



# Umpire Advisory Council Terms of Reference

## **Purpose:**

The Umpires Advisory Council shall provide the Board of Directors with written recommendations regarding the standard operating rules for officials, along with guidance and direction on the standard operating procedures for softball (fastpitch and slo-pitch) in BC.

## **Core Values for Guiding the Council:**

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

## **Advisory Function:**

The Council will provide advice on the following areas, including but not necessarily limited to:

- Special operating rules as they relate to officials.
- Standard operating procedures for minor softball, men's & women's fastpitch, and men's, women's and mixed slo-pitch in BC.
- Guidance on the selection process for regional, provincial, Western Canadian and Canadian Championships.
- Plans to recruit and retain umpires across BC.

## **Authority:**

The Council will exercise its authority in accordance with the Bylaws and such additional provisions as set out in these Terms of Reference.

As an Advisory Council to the Board, the Council makes recommendations or provides guidance on the areas listed under the advisory function of these terms of reference, and is not empowered to make any final and binding decisions. The Council is not authorized to consider policies or bylaws for the society or to make recommendations to those documents.

## **Documents the Council Provides Recommendations to:**

- Standard Operating Rules

## **Composition:**

The UAC will be comprised of:

- 15 Elected District Umpire in Chief as outlined in the bylaws;
- Members of the Provincial Officials Development Committee (PODC), per its terms of reference;
- The Provincial Umpire In Chief, who shall serve as chair; and
- A Board-appointed liaison.

The Council may request that the Board of Directors remove the PUIC. The Board will consider the removal of the PUIC based on a  $\frac{2}{3}$  vote from the Umpire Advisory Council to review the appointment.

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

### **Meetings:**

The Council will meet by videoconference as required. The Chair will call meetings. There will be no fewer than three (3) annually, one in the fall/winter, one in the spring, and one in the post-season. A quorum for a meeting requires at least 60% of the voting members to be present.

Decisions will be made by a simple majority, with each district UIC, excluding the chair and members of the PODC, having one (1) vote. Members may cast their vote in person or virtually at a meeting or by email if the chair requests an electronic vote.

In accordance with the Softball BC Bylaws (3.10), a district coordinator may appoint an individual to act as their temporary replacement for a meeting provided (i) the substitute individual is at least eighteen (18) years of age and of sound mind, (ii) the temporary replacement has been identified in writing to the Chair not less than forty-eight (48) hours in advance of any meeting of the Members, and (iii) the substitute is an Individual Participant within the District of the District Umpire in Chief seeking the temporary replacement.

### **Resources or Support:**

The Council will receive the necessary resources from Softball BC to fulfill its mandate. The Council may, from time to time, receive administrative support from Management.

### **Responsible to:**

The Council reports to the Board of Directors through the Chair and/or the assigned staff liaison.

### Preparing recommendations for rule modifications

The Council will include in the proposal: the current rule, the rationale for the change, the desired outcome, the consequences for non-compliance, any budgetary impact of the change, and the potential risk to the association if the proposal fails. The Council shall forward draft motions to the Minor Advisory Council, the Men's & Women's Advisory Council, and/or the Slo-Pitch Council for feedback if they have the potential to impact those groups.

Approved motions will be submitted to the Board as a recommendation for consideration at the next Board meeting. If the recommendation pertains to a change to a standard operating rule (SOR), the recommendation must clearly indicate the additions and or deletions to be made to the SOR in question. All recommendations captured in the minutes will constitute written notice to the Board.

If a final recommended motion is rejected by either the Council or the Board of Directors, the

same or a similar recommendation may not be considered again by the Council until the conclusion of the following competition season.

**Evaluation:**

The Board of Directors and the Chair of the Council will evaluate the Council's performance. Support may be provided through the Executive Director as needed. The Council's performance will be assessed against its fulfillment of the advisory functions outlined in these terms of reference.

**Review and Approval of Terms of Reference:**

The Board will review these Terms of Reference regularly, with input from the Council as required.

**Other:**

All members of the Council 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

**APPENDIX A**  
**Policies and Standard Operating Rules Editing Cycle**

*(Approved by the Board of Directors on June 17, 2025)*

<b>Time</b>		<b>What</b>	<b>Who</b>
March 2 to July 31	151 days	Motions	Members
Aug 1 to Sept 30	60 days	Formulate edits to SORs - Cross portfolio consultation	Council / Office
Oct 1 to Oct 31	30 days	Review language and alignment	Governance/ Board
Nov 1 to Nov 30	30 days	Member Consultation - Town Hall(s)	Office/ Governance
Dec 1 to Dec 31	30 days	Rewrite SORs	Councils / Office
Jan 1 to Jan 31	30 days	Final Approval	Governance/ Board
Feb 1 to Feb 28	30 days	Document production (online)	Office
March 1	New SORs available		

**Amendments to the by-laws**

Proposed amendments to the by-laws can be made by

- a. An Ordinary Resolution of the Board
- b. A Member in the form of a Member Proposal. A Member Proposal to amend the bylaws must include the proposal itself, the names and signatures of at least 5% of the voting Members, and, optionally, a statement of support for the proposal (consisting of fewer than 200 words). The Member Proposal must be submitted to the Society at least sixty (60) days before the meeting of the Members. A Member Proposal may not be substantially similar to a Member Proposal that was proposed at a meeting of the Members in the past two calendar years.

Proposed amendments are presented as Special Resolutions at the Annual General Meeting.