

Hamilton Baseball Umpires Association Policy and Procedure Manual

Code of Conduct for Umpires:

- 1) Umpires shall hold and maintain the basic tenets of officiating which include history, integrity, neutrality, respect, sensitivity, professionalism, direction and tactfulness.
- 2) Umpires shall master both rules of the game and mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.
- 3) Umpires shall uphold the honour and dignity of the profession in all interactions with players, coaches, league officials, colleagues, and spectators at all times.
- 4) Umpires shall recognize that anything that may lead to a conflict of interest, either real or apparent, must be avoided. This can compromise the perceived impartiality of an umpire.
- 5) Umpires shall prepare themselves both physically and mentally, and shall dress neatly and appropriately to, during and from a game.
- 6) Umpires shall be punctual and professional in the fulfillment of their assigned obligations.
- 7) Umpires shall work with each other and their governing league in a constructive and cooperative manner.
- 8) Umpires shall not make false or misleading statements regarding their qualifications, credentials, experience, training or competence.
- 9) Umpires shall never officiate a game while under the influence of drugs and or alcohol.
- 10) Umpires shall never publicly criticize any other umpire, at any level, on or off the field, regardless of their role at the time. This may include: during a game which they were umpiring; while observing a game as a spectator; while participating in a game as a player, coach, manager, or any other team or executive; or using social media profile.
- 11) Umpires shall accept responsibility for all actions taken.

Umpire Assignments:

- 1) All games assigned through the Hamilton Baseball Umpires Association shall be officiated by 2 certified umpires through either Baseball Ontario, or Baseball Canada.
- 2) This does not prohibit a member from donating his/her service or accepting game assignments not assigned by the HBUA.
- 3) A member must honour all assignments. Once a game has been accepted by a member it becomes the responsibility of that member. A notice to withdraw, or switching an assignment with a umpire is not permitted. The umpire that withdrew or initiated the change **MAY** be subject to a fine of ten dollars (\$10). Umpires wishing to return their accepted assignment are required to notify the assigner immediately. Umpires showing just cause for the return or switching of their assignment deemed acceptable by the HBUA executive will have the fine waved. In the event that this becomes an ongoing issue, the executive may take action against the umpire.
- 4) Members are not guaranteed a minimum number of assignments over any given period of time regardless of the level of certification, years of service time, or any other arbitrary factor; likewise, there is no maximum number of assignments a member may receive. The Assigner has full discretion with regard to the selection of umpires for any given assignment.

Umpire Game Management:

- 1) For any game where the two umpire system is used, the plate umpire shall assume the role of umpire-in-chief where specified in the Official Baseball Rules. For any game where three or more umpires are used in a game, the Assigner will appoint a game "Crew Chief" to fulfill the role of "Umpire-In-Chief" for that game. In the event that no Crew chief is selected the senior member of the crew shall assume that role, should a non-routine situation occur.
- 2) Umpires shall arrive at their assignment no later than 30 minutes prior to the game's scheduled start time. All umpires should travel with both plate and base equipment, regardless of their assignment, in the event of an emergency. It is recommended umpires correspond in advance to arrange a meeting location at the park. Umpires shall enter the field at least 5 minutes prior to scheduled starting time, so that the game may begin on time.
- 3) During the pre-game umpires are encouraged to go over their assignment coverage whether it being plate or base. Umpires should know who is covering what base during a play. Communication is very important.
- 4) Umpires should leave for their game assignment early enough in the event that there are road closures, an accident or other unforeseen circumstances. If your umpire partner is late arriving to the ball park you are required to notify the assigner after your game.
- 5) Umpires are permitted and strongly encouraged to bring their own method of hydration to any assignment. However, no umpire shall place a cooler or any other paraphernalia on the field of play at any time.
- 6) Umpires are to enter the playing field together and following the completion of the game all crew members leave the playing field at the same time.
- 7) Under no circumstances shall an umpire call pitches from behind the mound. In the event of illness or injury or a umpire no show to the plate umpire. The base umpire shall change into plate equipment and assume the duties of the plate umpire in full gear from behind the plate.
- 8) In the event a game is terminated due to curfew, forfeiture, or any other reason, all umpires shall leave the field immediately. Under no circumstances shall an umpire remain on the field to officiate after the game has been terminated.
- 9) In the event of a game that must be replayed due to an overturned protest, the Assigner shall schedule the original umpire crew for the game. If the protest was overturned due to an incorrect rule application, the umpires shall not be paid for the replayed game. In the event the original crew is unavailable, the original umpire(s) shall forfeit the game fee to the replacement umpire(s). The President may void this provision if, in the judgment of the President, the protest was improperly upheld. This provision shall not apply if the protest was made during a game played in another centre, or if the protest was the result of a player-eligibility and/or a roster issue.

Page 3

Umpire Uniform:

Umpires are required to be in full uniform. The uniform consists of the following:

Shirts: Navy Blue Shirt, though other shirt colours are permitted as long as your partner is wearing the same. Other shirt colours include: Black, Cream, Powder Blue, Red, Pink.

Pants: Charcoal Gray or Heather Gray, pleated or non-pleated is acceptable.

Hats: Dark Blue or Black depending on which uniform is being worn.

Belt: Black only.

Socks: Black only.

Shoes: Black only and plate shoes should have a steel toe, accent white will be accepted

Protective Cup: Jock or Jill

Jacket: Black or Navy Blue

Plate Umpire Gear:

Mask

Chest Protector(Inside only)

Shin Guards

Ball Bag: Navy Blue or Black

Under Apparel: Tights, tee shirt

Plate Brush

Game Card "Wallet" and pen or pencil

Indicator

Other items :

Gloves

Sunglasses

Equipment Bags

Sunscreen

Uniforms shall be kept clean, pressed (where appropriate) and in good condition. Shoes shall be shined and kept clean of dirt, mud, and grass. Hats shall be clean and free of visible sweat stains. Plate equipment shall be clean and free of odours.

Umpires are not to attach any foreign objects, nor shall umpires wear equipment on the outside of their uniform.

Page 4 Umpire Uniforms continued.....

If the plate umpire wears a short sleeve shirt, the base umpire(s) may wear either a short sleeve shirt or jacket. If the plate umpire wears a long sleeve shirt, the base umpire(s) may wear either a short sleeve shirt or jacket.

If the plate umpire wears a plate coat or jacket, ALL base umpires may wear a jacket.

Just a reminder that the Association default colour is Navy as set out by Baseball Ontario.

Sleeve Numbers:

Umpires requesting to wear sleeve numbers are only allowed once given permission and permitted by the President. Numbers MUST be approved and new members are required to follow our procedures. Current umpires not in good standing for over 1 year may not have their sleeve number guaranteed. An umpire not in good standing shall be deemed to have forfeited their number.

Purchasing Equipment:

The HBUA currently has an agreement with Honigs Canada. Members in good standing with the HBUA are allowed to purchase umpire equipment at no up front cost to them. Umpires will then umpire assignments within the HBUA to pay off their outstanding balance that is owing. Umpires requesting to place orders are required to notify the HBUA President with a few days notice, so that arrangements can be made for you to head there for your purchase. All outstanding balances owing are the responsibility of the said umpire and required to be paid in full by August 15 of the current umpire season. Umpires with outstanding balances will be notified by the treasurer and will need to make arrangements to pay the outstanding balance that is owing. It is agreed that if payment is not made that de-certification of the Baseball Ontario certification and legal action may be taken to recoup outstanding balances if required.

Umpire Certification and Development:

Training will be conducted in accordance with the following classification levels as set out by Baseball Ontario and or Baseball Canada.

All umpires are to be fully certified before the start of each season.

Level 1: All levels of house league and Rep baseball up to Peewee.
2 year requirement.

Level 2: All Rep baseball up to and including Midget.
3 year requirement at Level 2 and must pass yearly exam.

Page 5 Umpire Certification and Development continued.....

Level 3: All levels of baseball and require to pass an exam yearly and attend a clinic every 3 years.

3 year requirement before proceeding to Level 4

Level 4: All levels of baseball in Canada. Must be invited to a Level 4 clinic and requires a successful plate and base evaluation.

Must be 1 year at Level 4 before being invited to Level 5.

Level 5: All international baseball. Must be invited to a Level 4 clinic and requires a successful plate and base evaluation.

- 1) The HBUA President shall appoint a member of the association to be in charge of Umpire Development. The member, may, but is not required to be, a member of the executive. This individual is not required to be an active member to hold this position. This individual shall be well-versed in the Official Rules of Baseball and knowledgeable of the techniques taught by Baseball Canada. Experience in the Baseball Canada National Umpire Program and/or affiliated professional baseball (MiLB) is highly preferential.
- 2) The Director of Umpire Development shall be responsible for ensuring the quality of umpiring provided by the HBUA beyond reproach.
- 3) The Director of Umpire Development may delegate some of their duties, at their discretion, to a designate or designates. If a designate is used, the Director must ensure a similar level of competency to their own qualifications.
- 4) HBUA umpires may, at any point during the season, be observed by the Director of Umpire Development, or designate. Umpires are not required to be notified in advance of an observation. The observer shall have a post-game discussion with the umpire crew, where positive and negative aspects of the game are discussed. The observer shall follow-up with each umpire, providing a written summation of their observations. The President and Assignor shall also receive a copy of these observations. The goal of these observations is to raise the overall standard of officiating within the HBUA, not to be critical of umpires or for observers to flaunt their experience and credentials. Umpire assignments shall be affected by particularly strong or weak performances during an observation.
- 5) Observations shall always be carried out by dedicated observer not involved in the game. At no point may an observation occur by an umpire on the field.
- 6) Submitted reports will also be reviewed to assess the aptitude of the situation management. The President reserves the right to have the Director of Umpire Development (or designate) follow-up with the umpire(s) involved to discuss the positives and negatives of the way the situation was handled.
- 7) Multimedia footage, including but not limited to photographs and video, obtained by the Director, of any HBUA official during any HBUA assigned game, shall be eligible for evaluation. However, third party multimedia footage must not replace live observation as the primary means of performance evaluation. Substandard appearance or performance highlighted by this footage shall be eligible for discipline.
- 8) Member(s) who have concerns with any feedback from an observation must forward their issue(s) in writing to the President. Insubordination at any point in the observation process will not be tolerated.

Page 6 Umpire Certification and Development continued.....

- 9) The HBUA is proud of it's "Mentor" program. Young or less experienced umpires are always assigned to a senior mentor for game assignments. Senior officials are encouraged to get involved in developing these umpires.
- 10) HBUA members are not allowed to umpire at the same age level up to and including Junior age. Only on recommendations from the Director of Umpire Development or designate upon observations of the said umpire will this be allowed.

Ejections and Incident Reporting:

Any umpire who ejects a player, coach or operating personal from ANY game will report the ejection in writing using the appropriate HBUA electronic version of the the "Incident Report Form".

A full and detailed report must be submitted when any of the following incidents occur during a game: ejection, throwing-at-a-batter warnings, bench clearing incident, protest, suspended game, post game violation, or injury. For all games officiated by 2 umpires both officials shall submit a report. For games with 3 or more umpires the crew chief and one other umpire shall submit a report.

Reports shall be written in a clear and concise manner, free of grammatical and spelling errors, so as to accurately describe the incident in question to a reader who was not present.

If there are field issues a report is to be filed and if possible pictures taken and forwarded to the President by email. In the event of ejections a report is to be filed by ALL umpires involved in the game.

HBUA Awards:

The HBUA executive reserves the right to announce award winners at the annual AGM each year. These awards include: Junior/Senior Umpire of the Year, Wall of Fame/Life Members.

Dennis Aldridge Junior Umpire of the Year:

This award is presented to a Junior Development Umpire Level 1 or Level 2 who has demonstrated enthusiasm and eagerness to grow and advance within the HBUA. Key components are, leadership and communication, umpire abilities and skills.

Dennis Aldridge Senior Umpire of the Year:

This award is presented to a umpire Level 3 or above, who made outstanding contributions to the association with his/her leadership and communication and umpire abilities and skills.

Wall of Fame and Life Members:

This award is for members with a minimum service of 10 years with the HBUA. This member has shown a keen interest in his/her ability to improve and foster the growth of the HBUA.

