC umpire program at local, regional, provincial, national and international events
- Complete task based assignments from the PUIC as needed