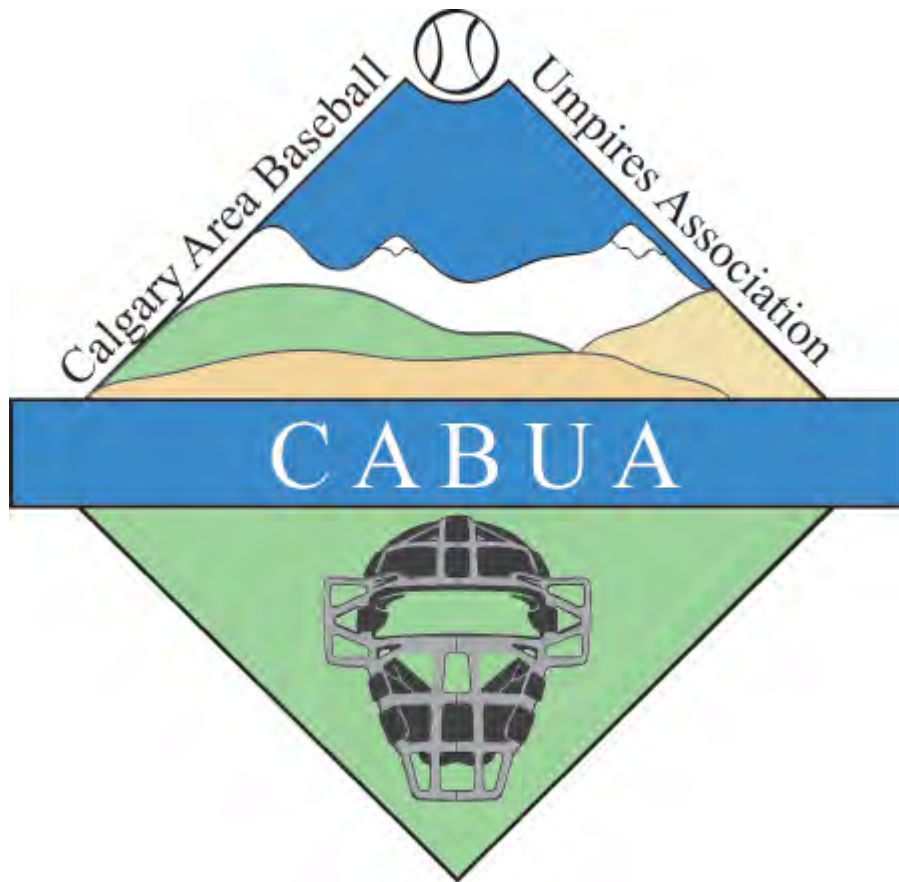


MEMBER'S GUIDE 2006



WWW.CABUA.CA

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A LOOK BACK

Welcome to the Calgary Area Baseball Umpires Association!

To better understand where we are going as an umpire association, here is a brief history of where we have been.

The Calgary Area Baseball Umpires Association (CABUA) was formally registered as a not-for-profit association in 1999 after a few years of informal planning by a group of Calgary area amateur baseball umpires.

Those umpires met each month to discuss the need to have a more organized and structured entity to help recruit, train, develop and assign amateur baseball umpires. The advantages of having 'one-stop-shopping' for leagues via a single source umpire-Assignor available were also identified. This was intended to avoid every Umpire-in-Chief or league coordinator individually chasing umpires for their programs. One central assignor is able to provide better overall coverage for leagues by cross-utilizing umpires where needed and keep umpires progressing to whatever level they aspire.

A common umpire game-fee structure was also established with a monthly billing system put in place to avoid teams having to bring cash to each game, or umpires going unpaid.

Other benefits for umpires soon began to evolve as CABUA became a model for others and strong voice in provincial umpire affairs. New programs for training, supervision, uniform consistency, incident report, communications, safety issues and other improvements began to evolve with a work load, formerly borne by a few, now more broadly shared.

CABUA quickly grew from approximately 30 umpires in its initial year to over 100 in just a few years.

Today, almost every baseball player, 13 years or older, in Calgary and surrounding area has CABUA umpires officiating their games.

While much as been accomplished to improve the quantity and quality of baseball umpires available to all levels of amateur baseball, the cycle of recruitment, training and development is never completed.

Once again, we welcome you to the special group of sports officials called 'umpires' and we look forward to seeing you in the classroom and on the diamond.



CABUA Executive 2005-2006

Seven CABUA members sit on its Executive and serve two-year terms. Elections are held at the Annual General Meeting in even years. All CABUA members in good standing may vote and let their name stand for election to any Executive position.

Current Executive are:

President	Jeff Metzger
Vice President	Ian Clarke
Treasurer	Guy Bonnier
Secretary	Darryl Ferguson
Member-at-Large	Lyle Gagne
Member-at-Large	Mike Whitely
Commissioner (appointed)	George Gourdinne

Appointed by the Executive are Committee Chairs, who, in turn, recruit members to serve on their respective committees. All members are eligible to serve on Standing or Special Project Committees with the exception of the Umpire Development Committee (UDC). UDC members make up CABUA's Umpire Supervisor group and must each have passed the National Umpire Certification Program Course Conductor or Umpire Evaluator course and exam.

Current Committee Chairs are:

Umpire Development (UD)	Dave Bisanti
Governance	Stephen DeLude
Membership and Awards	Bryce Paton
Finance	Vacant
Social	Dale Elder

Each season, CABUA also hires an Assignor who's job is to make best efforts to pre-assign the required number of umpires (usually two) to each CABUA assigned game. The Governance Chair is the administrative supervisor of the Assignor position while they take direction from the Umpire Development Chair as to what level of baseball each umpire may be assigned.

CABUA's full By-Laws can be found at www.cabua.ca



IMPORTANT NUMBERS TO NOTE

ASSIGNOR	Dave & Maureen Bisanti Home 403-201-2202 Cell: 403-891-2287 cabua@shaw.ca or dbisanti@shaw.ca
INFORMATION HOTLINE*	735-7486
UD CHAIR – DAVE BISANTI	201-2202
CABUA WEBSITE	WWW.CABUA.CA

- INFORMATION HOTLINE – CHECK THIS NUMBER DAILY DURING THE SEASON FOR A RECORDING OF THE LATEST GAME STATUS OR OPEN ASSIGNMENTS STILL REQUIRING UMPRES
- IF WEATHER OR FIELD CONDITIONS ARE QUESTIONABLE, ALWAYS CHECK THE HOTLINE BEFORE LEAVING TO THE DIAMOND

WHAT'S ON THE WEBSITE?

- EXECUTIVE NAMES, TELEPHONE NUMBERS AND EMAILS
- FORMS
 - INCIDENT REPORT
 - UMPIRE AVAILABILITY
- GAME ASSIGNMENTS
- DIAMOND LOCATIONS
- LEAGUE RULES
- UNIFORM, DRESS CODE AND UMPIRE CODE OF ETHICS
- EQUIPMENT AND UNIFORM SUPPLIER
- LATEST CABUA NEWSLETTER
- UPCOMING CLINICS AND OTHER EDUCATIONAL READING
- WALL OF HONOUR – AWARDS AND RECOGNITION
- LINKS TO OTHER IMPORTANT WEBSITES
- UPCOMING EVENTS- SOCIAL ACTIVITIES
- CABUA BY-LAWS
- AND MORE.....

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GAME ASSIGNMENT PROCESS

1. Complete the Umpire Availability Form and email to the Assignor.
UMPIRES MUST KEEP AVAILABILITY STATUS CURRENT WITH ASSIGNOR. Umpires that indicate they are available then turn back assignments will be given a lower priority for future assignments.

If uncertain, it is preferable to indicate you are not available then later notify the Assignor that you can take an assignment on that day, than to turn back the game such that the Assignor must scramble and repeat the process to find a suitable replacements.

Microsoft Excel - Not Available Template - List.xls

NA Date	NA Code
Sunday March 26, 2006	0
Monday March 27, 2006	0
Tuesday March 28, 2006	0
Wednesday March 29, 2006	0
Thursday March 30, 2006	0
Friday March 31, 2006	0
Saturday April 01, 2006	0
Sunday April 02, 2006	0
Monday April 03, 2006	0
Tuesday April 04, 2006	0
Wednesday April 05, 2006	0
Thursday April 06, 2006	0
Friday April 07, 2006	0
Saturday April 08, 2006	0
Sunday April 09, 2006	0
Monday April 10, 2006	0
Tuesday April 11, 2006	0
Wednesday April 12, 2006	0
Thursday April 13, 2006	0
Friday April 14, 2006	0
Saturday April 15, 2006	0
Sunday April 16, 2006	0
Monday April 17, 2006	0
Tuesday April 18, 2006	0
Wednesday April 19, 2006	0
Thursday April 20, 2006	0
Friday April 21, 2006	0
Saturday April 22, 2006	0
Sunday April 23, 2006	0
Monday April 24, 2006	0

NA Code
0 - Available
100 - Not Available
200 - N/A in morning
300 - N/A in afternoon
400 - N/A in evening
500 - N/A in morning and afternoon
600 - N/A in afternoon and evening
700 - N/A morning and evening
900 - See Attached Notes

Do not code NA dates for normal working days. i.e. 9:00 to 5:00 Monday to Friday.

Printing:
Click on the NA_Report Tab at the bottom of the screen and follow the instructions.

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2. Provide your scheduling preferences to the Assignor. Eg. Son or daughter's games, double headers, preferred quadrant of city etc. This needs to be completed once at the beginning of each season.

**CABUA Umpire Self-Assessment and Assignor Scheduling Guidelines
2006**

Date _____

Name _____ Email: _____

Contact numbers: H _____ W _____ C _____

Current NUCP Level: ____ Did you attend an NUCP clinic this year??? ____

Highest Level Game, League, Regional, National or International
Tournament worked: _____

1. PLEASE INDICATE WITH AN -X- ANY DAYS OF THE WEEK YOU ARE NOT USUALLY AVAILABLE OR WOULD PREFER NOT TO BE ASSIGNED UNLESS IN AN EMERGENCY. ON DAYS YOU ARE NORMALLY AVAILABLE PLEASE INDICATE YOUR ORDER OF PREFERENCE WITH -1- BEING THE MOST REFERED DAY.
2. FOR WEEKENDS INDICATE A.M. OR P.M.

EXAMPLE

MON	TUE	WED	THU	FRI	SAT	SUN
X	5	4	3	2	1	X A.M.

Comments: ***Will work double header anytime Saturday OR Sunday afternoon, but not BOTH days.***

2. Approximately how many week day games per week : **4**
3. Geographic/league area preference: **North side of city**
4. Any known black out dates due vacation, out of town travel, family commitments, shift work etc.?

See attached 'Not Available Template' for specific dates. (Form can be found on www.cabua.ca - update whenever availability changes.



5. Please indicate which Levels you are comfortable working, based on your experience and training, and your order of preference for game assignments.

_____ Sunburst League (Senior Men AAA); WMBL, Foothills Major Baseball League (Senior Mens AA)

_____ Junior Mens AAA, U of C Dinos

_____ Junior Mens AA

_____ Midget/Babe Ruth AA-AAA (age 17-18);

_____ Big League (17-18)

_____ Senior Little League (15-16); Bantam (15)

_____ Pee Wee (13); Junior Little League (13-14)

_____ Canadian Division Little League (13-15 Tier 2); Mosquito (11-12)

Note – While the CABUA Assignor will attempt to consider everyone’s league or other preferences, CABUA’s ability to cover all games in all leagues is based on everyone taking their share of out-of-community assignments or working the less competitive levels.

Assignment preference comments such as ‘I only want to work my son’s games’ are of limited use to the Assignor if he does not know who your son is, which League etc.

Any other information?

PLEASE COMPLETE AND RETURN TO:

cabua@shaw.ca

Thank you very much. This information will be kept confidential to the CABUA Executive, Assignor and Umpire Development Committee. It will help your Umpire Association meet the expectations of the Leagues for which it assigns qualified officials and your Umpire Development Committee in planning its activities to improve individual and overall CABUA level of performance.



Game Assignment Process cont'd

3. Provide Assignor with your email and various telephone contacts.
4. Check email daily and when Game Assignments are received, review them and acknowledge acceptance promptly back to the Assignor.
5. On game day, particularly if weather questionable, check the Information Hotline prior to leaving to the diamond.
6. Let Assignor know after game if anything unusual occurred from a scheduling perspective – such as team(s) no showed; partner no-showed; game did not start or suspended due weather or field conditions.

INCENTIVE PROGRAM

CABUA has a program to reward positive behaviour or contributions to meeting its goals versus penalizing negative behaviour.

All umpires begin each season eligible to win a monthly prize draw during the season and a grand prize at the end of the season.

Umpires that have a repeated history of turning back games for no apparent reason; no-showing games; improper uniform; failing to keep Assignor current on lack of availability will cause themselves to be ineligible for the prize draw.



ANNUAL DUES

A membership year for CABUA is from April 1 to March 31. Annual dues are \$35.00 which will be deducted from the first game fee period cheque. At the Spring General Meeting, those wishing to vote must either pay their annual dues at that time or complete a 'Dues Deduction Authorization' form authorizing the Treasurer to deduct annual dues from the first game fee cheque.

Annual dues are used to fund CABUA's umpire development and supervision program, administration costs, equipment purchases, umpire insurance and legacy training fund.

LEGACY TRAINING FUND

CABUA's By-laws require an annual transfer of funds to its 'Legacy Training Fund.' This fund is available, upon application, for CABUA members to attend approved advanced umpire training schools not available under Canada's National Umpire Certification Program. An example would be the Jim Evans Academy of Professional Umpires (one week amateur school or five-week full academy).

An application form can be found on www.cabua.ca



UMPIRE SUPERVISION PROCESS

Every CABUA umpire is assessed by the Umpire Development Committee and guidelines are given to the Assignor as to what level each umpire should be assigned. Under special circumstances, an umpire may be assigned to a higher or lower level than they normally work. Contact the Assignor if you have concerns about your ability to work the level assigned.

The UDC review is done pre-season and mid-season after umpires have been seen on the diamond.

The UDC target each season is to assign a Supervisor to watch each umpire once during a plate and base assignment. A Supervision form will be completed during the game, feedback is provided after the game and a copy is placed in the UDC files.

Each umpire is assigned to a specific Supervisor. Use your Supervisor as a resource for rules, situation handling queries or any other concerns.

Umpires are encouraged to take advantage of this learning opportunity, ask lots of questions and work on the suggestions offered.

Umpires should not switch Assignments as this may disrupt the Supervision schedule. Umpires sometimes offer the excuse "If I had known I was being supervised, I would have hustled more." Every game and every call should be made as if it was championship game with a supervisor watching.

CABUA UDC SUPERVISORS

Dave Bisanti (UDC Chair)	Bryce Paton	Pierre Simard
Tom Langlois	Josh Clark	Stephen DeLude
Lyle Gagne	Jeff Metzger	Dale Elder
Doug Mann	Rolf Swanberg	Frank Hornby
Mike Whitely	Leif Lindholm	Jake Gibbon
Joe MacLean	Jim Runnett	Darryl Ferguson



LEAGUES ASSIGNED BY CABUA

LITTLE LEAGUES *

FISH CREEK	NORTHWEST	CAL WEST
SUNRIDGE	ROCKY MOUNTAIN	FOOTHILLS
CAL SOUTH	COCHRANE	CENTENNIAL
BOWRIDGE	DISTRICT 8 ALL-STARS	

* JUNIOR DIVISION (13 YRS) THROUGH BIG LEAGUE DIVISION (18 YRS)

- ◆ BABE RUTH CALGARY BASEBALL
 - 16-18 YEARS
- ◆ FOOTHILLS MAJOR BASEBALL LEAGUE
 - SENIOR MEN AA
- ◆ CALGARY BASEBALL (BASEBALL ALBERTA)
 - PEE WEE (13 YEARS)
 - BANTAM (14 YEARS)
 - MIDGET (15-18 YEARS)
 - JUNIOR MEN (19-21 YEARS)
- ◆ UNIVERSITY OF CALGARY DINOS (JUNIOR MEN AAA)
- ◆ WESTERN MAJOR BASEBALL LEAGUE (COLLEGE SUMMER LEAGUE)
- ◆ ALBERTA SUNBURST LEAGUE (SENIOR MEN AAA)
- ◆ PRO-BASEBALL FORCE (FALL BASEBALL SCHOOL)

CABUA is also requested, when needed, to provide umpires to Red Deer, Lethbridge and other southern Alberta communities.



POST-SEASON PLAYOFFS AND CHAMPIONSHIP ASSIGNMENTS

The stakes are raised for game participants during league, district, regional, national and international championship tournaments. While every game is important to someone, post-season play requires umpires with the necessary knowledge and experience for those challenges.

Umpires are selected and assigned based on the following criteria:

- ◆ Competency
 - NUCP requirements
 - Game management skills – handling pressure situations
 - Judgement - Rules Knowledge
- ◆ Off-Field behaviour and deportment
- ◆ Location
- ◆ Budget
- ◆ Availability
- ◆ Organizational affiliation

- ◆ Umpires for CABUA assigned Little League or District championships are selected and assigned by CABUA
- ◆ Umpires for non-CABUA assigned Little League, District or Regional Championships are selected by the host Little League organization.
- ◆ Umpires for Baseball Alberta round robin or provincial championships are selected by Baseball Alberta umpires supervisors and assigned by CABUA.
- ◆ Umpire for Baseball Canada championships are selected by provincial supervisors and assigned by Baseball Canada.
- ◆ Umpires for International championships are selected by Baseball Canada and assigned by the International Baseball Federation.



GAME FEES AND PAYMENT PROCESS

CABUA enters into a written agreement with each league each year which includes both league and CABUA expectations.

Put simply, each league expects CABUA to make best efforts to assign two umpires (some leagues three umpires) to each game; to be qualified for that level of play, show up on time, conduct themselves in a professional manner and officiate the game fairly in accordance with the official baseball rules and any modifications for that league. They also expect CABUA to keep accurate record games umpired with regular reports and reconciliation of fees paid.

CABUA's expectation is that the league place funds on account with CABUA, provide game schedules in a timely manner, treat umpires with respect, conduct their game in a safe manner and provide prompt payment to CABUA such that umpires can be paid promptly.

Game fee schedules are reviewed with each league from time to time such that Calgary baseball umpires are compensated appropriately in line with baseball umpires elsewhere in Alberta and with other amateur sport officials.

A portion of each game fee paid by each league is retained by CABUA to compensate its Assignor, fund training and other association costs. CABUA's financial records are subject to an internal audit each year, not-for-profit regulated reporting and inspection by any member at any time.

2006 Game fees paid to CABUA are as follows:

Little League Junior through Big League	\$30.00	
Pee Wee	\$28.00	
Bantam	\$30.00	
Babe Ruth AA & AAA	\$36.00	
Midget	\$36.00	
Junior Men	\$40.00	
FMBA Men AA	\$45.00	
Sunburst Men AAA	\$50.00	9 innings
U of C Dinos	\$45.00	9 innings \$50.00
WMBL	TBA by each Club	Mileage @ .35 cents/km for out of town
Note – all games seven innings unless otherwise noted		
CABUA retains \$3.00 of each umpire fee charged to the League by CABUA to fund CABUA Assignor and other administrative costs.		

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Payment Process cont'd

Subject to Leagues providing payment to CABUA per each agreement payment terms, CABUA makes best efforts to mail a cheque for the previous months game fees to each umpire by the middle of the next month. April games are combined with May and September games are combined with October for payment purposes.

Leagues pay a partial fee for games cancelled without sufficient notice to notify or re-assign umpires.

Umpires that work without a partner receive the standard game fee.

IMPORTANT – CABUA is a not-for-profit association. It's primary source of funding is its members annual dues and the portion of each game fee (\$3.00) paid by each League. While CABUA has 'advance payment' terms in place with each League, historically there are Leagues each season that bounce cheques, take weeks to remit payment, have 'Treasurer out of town on holidays' or various other reasons why CABUA does not get paid on time.

Despite best intentions and efforts to avoid resultant cash-flow problems, timely payment each month to umpires is dependent on timely payment to CABUA from Leagues. Regretfully, some leagues in the past have not remitted payment until November or following legal action being initiated.

When this happens, your patience is needed. CABUA is well aware of the importance of umpires, particularly youth umpires, receiving cheques in time for summer vacation etc. Special arrangements have been made in the past to accommodate exception circumstances on a case-by-case basis.

Verbally abusing our Treasurer when monthly cheques are delayed will not be tolerated. If you want a summer job with a guaranteed pay day then being an amateur sports official is not for you.

Volunteers to help chase delinquent Leagues are welcome.



INCIDENT REPORTS

All incidents of significance that occur before, during or after a game must be reported. Incident Report forms are posted on the website.

Reports must be completed by the umpire involved in the incident, signed by the other umpire(s) at the game and emailed (preferred) or faxed to the UD Supervisor, Dave Bisanti dbisanti@shaw.ca , within 24 hours.

Examples of 'incidents of significance' are as follows:

- Ejection of manager, coach or player
- Protested games
- Forfeited games (due refusal to field team or insufficient eligible players due ejection(s))
- Physical or verbal abuse of umpires before or after the game by participants, players or spectators (including parking lot areas).

Incident reports are treated very seriously by CABUA and by most leagues. Reports must be factual, include names and all pertinent details of the incident. One report may be used if multiple ejections during one incident. Separate ejections in separate incidents require separate reports.

Never exaggerate what happened or what was said. In addition to the umpire's integrity being questioned, a player or coach may be subjected to inappropriate discipline.

CORRECT

- ◆ "Coach Smith knocked my hat off"
- ◆ "Manager Jones ejected for arguing balls and strikes"
- ◆ " Home Team #12 Jones stated I was F***ing brutal"
(spell offensive word(s) out in full)

INCORRECT

- "I was assaulted by the coach"
- "Manager questioned my judgement"
- "Home Team #12 Jones swore"



UMPIRE INCIDENT REPORT

A report must be submitted to the Supervisor of Umpires and to the League President after any game in which violations of rules occur and other incidents worthy of comment, including disqualification of any trainer, manager, coach or player.

Name of	XYZ Little League	Date of	June 10, 2006
League:	Senior Division	Report:	
Plate Umpire:	Bill Jones	Base Umpire:	Fred Smith
Person Involved (Home):	Manager Dingleberry and Player #12 Ura Doofus	Person Involved (Visitor):	n/a

Game Information:

Date of Game: June 10, 2006	Visiting Team: Reds
Ballpark: Optimist 13	Home Team: Blues
Inning: 4	Score: Visitors 8
Home: 0	
Batter #: 12	Count: 3-2
	Runners: R1 <input type="checkbox"/> R2 <input type="checkbox"/> R3 <input type="checkbox"/>

Incident Report:

Home Team #12 was ejected by plate umpire after showing violent disapproval of called strike 3 by throwing helmet and bat then stating 'you're pathetic' to the umpire while walking to dugout. Manager Dingleberry came out and asked what was said. When I told him, he responded, "He's right" at which point he was also ejected.

In Your Opinion Was This Incident: Routine yes Too Prolonged? No
 Offensive Yes Was A Warning Issued? No Violent No

Other Comments:

After game, person who appeared to be Player #12 parent called me an 'asshole' in the parking lot. I ignored the comment and continued to my car.

Attested By: 1. Umpire Involved (print name) Signature Date: June 10/06
 2. Partner (print name) Signature Date: June 10/06

Original – Supervisor Second Copy – League Third Copy - Umpire



FORFEITS, PROTESTS OR SUSPENDED GAMES

Plate umpires are required to record the exact circumstances at the time a game was forfeited, played under protest or suspended due to weather, darkness or other suspended game circumstances.

Games that did not begin due to insufficient players on one team can be simply reported via email to the Assignor.

Protest or suspended game details should be record on the back of the home team line-up card. Details should include inning, team/player at bat, runner locations, number of pitcher visits during inning in progress or any other details that the next crew may need if and when the game is resumed.

Contact the Assignor to make arrangements to hand off line-up cards to be forward to the resumed game crew.



CABUA UNIFORM AND DEPARTMENT GUIDELINES

Objective:

The key objective of the Calgary Area Baseball Umpires Association (CABUA) is to facilitate the development of quality baseball umpires in the Calgary area.

Proper attire, deportment and attitude are crucial elements in establishing a professional demeanor and gaining the respect of the managers, coaches, players, spectators, and fellow umpires.

To this end, CABUA has established the following guidelines for umpire dress and deportment to ensure that CABUA assigned umpires are consistent in their appearance, conduct and CABUA assignment commitments are met.

Standard Umpire Uniform:

For base umpire:

- Navy blue pullover short-sleeve shirt with red or navy undershirt (consistent with partner).
- Grey slacks, clean and neatly pressed.
- Black shoes, black socks, black belt (socks may also be dark navy blue).
 - Shoes clean and shined, conservative belt buckles.
- Navy blue fitted umpire cap (CABUA logo preferred).
 - Black fitted umpire cap may also be worn only with black, grey shirt.
- Carry a timepiece out of sight (preferably in pocket) in the event of time limits, weather delays, curfew or other requirements for noting the time.

For plate umpire:

Same as base umpire with following additions:

- Navy ball-bag(s) (note: base umpire never wears ball-bag). Black ball bag(s) permissible if wearing black or grey shirt/hat.
- Navy plate coat acceptable.



- Protective mask with dangle or extended throat protection, jock (or jill), chest protector, shin pads and steel-toed footwear must be worn.
 - Shin pads and chest protector are not to be worn outside clothing.
 - Cap is to be worn (not backwards) with standard umpire mask, cap is not required if 'helmet style' mask is used.
- Only 'umpire style' helmet mask may be worn. The typical 'catcher mask and helmet/skull cap' should not be worn by umpires. Contact UD chairman for advice if unusual requirements.

Additional items/notes:

- Other colour combinations are acceptable (powder blue, black, grey, red) but all umpires must match. NOTE: The standard navy blue uniform shirt MUST always be available. Do not assume your assigned partner will have other colour combinations.
- Outer jacket, windbreaker or sweater (navy blue or black only) may be worn either outside or tucked in dependent on garment style and personal preference. Umpires should match.
- Gloves should be black or navy.
- Conservative sunglasses are acceptable.
- Use of CABUA logo items is encouraged as it is 'league neutral' and avoids having to purchase multiple patched or embroidered uniform components for the various leagues. NOTE: Dress code for Provincial, Little League or National play-off or championship tournaments may require otherwise. Check with Tournament UIC.

Guidelines for Managing Assignments:

- Advise the Assignor as early as possible of dates when you will not be available for assignments, also provide him or her with any restrictions or assignment preferences
- Confirm receipt of assignment e-mail, fax or phone messages.
- Reply promptly to Assignor if any conflicts with assigned games.
- Record your assignments in your calendar immediately after accepting them.
- When called to cover last minute assignments, be as flexible as practical to assist the Assignor in meeting our league commitments.
- Always call the Assignor first to handle re-assignments of games.
- Review assignment bylaw annually to understand umpire and Assignor responsibilities.
- Unless extenuating circumstances (injury or late arrival as noted below), work the position assigned to you. There may be a Supervision planned for your game evaluating the position you were originally assigned.



Guidelines for Working Games:

- Evening before game – check game location, time, partner(s), plate/base assignment and make sure equipment is prepared. Note – Always bring your plate gear even if you are assigned to work the bases. A last minute re-assignment or game turn-back by the assigned plate umpire may occur.
 - Check www.cabua.ca for any special league rules, diamond location, normal umpire parking area, and any other relevant information.
- Arrive at diamond a minimum 30 minutes before game time
- Establish a consistent stretching/running/warm-up that helps you relax and prepare both physically and mentally for your game.
- If unfamiliar with diamond or first game of the season at that diamond, walk the diamond (preferably with your partner), check for hazards, and discuss known or probable ground rules or other peculiarities of that diamond. Be aware of changes since last season (e.g. tree branches now overhang fence, dugout changes...).
- Advise home team manager that you are present, check on status of teams/weather/expected start time and obtain supply of game balls.
- Rub up baseballs and get dressed for game.
- Go through pre-game checklist with partner and ensure ground rules and league local rules are understood.
- At 15 minutes before game time if your partner (who is working the plate) has not arrived, get prepared to change into your plate gear. If at 10 minutes before game time said partner has still not arrived, change into your plate gear to ensure that you can start plate meeting on time.
- Arrive at home plate with partner(s) 5 minutes before game time for plate meeting. If necessary and if consistent with league rules/directives, order any team on the diamond to end their infield practice.
- Conduct plate meetings by first receiving home team and then visiting team line-ups. Confirm no obvious errors in line-up and verify starting pitchers and use of DH if relevant. If familiar with ballpark then go through the ground rules. If unfamiliar with the park, then let the home team manager go through them. It might be a good idea to forewarn the manager that you will be asking him to do this. Most amateur managers are not familiar with this practice. Provide ruling if any disagreement on ground rules in effect. Verify the Official Scorekeeper and their location. Introduce yourself to the scorekeeper as they are part of your officiating team.
- During the game, umpires should remain vigilant for any safety infractions such as players not staying within the confines of the bench



or equipment left where it could interfere. Some latitude may be granted to managers and coaches to allow them to monitor bullpen activity or take a few steps outside the dugout during a break in play to provide encouragement or instructions. At the discretion of the umpire, the manager or one of the coaches may be allowed to stand just outside the dugout door to give signals as long as they do not interfere with play; however, the umpire reserves the right to restrict all team members to the bench area except those expressly allowed per the rules of baseball (9 defensive players, offensive players currently on base or at bat, one on-deck batter and two offensive base coaches).

- Umpires are expected to do their best to place themselves in good position to observe plays and make correct calls. In some cases; however, errors may be made or plays may be so close that the umpire may be uncertain that his call was accurate. In these circumstances, the umpire may expect some reaction from fans, players and managers/coaches. As long as such reaction is not obscene, derogatory, personal or maintained for an unseemly length of time, the umpire need not eject the offending individual. However, if the umpire is bumped, touched or when obscene, derogatory or personal comments are made, the offending individual should be ejected. Where umpires believe that they have made honest mistakes which cannot be corrected, they should never attempt to “even-up” by making a counteracting “miss-call” as this makes a mockery of the game and can result in loss of respect for the umpire’s credibility.
- In case of dispute, protest or ejection, the umpires must strive to remain calm, poised and do their best to avoid escalating the situation.
- Where ejections or other significant incidents occur, the most involved umpire must make appropriate notes at the time of the incident. He/she may call on the assistance of partner(s) to ensure an accurate description of the event is recorded. The umpire **MUST** submit a written report to the Umpire Development (UD) Committee Chair with 24 hours of any significant incident. It is the responsibility of the UD Committee chair to forward copies of the umpire’s report to the relevant league and other umpire representatives.

Post-Game Suggestions

- Relax, de-brief with your partner, complete any reports, clean equipment and enjoy the moment.
- If another game shortly follows yours, do not leave until both umpires have arrived for next game. If one umpire has arrived for next game, at least one umpire should remain just case he/she is delayed in traffic, personal emergency or some other unforeseen problem. Contact Assignor to confirm.
- Keep a journal. Someday you will be glad you did. A pocket size day-book in your equipment bag with a couple of notes on the game(s); partner; odd situations or other points will help you recall that day –

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either when you're old and grey, asked to clarify a situation that occurred, or your pay cheque does not add up!

Etiquette and Professionalism

- Alcohol must never be consumed before games and should not be consumed in uniform in public view at any youth level ballparks after a game.
 - Smoking/Tobacco use is not allowed during the game. Umpires should restrict smoking to the vicinity of their vehicle removed from the diamond.
 - When parking on public streets, remember that you may be seen/heard by residents, children or other pedestrians.
 - When parking in private business parking facilities, be cognizant that some stalls may be reserved 24/7. Be pleasant and courteous to business owners.
 - Do not litter. Some diamonds do not have washroom facilities. Pre-plan and be discreet.
 - Although it can be very trying at times, regardless of the quality of play, errors or score imbalance, do not be disrespectful toward the athletes or coaches. While many are openly judgmental of our performance, we must not mock the efforts of the game participants.
 - Umpires must be impartial and be perceived by others as impartial. Innocent pre-game banter on game length, outcome, probability of mercy rule, or relationship to team members, if overheard, may jeopardize an umpire's credibility. Do not allow past performance to create false expectations, instead learn to expect the unexpected and allow each play to create its own outcome.
- For further learning, see Baseball BC's ruling on the subject of 'game duration pool' as follows:

“Whereas, umpires at tournaments have occasionally participated in small-stakes pools concerning length of games. Such pools are doubtless considered harmless diversions, undertaken entirely in good fun. Unfortunately, they technically constitute a form of gambling on a baseball game in which an umpire is participating. As such, the practice is simply not acceptable. Umpires must always have, and clearly be seen to have, no personal stake in any aspect of a game they umpire. This is the essence of the neutral arbiter. The Board passed the motion that gambling of any sort in a game or tournament at which the official is participating is prohibited.”

- Do not be drawn into commenting or discussing a partner's performance. Your partner is your only ally on the diamond and you

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must act as a team at all times. Consider how you would feel if the situation was reversed and a player said “Even the other umpire is laughing at you.”

Kick a call – Incorrect ruling?

- Discuss with your partner after the game; read and understand the correct ruling; call a mentor or supervisor; then put it behind you. The perfect umpire has not yet been created and everyone has likely gone through what you just experienced. There is probably no judge harsher than yourself. Those that criticize the performance of an umpire are usually biased and ignorant of the rules or how they are applied at times. Most have never been near an umpire clinic and lack the courage to try. Playing on the company slo-pitch team or two years of refereeing tyke hockey does not make them a baseball umpire and criticism from such sources should be ignored.
- Learn from your mistakes.



CABUA Hall of Honour

Past Presidents

Stephen DeLude 1999-2000

Pierre Simard 2000-2002

Bryce Paton 2003-2004

Most Improved Umpire

Brian Gourdinne 1999

Jeff Metzger 2000

Blaine Bisanti 2001

Joe MacLean 2002

Darryl Ferguson 2003

Jeff Wang 2004

Rolf Swanberg 2005

Umpire of the Year

Frank Hornby 1999

Stephen DeLude 2000

Phil Ward 2001

Tom Langlois 2002

Bryce Paton 2003

Joe MacLean 2004

Dave Bisanti 2005

Outstanding Achievement Award

Stephane Dupont 2000

Special Achievement Award

Jeff Tasa 2004

Baseball Alberta Hall of Fame Award

Tom Langlois 2003

Founders Award

Tom Langlois

CABUA Recognition Award

Anne DeLude 2000

Purple Ball Award

Awarded to those that give their all including skin, blood and dignity!

Tom Langlois 2003

Leif Lindholm 2004

Dale Elder 2005

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INSURANCE

While sports officials are not immune from injury, the greater concern is that of alleged liability due to actions or inactions causing injury to others.

While Canadians are not as litigious-prone as elsewhere in the world, there is growing concern that sports officials could be named in civil suits. A decision to continue play under marginal weather or field conditions, lack of vigilance in enforcing safety rules or permitting game participants to 'get out of control' are just a few examples that could, under some circumstances, an umpire could be included among those named in a law suit.

While CABUA and its umpires have received various assurances over the years that they are included in league 'participant' insurance, this has never been tested via an actual claim. There is not a comfort level that all leagues would advocate on behalf of CABUA-assigned umpires to ensure coverage with their insurers in the event of an umpire being named.

To ensure 'umbrella' coverage for all CABUA members, CABUA purchases coverage each season via the Western Canadian Amateur Baseball Federation's policy with AVIVA Canada. Full policy details can be obtained by contacting CABUA's Treasurer.



PRIVACY POLICY

CABUA's Governance Chair is its designated Privacy Officer. To the best of its knowledge CABUA is compliant with all applicable privacy legislation.

By accepting CABUA game assignments, umpires are deemed to have given permission for their name to appear on game assignment records (electronic and hard copy), official scorekeeper records or announced by press box announcers in the normal pre-game introductions. It should be also understood that games are played in the public domain with photographs being taken of participants for subsequent personal use, posting on league websites or media distribution.

CABUA members who do not wish their name or photographic image to be recorded while at CABUA training clinics, meetings or social functions should notify CABUA's Privacy Officer or the person taking photographs at the function.

It should be understood that photographs taken at these types of functions are intended for use in good taste and purposes judged by CABUA's webmaster or Executive to be in a positive context consistent with CABUA's purpose.

CABUA membership lists containing personal contact or other information should not be distributed without permission from CABUA. Umpire supervision reports, ratings, evaluation reports or exam results are not viewed by anyone without a 'need and right' to view them.



MOLESTATION AND HARASSMENT POLICY

Molestation

While sports officials do not routinely interact with game participants on a one-on-one basis in a non-public setting, it should be understood that sports officials are viewed by many as being a person in a position-of-trust who may interact elsewhere in the community with game participants.

When it is made known to CABUA that one of its members has been convicted of a crime involving inappropriate conduct or behavior of a sexual nature with a minor; or known to be, or having been convicted of, collecting or distributing pornographic material involving children, that member will be immediately removed from game assignments pending a review for eligibility for any further game assignments.

Leagues requiring a police 'background check' for umpires assigned to its games will be requested to provide any forms for distribution to umpires intending to accept game assignments for that League. Any costs associated with this process will be borne by the League. The League would be required to give CABUA direction, in writing, as to this requirement with the understanding that umpires that have not yet completed the process, or choose not to be part of the process, would be ineligible for assignment to that League.

Umpires witnessing or having knowledge of the behavior or actions described above for any person involved in games are to report it to a person of responsibility within the League or CABUA.

Regretfully, most ball diamonds do not have change room facilities for umpires. Umpires having to change in to or out of uniform at the ball diamond are cautioned not to place themselves at risk when doing so. Choose a discreet location and time such that there may be some privacy both for the umpire and to avoid being in the view of others. This is particularly important when parking in residential areas. There may be circumstances where it may be prudent to wait for your partner to arrive as a witness to off-set any accusations by a youngster reporting to their parents that 'a man took his pants off on our sidewalk when I walked by.'

Many ball parks do not have washroom facilities so appropriate pre-planning should also be made in this regard.



Sexual Harassment and Discrimination

CABUA will not tolerate any sexual harassment between umpires or directed at umpires by others.

Gender-mixed crews should respect each other's privacy and make suitable arrangements when using change room facilities.

While profanity is considered to be an accepted vernacular at some levels of baseball, umpires should exercise care not to be heard using inappropriate language before, during or after a game while representing themselves as an umpire.

Social courtesies and acceptable standards of behavior with respect to jokes of a sexual, disability, gender orientation, racial, religious or other potential discriminatory nature also apply to the umpiring environment.

Any CABUA umpiring experiencing or witnessing inappropriate behavior of this nature should report it to CABUA's Governance Chair.

Uniform, Equipment and Apparel Suppliers

Pro Image Officials Supply is CABUA's official supplier of umpire uniform and equipment. They are also the Western Canada distributor for Honig's product. CABUA receives an annual rebate from Pro-Image and as such, they have the exclusive use of CABUA's 'uniform' logo (see below) for uniform logo items.

A link to Pro-Image can be found on our website or you may order via the Pro Image Alberta sales representative, Dave Bisanti 201-2202.



CABUA Logo used on uniform components



CABUA also has a logo specifically designed for non-uniform purposes such as website, membership cards, letterhead and non-uniform clothing embroidery.

Big Mountain Active Wear (see www.cabua.ca for Calgary location) has this logo in digitized form and can place the logo on any of their recreational wear or promotional items. CABUA members should order and pay direct to Big Mountain Active Wear.



CABUA's 'non-uniform' logo



Baseball Canada has awarded exclusive use of the Baseball Canada logo for umpire uniform apparel to Toronto-based Ward & Patch Sports. The Ward and Patch distributor for western Canada is Home Run Sports (located in Winnipeg). Umpires who have attained their National Umpire Certification Program Level Four are permitted to wear the Baseball Canada logo on their uniform shirt or hats which must be purchased from the official Baseball Canada supplier. Level Four umpires assigned a national championship should consult the latest Baseball Canada umpire dress code and place their orders as far in advance as possible.



Husky Mohawk Community Rebate Program



CABUA is a participant in the Husky Mohawk community rebate program whereby a percentage of all non-tobacco or non-lottery purchases at any Husky or Mohawk service station, restaurant or convenience store are remitted to approved community-based organizations.

This is tracked via a point-of-purchase Community Rebate Program card that CABUA's Treasurer will issue to any interested CABUA member or their family.

This is an excellent source of additional revenue for CABUA earned every time you choose to purchase from Husky Mohawk and remember to have them swipe your Community Rebate Program card.

Contact Guy Bonnier for your personal card(s).



NOTES:

