

# Chief Umpire Job Description

## Mission Statement

To implement and develop a competent, knowledgeable team of qualified officials, to successfully conduct the annual officiating program at all Canadian Championships.

## Preferred Qualifications and Experience

- Accredited Bowls Canada Boulingrin (BCB) Level 2 Umpire
- Knowledge of the Laws of the Sport of Bowls, all BCB Domestic Regulations, relevant BCB policies, and the Conditions of Play for all Canadian Championships
- Proven experience officiating at a provincial level over a period of at least five years
- Technical knowledge and experience of bowls competitions at the domestic level – local through to national levels of competition
- Excellent and demonstrable leadership, interpersonal and communication skills
- Computer skills with Microsoft Office, e-mail, Internet and web-based technology are an asset
- Bilingualism is an asset

## Requirements and Commitments

- Must hold active BCB Officiating accreditation;
- Must be a current member in good standing of a lawn bowling club affiliated with BCB;
- Must be a resident of Canada, (permanent residence is in Canada);
- Must not be a current member of the BCB Board of Directors;
- Must be willing to attend quarterly conference calls with the National Officiating Committee (NOC) and provide feedback through email and other digital means;
- Must be willing to act as the Head Event Umpire at the Canadian Championships;
- Must be endorsed by Provincial Bowls Association;
- Must complete appropriate Safe Sport training as specified by BCB;
- Must provide consent to be bound by the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), as amended from time to time, and to be subject to proceedings initiated related to potential

violations of the UCCMS, including, without limitation, accepting the jurisdiction of the OSIC/Abuse-Free Sport if they are, at any point, designated as a UCCMS Participant by BCB.

## Description of Duties of the Chief Umpire

### a) National Duties:

- Cooperate with the BCB office, the National Development Committee and the NOC as needed to develop and implement the various Canadian Championships
- Appoint and liaise with the Head Event Umpires (HEUs) for all Canadian Championships
- Liaise with the BCB office to coordinate the following:
  - Officiating expenses for all Canadian Championships
  - Appointment of HEUs and occasionally Event Umpires
  - Provision of Umpires' shirts and name tags
- Prepare an end of season report that summarizes comments from the various HEU reports, including any recommendations on proposed changes to the Conditions of Play

### b) Duties at the Canadian Championships:

- Act as the HEU for the Canadian Lawn Bowling Championships - Majors [refer to Chief Umpire's Guide for Canadian Championships]
- Appoint and liaise with the Head Event Umpires (HEUs) for all Canadian Championships – Para & Youth
- Liaise with the host Provincial Officiating Committee (POC) Chair to select Umpires from the application list and prepare a duty roster
- Liaise with the Host Organizing Committee (HOC) regarding:
  - Recruitment and training of Markers
  - Scheduling of bowls and shoes inspections, Coaches' meeting and Umpires' meeting
  - Arrangements for Umpires' travel, meal and equipment storage requirements
  - Communication with the Chief Scorer
  - Preparation of a list of eligible substitute players
  - HOC representation on the Emergency Committee
- Chair the Coaches' meeting
- Chair the Umpires' meeting
- Determine the overall men's and women's trophy winners at the end of round robin play in conjunction with the Chief Scorer and BCB representative

- Upon completion of the event, prepare a HEU report containing the final results, highlights, issues, infractions, etc. and any recommendations regarding the Conditions of Play

## Benefits

- The Chief Umpire (CU) may claim for the following expenses, in accordance with established BCB budget guidelines:
  - Travel costs and accommodation if the CU does not live within a reasonable distance of the host community
  - A mileage allowance if using a personal vehicle for travel more than 25 km one way to the venue
  - Reimbursement for the cost of the complete meal package offered by the HOC
  - A meal allowance for any meals not otherwise covered
  - Any office expenses (i.e. copying, supplies)
  - Rental car costs may be approved under special circumstances.
  - \$30 per round for each round officiated