

Appendix I: CTFI Umpire Selection and Travel Reimbursement Policy

Written by Master Scott Downey VIIIth Dan (CTFI Umpire Director): Revised January 30 2019

CTFI Umpire Selection Process:

1. The president of the CTFI will request from the ITF Umpire Committee (ITFUC) the total number of umpires that they will select from Canada. If they request 4 for example, then only 4 will be sent.
2. A notice will be placed on the CTFI website requesting that interested umpires send their “**Umpire History Form**”, to the Umpire Director for review. This must be done on or before the stated closing date.
3. The Umpire Director will review all applicants to ensure that the information package is complete and then send all documentation to the Board of Directors for review.
4. The CTFI board of directors will then decide on who to send to the championship based on the applicants completed “**Umpire History Form.**”
5. The president of the CTFI will then send one completed umpire application form to the ITFUC, with attached photos.
6. If the ITFUC accepts all of the initial applicants as “**official umpires**” (who receive free room and board from the Organizing Committee), and are still interested in adding to their umpire roster, then the CTFI Board of Directors will decide on whether or not they want to send another umpire (s) to the event and whether or not the applicant (s) receive any funding from the CTFI.

Umpire selection will be based first on which applicants have supported CTFI events by acting as full-time umpires. This is **mandatory**. To qualify, the applicant must have acted as a **full-time** umpire at a CTFI National or Regional (Easterns/Westerns) event in the past 12 months. The applicant must register in advance for the qualifying events using the online registration system. **No coaching or competing at the qualifying event is allowed.**

Umpires who have legitimate reasons for not attending CTFI events as full-time umpires should inform the CTFI Umpire Director on or before the last day of the on-line registration process. This information will be taken into consideration in the selection process. Of note is that the desire to coach or compete will not be considered a legitimate reason for being excused from full-time umpiring.

Selected Umpires must have attended a **QIUC** (Qualifying International Umpire Course), as per the ITF Umpire Rules and Regulations. They must also have an **Umpire A certificate** to umpire at a World Championship and at least an **Umpire B certificate** to umpire at a World Cup.

If the applicant meets the above mandatory requirements their application will then be reviewed by the Board of Directors who will review the applicants umpire history (experience and knowledge) and points collected from attending competitions and courses.

Travel Reimbursement/Honorarium

1. The CTFI will annually dedicate **\$5,000.00** to umpire travel honorariums. This amount may change from year to year depending on the CTFI’s financial standing.
2. **Level A funding:** \$1,000.00 - \$1,500.00 travel reimbursements for “**Senior Umpires**”.
3. **Level B funding:** \$500.00 - \$700.00 travel reimbursements for “**Junior Umpires**”.

Note: The CTFI umpire director, in consultation with the Board of Directors, will designate an applicant as “**Senior**” or “**junior**” based on their completed “**Umpire History Form**”.