



SCOTTISH
CURLING

2.1. CHIEF UMPIRE – CHECK LIST

July 2024

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SCOTTISH CURLING COMPETITIONS / CHAMPIONSHIPS

PRE-COMPETITION

Requirement: Tick when Actioned (or mark N/A if not applicable)

- ☐ Agree a Team Meeting Document for all National Championships leading to international representation or Team Information Sheet (all other Scottish Curling competitions) in consultation with Scottish Curling Competition Officer (SCO). This will be initially prepared by the SCO.
- ☐ Obtain relevant General and Contact Information
- ☐ See APPENDIX 1 below for specific check list
- ☐ Confirm with Scottish Curling arrangements for meals and accommodation (if applicable) for all umpires
- ☐ Ensure there are sufficient copies of all necessary forms and that the electronic files to record results have been prepared on the website by the SCO.
- ☐ See APPENDIX 2 below for specific check list
- ☐ Obtain a copy of the draw and prepare a working schedule for the Umpires and make it available to them in advance of the competition.
- ☐ Confirm with the Umpires their arrival times, and advise of any social functions they must attend and the dress requirements.
- ☐ Obtain a copy of letter/guide sent out to competing teams so aware of information given and co-relates with umpiring information
- ☐ Set up the Umpires' room with the help of the Umpires.
- ☐ See APPENDIX 3 below for specific check list
- ☐ Oversee the Pre-competition Check of the ice and facilities.
- ☐ See APPENDIX 4 below for specific check list
- ☐ Check with Ice Technicians when on-ice pre-competition check can be done (this includes items such as the accuracy of the houses, installation of courtesy lines),
- ☐ Liaise with Ice Technicians regarding stone and ice conditions.
- ☐ Meet with the Umpires and Chief Timer to review rules and game procedures.
- ☐ Assign tasks to the Umpires for the Team Meeting and (if applicable) pre-competition practices.
- ☐ Determine FOP access and travel time for coaches for time-outs
- ☐ Confirm team uniforms and that they comply with the Scottish Curling Policy
- ☐ Confirm original team line up including coach.
- ☐ Conduct the Team Meeting.

DURING THE COMPETITION

Requirement: Tick when Actioned (or mark N/A if not applicable)

- ☐ Be available to the coaches and teams at least 45 minutes before draw time. (National Championships)
- ☐ Collect team line-up changes (if any)
- ☐ Update LSD results database for each draw.
- ☐ Be an extra pair of eyes for the Game Umpires and time clock operators.
- ☐ Monitor players' and coaches' uniforms and crests to ensure they conform to Scottish Curling Policy and Rules.
- ☐ Monitor movements and conduct of all persons in the Field of Play and on the coaches' bench during the entire competition.
- ☐ Render decisions when Umpire rulings have been appealed.
- ☐ Keep a record of all umpiring activity.
- ☐ Resolve issues as they arise.
- ☐ If required, run debriefing meeting with GUs, CT and DCT
- ☐ Assign ice for playoff games in consultation with the Chief Ice Technician and the Competition Officer.
- ☐ Meet with representatives of the playoff teams after the last round robin game to discuss stone selection, sheet assignments, special practice times, etc. for the playoff games. This process will be repeated after each game.
- ☐ Assign Umpires to the playoff games and special practices.
- ☐ Oversee the placing of selected stones on to the game sheet if appropriate for playoff games.
- ☐ Oversee doping control and liaise with Medical Officer, if required.
- ☐ Oversee media requests in conjunction with the Scottish Curling Media Relations Officer.
- ☐ Where there is a Sportsmanship award distribute ballots to all players at their last round robin game. Ballots are to be returned to the Chief or Deputy Chief Umpire on site before the teams leave the venue that day.

POST COMPETITION

Requirement: Tick when Actioned (or mark N/A if not applicable)

- ☐ Prepare and submit Chief Umpire's Report to the Umpiring Committee within 14 days of the conclusion of the event with the exception of any disciplinary /violation sheets which must be submitted within 24 hours direct to the Competition Officer and Workforce Development Manager
- ☐ Analyse situations that occurred at the event and make recommendations if they may be better handled at future events.
- ☐ If the Chief Umpire wishes to raise any issue regarding individual Umpire performances in confidence, which were noteworthy either for deficiencies or excellence, they should contact either the Umpiring Convenor or Competition Co-ordinator directly.
- ☐ Ensure Doping Control Consent Forms (U18), if any, are shredded

Requirement: Tick when Actioned (or mark N/A if not applicable)

APPENDIX 1: GENERAL

- ☐ Obtain the following contact information
 - a) Scottish Curling Competition Officer (or deputy)
 - b) Scottish Curling Sub-committee 'on-call member' for any major discipline issues over and above covered by Disciplinary Guidelines and Policy
 - c) Chief Ice Technician
 - d) Other members of Umpire Team
- ☐ Additional items to check with the appropriate source
 - a) Date, time and venue (suitable size) for Team Meeting, scheduled during or prior to Team Practice day, equipped with suitable PA system or microphone
 - b) Make initial contact with members of umpiring crew
 - c) Public address system available for arena, with roving microphone
 - d) Which stones are to be used at the event
 - e) Coloured Tape for sweeping devices
 - f) Micrometres and biter measures
 - g) Tablets and Laser LSD measures
 - h) Online App for Line scores/ LSD calculations
 - i) Micro-fibre cloths for stone cleaning – Wheelchair & Mixed Doubles events
 - j) Availability of water within the Field of Play

APPENDIX 2: FORMS

- ☐ Original Team Line-up
- ☐ Game Team Line-up
- ☐ Change of Team Line-up
- ☐ Draw Shot Challenge
- ☐ Game Timing
- ☐ Violation Chart
- ☐ Play-Off Game Information
- ☐ Stone Selection

- ☐ Seating Coach Bench

APPENDIX 3: UMPIRES'S ROOM

- ☐ Large enough to accommodate all Umpires comfortably
- ☐ Sufficient hanging space for Umpires' clothing
- ☐ 2 good-sized tables, chair for each Umpire
- ☐ Waste bins
- ☐ Lockers for personal belongings if possible (specify if Umpires need to provide locks)
- ☐ Refreshments available (hot and cold)
- ☐ Minimum 2 keys for room (preferably one key per Umpire)
- ☐ Radios and earpieces, batteries and chargers
- ☐ Umpire work schedule prepared and posted
- ☐ Draw posted
- ☐ Sufficient copies of all forms
- ☐ Internet connection

APPENDIX 4: ARENA and ON ICE

- ☐ Arena
 - a) Team name boards and scoreboard numbers sorted
 - b) Arena Clock – easily seen by all officials and players, official time for games
 - c) Carpet cleaning – ensure the ice or cleaning staff will vacuum on-ice carpet daily and between each session if possible
 - d) Chief Umpire table and chair plus Game Umpires, cloth chairs at both ends, if possible
 - e) Coach and alternate bench - suitable positions behind each sheet
 - f) Sufficient power points (electrical outlets) available for each team
 - g) All windows subject to sun/day light covered to minimise adverse effect on ice
 - h) Confirm home end, sheets marked A, B, C, etc. Timer positions marked with A, B, C, etc.
 - i) Check teams' changing rooms
 - j) Toilet access during games
- ☐ Micrometer Measuring Stick(s)
 - a) Assembled correctly
 - b) Check gauge slides smoothly and feet slide easily on ice
 - c) Check measures without adjustable feet will clear sideboards
 - d) Perform test measures using stones
- ☐ Biter Stick(s) - Six-foot measure
 - a) With 2, mark 'home' and 'away' (if using 2, ensure both same length)
 - b) Conduct measures using a stone and/or straight edge in 8 locations on every house, Home & Away

- ☐ Digital Measures for LSD
 - a) Check and set to metric with gauge arrow pointing towards stone
 - b) Check how close to the pin a stone can be measured
 - c) Check the readings are identical on all measures (on one set stone)
 - d) Confirm that the minimum reading is 0.1cm
 - e) If two or more measures are used, mark each one with the letter of the sheet(s) on which they will be used
 - f) Cool measures on ice prior to the first pregame practice, and then store off-ice between draws
 - g) Insert new batteries into laser measure for each competition
- ☐ Block -to assist in 'straight line' measures
- ☐ All measures placed on ice
- ☐ Ice Measurements / Stones
 - a) Ensure centre holes have been drilled to correct depth, width and location
 - b) Check accuracy of circles and other FOP measurements
 - c) Check all stones are on the correct sheets
- ☐ Scoreboards
 - a) Team name boards
 - b) Boards marked with A, B, C, D, corresponding to sheets
 - c) Boxes containing numbers (0-9), X, W, L, '/' ,hammer indicators and 'P' (for Mixed Doubles)
- ☐ Time Clocks (number of sheets plus one spare)
 - a) Clocks mounted and working
 - b) Clocks positioned so that players and coaches easily see them
 - c) A, B, C, D, marked on each clock and indicated on timers' bench
 - d) Check sight lines for operators
- ☐ Media
 - a) Check position of media/TV area
 - b) TV Schedule – copies to all teams and Umpires
 - c) Liaise with Media Relations Officer to control numbers, proper dress, footwear and conduct