



Umpire Committee Terms of Reference

Authority

The Umpire Committee is authorized by the Rowing BC By-Laws to conduct business in accordance with the Terms of Reference set out below. These Terms of Reference may be reviewed by the Board at any time and, when appropriate, revised in accord with the changing requirements of Rowing BC.

The Umpire Committee has the authority to organize initiatives aligned with the following Responsibilities.

Responsibilities

The Umpire Committee will work to ensure there are sufficient qualified umpires to support safe and fair racing at sanctioned regattas in British Columbia. The Committee will work with RCA and RCA Clinicians in the province toward developing and implementing plans and programs in support of the standardization and improvement of Umpiring in the Province, including education, development, mentorship, and evaluation of Umpires in British Columbia. The Committee will support and provide a structure to ensure that those individuals in British Columbia who want to become Umpires or to improve their skills as Umpires have access to the training and development opportunities they require.

The Committee will assist and support Rowing BC in investigating and managing any complaints or issues concerning Umpiring, the quality of Umpiring, or the conduct of Umpires in British Columbia.

Specific responsibilities include:

- **Regattas and Juries:**
 - Promote umpiring in British Columbia;
 - Solicit and coordinate the selection of juries for regional and provincial regattas;
 - Determine the appropriate size of juries for provincial regattas;
 - Select and confirm suitable Chief and Deputy Chief Umpires;
 - Coordinate umpiring equipment and appropriate maintenance as necessary to host regattas;
 - Monitor performance of juries at regional and provincial regattas;
- **Out of province, National, and International Umpiring**
 - Solicit and pre-select candidates to participate as jury members for National and International regattas;
 - Coordinate with USRowing to support an exchange program with USRowing Northwest region;

- **Recruitment, development, evaluation, and retention**

Work closely with the BC-based Umpire Clinicians to:

- Evaluate the need for Clinicians in the province and propose suitable candidates;
- Monitor the qualification levels of Umpires;
- Monitor, support and encourage the progress of Assistants and Associates toward becoming Licensed Umpires;
- Organize seminars for training and recertification of Umpires;
- Facilitate examinations for certification of Umpires;
- Evaluate and endorse individuals who decide to pursue a FISA license;

- **Policy and Rowing Canada Aviron**

- Coordinate provincial proposals for updating the Rules of Racing and forward to RCA Rules Committee;
- Recommend changes to these Terms of Reference as necessary;
- Communicate with the National Umpire Committee.

Composition

The Umpire Committee shall consist of between five (5) to eight (8) individuals as follows:

1. Up to six (6) Umpire Representatives
2. One (1) Rowing BC Board Representative
3. One (1) Staff Representative

The Umpire Representatives must meet the following criteria:

1. Registered and licensed umpire
2. Actively participating in umpiring activities

Where practicable, the committee will include:

1. An Umpire Clinician,
2. and a certified Chief Umpire.

Ideally, there will be representation from at least two of the three regions in the province (Lower Mainland, Interior and Island).

The Umpire Committee will be chaired by one of the Umpire Representatives. The chair will be appointed by the elected members of the Umpire Committee during the first meeting following the Annual Umpire Seminar.

Term-lengths and number of elected umpire representatives each year will be established so as to allow for turnover of half of the Umpire Committee on an annual basis. Generally, term-lengths will be 2 years. Following their term, umpire representatives may stand for re-election. The Umpire Committee can appoint a licensed umpire to fill a vacancy.

Election

No later than thirty (30) days prior to the Annual Umpire Recertification Seminar, Rowing BC shall issue an open call to Licensed Umpires for positions on the Umpire Committee. The Umpire Committee will be elected by those Licensed Umpires in British Columbia in attendance at the Annual Umpire Recertification Seminar.

Meetings

Umpire Committee meetings will be held regularly to execute the Umpire Committee's responsibilities as listed. All members of the committee who are able to attend shall be present.

Reporting Structure

The Umpire Committee shall report through the Chairperson to the Staff Representative and Executive Director.

The Umpire Committee will provide:

- An annual report for inclusion in the Rowing BC annual report to members
- Quarterly updates as required to the Executive Director

Staff Representative responsibilities

- Provides administrative and strategic support
- Ensures consistency and alignment between Committee initiatives and Rowing BC's overarching Strategic Plan
- Accountable for communications to the BC umpire community and wider Rowing BC community

Budget

The Umpire Committee provides input to the Executive Director regarding an annual budget covering umpire travel, seminars, umpire uniforms and equipment. Quarterly reviews of YTD expenses against budget will be provided to the committee. Final authority for any expenditure will rest with the Executive Director working on direction from the Board.

Approved: December 2016

Updated: May 2023
Approved: June 28, 2023

Updated: January 2026
Approved: January 31, 2026