



Capital District

SOFTBALL UMPIRES



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CONSTITUTION

CAPITAL DISTRICT SOFTBALL UMPIRES ASSOCIATION

Article I - Name

The name of this organization shall be the CAPITAL DISTRICT SOFTBALL UMPIRES ASSOCIATION, and is therein referred to as the "CDSUA."

Article II - Purpose

The purpose of this organization shall be to:

- A. To promote and provide competent rated umpires in softball competition
- B. Maintain the standards of sportsmanship and integrity of the officials and the players
- C. Provide clinics to teach umpires the rules as well as proper mechanics and techniques
- D. Provide interpretations of current rules to umpires and coaches
- E. Provide approved umpires for the Section II softball program
- F. Provide qualified umpires for Amateur Softball Association (ASA) programs
- G. Follow the 5-point program established by the New York State Public High School Athletic Association (NYSPHSAA)
- H. Provide annual registration of softball umpires through the New York State Softball Officials Organization (NYSSO)
- I. Provide annual registration of softball umpires through the New York State ASA Umpires Association (NYSASAU)
- J. Promote and protect the welfare and interest of the umpires and players with such safeguards as to warrant the maximum of public confidence in the conduct of the game, both on and off the field of play, and in all relations with the public at large

Article III - Membership

Membership shall include:

- A. Any person who achieves a rating and is in good standing with the CDSUA
- B. Membership may be to the NYSSO only
- C. Membership may be to the NYSASAUA only
- D. Membership may be to both the NYSSO and the NYSASAUA (dual)

ARTICLE IV - OFFICERS, EXECUTIVE COMMITTEE AND ELECTIONS

A. OFFICERS

1. The officers shall consist of Chairperson, Treasurer and Rules Interpreter

- a. The Chairperson and Treasurer shall be elected by the general membership
- b. The Rules Interpreter shall be appointed by the Executive Committee
- c. In the event that one or more of the officers resign or are removed from office, the Executive Committee shall appoint a member of the Executive Committee to complete the unexpired term

B - EXECUTIVE COMMITTEE (amended April 2002)

1. The Executive Committee shall consist of the Chairperson (President), Treasurer, Rules Interpreter, ~~immediate Past-President~~, and **eleven (11)** elected representatives.

a. The **eleven (11)** elected representatives shall reside in and be chosen by members who reside in the following areas

(1) Three (3) northern area representatives that reside in or to the north of Saratoga Springs

(2) **One (1)** southern area representative who resides in or to the south of Selkirk

(3) **SEVEN (7)** central area representatives who reside between the northern and southern areas **or in Saratoga Springs**

b. The Executive Committee shall perform the duties prescribed in the By-Laws and shall have the power and authority over affairs of the CDSUA

C - ELECTIONS

1. Elections shall be held prior to September 1 each year
2. Officers shall be elected by the general membership while Area Representatives shall be elected by members of the area they represent
3. All terms of office shall be for three (3) years
4. The Chairperson shall appoint a nominating committee
5. Prior to elections, nominations will be accepted for all offices
6. The nominating committee shall secure the consent of each candidate prior to placing their name in nomination
7. A ballot shall be mailed to each member umpire or the election will take place at a mandatory meeting
8. Newly elected Officers and Representatives shall assume their duties on January 1 following their election

Article V - MEETINGS

A. Regular - There shall be a minimum of five (5) regular meetings/clinics per year, including a business meeting

B. Executive Committee - There shall be a minimum of one (1) meeting of the Executive Committee

ARTICLE VI - PARLIAMENTARY AUTHORITY

Questions of procedure shall be decided according to Robert's Rules of Order

ARTICLE VII - AMENDMENTS

The Constitution or By-Laws may be amended by two-thirds vote of the membership. The proposed amendment(s) shall be presented, in writing, to the Chairperson a minimum of two (2) weeks prior to the Spring business meeting.

CDSUA BY-LAWS

ARTICLE I - DUTIES OF OFFICERS

A. DUTIES OF THE CHAIRPERSON

1. Call meetings of the general membership and the Executive Committee of the **CDSUA**
2. Preside at meetings of the general membership and the Executive Committee of the **CDSUA**
3. Appoint special committees as necessary
4. Coordinate the work of and serve as a member on all committees of the Association and the Executive Committee
5. Authorize payment of bills presented by the Treasurer
6. Maintain lists of **NYSSO** and **NYSASA** umpires
7. Submit list of **NYSSO** umpires to Section II Athletic Directors prior to first scheduled High School contests
8. Submit rosters to **NYSSO** by June 15 each year
9. Submit rosters to **NYSASAUA** by March 1 each year
10. Submit list of **NYSASA** umpires to **ASA** leagues
11. Provide for distribution of information concerning meetings and association business
12. Procure an adequate supply of current rule books

B. DUTIES OF THE TREASURER

1. Serve as a member of the Executive Committee
2. Maintain a current and accurate file of names, addresses, phone numbers, affiliations and ratings of the membership
3. Collect dues from each regular and inactive member
4. Collect Assigner's fee from each regular **NYSSO** member

5. Keep an accurate record of all receipts & expenditures
6. Submit legitimate bills to the Chairperson
7. Disburse monies in payment of bills authorized by the Chairperson
8. Notify any member who is delinquent in dues or assigner fee
9. Pay assessments to **NYSSO & NYSASAU**

C - DUTIES OF THE RULES INTERPRETER

1. Serve on the Executive Committee
2. Attend State and/or National meetings involving approved rules
3. Interpret approved rules for the local members
4. Assist in conducting clinics on rules and mechanics
5. Represent the Association on protests concerning rule interpretation

Article II - DUTIES OF THE EXECUTIVE COMMITTEE

- A. Have the power and authority over affairs of the association during the interim between meetings and the off-season
- B. Appoint the Rules Interpreter
- C. Appoint representative(s) to the **NYSSO**
- D. Appoint representative(s) to the **NYSASAU**
- E. Approve assignment of active rating
- F. Rule on whether an umpire should be put on probation or suspended
- G. Appoint Assigner(s) to service Section II schools
- H. Authorize assigners to service **ASA** (summer) leagues/tournaments
- I. Send a representative to Section II negotiation sessions

J. Send a representative to Section II Softball Committee meetings

K. Establish assessments such as dues, assignment fees, clinic fees, etc.

Article III - MEMBERSHIP

NO MEMBER OF THIS ASSOCIATION MAY WORK A COLLEGE LEVEL SOFTBALL GAME WITHOUT BEING ACCEPTED AS A MEMBER OF ITS COLLEGE CHAPTER

A. **NYSSO** MEMBERSHIP

TO BE AN "APPROVED" OFFICIAL IN ANY ESTABLISHED CLASSIFICATION, AN UMPIRE SHALL HAVE MET THE REQUIREMENTS OF THE "5-POINT" PLAN AS ESTABLISHED BY **NYSPHSAA** IN ADDITION TO THE FOLLOWING:

1. Active Membership - Granted each member who has:
 - a. A minimum of four (4) years experience
 - b. A minimum grade of 84% on the written exam
 - c. Met all other requirements & obligations of the Association
 - d. Been approved by the Executive Committee

2. Associate Membership - Granted each member who has:
 - a. A minimum of two (2) years experience
 - b. A minimum grade of 74% on the written exam
 - c. Met all other requirements & obligations of the Association
 - d. Been available to work at least 25 weekdays during the High School season (excluding Sundays)
 - e. Worked a minimum of ten (10) games in a season

3. Apprentice Membership - Granted each member who has:
 - a. 0-2 years experience
 - b. A minimum grade of 64% on the written exam
 - c. Met all other requirements & obligations of the Association
 - d. Been available to work at least 25 weekdays during each High School season (excluding Sundays)
 - e. Worked a minimum of ten (10) games each season

B. NYSASAU MEMBERSHIP

1. Certified Umpire - Each member meeting the following criteria shall be classified as Certified

- a. Three (3) years experience
- b. A minimum grade of 80 on the written test
- c. Met all other requirements & obligations of the Association

2. Apprentice Umpire - Each member meeting the following criteria shall be classified Apprentice

- a. 0-3 years experience
- b. A minimum grade of 60 on the written test
- c. Met all other requirements & obligations of the Association

C - DUAL MEMBERSHIP

An umpire may maintain membership in both **NYSSO** & **NYSASAU** if he/she complies with the individual requirements of each organization

D - INACTIVE STATUS

1. A member who wishes to go inactive (take a leave of absence) must notify the Chairperson in writing prior to the first meeting of the year
2. This status must be requested each year and is subject to review by the Executive Committee
3. To be reactivated, the member must petition the Executive Committee
4. Inactive members shall pay $\frac{1}{2}$ the regular member dues, however no assigner fee will be assessed

TRANSFERS

Anyone transferring into the Association who desires to have experience gained in similar organizations given consideration, must petition the Executive Committee who will have sole determination in evaluating the prior experience and establishing the umpire's rating

ARTICLE IV - MEETINGS

- A. Mandatory meetings will be established by the Executive Committee
- B. Attendance will be kept at ALL meetings
- C. Failure to attend mandatory meetings without a valid reason will result in disciplinary action

ARTICLE V - DISCIPLINARY ACTION, PROCEDURES & APPEALS

- A. In situations where the Executive Committee has been required to consider disciplinary action against a member, a letter will be sent to the member, via certified mail, regarding the decision of the Executive Committee within three (3) days of the meeting.
- B. If the member is dissatisfied with the decision, the member may request a hearing before the Executive Committee, through a letter to the Chairperson via certified mail, within five (5) days of receipt of the notification.
- C. A hearing meeting of the Executive Committee must be convened by the Chairperson within ten (10) days of receipt of the request to hear the appeal. A letter will be sent to the member, via certified mail, regarding the "final decision" of the Executive Committee within five (5) days of the hearing.
- D. If the member is dissatisfied with the "final decision" of the Executive Committee, the member may request a hearing by the **NYSASAU** Umpire-In-Chief and/or the **NYSSO** President, via certified mail, within seven (7) days of receipt of the "final decision." The hearing would take place at the next State Executive Meeting.
- E. The respective State officials (**NYSASAU** or **NYSSO**) reserve the right to the decision of the "final appeal."

ARTICLE VI - FEES

- A. **NYSSO** Assigners' fees must be paid prior to taking the written exam
- B. Dues for **NYSSO** & **NYSASAU** for the following year are due in the preceding summer. Failure to pay dues by September 1 shall result in disciplinary action

ARTICLE VII - REIMBURSEMENTS AND EXPENSES

A. Any person engaged in official **CDSUA** business will be reimbursed for:

1. Telephone bills, postage, office supplies, duplicating services, etc.
2. Mileage at IRS or equivalent rates
3. Meals, lodging, etc., where applicable
4. Persons desiring to be reimbursed for legitimate expenses shall submit bills to the Chairperson for approval

ARTICLE VIII - UNIFORMS

A. **NYSSO** - The official uniform shall be as specified by the **NYSSO**

B. **NYSASAUA** - The official uniform shall be as specified by the **NYSASAUA**

ARTICLE IX - CODE OF ETHICS

A. At all times, maintain the highest standards of conduct. This covers a broad range of things to do and not to do. This includes, but is not limited to:

1. Maintain the highest standards of honesty and integrity
2. Maintain an objective view, keeping the game within the spirit of the rules without imposing one's own philosophical beliefs upon the participants
3. Maintain a sense of composure in respect to players, coaches & spectators
4. Maintain a consistency in interpreting and enforcing the rules
5. Maintain a positive communicative attitude towards players, coaches & spectators and not a negative, antagonistic, or argumentative attitude
6. Avoid repeated assignments and tournament games which involve players, coaches or teams with which you have a direct involvement
7. Always arrive at the game site in plenty of time so that proper attention can be given to preliminaries. If you have worked the field before, 15 minutes may be adequate. If the field and teams are new to you, 30 minutes may not be enough time

8. Always observe proper pre-game and between-inning mechanics. Do not drift off the field to talk with friends or grab a quick smoke.
9. Do not smoke during a game. Do not drink alcoholic beverages during a game

B. At all times avoid social conduct, both on and off the field, which could bring into question your integrity, your ability to function properly and your impartiality in officiating games, as well as the suitability of this association to provide and train qualified umpires. This too covers a broad range of things to do and not to do. This includes, but is not limited to:

1. Never drink alcoholic beverages before working a game.
2. If you drink after your last assignment, always remove your distinguishing parts before drinking
3. Do not fraternize with players, coaches or spectators. Do not initiate conversations and keep your responses short and pleasant. Avoid situations that would naturally produce interaction between yourself and players or coaches
4. Never socialize with players or coaches either on or off the field. This is especially true in youth softball. As in many situations, it makes no difference what is true, only what someone may choose to imply. Any action that compromises the effectiveness or brings discredit on the Association shall be subject to disciplinary action.