



# UMPIRE GUIDE

**2017-2018**

**LTAD STAGES:**

**Train to Train  
Learn to Compete  
Train to Win  
Active for Life**

## TABLE OF CONTENTS

Role of the Umpire	page 3
Umpire's Conduct	page 3
Code of Ethics	page 3
Umpires selection at events	page 4
Timers	page 5
Observers	page 5
Media	page 6
Photography	page 6
Coaches Bench	page 6
Head Umpire Duties	page 7
Supervisor Umpire Duties	page 8
Umpire checklist	page 8
Measuring Procedures	page 9
Behavioural Policy	page 10
Tie Breakers and Playoffs	page 11
Stone Selection	page 12
APPENDIX	
A	Umpire's Report
B	Umpire's Assessment
C	Behavioural Policy

CurlManitoba has spent a great deal of time and energy refining their rules and implementing consistency throughout Championship Events.

In curling as in most sports, umpiring is performed by dedicated volunteers without whom the sport could not progress.

This is a guide for Umpires. Reference to the CurlManitoba Rule Book and the CCA Rule Book are a necessity.

## **ALL OBSERVERS MUST WEAR CURLMANITOBA VOLUNTEER JACKETS FOR ANY TELEVISED GAMES.**

### **Role of an Umpire:**

The role of the Umpire has been established to ensure fair play between two or more teams in any competition. Umpires act as a compliment to the game, working with the teams in a fair and neutral manner within the rules of the game, performing measurements and intervening only to make a correction or following a break of the rules.

Umpires' decisions must be made in fairness and sound judgment relative to the rules of CurlManitoba and the event.

All Umpires need a thorough knowledge and understanding of the rules, including their interpretation and implementation. Each plays an important part in the operation of any competition.

Umpires, at all times, must show respect and consideration for CurlManitoba by not discussing or stating their own opinion during an event.

### **Umpires' Conduct:**

Umpiring in any sport is very serious and is a position of trust and responsibility. While good Umpires are respected, they may not always be appreciated by competitors, spectators and the media.

### **Code of Ethics:**

- Good working relationship with athletes, coaches, other Umpires, ice technicians, media, site personnel and CurlManitoba staff/representatives is to be expected.
- Never put yourself in a position, real or perceived, of being partial in any situation.
- Umpires must use common sense with alcohol.
- Comments about any aspect of umpiring or rules shall only be discussed among the Umpires in private and not in the presence of any other people.
- All decisions shall be made in accordance with the rules quickly and fairly without being officious.
- Umpires who attend events as spectators should not expect any special privileges or recognition at the event.

## **Umpires Selection at Events:**

### Supervising Umpires at Curling Club Events

- a. Umpires must have Level 1 training
- b. Umpires must have timing training
- c. Umpires will learn tasks related to officiating at the event from the Head Umpire

### Head Umpires at Curling Club Events

- a. Umpires must have worked as a Supervising Umpire at a minimum of 3 curling club events
- b. Umpires must show leadership qualities
- c. Umpires must understand the operation and responsibility of an event

### Supervising Umpires at Arena Events

- a. Umpires must have worked as a supervising Umpire at a minimum of 3 curling club events
- b. Umpires must have worked as a Head Umpire at a minimum of 3 curling club events
- c. Umpires must have a recommendation from a Head Umpire at a curling club event

### Head Umpire Arena Events

- a. Umpires must have worked at an entire curling club event such as the Masters, Seniors or Mixed as a supervising Umpire and then as a Head Umpire
- b. Umpires must have worked as the Head Umpire at a Junior Provincial Championship
- c. Umpires must have worked as a Supervising Umpire a minimum of 3 times at an entire Arena Event

#### NOTE:

Umpires may not work at their home club as a Head Umpire

The feedback from the Head Umpire will be considered as a tool to determine assignments of Umpires at Curling Club and Arena events.

**The Umpire Assessment form is attached in Appendix B**

## **Timers: (one person per sheet and one supervisor per draw)**

### Supervisor

1. Prepare a schedule 14 days prior to the event.
2. Check in with the Umpire 45 minutes prior to the draw time.
3. Operate the pre-game practice or assign the task to a timer.
4. Check that all timers have the game forms completed correctly. (names, color, last stone).
5. Be available to assist timers and Umpires with any clock issues.
6. Ensure breaks are available for timers.
7. Ensure time outs are recorded.
8. Reset time clocks at the end of the draw.

### Timers

1. Attend training prior to the event.
2. Check in with the supervisor 30 minutes prior to the game time.
3. Operate the time clock on the sheet of ice assigned.
4. Record the time at the end of each end on the game sheet.
5. Record the time outs on the game sheet.
6. Advise the Umpire when an error on the clock has been made and the Umpire will make any necessary corrections.
7. If a time out is called, tell the Umpire, stop the clock and the Umpire will tell you when to start the one minute time out.
8. Advise the Umpire when a team is running short on time—when a team has less than 3 minutes remaining at the start of the final end.

## **Observers: (arena events only-one person at each end)**

1. Check in with the Umpire 30 minutes prior to game time.
2. Dress warmly in approved clothing.
3. Concentrate and watch the game(s) in case of a dispute over an incident. Report it to the Umpire.
4. Post the hammer on the scoreboard. The hammer is posted on the far right blank space before the totals and remains in this position for the entire game. It is not moved from end to end.
5. Verify the score before posting on the scoreboard.
6. Change the totals on the scoreboards.
7. Finalize the scoreboards including the X's. The Umpire will verify the final score with you.
8. Do not engage in casual conversation with the competitors, coaches or spectators during the game.
9. If you need to leave the ice during a game, advise the Umpire.
10. Notify the Umpire if a measurement is required.

**Media:**

The media has been given the following information:

1. Report to the Umpire prior to accessing the ice.
2. Wear clean shoes.
3. Wear dark clothing with no advertising.
4. Stay between the hog lines on the side boards or carpeted walkway.
5. All mobile devices are to be on silent.
6. No flash photography is allowed.
7. Interviews are to be conducted only outside of the ice area in front of the media backdrop.
8. Umpires are NOT to be interviewed.

**Photography:**

Flash photography is not allowed at any time by media or spectators.

**Coach's Bench:**

1. Coaches will only be allowed access to the coach bench when their team is playing.
2. Accreditation must be worn at all times.
3. Coaches must be dressed in black dress pants or black curling pants or pants that match the team's uniform to be allowed ice access.
4. A warm jacket may be worn but must be removed prior to accessing their team.
5. They must remain seated at all times.
6. All cell phones or other communication devices MUST be turned off during the games.
7. No verbal, visual or electronic communication is allowed.

## **Head Umpire Duties:**

Note: Umpires should always be at the venue 60 minutes prior to game time

### Pre-Competition

1. Review the Event Guideline.
2. Prepare a schedule for the Umpires and make it available in advance of the event.
3. Confirm with the Supervising Umpire(s) their arrival times, advise them of social functions that they may attend and of the dress code.
4. Conduct the timing course for all timing volunteers.
5. Set up the Umpire's room at the venue.
6. Ensure that there are sufficient copies of all necessary forms.
7. Oversee the pre-competition check of the ice, stones and the facility with the Ice Technician.
8. Meet with the observers to explain their duties.
9. Assign tasks to the Supervising Umpires(s).
10. Conduct the Question and answer period. (U18 and Travelers have a mandatory team meeting.

### Competition

1. Assist on the practice day with checking uniforms and equipment.
2. Be available to the coaches and teams at least 45 minutes prior to the draw time.
3. Run the pre-event practice.
4. Collect team personnel cards at the start of the competition. Collect changed personnel cards as changes are made.
5. Perform all measurements including last Stone draws (LSD).
  - a) A draw to the button for last stone advantage that is moved by a delivering team member prior to the measure will be assigned the distance of the next defined circle away from the button.  
For Example: If a stone was in the 8 foot ring, the measure would be to the outside edge of the 8 foot
  - b) A draw to the button for last stone advantage that is moved by a member of the non-delivering team or an external force moves a stationary stone or causes it to be moved before the Umpire completes the measurement; the stone will be replaced to its original position by the delivering team.
6. Prepare teams for the introductions before the start of all games at Arena Events.

7. Ensure the scoreboards are updated with names and hammer prior to the start of the game.
8. Teams cannot slide until the 8 minute clock starts for pre-game practice.
9. Teams can slide prior to the one minute notice til the game start time.
10. Update SBR spreadsheet and have the accumulated revisions ready for the next draw.
11. Be observant of all games and time clock operators.
12. Monitor players and coaches' uniforms including crests to ensure that they follow the guidelines.
13. Monitor movement and conduct of all persons in the Field of Play and on the coach's bench during the entire competition.
14. Render decisions when Umpire decisions have been appealed.
15. Resolve issues as they arise.
16. Assign and confirm ice, with the assistance of the Ice Technician, for all tie-breakers and playoff games.  
Note: For the Scotties and Viterra ice will be pre-determined (except for the tie-breakers)
17. Prepare icing and teams for the tie-breakers and playoff games.
18. Meet with teams after the final round prior to the playoffs to discuss stone selection, sheet assignment, and special practice time, etc. This process is repeated before each playoff game.
19. Assign Umpires to the special practice, tie-breakers and playoff games.
20. Oversee the placing of selected stones to the game sheet.
21. Assist the CurlManitoba Event/Development Coordinator with media requests.
22. Assign duties to the Supervising Umpire(s).

#### Post Competition

1. Pack up the Umpire's room in a orderly manner.
2. Prepare and submit the Umpire's report to CurlManitoba within 30 days of the event.

#### **Supervising Umpire(s) Duties:**

1. To assist the Head Umpire in any matters required.
2. To ensure the team names are ready for each draw.
3. To observe and participate in the Head Umpire's duties for the opportunity to become a Head Umpire.

**The Umpire Report sample form is attached in Appendix A**



### **Umpire's Checklist:**

1. Ensure that CurlManitoba has provided your accommodation information.
2. Check that all supplies are available  
Clipboards, pencils, SBR sheets, SBR spreadsheet, radios and headsets, team name cards, etc
3. Ensure that the Umpire room is secure
4. Check that the ice and clocks are marked correctly.
5. Check the rings, measuring devices and SBR tapes. Note any variances and post for the teams on the change room doors.

### **Measuring Procedures:**

#### FGZ

1. The biter stick is to be used to decide if a stone is touching the house.
2. Do not move the stone, if this is not possible due to other stones, the measurement should be done visually.

#### In the House

1. Determine which stones are to be measured.
2. Always measure in a clockwise manner.
3. For a three stone measurement always measure the odd color first. If possible, measure all three stones prior to moving any stones.
4. For four or more stones, visually determine which stone you think is shot. Bring the measuring device to this stone first. Determine if it is shot and then proceed with a three stone measurement.
5. State clearly which stone is shot to the vice-skips.
6. Never move the shot stone until the vice-skips have acknowledged the decision.
7. Confirm the score with both teams.
8. Move the shot stone toward the button.

#### Backline and Hog line

1. The biter stick is to be used if the stone is at the back of the house on the center line.
2. A visual decision will be used by the Umpire if the stone is not touching the center line.

## **Behavioural Policy:**

CurlManitoba has a policy for behaviour that expects all athletes and coaches to show respect for the game of curling, other athletes, spectators, Umpires and all CurlManitoba representatives.

The Umpires at all Championship events are empowered to eject a player from a game for unsportsmanlike behaviour of any kind. There may be no warning for any infraction. Once an expulsion has occurred the Umpire must follow the procedures implements.

Inappropriate behaviour of any kind will not be tolerated during a CurlManitoba officiated event. Some examples, not limited to, are as follows:

- Banging on the glass
- Verbal abuse and rudeness directed at anyone including teammates, opposition, Umpires, timers, volunteers, spectators, media or CurlManitoba representatives
- Obscene gestures that are deemed inappropriate by an Umpire and abusive behaviour to anyone
- Behaviour that disturbs other athletes or games
- Broom slamming or breaking
- Disrespect toward CurlManitoba partners

Behavioural issues are at the discretion of the Umpire(s) who must use common sense and ensure the behaviour has affected others.

During an Event, the Umpire may verbally warn the athlete, provide a written warning or expel the athlete from the game.

Immediately following expulsion from a game the Umpire will present the athlete or coach with a letter explaining their future eligibility.

After elimination from an event the Umpire will present the athlete/coach with a letter explaining the fine and their future eligibility.

### **The Behavioural Documents are attached in Appendix B**

*While respecting a losing team's right to concede defeat once the required number of ends have been played, it is expected that all games in a championship will determine a winner and a loser. No game in a championship competition may be defaulted without consultation with the head umpire.*

- *It is understood that preliminary rounds, tiebreaker games and all playoff rounds are deemed to be one competition. Teams, having begun the competition, are expected to complete all games in the competition.*

**Tie Breakers and Playoffs:**

When 2 events are at the same venue 4 sheets of ice will be assigned to each event. The tie breakers and playoffs will be played on the said 4 sheets.

Exception: Masters and Senior Championships

Tie-Breakers

1. Should two or more teams be tied for a playoff position, the team ranking and the structure of tie-breaker games shall be determined according to the Ranking Table for Tiebreakers (CurlManitoba Rule Book). When three draws are required to complete the tie-breaking scenario, games will be 8 ends.
2. The LSD will be used for team placement in all tiebreakers.

Page Playoff

1. Two teams from each pool will advance to the playoff round. The playoff round shall be either a page playoff or a single knock-out playoff as specified in the rules of the competition.

Exception: Viterra Championship (CurlManitoba Rule Book)  
Chicken Chef Mixed (CurlManitoba Rule Book)'

2. The page playoffs games will be played at the same time unless designated prior to the event.

Exception: Viterra Championship and the Scotties Tournament of Hearts presented by Monsanto have pre-set times to accommodate Sportsnet

3. The teams ranked first in each pool will compete with the winner advancing to the final and the loser competing in the semi-final. Exception: Viterra and Mixed
4. The teams in second place in the Round Robin will compete with the winner advancing to the semi-final.
5. Once a team makes their color selection and declares it to the Umpire, their choice cannot be altered.
6. The winner of the 1 vs 1 games practice time in all provincial championships will be predetermined and set.

No practice will be allowed during the semifinal game. The winner of the 1 vs 1 game will have the option of choosing one of the times or not practicing.

The choices are:

the night prior immediately following the playoff game – approx. 11 pm  
the morning of the championship prior to the semifinal game-approx. 7:30am.

7. The winner of the 1 vs. 1 game may practice for 30 minutes at a time assigned by the Umpire. Practice will preferably be prior to the 2 vs 2 game.

Note: Senior Women and Master Women Championships format will be determined once the entries have closed.

**Stone Selection:**TieBreakers

1. All games will be played with the stones from the sheet assigned.
2. Last stone advantage in the first end will be awarded by the draw to the button at the conclusion of the pre-game practice.
3. The Head Umpire will make the decision in regard to the sheet assignment.

Quarter Finals and Semi-Finals

1. In the loser of the 1 vs. 1 and the winner of the 2 vs. 2 games (semi-final), the loser of the 1 vs 1 game will have choice of color or hammer.
2. In the 1 vs. 1 and the 2 vs. 2 games, if a team has a better win-loss record, that team will have the choice of second practice or colour.
3. If both teams have the same win-loss record a coin toss will determine which team will have the choice of second practice or colour.

Finals in the Page Playoff

1. Where the last stone is determined the team with the last stone shall practice first.
2. The winner of the 1 vs. 1 game shall have the choice of last rock in the first end AND shall have the choice of rock colour.
3. A team may select stones of their colour from any sheets that were used during the competition and need not be full sets. Handles will not be changed.

**REFER TO THE CURLMANITOBA RULE BOOK FOR ALL RULES**

**Appendix A:**

# CurlManitoba UMPIRE'S REPORT

Event:	Dates:
Location:	
Head Umpire:	Supervising Umpire(s):
<p>Facility/Championship:</p> <p>(Please provide any suggestions that CurlManitoba could make to assist you with umpiring our events)</p> <p>(This encompasses everything – inadequate dressing rooms for the players, coaches and Umpires; problems with spectators; problems with ice and/or stones; problems with an Umpire or player; problems with media, etc.)</p>	

Ice & Stones:

(Any notes on the Ice or Stones noted by the Umpire and provided to the players at the team meeting)

Quality of Umpires:

(General remarks about competence and also making mention of any who were particularly outstanding and should be groomed to advance in the system if they desire. This includes timers and supervising Umpire)

Team Members:

(Usually the competitors are very cooperative, please report any issues with a team member including the fifths and coaches-ie dress, language, sportsmanship, etc)

**Rule Infractions:**

(A record of any incidents that occur at the Championship. Any particularly unusual or difficult situations to resolve are also mentioned, as well as dress code violations.)

**Recommendations:**

(This can be rule changes or any other recommendations that would enhance all CurlManitoba events)

**Appendix B:**



**Umpire Assessment**

Head Umpire: \_\_\_\_\_

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Assessment of Umpire: \_\_\_\_\_

Please assess Umpire considering the following aspects:

- Personal Appearance
- Punctuality
- Pre-Game Preparation
- Proper Positioning
- Observation of Play
- Accuracy of Decisions

- Measurements
- Signals
- Post-Game Duties
- Working Relationship with Umpires/Timers
- Working Relationship with Players
- Willingness to Perform Duties

---

---

---

---

---

---

---

---



1. Understanding of the rules? (explain)

---

---

---

---

2. Shows respect for the rules and decisions of CurlManitoba at all times?  
(i.e. does not voice a personnel opinion at any time throughout the event on rules or procedures)

---

---

---

---

---

3. Stays in the background and quietly oversees the games?  
(i.e. does not visit with players or distract teams during the games)

---

---

---

---

4. Provides assistance to the Head Umpire for all tasks of the event?

---

---

---

5. Display leadership qualities?

---

---

---

6. Could this individual perform the duties of a Head Umpire at a Curling Club event?

---

---

7. Could this individual perform the duties of a Head Umpire at an Arena event?

---

---

8. Recommendations of events the person is best suited for.  
(i.e. juniors, seniors, arena, etc and why)

---

---

---

9. Suggestions for improvement.

---

---

---

---

Print and Sign: \_\_\_\_\_  
\_\_\_\_\_

## Appendix C

### CurlManitoba Provincial Behavioural Guidelines

#### Game Expulsion (CurlManitoba Rulebook page 39)

- All athletes at any CurlManitoba Event must show respect for the game of curling. Inappropriate behaviour of any kind will not be tolerated during a CurlManitoba officiated event.
  - The Umpires at all Championship events are empowered to eject a player from a game for unsportsmanlike behaviour of any kind
  - There may be no warning for any infraction. Once a player or coach has been expelled the following procedures will be implemented:
    - a. The player/coach must leave the ice surface immediately. If the individual refuses to leave the team will then forfeit the game.
    - b. For the remainder of the game, the individual may not be in any public area of the facility or on the ice surface.
    - c. An expelled player will not be allowed a substitute/replacement for the remainder of the game. In mixed play where 4 players are mandatory, the game will be automatically forfeited.
    - d. In the matter of a coach being expelled, the team will forfeit their time outs.
    - e. If the player/coach is expelled for longer than the game in question, a substitute player/coach will be allowed.
  - An appeal process is outlined by CurlManitoba at [www.curlmanitoba.org/policies](http://www.curlmanitoba.org/policies).
- 
1. When a Championship is in an Arena.
    - a. Coaches and athletes are expected to adhere to the policy in its entirety.
  2. When a Championship is in a Curling Club with Bleachers on the ice.
    - a. Coaches and Assistant coaches may not sit in the ice area for any games that their team is playing. If they are sitting in this area, they must be removed from the area and ejected from the game in progress as coach. The alternate coach may not be added. The team will play without a coach for the remainder of the game.
    - b. Spectators at any Championship that are an issue by "coaching" from the sidelines or cheering inappropriately or using foul language will be asked to leave the ice area. The Umpires will determine acceptable behaviour.
  3. When a Championship is in a Curling Club with coaches behind the glass.
    - a. Unacceptable behaviour behind the glass in a curling club includes banging on the glass, yelling out of the doorway, signalling from inside to the team by using hand signals, coffee cups, etc, pacing, standing up and sitting down in a demonstrative manner and all other behaviour that an Umpire deems as being an attempt to coach a team.

**BEHAVIOURAL ISSUES ARE AT THE DISCRETION OF THE UMPIRE**

## Umpire Procedures for Provincial Behaviour

The Umpire will adhere to the following process:

\_\_\_\_\_ When an infraction occurs, the Umpire shall advise the offender of the infraction and the consequences.

\_\_\_\_\_ The Umpire will report the infraction to the other Umpires.

\_\_\_\_\_ The Umpire will complete the disciplinary action report.

\_\_\_\_\_ The Umpire, the CurlManitoba Representative and the offender will sign the disciplinary action report.

**NOTE:**

The offender must sign the report,. Their signature does not apply that they agree or disagree but that they understand the report. Refusal to signs does not affect the outcome.

\_\_\_\_\_ The offender is given a copy of the protest policy and the disciplinary action form.

\_\_\_\_\_ The Umpire will submit a copy of the form to CurlManitoba within 48 hours.

\_\_\_\_\_ The disciplinary action report will be filed with the Executive Director of CurlManitoba.

All infractions are accumulated and carried forward for the remainder of the season.  
Suspensions may span several curling seasons.

**NOTE:**

The Umpire must provide the athlete or coach with a copy of the code of conduct and the protest policies found on CurlManitoba's website.

## CurlManitoba Disciplinary Action Report

Event: \_\_\_\_\_

Participants Name: \_\_\_\_\_

Team Name: \_\_\_\_\_

Draw, Time, Date \_\_\_\_\_

Umpire: \_\_\_\_\_

Description:

---

---

---

---

---

---

---

Action Taken:

---

Print/Signature:

---

---

UMPIRE

CurlManitoba Representative

PARTICIPANT

## **CurlManitoba Provincial Behavioural Guidelines When a Team has completed an Event**

Athletes that use inappropriate behaviour in the ice area once they have been eliminated from an event will be penalized.

The Umpire will present the athlete with a letter explaining the consequences of their behaviour.

The athlete will be charged a donation to the Endowment fund of \$100.00.

CurlManitoba will administer this consequence. The Umpire will present the letter to the athlete and complete an action report.

All athletes at any CurlManitoba Event must show respect for the game of curling.

Inappropriate behaviour of any kind will not be tolerated during a CurlManitoba officiated event.

- a. verbal abuse directed at anyone including teammates, opposition, volunteers or CurlManitoba representatives. Rudeness to any timers, volunteers, Umpires, spectators, other athletes or CurlManitoba representatives.
- b. obscene gestures that are deemed inappropriate by an Umpire and abusive behaviour to anyone
- c. behaviour that disturbs other athletes or games
- d. extreme broom slamming or breaking
- e. disrespect toward CurlManitoba partners

There will be no warning or appeal process with this type of misconduct.

**CurlManitoba letter to athletes and/or coaches after elimination from an event**

Date \_\_\_\_\_

Dear \_\_\_\_\_

CurlManitoba has a Behavioural Guideline and Procedure. Due to your behaviour after you were eliminated from the \_\_\_\_\_ Championship, you are required

to donate \$100.00 to the Endowment Fund.

Your behaviour required disciplinary action and entailed

\_\_\_\_\_.

For you to be eligible to compete in any further CurlManitoba event payment must

be made. The penalty may span for several years.

Please make your cheque payable to the Winnipeg Foundation and send it to CurlManitoba, 145 Pacific, Winnipeg, MB R3B 2Z6.

Yours truly,

Craig Baker  
Executive Director  
CurlManitoba