



Softball Australia National Umpiring Program Operating Code

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SOFTBALL AUSTRALIA

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Acronyms of National Umpiring Program

NUIC - National Umpire In Chief (Development, Operations, Technical)

NUIC - WBSC - National Umpire In Chief Elect – WBSC

NUV - National Umpiring Volunteer (10)

NUC - National Umpire Committee (3 x NUIC, 10 x NUV, SAMR)

NUC Executive - 3 x NUIC

NUP - National Umpiring Program

SDU - State Director of Umpiring

TCU - Tournament Chief Umpire

SAMR – Softball Australia Management Representative

Version Control

Version	Date	Changes	Authorised by
v1.10	24/09/2017	Updated entire code	NUC Executive
v1.11	14/10/2017	Added NUC Organisational Structure as Attachment 2 Aligned 3.4.1(v) and 3.5.1(iv) wording to be consistent with 3.6.1(iv) 2.13 updated to allow for additional terms to be held Updated title of Operating Code to Softball Australia National Umpiring Program Operating Code	NUC Executive
V1.12	05/11/2017	Added a new 9.3 to clarify the use of Navy blue undershirt and long sleeve undershirts	NUC Executive
V1.13	17/03/2019	Added a new 2.28 and 2.29 for additional two levels of conflict of interest. Subsequent renumbering of the remaining section Added a new 3.3.1 (iv) and (v) to complete Level 1 accreditation requirements Added 3.13.1 to complete SDU accelerated accreditation responsibility Added a new 3.18 to include “does not meet” performance appraisal. Added a new 3.20 to include Level 2-4 unsatisfactory performance appraisal at two consecutive national championships Subsequent renumbering of remaining section 3.	NUC Executive

		<p>Updated Level 2 and Level 3 accreditation Championship requirements</p> <p>Reviewed 4. Assessors</p> <p>Added a new 7.2 to include WBSC Certification Squad</p> <p>Added a new 10 and 11 to include interstate and international umpire permit. Subsequent renumber of the remaining document</p> <p>Updated National Staff Members in Attachment 1 and 2</p> <p>Updated table of contents to reflect above changes</p>	
V1.14	05/10/2019	<p>3.2.1 and 3.2.2 updated activity diary submission requirements</p> <p>Added a new 6.6 to include umpires and tournament management umpires needing a current theory pass mark to apply for National Championships and International Selection</p> <p>Subsequent renumbering of section 6 from 6.7</p> <p>7.3.1(v) changed umpire level from level 6 to level 5</p> <p>Added a new 9.3 to include umpires presenting in a professional manner, removing jewellery, watches and fitness trackers</p> <p>Subsequent renumbering of section 9 from 9.4</p> <p>Updated Attachment 1 NUC Staff to reflect new members</p> <p>Updated Attachment 2 NUC Structure to reflect new members</p>	NUC Executive
V2	13/03/2024	<p>Updated Softball Australia contact details</p> <p>Reference to Softball Australia Management Representative (SAMR)</p> <p>NUIC Positions from 4 to 3</p> <p>NUV Positions from 7 to 10</p> <p>Added a new 2.5 to include NUIC-WBSC Elect role</p> <p>Subsequent renumbering from 2.5 onwards</p> <p>Updating rotation of NUIC and NUV positions in 2.15.1 to 2.15.3</p> <p>Added a new 2.29 to include restriction of SDU holding an NUIC position</p> <p>Subsequent renumbering from 2.29 onwards</p> <p>Updated section reference in 2.40 and 2.42 to reflect renumbering</p> <p>Separated original 3.1.3 into 3.1.3 and 3.1.4 and subsequent renumbering of section</p>	NUC Executive

		<p>Added 3.1.5 of certificate responsibilities for Level 5-8</p> <p>Updated Level 1 Accreditation 3.3.1 requirements and subsequent renumbering of section</p> <p>Moved 3.2 to 3.13 and subsequent renumbering of section</p> <p>Updated new 3.2.1 with additional Level 1 requirements for E-Learning upload</p> <p>Moved Softball Australia Accreditation Database to and added information 3.17 to 3.22.2 (viii)</p> <p>Subsequent renumbering with addition of Accreditation Database</p> <p>Updated 3.8.1 (ii) and 3.9.1 (ii) pass mark to 85%</p> <p>Updated 3.8.1 (iv) and 3.9.1 (iv) to reflect new World Cup format for WBSC</p> <p>Updated 7.2.3 (ii) and (iii) pass mark to 85%</p> <p>Added 7.3.2 WBSC event selection</p> <p>Updated 9.1 to be WBSC sanctioned rules</p> <p>Updated 9.2 to add Softball Australia logo hat</p> <p>Updated 9.4 to reflect only navy blue undershirts to be worn</p> <p>Updated Attachment 1 NUC Staff to reflect new members</p> <p>Updated Attachment 2 NUC Structure to reflect new members</p>	
V2.1	12/04/2024	<p><i>Updated reference in clause 2.41 to reflect 2.42</i></p> <p><i>Updated reference in clause 3.1 to reflect 3.2-3.9</i></p> <p><i>Updated Play by the Rules requirement course name to Safeguarding Children and Young People in Sport in clauses 3.2 vi, 3.23.1 (iii) and 3.23.2 (iii)</i></p>	NUC Executive

1 Purpose

- 1.1 The purpose of this Code is to provide a framework for the management and delivery of the Softball Australia national umpiring program.
- 1.2 In this Code, unless the contrary intention appears, the definitions contained in the Policies of the Softball Australia Constitution and Regulations will apply.

2 Management of the National Umpiring Program

- 2.1 Management of the National Umpire Program (NUP) is the responsibility of the three National Umpires in Chief (NUIC) listed in 2.7 and is called the National Umpiring Committee (NUC) Executive
- 2.2 The NUC Executive are accountable to and report to the Softball Australia Management Representative (SAMR) for the management and delivery of the NUP
- 2.3 The NUIC and the SAMR will nominate the National Umpire in Chief Elect – WBSC (NUIC - WBSC) for a period of two years and may be re-elected. This person is one of the members holding an NUIC position listed in 2.7
- 2.4 The NUC Executive will be supported by the National Umpiring Volunteers (NUV) together with the SAMR which will comprise the National Umpiring Committee (NUC).
- 2.5 The NUIC-WBSC Elect is the NUIC Committee member, that communicates directly to and receives from the WBSC Oceania Umpiring Director, WBSC Umpiring Director, and WBSC Events and Commission communication as required from time to time, on umpiring related matters only at WBSC level.

National Umpiring Committee

- 2.6 The Terms of Reference for the NUC are provided in *Attachment 1*

National Umpires in Chief

- 2.7 There are three National Umpires in Chief (NUIC):
 - NUIC - Development
 - NUIC - Operations
 - NUIC - Technical
- 2.8 The position descriptions for the NUIC are available from Softball Australia
- 2.9 The NUC Organisational structure is illustrated in Attachment 2.

National Umpiring Volunteers

- 2.10 There are ten (10) NUV
- 2.11 The NUV report to the responsible NUIC

2.12 The position description for the NUV are available from Softball Australia.

Appointment of NUIC and NUV

- 2.13 Appointment of the NUIC and the NUV is at the discretion of the SAMR in consultation with a selection panel. The selection panel will contain four (4) members comprising of the NUC and/or an SDU and the SAMR.
- 2.14 Appointments to the NUC for the NUIC and NUV will be for three year terms. These appointments may be extended by the SAMR in consultation with a selection panel comprising a representation from the NUC and/or members from SDUs.
- 2.15 To ensure continuity, appointments to the NUC and of the NUIC and NUV will be in rotation.
- 2.15.1 The NUIC – Development and the Volunteers members for the Development portfolio in Year 1
- 2.15.2 the NUIC – Operations and the Volunteers members for the Operations portfolio in Year 2
- 2.15.3 The NUIC – Technical –and the Volunteers members for Technical portfolio in Year 3.
- 2.16 The SAMR will call for nominations for appointment to the NUC at least eight weeks prior to the scheduled Annual NUP meeting or at another time announced by the SAMR.
- 2.17 Nomination forms must be forwarded by the SAMR to:
- All NUC members
 - Member State Presidents and State Directors of Umpiring
 - All umpires on accreditation database
 - Persons identified by the NUC
- 2.18 Nominations must be on the form provided and must:
- include the consent of the nominee
 - be endorsed by the nominee's Member State
- 2.19 Any nomination by a Member State of a nominee from another Member State must be endorsed in writing by the nominee's Member State.
- 2.20 All nominations must be received by the SAMR three weeks prior to the Annual NUP meeting or at another time announced by the SAMR.
- 2.21 Nominations will be for specific positions and will include a resume of the nominee's qualifications and experience that are relevant to the position.

State Directors of Umpiring

- 2.22 NUP will communicate to each Member State via the State Director of Umpiring (SDU)

- 2.23 Each Member State is responsible for the appointment of the SDU
- 2.24 The SDUs are accountable to their Member State and to the NUC Executive
- 2.25 The SDUs with the support of the NUP are directly responsible for all umpires, Community to Level 4

Conflicts of Interest

- 2.26 Softball Australia reserves the right to intervene on all matters of conflict of interest within the NUP.
- 2.27 All NUC members will declare their conflicts of interest and sign a declaration at the commencement of each term.
- 2.28 The NUC will regulate any non-declared conflicts of interest as required.
- 2.29 A State Director of Umpiring (SDU) is not eligible to hold the position National Umpire In Chief Elect – WBSC (NUIC - WBSC).
- 2.30 An umpire that holds a position of SDU in their respective State is not eligible to hold a NUIC position.
- 2.31 **An** umpire that holds a position on their respective State or National Board is not eligible to hold a NUIC position.
- 2.32 No more than two (2) NUIC can be from the same member State

Confidentiality

- 2.33 All NUC members will sign a confidentiality agreement and abide by the Softball Australia policies and procedures.

Assumption of Office

- 2.34 Members of the NUC will assume office at the conclusion of the meeting at which they are appointed or at a time following appointment determined by the SAMR and NUC Executive.

Leave of Absence

- 2.35 Any member of the NUC who requires leave of absence from their position will provide a written request to the SAMR stating the reason and period of leave required.
- 2.36 If a NUIC is absent for more than three months, the SAMR may appoint a member of the NUC to act in that position.
- 2.37 If the NUIC-WBSC is absent, the SAMR may appoint a member of the NUC Executive to act in that position or assume the responsibility in the interim.

Vacancies

- 2.38 When a vacancy occurs on the NUC Executive, the SAMR will notify all NUC and the Member States as soon as possible.
- 2.39 If the vacancy is for the position of the NUIC - WBSC, the SAMR and NUC Executive may elect one of the other NUIC to act in the position until it is filled.
- 2.40 If the vacancy is for one of the other NUIC positions, the SAMR and NUIC may appoint a member of the NUV to act in the position until the position is filled.
- 2.41 The SAMR and NUIC will determine whether a vacancy is to be filled before an appointment is due for that position under **2.42** and if so, the date by which it is to be filled.
- 2.42 Where an early appointment is required, the SAMR will call for nominations from all Member States and members of the NUC.
- 2.43 The SAMR and NUC Executive reserve the right to appoint a volunteers member to fill a casual vacancy outside the provisions of 2.38.
- 2.43.1 The appointment will be made for the balance of the current term.

3 Umpire Accreditation

- 3.1 The National Umpire Accreditation program consists of eight levels. The specific qualifications and requirements for each level are set out in clauses **3.2-3.9**.
- 3.1.1 The accreditation assessment of umpires at Levels 1-4 will be the responsibility of the Member States.
- (i) SDU and/or State Office Representative will advise the SAMR in writing of the names and contact details of all umpires awarded Level 1, 2, 3 or 4 accreditation
- 3.1.2 The accreditation assessment of umpires at Levels 5, 6, 7 and 8 will be the responsibility of the NUC.
- 3.1.3 The SDU (or relevant State Committee Member) is responsible for issuing Certificates of Accreditation for all levels 1-4 of accreditation
- 3.1.4 The NUC is responsible for issuing Certificates of Accreditation for all levels 5-8 of accreditation.

Levels of Accreditation

- 3.2 Level 1: State entry level
- 3.2.1 An umpire will achieve Level 1 accreditation by having practical umpiring experience in:
- (i) at least five games comprising a minimum of two plates and three bases in one calendar year; and
- (ii) a 65% pass in the Softball Australia Basic Rules Assessment or

- (iii) A 55% pass in the Softball Australia Open Playing Rules Assessment
- (iv) Complete the Level 1 Practical Competency Check List
- (v) Complete the Officials' Code of Conduct Agreement Form
- (vi) Complete the online "Play by the Rules" course
 - **Safeguarding Children & Young People in Sport**
 - Harassment and Discrimination
- (vii) Accreditation Application Form
- (viii) Level 1 Introduction to Umpiring Program through, Face to Face Courses run by Local Association or State, Assisted Learning Courses and/or E-Learning course available on [Softball Australia website](#).
- (ix) If completing Theory and Practical through Face to Face or Assisted Learning, provide Competency Check List, Officials 'Code of Conduct Agreement', 'Play by the Rules Badges', Online Rules Assessment Certificate to your SDU or relevant State Representative
- (x) If completing the Theory through E-Learning course, upload Level 1 Competency Check List, Officials 'Code of Conduct Agreement', 'Play by the Rules Badges', Online Rules Assessment Certificate and Accreditation Application Form to the end of E-Learning course.

3.3 Level 2: State

3.3.1 An umpire will achieve Level 2 accreditation by:

- (i) maintaining a Level 1 accreditation for a minimum of one calendar year; and
- (ii) achieve a Level 2 pre-assessment pass of 131 marks on a practical assessment on one plate and one base prior to presenting for the Level 2 practical assessment.
- (iii) participating in a structured State run Softball Australia "Basic Umpire" training program; and
- (iv) achieving an 80% pass in the Softball Australia Basic Rules Assessment; or
- (v) achieving a 65% pass in the Softball Australia Rules Assessment in the same year as their practical assessment; and
- (vi) achieving a Level 2 pass of 389 marks on a practical assessment at six (3 plates and 3 bases) games at an U14 State level or equivalent standard tournament using the National 2 Umpire System.

3.4 Level 3: State

3.4.1 An umpire will achieve Level 3 accreditation by:

- (i) maintaining a Level 2 accreditation for a minimum of one calendar year; and
- (ii) achieve a Level 3 pre-assessment pass of 136 marks on a practical assessment on one plate and one base prior to presenting for the Level 3 practical assessment.
- (iii) participating in a State run Softball Australia “Level 3 Intermediate Umpire” training program
- (iv) achieving a 75% pass in the Softball Australia Rules Assessment in the same year as their practical assessment; and
- (v) achieving a Level 3 pass of 408 on a practical assessment at six games (3 plates and 3 bases) at U16 State level or equivalent standard tournament using the 3-2 National Umpire System.

3.5 Level 4: State

3.5.1 An umpire will achieve Level 4 accreditation by:

- (i) maintaining a Level 3 accreditation for a minimum of one calendar year; and
- (ii) achieve a Level 4 pre-assessment pass of 141 marks on a practical assessment on one plate and one base prior to presenting for the Level 4 practical assessment.
- (iii) participating in a State run Softball Australia “Level 4 Intermediate Umpire” training program; (Note: necessary only if candidate has paused at level 3 for more than 2 years during progression through levels or was unsuccessful at last attempt at level 4;)
- (iv) achieving an 80% pass in the Softball Australia Rules Assessment in the same year as their practical assessment; and
- (v) achieving a Level 4 pass of 423 on a practical assessment at six games (3 plates and 3 bases) at State Open level or equivalent standard tournament using the 3-2 National Umpire System; and
- (vi) assisting with the training of umpires and the promotion and development of the NUP within their Member State.

3.6 Level 5: National

3.6.1 An umpire will achieve Level 5 accreditation by:

- (i) maintaining a Level 4 accreditation for a minimum of one calendar year; and
- (ii) achieving an 85% pass in the Softball Australia Rules Assessment in the same year as their practical assessment; and

- (iii) achieving a Level 5 pass of 425 on a practical assessment at six games at an Australian underage championship or equivalent standard tournament; and
- (iv) may participate in an “Advanced Umpire” national training program
- (v) assisting with the training of umpires and the promotion and development of the NUP within their Member State and at the National level as required by the NUC.

3.7 Level 6: National

3.7.1 An umpire will achieve Level 6 accreditation by:

- (i) maintaining a Level 5 accreditation for a minimum of one national season; and
- (ii) having an 85% pass in the Softball Australia Rules Open Playing Rules Assessment in the same year as their practical assessment; and
- (iii) obtaining a Level 6 pass mark of 427 on a practical assessment at six games at a national open women’s championship or equivalent standard tournament; and
- (iv) assisting with the training of umpires and the promotion and development of the NUP within their Member State and at a National level as required by the NUC.

3.8 Level 7: International

3.8.1 An umpire will achieve Level 7 accreditation by:

- (i) maintaining a Level 6 accreditation for a minimum of one national season; and
- (ii) having a 85% pass in the Softball Australia Open Playing Rules Assessment; and
- (iii) achieving WBSC accreditation; and
- (iv) officiating at a minimum of one Junior World Cup or U23/Open Group Stage World Cup, or Open World Cup; and
- (v) assisting with the training of umpires and the promotion and development of the NUP within their Member State and at the National level as required by the NUC.

3.9 Level 8: International

3.9.1 An umpire will achieve Level 8 accreditation by:

- (i) maintaining a Level 7 accreditation for a minimum of one **national** season; and

- (ii) having a 85% pass in the Softball Australia Open Playing Rules Assessment; and
- (iii) maintaining WBSC accreditation; and
- (iv) officiating at a minimum of two World Cup, or Group Stage World Cup, one of which must be an Open World Cup; and
- (v) assisting with the training of umpires and the promotion and development of the NUP within their Member State and at the National level as required by the NUC.

Exemptions

- 3.10 An umpire may apply for a leave of absence of up to one year without affecting the currency of their accreditation. Levels 1-4 will apply to their SDU and Level 5 and above to the NUIC - Operations.
- 3.11 In extenuating circumstances
 - 3.11.1 For Level 1-4 the SDU may grant an additional exemption of one year from any requirement under this Code
 - 3.11.2 For Level 5 and above the NUIC - Operations may grant an additional exemption of one year from any requirement under this Code
- 3.12 An umpire may apply for accelerated accreditation through Levels 1-4 to their SDU
 - 3.12.1 SDUs are allowed to accredit through accelerated accreditation in accordance with their Assessor accreditation outlined in section 4.

Currency of Accreditation

- 3.13 All umpires are required to maintain an umpire activity diary (activity diary template available on [Softball Australia website](#))
 - 3.13.1 Umpires Level 1 and above not applying for national appointments must submit their activity diary to their SDU by end of June every four years with their accreditation database renewal (see Softball Australia Accreditation Database).
 - 3.13.2 Umpires Level 2 and above applying for national appointments must submit their diary to the NUIC – Operations by the end of the advertised application date
 - 3.13.3 All umpires over the age of 18 must obtain and maintain a current "Working With Children Check" or State jurisdiction equivalent and provide this to their SDU and NUIC – Operations (if applying for nationals).
 - (i) Some states require a Working With Children Check for volunteers over the age of 16. Please check with the appropriate authorities within your state).
- 3.14 An umpire will maintain their currency of accreditation by:

- 3.14.1 In one (1) calendar year officiating in at least:
 - (i) Level 1 - 5 games, minimum of 2 plates and 3 bases
 - (ii) Level 2 - 10 games, minimum of 4 plates and 6 bases
 - (iii) Level 3 - 15 games, minimum of 7 plates and 8 bases
 - (iv) Level 4 to 8 - 20 games, minimum of 10 plates and 10 bases at the required standard including major games
- 3.14.2 obtaining the theory mark required for current level every two (2) years
- 3.14.3 Level 4 umpires are to assist with the training of umpires and the promotion and development of the NUP within their Member State
- 3.14.4 Level 5 umpires are to assist with the training of umpires and the promotion and development of the NUP, within their Member State and at the National level as required by the NUC
- 3.14.5 Level 6-8 umpires are to assist with the development, administration and promotion of the NUP or being an active member of the NUC
- 3.14.6 Level 6-8 umpires are to make themselves available for a minimum of one senior national championship every two years.
- 3.15 If an umpire fails to maintain their currency of accreditation for a period of more than two years their accreditation is deemed to be not current and practical and theory must be renewed.
- 3.16 To regain currency:
 - 3.16.1 For Level 1-4 the umpire must be reviewed by their SDU or a person appointed by them at an event appropriate for their accreditation level
 - 3.16.2 For Levels 5 and above the umpire must be reviewed by the NUIC - Development or a person appointed by them at an event appropriate for their accreditation level

Softball Australia Accreditation Database

- 3.17 Each accredited umpire will be recorded in the Softball Australia accreditation database.
- 3.18 Softball Australia is responsible for maintaining all national records with the assistance of the Member States within the National Accreditation Database
- 3.19 Each umpire's accreditation within the database is for a four (4) year period
- 3.20 If an umpire remains at the same level for a full four-year period, they will need to pay the reaccreditation fee to be reaccredited within the National Accreditation Database for another four years
- 3.21 If an umpire obtains another level, they will pay an accreditation fee to be upgraded in the database to the new level and will be accredited at that level for the next four years
- 3.22 Accreditation and Reaccreditation within the National Accreditation Database is completed through your SDU or your Member State Office.

3.23 The following documentation is required for Accreditation and/or Reaccreditation:

3.23.1 Accreditation (other than Level 1)

- (i) Copy of your new Level Certificate
- (ii) Copy of completed Officials Code of Conduct Agreement Form
- (iii) Copy of completed online “Play by the Rules” courses
 - **Safeguarding Children & Young People in Sport**
 - Harassment and Discrimination
- (iv) Copy of Working with Children (or State equivalent)

3.23.2 Reaccreditation

- (i) Sign off by SDU or State appointed equivalent
- (ii) Copy of completed Officials Code of Conduct Agreement Form
- (iii) Copy of completed online “Play by the Rules” courses
 - Safeguarding Children & Young People in Sport
 - Harassment and Discrimination
- (iv) Copy of Working with Children (or State equivalent)
- (v) Copy of last pass in the Playing Rules Assessment relative to the level.
- (vi) Copy of umpire activity diary for the previous 4 years

Retirement

3.24 An umpire will retire at the highest level of accreditation achieved.

Performance Management of National Level Umpires

3.25 If an umpire receives a “Does not Meet” in any area of their performance assessment at a national championship, they must provide the NUIC – Development with a development plan endorsed by their SDU no more than 3 months after the completion of that national championship.

3.26 If a Level 5-8 umpire receives an unsatisfactory performance assessment at a national championship for two years or does not officiate at a national championship or equivalent for two consecutive years, they must:

- 3.26.1 obtain the required pass mark in the Softball Australia Open Playing Rules assessment.
- 3.26.2 An umpire that receives an unsatisfactory report may be assigned a junior tournament only
- 3.26.3 undertake a practical assessment conducted by the NUIC - Development or a person appointed by them, to determine their suitability to resume umpiring at a national championship.

- 3.27 If a Level 2-4 umpire receives an unsatisfactory performance assessment at a national championship for two consecutive years, they must:
- 3.27.1 obtain the required pass mark in the Softball Australia Open Playing Rules assessment.
 - 3.27.2 undertake a practical assessment conducted by their SDU or a person appointed by them, to determine their suitability to resume umpiring at a national championship.
- 3.28 A Level 4 umpire who fails the practical assessment for Level 5 accreditation on two occasions will not be eligible for further practical assessment for Level 5 accreditation until they are reassessed by their SDU to determine that they have achieved the appropriate standard.
- 3.29 A Level 5 umpire who fails the practical assessment for Level 6 accreditation on two occasions will not be eligible for further practical assessment for Level 6 accreditation until they are reassessed by the NUIC - Development or a person appointed by them at an underage national championship to determine that they have achieved the appropriate standard.
- 3.30 An umpire who does not meet the requirements of 3.23 to 3.29 will not be eligible for appointment to a national championship until those requirements are met.

Performance management of International Level Umpires

- 3.31 If an umpire receives an unsatisfactory report from an international tournament, a performance review will be conducted by the NUC Executive. The review will generally entail an interview involving the umpire and two members of the NUC Executive appointed by the SAMR and the NUC Executive.
- 3.32 An action plan to address any performance issues will be developed as a result of the interview. This will be monitored and reviewed to measure satisfactory completion.

Recognition of Overseas Accreditation

- 3.33 An umpire with overseas accreditation will be assessed by the SDU of their State of residence if Level 1-4 or the NUIC - Development or a person appointed by them if Level 5 to 6 to determine their Australian Accreditation Level.
- 3.34 A WBSC-SD certified umpire will be recognised as a Level 6 – WBSC accredited umpire.
- 3.35 SDUs may award a Level 1-4 Softball Australia accreditation, providing the umpire has passed the Softball Australia Rules Assessment at the appropriate level.
- 3.36 If an umpire is assessed to be equivalent to Level 4 or above, they may be referred to the NUC Executive for appointment to a national underage tournament for assessment.
- 3.37 Where an umpire is assessed at a national underage tournament and is considered to have achieved a Level 5 standard they may be appointed to a national open championship.

WBSC Accreditation

- 3.38 Softball Australia will conduct WBSC training programs and WBSC certification clinic in collaboration with Oceania Federations.
- 3.39 Following the successful completion of a WBSC certification clinic an umpire will obtain WBSC accreditation.
- 3.40 The cost of registration as an WBSC accredited umpire will be borne by Softball Australia.

Recognition of Accreditation

- 3.41 All accredited umpires will receive a certificate of recognition specifying their accreditation level.
- 3.42 All accredited umpires have the right to, and must wear the Softball Australia approved umpire uniform, when umpiring games sanctioned by, and played under the auspices of Softball Australia.

4 Assessor

- 4.1 The National Assessor program consists of four levels. An umpire does not have to be “active on diamond umpire” to be an assessor. The specific qualifications and requirements for each level are set out in clauses 4.2 - 4.5
 - 4.1.1 The accreditation of assessors at Levels, Trainee, 1 and 2 will be the responsibility of the Member States. The SDU will advise the NUIC - Development of all assessors awarded Level Trainee, 1 or 2.
 - 4.1.2 The accreditation of assessors at Level 3 will be the responsibility of the NUC.
 - 4.1.3 The NUC is responsible for maintaining all records and issuing certificates of accreditation for all levels of assessor accreditation

Levels of Accreditation

- 4.2 Trainee: State entry level
 - 4.2.1 An umpire will achieve Trainee accreditation by
 - (i) Applying to their respective SDU and being accepted as a Trainee assessor
 - (ii) Holding Level 3 or higher umpire accreditation
 - (iii) participating in a Softball Australia umpiring assessor course
 - (iv) pass a written test at the end of the course
 - (v) have a current 80% pass in the Softball Australia Open Playing Rules Assessment.

- 4.2.2 A Trainee assessor may only assist Level 2 or 3 assessors for accreditation /reaccreditation of State level umpires lower than their own accreditation level
- 4.3 Level 1: State
 - 4.3.1 An umpire will achieve Level 1 accreditation by
 - (i) Holding Level 4 or higher umpire accreditation
 - (ii) Maintain an 85% or better pass in the Softball Australia Open Playing Rules examination on a biennial basis
 - (iii) Having a minimum 12 months' practical experience as a registered Trainee assessor
 - (iv) Providing consistent and satisfactory assessments as determined by the SDU or NUIC - Development
 - 4.3.2 Qualification
 - (i) A Level 1 assessor is qualified to carry out pre-assessment and assessments for State level umpires up to and including Level 3
 - (ii) Is qualified to assist Level 2 or 3 assessors for accreditation /reaccreditation of State level umpires up to Level 4
- 4.4 Level 2: State
 - 4.4.1 An umpire will achieve Level 2 accreditation by
 - (i) Holding Level 5 or higher umpire accreditation
 - (ii) Maintain an 85% or better pass in the Softball Australia Australian Rules examination on a biennial basis
 - (iii) Having a minimum 12 months practical experience as a Level 1 assessor
 - (iv) Providing consistent and satisfactory assessments as determined by the SDU or NUIC - Development
 - 4.4.2 Qualification
 - (i) Qualified to carry out pre-assessment and assessment for accreditation or reaccreditation of all State base umpires up to Level 4
 - (ii) Qualified to teach Trainee and Level 1 assessors
- 4.5 Level 3: National
 - 4.5.1 An umpire will achieve Level 3 accreditation by
 - (i) Holding Level 6 or higher umpire accreditation
 - (ii) Maintain an 85% or better pass in the Softball Australia Australian Rules examination on a biennial basis
 - (iii) Having a minimum 24 months practical experience as a Level 2 assessor

- (iv) Providing consistent and satisfactory assessments as determined by the NUIC - Development

4.5.2 Qualification

- (i) Qualified to carry out pre-assessment and assessment for accreditation or reaccreditation of all umpires up to Level 5
- (ii) Must have a minimum 24 months practical experience as a Level 3 assessor and be approved by the NUIC - Development before carrying out pre-assessment and assessment of Level 6 umpires for accreditation or reaccreditation
- (iii) Qualified to teach Trainee, Level 1 and Level 2 assessors
- (iv) The NUC Executive will assess level 6 umpires as assessors

5 Maintenance of Accreditation

5.1 An assessor will maintain accreditation by:

- 5.1.1 Be willing and available to organise, participate and lecture in both rules and practical umpiring for a minimum of 10 hours in each two years commencing from the date of accreditation as an assessor
- 5.1.2 Continuing to deliver satisfactory assessments and presentations applicable to their level of accreditation. The quality of assessments and presentations will be checked by the relevant SDU or NUIC - Development depending on the level of accreditation
- 5.1.3 Maintain an 85% or better pass in the Softball Australia Australian Rules examination on a biennial basis

6 Officiating at National Championships

6.1 Subject to any Softball Australia restrictions, the NUIC - Operations will appoint umpires to each national championship after consultation with the NUC Executive as follows:

- Tournament Chief Umpire
- Assessors
- Umpire(s) from other national federations
- The required number of appropriately accredited umpires to effectively service that event
- Other authorised umpires from Member States.

6.2 The SAMR on the recommendation of the NUC Executive may increase or decrease the number of umpires or candidates appointed to a Championship.

Umpire Eligibility and Selection

- 6.3 Levels 2-8 umpires are eligible to officiate at national championships.
- 6.4 Umpires applying to officiate at national championships must complete a National Championship Application Form
- 6.5 The application must be endorsed by the relevant Member State and SDU and returned to the NUIC – Operations by the advertised closing date.
 - 6.5.1 The SDU will not endorse an application unless satisfied that the umpire meets the requirements stated.
- 6.6 All umpires and tournament management volunteers applying for National and International Selection in the year of the application, must complete the online Open Playing Rules Assessment, obtaining a pass mark relevant to their level. The NUC may accept nominations in exceptional circumstances or provide an alternative assessment.
- 6.7 All umpires applying for a National Championship(s) must comply with the requirements of appointment in the 12 months immediately preceding the date of nomination. The SDU of the relevant Member State will confirm in writing that the umpire has officiated the required number of major games.
 - 6.7.1 For the purposes of this clause, a major game is any game at Open’s level or higher but does not include National or International tournaments.
 - 6.7.2 All umpires, except those individual members who are members of the NUC applying for National Championships, will supply a copy of their Umpire Activity Log for the 12 months immediately preceding the date of nomination for verification purposes.
 - 6.7.3 The SAMR, on recommendation from the NUC Executive may accept the nomination of an umpire who has not officiated in the required number of games where a satisfactory written explanation is received from that Umpire and confirmed by the relevant SDU/ Director of Umpiring.
 - 6.7.4 Late applications may be accepted at the discretion of the SAMR and NUC Executive. Umpires will be required to show cause to the SAMR and NUC Executive as to why they should be accepted.
 - 6.7.5 Applications and appointments will not be guaranteed, but subject to the discretion of the NUC Executive and SAMR based on the needs to service National Championships/Events.
- 6.8 All candidate umpires applying for Levels 5 or 6 must submit a development plan.
 - 6.8.1 The development plan will include the name of the candidate’s mentor, game preparation schedule, on diamond performance / skill preparation and game management skill improvements.

Tournament Chief Umpire

- 6.9 The Tournament Chief Umpire will:

- (i) be responsible for the management of the umpires both on and off the field.
 - (ii) be responsible for the safety of participants e.g. ground inspection, heat, etc.
 - (iii) conduct a briefing for officiating umpires prior to the commencement of the tournament and to issue ground rules to umpires.
 - (iv) participate in any tournament briefing conducted by the NUC, any NUIC or SAMR
 - (v) participate in all the pre-championship technical meeting, complete coin toss (as required) and manage line up and game ball exchange.
 - (vi) be the principal liaison between the umpires, the Softball Australia Technical Delegate and the host State.
 - (vii) appoint umpires for all games in the Championship in consultation with the Assessors,
 - (viii) notify the umpires, when possible, of their game appointments at least one day prior to the games in question.
 - (ix) oversee and or conduct practical examinations as required and in accordance with this Code, in consultation with the Assessment Panel.
 - (x) be responsible for disciplinary action in the case of any misdemeanour.
- 6.10 evaluate all officiating umpires in accordance with the National Umpire Rating Form and
- (i) provide each umpire with a copy of their performance evaluation.
 - (ii) forward a copy of the assessments to the SAMR and NUIC - Development.
- 6.11 withdraw any umpire from the tournament who does not meet the required practical standard
- 6.12 with the Softball Australia Technical Delegate and the Tournament Convenor form the Tournament Tribunal
- 6.13 submit a TCU report to the NUIC - Operations on the umpiring aspects of the tournament by the specified date. The report should include:
- (i) commentary and recommendations on any umpiring matters
 - (ii) details of any umpires who were withdrawn from the tournament.
 - (iii) details of any misdemeanours by umpires and any disciplinary action taken as a result of those misdemeanours
 - (iv) details of any unusual incidents
 - (v) any other relevant matters.
- 6.14 carry out any other duties specified in this Code or required by the NUC

Practical Assessments at Championships

- 6.15 If practical assessments are to be held at an event an assessment panel will be convened. The panel members will be:
- 6.15.1 Tournament Chief Umpire
 - 6.15.2 Assessors who have achieved assessor accreditation
- 6.16 Where more than two candidates have nominated from any State, the relevant SDU shall rank the umpires and submit to SAMR and the NUC Executive.

7 International Umpire Selection

Australian Umpire Development Squad

- 7.1 The Australian Umpire Development Squad is open for all level 5 and 6 umpires to apply for selection. An Australian umpire development squad, ability and standard assessment document and criteria matrix is used to rate umpires that have applied. The squad will be reviewed and updated each year at the completion of all National Championships, based on recommendations from the NUC Executive, National Championship Management and SDUs. The squad will continue to be assessed on an ongoing basis and selection will depend on performance and task completion
- 7.1.1 The size and make-up of squad will be determined by the NUC Executive and will reflect the requirements of the NUP at the time of selection.
 - 7.1.2 The NUC Executive may add an umpire to the squad at any time provided the umpire meets the selection criteria.
 - 7.1.3 The NUC Executive may remove an umpire from the squad at any time for any of the following reasons:
 - (i) the umpire fails to meet the selection criteria
 - (ii) disciplinary issues
 - (iii) performance issues
 - (iv) any other reason deemed appropriate by the NUC Executive

Selection Criteria

- 7.1.4 To be considered for selection to the Australian Umpire Development Squad, an umpire **MUST** meet the following minimum criteria:
- (i) have a minimum of Level 5 umpire accreditation, with 12 months experience
 - (ii) have a current pass mark of 85% or greater in the Softball Australia Open Playing Rules assessment
 - (iii) have a 4-year development plan
 - (iv) attend at least one national championship in the last two years.

- (v) receive a satisfactory practical report from their last national championship
- (vi) have potential/capacity for development/learning/improvement
- (vii) have an ability to represent Softball Australia and promote the Australian Umpire Program.

7.1.5 If any of the MUST criteria in the document are not met, then the candidate will be excluded from further consideration.

Australian WBSC Certification Squad

7.2 The Australian WBSC Certification Squad will be selected from the Australian Umpire Development Squad no less than six (6) months prior to a scheduled Oceania seminar. An Australian WBSC certification squad's ability and standard assessment document and criteria matrix is used to rate umpires within the Australian Umpire Development Squad.

7.2.1 The size of the squad will be determined by WBSC

7.2.2 The make-up of squad will be determined by the NUC Executive and will reflect the requirements of the NUP at the time of selection.

Selection Criteria

7.2.3 To be considered for selection to the Australian WBSC Certification Squad, an umpire MUST meet the following minimum criteria:

- (i) have a minimum of Level 6 umpire accreditation, with 12 months experience
- (ii) have a current pass mark of 85% or greater in the Softball Australia Open Playing Rules assessment
- (iii) have a current pass mark of 85% or greater in the WBSC Fastpitch Rules assessment
- (iv) successfully obtain WBSC fitness testing benchmark
- (v) have a 4-year development plan
- (vi) attend at least one national championship in the last two years
- (vii) receive a satisfactory practical report from their last national championship
- (viii) have potential/capacity for development/learning/improvement
- (ix) have provided all documentation requested by NUIC – Development or NUC Executive on time
- (x) have an ability to represent Softball Australia and promote the Australian Umpire Program

- 7.2.4 If any of the MUST criteria in the document are not met, then the candidate will be excluded from further consideration.

Selection for International Events

- 7.3 For events other than WBSC World Cups the SAMR and NUC Executive will consider the applications for appointment to umpire at international events, either overseas or in Australia

- 7.3.1 To be considered for selection for international tournaments an umpire must:

- (i) Have completed a nomination using the Softball Australia Application form
- (ii) have WBSC accreditation for world championship or other events requiring WBSC accreditation.
- (iii) have not received a negative performance evaluation in the previous two years
- (iv) be at least a Level 5 umpire for events that do not require WBSC accreditation
- (v) have an ability to represent Softball Australia and promote the Australian Umpire Program
- (vi) ideally have officiated at a national championship or equivalent event in the past 12 months.

- 7.3.2 The selection for a World Cup is the responsibility of WBSC

- (i) The NUIC-WBSC will maintain a list of Australian accredited and current WBSC qualified umpires
- (ii) The NUIC-WBSC will keep the records from umpires attending certification clinics or World Cup and International event reports
- (iii) The WBSC may request a list of names from the Federation through the SAMR or the NUIC-WBSC for upcoming tournaments, if so the NUIC-WBSC will supply these to WBSC with a brief statement of their currency, on diamond evaluations, reports, and their personal development. This will include their standing and value within the Softball Umpiring Program.
- (iv) Softball Australia may provide an Expression of Interest opportunity to the list of available WBSC accredited umpires
- (v) The WBSC will advise the successful umpire and SAMR directly
- (vi) The selected umpire will need to accept the appointment directly with the WBSC.
- (vii) WBSC appointments are embargoed until the first pitch of the event the umpire has been appointed to

- (viii) Any questions or concerns relating to WBSC appointments are to be sent to the NUIC-WBSC

8 Assessments

Theory Assessments

- 8.1 The Softball Australia Rules assessment will be conducted in accordance with the [Theory Assessment Protocols](#).

Practical Assessments

- 8.2 Softball Australia practical umpiring assessments will be conducted in accordance with the [Practical Assessment Protocols](#).

9 Uniforms

Officiating Uniform

- 9.1 Umpires shall wear the uniform as defined in the WBSC Official Rules of Softball, except when defined by the NUC.
- 9.2 At Softball Australia sanctioned events umpires will wear the Softball Australia umpire shirt and hat with logo.
- 9.3 Umpires should remove all exposed jewellery, watches and fitness trackers (other than medical alert bracelets and/or necklaces and wedding rings).
- 9.4 Undershirts will be navy blue. If a long sleeve undershirt is worn it should be a compression skin style and navy blue.

Travel Uniform

- 9.5 The official travel uniform for umpires attending national championships is the approved walk out shirt, navy pants/trousers with black shoes or navy tailored shorts with casual enclosed shoes.
- 9.6 Umpires attending official functions may wear the official travel uniform.
- 9.7 Umpires attending the national championship technical meeting and bat checks shall wear the official travel uniform.

10 Umpiring Interstate

- 10.1 All umpires who wish to umpire in a Championship or competition in a state other than their registered state must complete an interstate permit prior to attending the Championship or competition. Contact your registered state for interstate permit form.
- 10.2 Interstate permit is not required for the following events:
- 10.2.1 National Championships
 - 10.2.2 International Friendship Series

11 Umpiring, Training, Lecturing, Mentoring Overseas

- 11.1 All umpires who wish to umpire overseas at a competition, tournament or session, other than as a member of an Australia team must complete a permit application to officiate overseas. See [permit application to officiate overseas](#).

12 Softball Australia Member Protection Policy

- 12.1 All umpires are required to agree to and abide by, Softball Australia's Member Protection Policy.

13 Umpiring Awards and Recognition

- 13.1 Refer to the [Softball Australia Awards and Recognition](#) policy for details of all umpiring awards and recognition.

14 Amendments to this Code

- 14.1 This Code may be amended by recommendation to Softball Australia by a simple majority of the votes cast by the NUC Executive and SAMR, subject to the following provisions:
- 14.2 A Notice in writing setting out the proposed amendment, together with the reasons for the amendment, may be submitted to the Office by any of the following:
- 14.2.1 The National Umpiring Committee
 - 14.2.2 Softball Australia
 - 14.2.3 State Director of Umpiring
- 14.3 All amendments proposed by the SAMR, NUC, or Member States should be submitted to the NUC Executive for consideration and comment in accordance with this Code,
- 14.4 Copies of all proposed amendments will be forwarded to SDUs for review and comment.
- 14.5 Amendments will be voted on at an NUC Executive meeting
- 14.6 The SAMR will forward the proposed amendments to Softball Australia together with a recommendation for approval and adoption.
- 14.7 As soon as possible after approval from Softball Australia the SAMR will advise the NUC, SDUs and Member States, the outcome of the approved amendments.
- 14.8 Amendments will take effect immediately they are approved unless a resolution is passed at the same meeting directing, they may be effective from a specified date in the future.
- 14.9 Where a proposed amendment is not passed or is altered or qualified by Softball Australia, the NUC will be advised of the reasons for altering, qualifying, or not passing the amendment.

Attachment 1: National Umpiring Committee Terms of Reference

National Umpiring Committee

Reporting to the Softball Australia Representative

Establishment

The National Umpiring Committee (NUC) is a permanent standing committee. It has been established to provide management for servicing of the game in an officiating capacity at National level and direction, including support to the SDUs and to advise the Softball Australia Management Representative (SAMR) on the delivery of relevant initiatives in the Softball Australia strategic plan.

Purpose

The NUC advises the SAMR on the following matters:

- Promotion, development, and management of the national umpiring program
- Appointment of umpires (including the chief umpire) and assessment panels for national and international events
- Conformity with the World Baseball Softball Confederation – Softball Division (WBSC-SD) umpiring standards and requirements
- Collaboration and integration with State umpiring programs
- Other responsibilities as agreed with the SAMR

In addition, through the SAMR the Committee advises the CEO and/or the Board on the following matters:

- Direction of umpiring in Australia
- Relevant policies
- National umpiring program budget
- Umpires' Operating Code
- Any issues associated with the service delivery to the sport.
- Annual Activity Report

Delegated Authority

The Committee has no delegated authorities.

Membership

The NUC comprises no more than 13 members constituted as follows:

- Softball Australia SAMR, who will be the Chairperson of the Committee
- Three Umpires-in-Chief one of which will be elected NUIC - WBSC
- Ten National Umpiring Volunteers
- An individual may be a member of the Committee in more than one capacity
- In addition to the permanent Committee members, the SAMR can invite occasional members who have expertise relevant to specific Committee projects
- Membership will be reviewed annually by the Chairperson and the CEO following the review of the Softball Australia Strategic Plan.

Executive Committee Meetings

- The Committee will meet face-to-face or by teleconference at least four times a year and otherwise as determined by the Chairperson
- In the absence of the Chairperson, those attending the meeting will agree on a Chairperson for the meeting
- A quorum will be constituted by the Chairperson and three other members of the Committee
- Any other person may attend a meeting at the invitation of the Chairperson
- An agenda will be prepared and circulated prior to every meeting
- Information supporting agenda items will be circulated with the agenda
- Minutes will be taken at each meeting outlining all decisions and actions arising
- Minute taking will be shared by Committee members or another appointed person.

Project Teams

- The NUC may establish project teams at its discretion to assist with specific functions and initiatives that are consistent with its terms of reference
- Membership of project teams will include at least one Committee member who will be the Chairperson of the project team, and other members with expertise and experience appropriate to the purpose of the project team
- Project team members will abide by the requirements expected of Committee members (outlined above)
- The project team will report back to the Committee
- Project team meetings:
 - The frequency of Committee meetings will be determined by the Chairperson of the Committee
 - In all other ways project team meetings will reflect the meeting requirements of the Committee (as outlined above)

Amendments

- The Committee may recommend to the SAMR that these Terms of Reference be enlarged or varied to enable it to deal with any matter or issue which it considers should be addressed by the Committee
- The SAMR may at any time amend or vary these Terms of Reference as they see fit

Approved by the Softball Australia CEO:

Amended by the Softball Australia CEO:

NUC Member: Position Description

Available on request

Committee Member Expenses

Within reason, expenses incurred on Committee work by Committee members who are not employees or office holders of Softball Australia or Member States will be met by Softball Australia, providing prior approval is obtained from the Committee Chair before incurring the expenses. Expenses will be paid upon approval by the CEO and in accordance with relevant Softball Australia financial policies.



Softball Australia National Umpiring Committee Structure

Attachment 2: Softball Australia National Umpiring Committee Structure

