



**NEW BRUNSWICK BASEBALL**

**UMPIRES ASSOCIATION**

**CONSTITUTION AND BY-LAWS**

**Revised October 2014**

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**1.00 NAME**

1.01 The organization hereby constituted shall be called the “NEW BRUNSWICK BASEBALL UMPIRES ASSOCIATION” and is hereafter referred to as the association.

1.02 The constitution shall be amended and approved by the association and ratified by the executive of Baseball New Brunswick.

**2.00 AFFILIATION**

2.01 The association shall be affiliated with Baseball New Brunswick (BNB) and the Canadian Baseball Umpires Advisory Committee. (CBUAC)

2.02 The president shall be the official representative on the CBUAC.

2.03 The president shall be a voting member of the executive of Baseball New Brunswick.

**3.00 JURISDICTION**

3.01 The jurisdiction of the association shall be the province of New Brunswick as described in Baseball New Brunswick constitution.

#### **4.00 OBJECTIVES**

The objectives of the association shall be to:

4.01 Provide umpiring to Baseball New Brunswick in an objective and professional manner.

4.02 Undertake a program of umpire development.

4.03 Arrange clinics and seminars for umpires.

4.04 Provide regular release of instructional information to its membership.

4.05 Maintain records on all umpiring personnel within its membership.

4.06 Establish a system of rating and grading for all member officials.

4.07 Provide qualified umpires for Baseball New Brunswick and C.F.A.B. assignments.

#### **5.00 MEMBERSHIPS**

5.01 Any person in good standing with the association and Baseball New Brunswick is eligible for membership in the association subject to other conditions in the constitution and by-laws.

5.02 Application for membership shall be made to the secretary of the association. Membership fees must accompany the application. In order to umpire the following registered leagues an umpire must have membership in the Association. Any registered provincial baseball league as outlined within Baseball New Brunswick. Examples of such include but are not limited to the following; NB Senior Baseball League, NB Junior Baseball League, NB Midget AAA, all NB Intermediate Leagues.

5.03 Membership may be terminated by written statement of withdrawal by a member or by expulsion for cause by the association.

**6.00 EXECUTIVE**

6.01 The executive shall consist of the President, 1<sup>st</sup> Vice President, Vice President of Finance, Vice President of Communications and Vice President of Registration. The Board of Directors shall consist of the executive and each zone chairperson. The President of Baseball New Brunswick shall serve as a non-voting ex-officio or his appointee (non-voting).

6.02 The executive shall be called upon by the president to vote on all fund expenditures outside of the approved budget.

6.03 The executive shall not be a member of any baseball team or league operating within the province except those as set out in 11.04.

6.04 The president shall not be a zone chairperson of the association and shall not act as a zone chairperson; the president shall appoint a member until the zone meeting.

6.05 The President, 1<sup>st</sup> Vice President, Vice President Finance, Vice President of Registration and Vice President Communications shall be elected to two-year terms. The President, Vice President Finance and Vice President Communications shall be elected on even years with the 1<sup>st</sup> Vice President and Vice President of Registration being elected on odd years. To allow a period of transition, terms of office shall commence on January 1st of the following year.

6.06 Names of umpires to be nominated for election shall be received by the VP of Communications in writing no fewer than 30 days before the Association Annual General Meeting. The names shall be forwarded to the zone chairpersons 20 days before the meeting along with the Notices of Motion. Incumbents' names are automatically entered for re-election unless they object. No nominations from the floor will be accepted at the Annual General Meeting.

6.07 The 1<sup>st</sup> Vice President shall assume the duties of the President during their absence from the position and as such have the powers of the president. The Vice President will also be responsible for and not limited to handling of ejection reports and liaison between the association and all registered leagues governed by Baseball New Brunswick.

6.08 In order to be nominated for any executive position the member must gain the nominations a minimum of two (2) other members in good standing within the association. These nominations can be submitted in writing by way of post or electronic mail.

6.09 Zone Chairperson shall be elected by members of the zone at the annual zone meeting and shall serve a one-year term.

6.10 Temporary vacancies on the executive may be appointed by the president

6.11 The outgoing President of the NBBUA will become the past President and will be a member of the association executive as a non-voting member. The past president will be a one year term and expire on December 31 of the following year.

## **7.00 STANDING COMMITTEES**

7.01 The standing committees of the association shall be:

- (a) Constitution and by-laws
- (b) Umpire Development
- (c) High Performance
- (d) Discipline
- (e) Awards

7.02 The committees shall be appointed by the president by January 31 of each year.

7.03 Following are the duties of the standing committees:

- (a) Constitution and by-law committee shall review the constitution and make amendments to same where required. These amendments shall be presented to the executive of the association and B.N.B. at least 30 days prior to the annual general meeting.
- (b) Umpire development committee shall be responsible for the recruitment and training of umpires in the province. They shall be responsible for scheduling all provincial clinics and assigning certified clinicians.
- (c) Discipline committee shall consist of the president and 2 other members of the association may or may not be Executive members. They shall be responsible for all discipline matters within the province.
- (d) Awards committee shall be responsible for recommending members for Baseball Canada awards and NBBUA awards, Junior Umpire of the Year & Senior Umpire of the Year.

## **8.00 FINANCIAL MANAGEMENT**

The Vice President of Communications and Vice President of Finance shall:

8.01 The Vice President of Finance shall open an account in a chartered Bank in Canada with the president as the co-signer.



8.02 The Vice President of Finance will deposit all revenue and keep a record of all bank transactions.

8.03 The Vice President of Finance will receive all membership fees which shall be used subject to the by-laws.

8.04 The Vice President of Registration shall forward umpiring rosters (including individual addresses) to the president and to zone chairpersons as well as B.N.B. executive director.

8.05 The Vice President of Finance at the end of each fiscal year, September 30, prepare a financial statement for the annual meeting.

8.06 The Vice President Communications shall prepare notices of meetings, minutes, and with the president, the agenda for same

8.07 The Vice President Communications shall write, receive, file all official correspondence and produce all media press releases in consultation with the Executive.

8.08 The Vice President of Finance shall prepare an annual budget to be approved by the executive. Submit N.B. Sports Dept. profile to Baseball New Brunswick executive director as required. The treasurer shall prepare annual budget to be presented at the annual meeting off the association each year.

## 9.00 ZONE ADMINISTRATION

9.01 Appoint a secretary who shall not have voting privileges unless the person is a registered member of the association.

9.02 Name the place and date of the annual zone meeting by September 30<sup>th</sup> of the playing year.

9.03 Assign officials, or appoint an assigning officer, for all leagues, exhibition and playoff games for all areas within their zone.

9.04 Advise the president of any problems with members within their zone, or any complaints from teams about members conduct.

9.05 Submit a report from the zone to the Secretary at least 7 days in advance of the AGM for the past year zone activities. Failure to do so shall result in a fine up to \$50 by the discipline committee.

**10.00 MEETINGS**

ASSOCIATION ANNUAL GENERAL MEETING

10.01 The annual general meeting of the association will be held in the fall at a time and place to be named by the president. This meeting shall be rotated around the province.

10.02 A quorum for this meeting shall consist of eight (8) members; zone chairpersons are expected to attend.

ASSOCIATION SPECIAL MEETING

10.03 A special meeting shall be called upon a majority vote of the executive.

10.04 Special meetings shall be called upon written request of five (5) different members in good standing with the association, two of which must be from different zones. Zones split into sub zones count only as one (1) zone.

10.05 Special meetings shall be called upon notice and will be held not less than ten (10) days with notice of all members which shall mention the subject to be discussed.

10.06 A quorum for this meeting shall consist of eight (8) members.

VOTING

10.07 At all association annual and special meetings, voting shall be done by voice unless a secret ballot is requested. Voting for president, vice president, secretary and treasurer shall be done by secret ballot.

10.08 Each member shall be entitled to one vote. A suspended member does not have the right to vote.

10.09 The names of the voting membership must be registered at the beginning of each meeting.

10.10 The president will only vote on notices of motions in the event of a tie.

10.11 The President shall have a vote in the elections of all officers.

10.12 Decisions of voting shall be by the majority of votes cast.

GENERAL

10.13 The president shall preside at all association annual, special meetings, and meetings with the executive or in his absence the vice president.

10.14 The president shall rule on points of order.

10.15 The president is “ex-officio” on all committees.

10.16 The president may, at their discretion, order the calling of meetings of the board of directors, which can be by conference call.

10.17 The president shall be responsible for appointing members to act on committees, and said committees shall be formed at their discretion.

10.18 The president will oversee that officers and chairpersons of committees fulfill their duties.

10.19 The president may not table a matter for motion unless they vacate the chair; however they may offer advice or suggestions on any point under discussion.

#### ZONE ANNUAL MEETING

10.20 The annual zone meeting shall be held before the association annual meeting, the time and place to be named by the zone chairperson.

10.21 At zone meetings each member in good standing with the association shall be entitled to one vote.

**AGENDA FOR ASSOCIATION ANNUAL GENERAL MEETING**

- 10.22 1. Presentation of member credentials.
2. Reading of minutes.
3. Business arising out of minutes.
4. Treasurer's report
5. Business arising out of report.
6. President's report.
7. Zone chairpersons' report.
8. Correspondence.
9. Notice of Motions.
10. Unfinished business.
11. Election of officers.
12. New Business.
13. Adjournment.

**11.00 RULES**

11.01 Umpires shall enforce the official playing rules of C.F.A.B., which shall apply to different classifications. Umpires shall also enforce different league interpretations.

11.02 Members shall conduct themselves in a manner considered to be in the best interests of the game and in the interests of the association.

11.03 Member umpires are responsible for carrying out their duties and assignments in an objective and professional manner.

11.04 Members affiliated with a league or classification will not officiate within that league or classification, but may at the agreement of coaches from both teams. In Junior and Senior Leagues, members affiliated personally with the league or teams may not umpire under any circumstances.

11.05 If at any annual meeting there is not a quorum, the president will call for another annual meeting and if still not a quorum the president will continue with business but shall not expend funds without the permission of the president of B.N.B.

## 12.00 DISPUTES, DISCIPLINE AND APPEALS

12.01 The discipline committee is empowered to act as they deem necessary on all matters within the bounds of the constitution, not with standing a member's right to appeal to Baseball New Brunswick.

12.02 Disciplinary action shall be taken against members by the discipline committee who:

I. Fail to appear for an officiating assignment without a justifiable reason having been duly notified by the zone chairperson or his designate, he shall be fined the appropriate game fee or warned, after notification by zone chairperson. The fine monies shall become general revenue.

II. Dress in a careless manner or contrary to the dress code adopted for the current year, a fine up to a \$50 per offense shall be levied.

III.

Reports for an assignment under, or being suspected of being under, the influence of alcohol or illicit drugs. The discipline committee shall suspend the member after receiving a written report from the zone chairperson or teams, indefinitely after an investigation if the member is found guilty of the charge, a minimum one (1) year suspension will be levied.

12.02(IV). Failure to write an ejection report within 48 hours after the incident will result in a suspension by the discipline committee. The NBBUA will notify the zone chairperson, and the offending official will be notified that their game assignments will be terminated until the ejection report in question has been satisfactorily received by the NBBUA executive.

12.03 The Executive has the right to reject anyone to the association for cause of unprofessional conduct, which can be appealed to Baseball New Brunswick.

12.04 Any fines levied by the association must be paid within 14 days of notification or the member will be considered not in good standing.



**13.00 PENALTIES**

13.01 The executive shall have the power to impose and enforce any further penalties beyond those imposed by the president, including fines, suspensions or expulsion for any violation of the constitution or by-laws, by a majority vote, taken, by phone if necessary.

13.02 Any violation of the constitution or by-laws or the failure to accept and abide by a decision of the president or executive, may render the offending member liable to further disciplinary actions.

13.03 An appeal against the decision may be made to the president of the association in writing within 48 hours after notification.

13.04 Until a suspension imposed by the president or executive is lifted, no member of the association will be permitted to officiate with the suspended member.

## 14.00 AMENDMENTS

14.01 Amendments may be made to the constitution on recommendations by the president, executive or members of the association.

14.02 Notices of motion to amend the constitution must be forwarded to the secretary in writing, at least thirty days (30) prior to the AGM. The Secretary will notify the zone chairpersons at least twenty (20) days prior to the annual meeting.

14.03 After a notice of motion has been served this constitution may be amended at an annual meeting, or special meeting called for that purpose, by a two-thirds ( $2/3$ ) majority of voting members in attendance.

14.04 When no notice of motion has been given; the constitution can be changed at an annual meeting by unanimous vote of the voting delegates at the meeting.

14.05 By-Law Sections 2.03, 2.04 and 2.05 may only be amended if a Notice of Motion has been served.

## **BY-LAWS**

1.01 The association may make by-laws consistent with this constitution, as it deems necessary for conducting business.

### **2.00 REGISTRATION AND MEMBERSHIP FEES**

2.01 Level 1A and 1B – Annual membership fees are due on the day of the clinic attended.

Level 1A and 1B clinics will be scheduled up until June 30<sup>th</sup>.

Level 2A and 2B / Level 3-5 – Annual membership fees are due to the association, on the day the clinic of the clinic attended.

Level 2A and 2B / level 3-5 clinics will be scheduled until May 31<sup>st</sup>.

In addition to these requirements, no umpire may work until their annual membership fees are paid.

2.02 Annual membership fees are to be used for association administration costs, activities, C.B.U.A.C. registration fees, and insurance.

2.03 Membership fees for Level 4 & 5 umpires shall be one hundred twenty-five dollars (\$125) plus the Baseball Canada Registration fee. Membership fees for umpires wishing to write and submit the Level 4 exam shall be the Level 3 fee plus the Baseball Canada Registration fee.

2.04 Membership fees for Level 3 umpires shall be seventy-five dollars (\$75).

2.05 Membership fees for Level 2A and 2B umpires shall be fifty dollars (\$50).

Membership fees for Level 1A and 1B umpires shall be thirty dollars (\$30).

2.06 Current year C.F.A.B. rules are found in a printable format online at [www.baseball.ca](http://www.baseball.ca) under the umpires section. Those wishing to purchase rule books can do so through the NBBUA Vice President of Registration at cost (including shipping).

### **3.00 CERTIFICATION AND CLASSIFICATION**

3.01 Umpires shall be classified in seven (7) grades: Baseball Canada Level 1A and 1B and Level 2A and 2B as well as Baseball Canada Levels 3 through 5. The fee structure sets out terms regarding which level umpires may umpire certain games.

3.02 Following is a list of each level umpires may umpire depending on classification:

Level 1A: (1) May work the plate at or below Bantam “AA”

(2) May work the bases at or below Midget “AA”

Level 1B: (1) May work the plate at or below Midget “A”

(2) May work the bases at or below Midget “AAA”

Level 2A: (1) May work the plate at or below Midget “AA”

(2) May work the bases at or below Intermediate

Level 2B: (1) May work the plate at or below Intermediate

(2) May work the bases at or below Junior

Level 3, 4, 5: (1) May work the plate at any level.

(2) May work the bases at any level.

\*Note: If no other qualified umpire is available the President may temporarily waive these restrictions.

\*Note 2: In agreement with the president and the local Zone chairman, the zone chair has the right to use umpires as he sees fit and are capable to umpire said game in order to train that official for the following year. For example: A Tier 4 may have the chance to umpire Senior games (bases only) or Junior Plate to progress said umpire to the next level.

3.03 Below is a list of requirements to attain each level:

Level 1A: This is a 1 year program. Each year the candidate must attend a day long clinic offered by the NBBUA.

Level 1B: This is a 1 year program. Each year the candidate must attend a day long clinic offered by the NBBUA. Umpires must have completed the 1 year of the Level 1A program.

Level 2A: Must have completed the 1 year Level 1B program. This is a 1 year program. The candidate must attend a day long clinic offered by the NBBUA and obtain a mark of 76% on the exam. If a Level 2A umpire fails to meet the requirements in a year they shall be given a Level 1B rating for that year but are eligible to return to the Level2A program the following year.

Level 2B: Must have completed the 1 year Level 2A program. This is a 1 year program. The candidate must attend a day long clinic offered by the NBBUA and obtain a mark of 76% on the exam. If a Level 2B umpire fails to meet the requirements in a year they shall be given a Level 2A rating for that year but are eligible to return to the Level2B program the following year.

Level 3: For level 3 and above, an umpire must have completed the Level 2B program. They must write an online exam every two years. And every three (3) years attend a provincial Level 3 clinic and have an on field evaluation, to attain recertification. Umpires here, must also obtain a mark of 76% on the exam and obtain a favourable recommendation on an on-field evaluation administered by an NBBUA approved evaluator. If a Level 3 umpire fails to meet the requirements in a year they shall be given a Level 2B rating for that year but are eligible to return to the Level 3 program the following year. This information will be forwarded to the VP of Registration and the VP of Communication for posting.

Exemptions: Exemptions to the certification requirements are to be made in writing to the President of the Association. Once received, the executive will rule on any exemptions that are to be made.

3.04 The NBBUA will schedule a Level 1A and 1B and a Level 2A and 2B clinic in all 8 zones of the province. This schedule will be released by as soon as locally scheduled each year and will be posted on [www.baseballnb.ca](http://www.baseballnb.ca) under umpire clinics. It is the responsibility of the Zone Chair to provide 2 classrooms with adequate facilities including an LCD projector/Smart Board, if available, as well as a Gym for on-field training. If a local association would like to schedule an additional clinic in their area, they are to contact the Umpire Development Committee Chair in writing at least 4 weeks in advance of the clinic. The local association must financially guarantee 10 students for each level they are applying for. This guarantee is to be mailed to the secretary once the clinic has been scheduled and must be received before clinician(s) will be sent. The local association will then keep the registration money from the clinic for the first 10 students that register. The local association will be required to provide a classroom with adequate facilities including an LCD projector/Smart Board, if available, as well as a Gym for on-field training.

### 3.05 National Certification Program.

The Level 4 clinic is held under the jurisdiction of Baseball Canada and it certifies people so that they are eligible to umpire at a National Championship. Each year, National Championships are held in Canada and the Umpires for those championships must have a minimum Level 4 certification. In New Brunswick we shall hold one Level 4 clinic each year. The procedures required to obtain and maintain the national certification are outlined in the Baseball Canada Umpires Operations Manual.

#### **4.00 DRESS CODE**

4.01 The association will recognize the following dress code:

Shirt: Powder Blue or Black pullover with logo or long sleeved black polo.

Pants: Grey

Shoes: Black

Socks: Black

Hat: Black embroidered with logo

Undershirt: Red or black with Black Polo Shirts and Jackets, Navy or black with powder blue polo shirts.

Jacket: Black embroidered with logo

All base umpires must be dressed alike.

4.02 Any umpire attending a national tournament must adhere to the National dress code.

### 5.00 GAME FEES

5.01 The following is a schedule of fees for the years 2008-2011, where P denotes the plate umpire and B denotes the base umpires. Two years notice is required in order to change game fees unless the lengths of the games change.

#### BNB Age Classification

	Year <u>2011</u>	<u>2012</u>
BNB Mosquito Level Baseball	P \$25.00	\$25.00
	B \$20.00	\$20.00
BNB Peewee Level Baseball	P \$25.00	\$25.00
	B \$20.00	\$20.00
BNB Peewee 'AA' & 'AAA'	P \$35.00	\$35.00
	B \$25.00	\$25.00
BNB Bantam Level Baseball	P \$30.00	\$30.00
	B \$20.00	\$20.00
BNB Bantam 'AA' & 'AAA'	P \$35.00	\$35
	B \$25.00	\$25.00



BNB Midget Level Baseball	P \$40.00 \$40.00
	B \$30.00 \$30.00
BNB Midget 'AA' & 'AAA'	P \$45.00 \$45.00
	B \$35.00 \$35.00
BNB Intermediate Baseball	P \$55.00 \$55.00
	B \$45.00 \$45.00
BNB Junior Baseball	P \$55.00 \$55.00
	B \$45.00 \$45.00
BNB Senior Baseball	P \$65.00 \$65.00
	B \$45.00 \$45.00

5.02 Before a game has started umpires shall be paid game fees and travel if appropriate, however if an umpire arrives and the game is not started, just travel, if appropriate, shall be paid.

5.03 If an umpire arrives due to not being notified of cancellation due to home teams fault, the full rate including travel if appropriate, shall be paid. Exception, if a visiting team coming more than 48 km has a break down on the road coming to the game, no fees will be paid, unless there is a traveling umpire and he shall be paid travel allowance. Where travel and meals are necessary, cost should conform to Baseball New Brunswick constitution. (9.07- A, B, and C)

5.04 Umpires in provincial playoffs shall work only in their zone unless requested to travel by the president of the association as well as the zone chairperson is which the umpire will be traveling to. If an umpire is required to travel during the season, they shall be compensated for both travel and meals, at the BNB rate.

5.05 Umpires may work in other zones during the regular season but only with the consent of both zone chairpersons.

5.06 If an umpire arrives at a game and there is no other registered umpire available, he shall receive plate fees only and cannot demand additional game fees.

5.07 If an umpire crew has to call a game according to the rules and a portion of the game is played at a later date, the new crew will not be paid additional fees for the remaining portion; they will only be paid for the new scheduled game.

5.08 The assigning officer in each zone may charge a maximum assigning fee of one hundred dollars (\$100.00) per team in Senior, Junior, Intermediate, Midget AA & AAA, per calendar year. The assigning officer in each zone may charge a maximum assigning fee of fifty dollars (\$50.00) per team in all other classifications, per calendar year.

## **6.00 NATIONAL TOURNAMENTS & ASSOCIATION TRAVEL**

6.01 NBBUA shall pay for any umpire driving to a national assignment or on association business as authorized by the president. The mileage will be adjusted by the executive as required based on economic conditions. Airfare will be paid to umpires traveling to National tournaments on a rotation basis.

6.02 Clinicians teaching Level 1-5 clinics will receive expenses as per the current expense policy.

## **7.00 AMENDMENTS**

7.01 The By-Laws may be amended by a majority vote of the voting members at any annual or special meeting of the association.

## **8.00 CODE OF ETHICS**

### **CODE OF ETHICS FOR ASSOCIATION UMPIRES**

I shall honour my obligations and commitments.

I shall work in a spirit of loyalty and allegiance to the umpiring association of which I am a member.

I shall dress and maintain my appearance in a manner that is benefiting my office and conduct myself so as to be a worthy example to the players and coaches of the game of baseball.

I will strive to develop an atmosphere of confidence and will render fair and unbiased decisions.

I shall keep in mind that the sport is much more important than the wishes of any individual participant or the ambitions of any umpire.

I shall strive for respect, ever mindful of the fact that reciprocation is the only way to earn respect.

I shall strive for patience and tolerance during my explanations to the totally inexperienced and on request, shall render interpretation to young ball players.

I shall respect my partners and shall keep my personal opinions about my fellow umpires between myself and the president of the association. To talk negatively about my fellow umpires is to disrespect all umpires as a group.