

**BRITISH COLUMBIA BASEBALL UMPIRES ASSOCIATION
DISCIPLINARY COMMITTEE PROCEDURE**

(As at November 21, 2009)

1) DISCIPLINE COMMITTEE

The Discipline Committee is made up of three members:

- a) The Vice-President will chair the meeting of the Discipline Committee, cast the deciding vote in the event of a tie vote, and ensure that proceedings and decisions are recorded and appropriate notifications undertaken by the Committee.
- b) A Senior Umpire appointed by the Vice President or if he is unavailable, the President.
- c) The Area Representative from the area involved will sit on the Discipline Committee so as to remove any perception of regional bias and because he or she will likely be the first British Columbia Baseball Umpires Association Executive member involved.

Should one of these Executive members not be available, or be in a conflict of interest the President shall appoint a replacement. The Discipline Committee shall respond only to complaints received in writing. The Discipline Committee shall be the only body with the authority to discipline British Columbia Baseball Umpires Association members.

2) REPORTING A COMPLAINT

A complaint concerning a member of the British Columbia Baseball Umpires Association must be made in writing. The complaint may be forwarded to any member of the Executive of the British Columbia Baseball Umpires Association and must be received by that Executive member not later than 7 days after the incident in question. This deadline may be extended at the discretion of the Vice-President, or the President in his unavailability, should circumstances warrant. Upon receipt of the written complaint the Executive member shall immediately forward the written complaint to the Vice President of the British Columbia Baseball Umpires Association. Any complaint regarding a 'judgment call' shall be referred to the appropriate Area Representative and then, if necessary, to the Provincial Supervisor.

3) INVESTIGATING A COMPLAINT

Upon receipt of a written complaint the Vice-President (or designate from the Discipline Committee) shall:

- a) interview the complainant, the umpire and any witnesses available;
- b) advise the umpire that he or she has the right to a hearing at which the complainant, the umpire and the witnesses shall be present, and
- c) report to the Discipline Committee to determine whether a hearing is required or requested by the umpire.

The investigation must be completed or the hearing must begin within ten days of receipt by the British Columbia Baseball Umpires Association of the written complaint, except where unusual circumstances make this impractical.

4) HEARING PROCEDURES

Upon determining that a hearing is required, or that the umpire has requested a hearing, the Discipline Committee shall:

- a) convene a hearing at a location convenient to the majority of the parties involved. The British Columbia Baseball Umpires Association shall be responsible for the travel expenses of the Discipline Committee only,
- b) request the attendance of both the complainant and the umpire during the investigative part of the hearing, and advise time complainant and the umpire that they have the right to call witnesses on their behalf at the hearing,
- c) conduct an investigative hearing,
- d) retire for deliberations in private at the conclusion of the investigative part of the hearing, and adjourn the hearing for that purpose if necessary, and
- e) upon the completion of the deliberations, reconvene the hearing and announce the decision of the Discipline Committee. If it is impractical to reconvene the hearing the Discipline Committee shall notify the complainant and the umpire of the decision within seven days by registered letter.

5) PROCEDURE FOR DELIBERATION

Deliberations shall be conducted in private.

A majority decision is required.

The deliberations shall consist of two parts:

- a) the determination of whether or not the behaviour or event complained of occurred, and
- b) the determination of the disciplinary action to be taken, if any. Options for discipline shall include no action, written reprimand and/or suspension of the member for any period of time the Discipline Committee considers appropriate.

During its deliberations the Discipline Committee shall consider the facts presented during the investigative part of the hearing, the behaviour of the parties involved, whether or not previous disciplinary proceedings have been taken against the member in question and any other pertinent information available to the Discipline Committee.

6) REPORTING PROCEDURES

Upon the completion of the investigation or hearing, a written report shall be submitted to the President of the British Columbia Baseball Umpires Association and it shall become part of the permanent record of the British Columbia Baseball Umpires Association. A summary of the proceedings shall be sent to the principals involved and to the parent organization.