



Umpire Development Fund Terms of Usage

About the Fund

The objective of the Umpire Development Fund (UDF) is to enhance the educational and travel opportunities for all umpires registered with Softball BC. These opportunities include, but are not limited to, any of the following:

- Initiatives or projects that support umpire training at the district or community level
- Individual funding for training development opportunity (for example: attending Blues Conference or an international symposium)

Contributions to the Fund

Financial contributions to the fund are made through a levy assessed on all umpires at the time of registration with Softball BC.

- Level 1 \$5.00
- Level 2 \$5.00
- Level 3 \$10.00
- Level 4 \$15.00
- Level 5 \$ 20.00

Fund Management

Financial control and signing authority over the fund will be in accordance with Softball BC's financial management policies.

The Umpire Development Fund Committee (refer to Committee Terms of Reference in Appendix A for details) shall oversee the development of the annual budget and the allocation of funds for approval by the Softball BC Board of Directors.

Annual Budget and Fund Allocation

The Umpire Development Fund Committee shall develop an annual budget for the fund.

Recommendations for fund usage may be made to the PUIC by any Committee representative, any Umpire member in good standing with Softball BC, and any member association or league in good standing with Softball BC, no later than April 1 for activities happening between May 1st and Oct 31st, and October 1st for activities happening between Nov 1st and April 30th. , for consideration by the Committee.

The annual budget for any fiscal year cannot exceed the funds contributed to the UDF in the previous fiscal year. The Finance Committee may, on an annual basis, identify additional funds to allocate for distribution to reduce the fund's principal.

The office shall annually provide, no later than May 15th, confirmation of the funds available for allocation for the upcoming fiscal year.

The proposed budget, including activity descriptions, will be provided to the Softball BC Board of Directors before any funds are disbursed.

The PUIC shall prepare an annual report for the Board and Membership at a date to be determined by the office.

Expense Reimbursement

An umpire approved for funding from the UDF will be responsible for making their travel and accommodation arrangements via the Softball BC office.

Upon completion of the event, the umpire will submit a detailed expense form to the committee for reimbursement of pre-approved expenses.

APPENDIX A

Umpire Development Fund Committee

Terms of Reference

Purpose

With approval of use of funds from the Board, the Committee oversees the use of funding from the Umpire Development Fund.

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

- Prepare a budget for Board ratification in accordance with the approved terms of use.
- Prepare reports outlining the use of funds, as required, for the Board and General Membership.

Authority

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

Composition

The fund management committee shall oversee the development of the annual budget and the allocation of funds for approval by the Softball BC Board of Directors. The committee is comprised of the PUIC, who will act as the chair for meetings, members of the PODC, and one District Umpire-in-Chief (DUIC) elected representative from each of the following areas:

- Districts 1,2 and 3, hereinafter referred to as Area A
- Districts 4, 5, 6 and 15, hereinafter referred to as Area B
- Districts 7, 8 and 14, hereinafter referred to as Area C
- Districts 9, 10 and 11, hereinafter referred to as Area D
- Districts 12 and 13, hereinafter referred to as Area E

Committee representatives shall be elected for a two-year term after the Softball BC AGM, with elections for representatives in Areas A, C, and E taking place in even-numbered years and elections for representatives in Areas B and D taking place in odd-numbered years.

Any elected Committee representative who is unable or unwilling to perform the duties expected of them may be replaced by the PUIC. Where in any area a nominee for election cannot be found, the PUIC shall appoint one of the DUICs from that area. In either case, such an appointment shall expire at the date of the next Softball BC AGM, and an election for a representative from the affected area shall, whether it is the appropriate election year for that area or not, be carried out as if it were an appropriate election year for that area.

The President and Executive Director may serve as ex officio members of this committee.

The Committee will be supported through the Executive Director.

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. To review grant applications and grant reports.

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 reports shall be provided to the Board by the Chair when requested. A report shall be provided for the Annual Report presented to the membership at the AGM.

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: April 1, 2028