



POLICIES AND PROCEDURES

OF THE

NEW HAMPSHIRE BASEBALL UMPIRES ASSOCIATION

Policies and Procedures Updated March 2022

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Policies and Procedures for the New Hampshire Baseball Umpires Association are promulgated in general terms in its By-Laws. This Policies and Procedures document is provided to expand upon and explain Policies and Procedures stated therein. Should a discrepancy exist between statements in this document and statements in the By-Laws and the NHIAA Policies and Procedures, the By-Laws and the NHIAA Policies and Procedures shall take precedence.

The Policies and Procedures contained within this document shall outline the steps we take to provide a quality product and our commitment and service to high school baseball in New Hampshire.

Amendments to the Policies and Procedures of this Association shall be made by a simple majority vote of the Executive Committee. Furthermore, at the next scheduled membership meeting amendments to the Policies and Procedures shall be made known to the membership at large.

SECTION I - EJECTION POLICY AND PROCEDURE

Section 1.1 - Ejection Policy.

Any umpire who ejects player, coach or operating personnel from ANY game will call the Association Supervisor immediately upon conclusion of the contest in which the ejection occurred. Subsequent to the initial report of the ejection, the umpire will report the ejection in writing to the Supervisor using the appropriate NHBUA electronic version of the Incident Report Form (Appendix "C").

Section 1.2 – Ejection Procedure.

Each umpire and/or umpire crew officiating a game, who eject a player, a coach or operating personnel shall call the Supervisor immediately following the conclusion of the game in which the ejection occurred. The information required by the Supervisor may be found in Appendix "C".

Failure to adhere to this policy will result in penalties against the umpire/s, as to be determined by the Executive Committee.

SECTION II - GAME ASSIGNMENTS

Section 2.1 - Game Assignment Policy.

It is the policy of the Association to recognize the performance and participation of its members through assignment to those tournaments they are qualified to officiate in baseball. NHIAA tournaments will be restricted to those members who have completed the Association's mandatory training and testing.

The NHBUA is under contract with the NHIAA to assign umpires for all varsity games in New Hampshire. All sub-varsity games are assigned by the assignor/s within that assigning region if requested by the schools within that region.

Rating = number of games assigned on first round

100 = Umpires - up to 14 varsity games on first assigning round

200 = Umpires - up to 10 varsity games on first assigning round

300 = Umpires - up to 5 varsity games on first assigning round

400 = Umpires - 1 or two varsity games on first assigning round if available

500 = provisional and apprentices - assigned sub varsity games only

800 = nonmembers - can work middle school and prep school games

The selection of umpires for NHIAA tournaments will be made by the Supervisor and approved by the NHIAA Baseball Committee. The supervisor shall be guided by the general direction that tournament assignments should be restricted to the umpires who excelled during the current year and/or previous NHIAA tournaments. Where appropriate, preference may be given to umpires who have NOT had a recent tournament game assignment.

Participation in a previous year's tournament does not preclude assignment to an upcoming tournament.

Section 2.2 - NHIAA Tournaments

NHIAA tournament assignments involve state playoffs and state finals for the various high school classifications. The Supervisor of the NHBUA assigns umpires to the NHIAA tournament games from lists submitted by the NHIAA.

All eligible umpires must have successfully completed all training and testing required by the NHBUA as well as meeting attendance requirements By-Laws Section and Association Meeting Requirements.

Umpires must have officiated no less than eight (8) high school varsity level games for the Association during the current season.

Also, said umpires shall have at least three (3) consecutive seasons of service with the Association. Where appropriate, preference may be given to umpires who have NOT had a recent NHIAA tournament game assignment.

SECTION III - TRAINING POLICY AND PROCEDURES

Section 3.1 - Training Policy

Training will be conducted in accordance with the following classification levels:

Certified as one group and Provisional and Apprentice as another group. Training will not be conducted by experience level, as a given experience level possesses many degrees of ability and maturity. It is the belief of the Association that training should target a person's ability level, maturity and ethical standard rather than their experience level.

The BUD Chairman and the Supervisor shall determine the training requirements before the start of training each year. The Supervisor shall set the mechanics to be used in the training as well as for the entire membership.

All Association members must attend the required training (Section 3-4) to remain certified at their current classification level and to be eligible for assignments to work ball games.

Umpires who have not completed their training for certification or recertification will not receive varsity assignments until their training requirements have been met.

Failure to meet the training requirements may result in a demotion of classification for an umpire and require re-testing for promotion and/or suspension of game assignments until such time as training requirements are met.

Section 3.2 – BUD Chairman

The Executive Committee will appoint a BUD Chairman, who must be an active member in good standing with this Association in a classification level of Certified. The BUD Chairman will be appointed to an open ended term of office and serve at the discretion of the Executive Committee. The BUD Chairman will be accountable to the Executive Committee and the Association's membership.

Section 3.3 - Duties of the BUD Chairman

The BUD Chairman's duties will include:

1. Ensure that administration and conduct of training is in accordance with these policies and procedures.
2. Coordinate with the Executive Committee for the conduct of the training program.
3. Maintain signed attendance rosters for each training session conducted by the Association.

4. Maintain an up-to-date and current training file on each apprentice.
5. Determine the success of apprentices to transition from the Apprentice Program.
6. Recommend to the Executive Committee any changes to the training program

Section 3.4 - Training Program

The Association will have well defined training program. The purpose of the training program will be to provide tailored educational experiences to meet the needs of the individual members, encourage self-development, provide feedback to individual umpires and promote the improvement of individual umpires and the Association.

Additionally, the Association's training program will consist of:

- (a) NFHS Rules & Game Management.
- (b) NHBUA Base Mechanics.
- (c) NHBUA Plate Mechanics.
- (d) NHIAA Policies and Procedures for Baseball

The general curriculum for the Rules & Game Management Clinics will be conducted in six separate clinics.

The following general topics can be used as a basis for development of an appropriate curriculum:

1. Plate Umpiring Mechanics (Slot & Scissors Stances)
2. Base Umpiring Mechanics
3. General Rules of Baseball
 - a. Intangibles of Umpiring (Dressing, Looking and Acting the Part)
 - b. Game Management (Game Flow and Keeping the Line-Up)
 - c. Interpersonal Communications (Dealing with Managers, Coaches, Players, Spectators and League Representatives)

The Association will continue to evaluate its performance and make changes based on inputs from the membership, to make the training program the best it can be. The Association wants to emphasize the following points:

1. The Association is committed to ongoing development of each official, in Baseball with the benefits for the individual, the Association and the NHIAA Schools.

2. The Association understands the need to establish and provide continued improvement in the quality of its members.
3. It is important to understand that within the training program, testing may be required.
4. Pertinent and mandatory Association training will be separate from the required annual NHIAA training program.
5. Training activities do not necessarily have to be umpire related.
6. Game assignments will have no bearing on re-certification.

Section 3.5 - Umpire Training Requirements

The following individual umpire training requirements are established:

1. All members must attain Initial Certification and Re-Certification.

Section 3.6 - Initial Certification and Re-Certification

Initial Certification - All members and perspective members must attend each of the required clinics as per Section 13, which will be conducted as training and will serve as Initial Certification and/or Re-Certification for all umpire levels on a yearly basis.

Section 3.7 - Classification Requirements

The following experience supplement the requirements for a specific classification

Apprentice – 1 year documented Complete NHBUA Training and at least two satisfactory field evaluations.

Provisional - Having successfully passed the requirements of the BUD program and recommended for advancement by the BUD Chairman, a Provisional Member will maintain Active status, 'in good standing', for two (2) years. Members at this level of certification are not eligible for tournament assignments.

Associate - A Provisional Member may be considered for advancement to Associate level membership after the completion of their second year of membership provided that both years were of Active status. This candidate may be recommended for advancement by the Supervisor of Umpires and approved by the Executive Committee provided their current rating is at 'C' or above and they are a member in good standing. Tournament assignments may be awarded to members with ratings of 'B' or above.

Certified - Having spent a minimum of seven (7) Active status years as Associate Member, the most recent of which his/her status was as an Active member, an Associate member may be considered for advancement after the completion of his/her ninth year of membership. The candidate may be recommended for advancement by the Supervisor of Umpires and approved by the Executive Committee provided that their rating is at 'B' or above

and they are a member in good standing. Tournament assignments may be awarded to members with rating of 'B' or above.

Life - Having spent a minimum of twenty (20) Active status years a Certified Member may be considered for advancement to the Life Certified level of membership after the completion of twenty-four years of membership. Eligible candidates will be listed for consideration and Executive Committee approval by the Secretary/Treasurer. Candidates will be active members in good standing with a rating of 'C' or above. Life members will be responsible Life Certified Members with ratings of 'B' or above.

Affiliate – Umpires working strictly sub-varsity games and not NHBUA members.

Section 3.8 – Instructors

All umpires assigned to be instructors for Association training programs must be classified at the certified level classification. The BUD Chairman will strive to assign instructors from the group of umpires who have NHIAA tournament experience. This policy may be amended, as necessary, by the BUD Chairman with concurrence from the Executive Committee.

SECTION IV - EVALUATIONS POLICY AND PROCEDURES

Section 4.1 – Evaluations Policy

The purpose of the Association's Evaluation program is to define minimum standards of performance, establish criteria for promotion, provide feedback to individual umpires and promote the improvement of individual umpires and the Association.

The Association will continue to evaluate its performance and make changes based on inputs from the membership, to make the evaluation program the best it can be. The Association wants to emphasize the following points:

1. The Association has implemented a formal evaluating system.
2. The Association has set minimum standards for written test scores, field evaluations, years of service and games worked for each classification.
3. The Association will continue to improve the quality of evaluators based on individuals' credentials.
4. Only certified umpires and/or those umpires who have attended a special evaluations clinic conducted by the NHBUA or equivalent will conduct formal evaluations.

5. The Association will hold a special training session for evaluators to strive for consistency in grading practices.
6. Most evaluations will continue to be conducted through the formal evaluation process.
7. Umpires wishing to be evaluated must initiate the request through the Performance Review Coordinator.
8. The BUD Chairman and/or the Performance Review Coordinator may initiate at large evaluations and/or observations.

Section 4.2 – Performance Review Coordinator

The Executive Committee will appoint a Performance Review Coordinator, who must be an active member in good standing with this Association in a classification level of certified. The Performance Review Coordinator will be appointed with an open-ended term of office and serve at the discretion of the Executive Committee.

The Performance Review Coordinator will be accountable to the Executive Committee and the Association's membership.

Section 4.3 - Duties of the Performance Review Coordinator

The Performance Review Coordinator's duties will include:

1. Ensure that administration and conduct of the evaluation program is in accordance with these policies and procedures.
2. Coordinate with the Regional Assigners for the conduct of the evaluation program.
3. File each evaluation online using the NHBUA website, which generates a copy to the Performance Review Coordinator and the Regional Assigner. A copy is provided to the umpire as soon as possible.
4. All evaluations are filed by the Performance Review Coordinator in an umpire's personnel file for review by the individual umpire upon request.
5. Recommend to the Executive Committee any changes to the evaluation program.

Section 4.4 - Evaluation Types

There are three types of umpire evaluations. These are:

1. Formal Evaluation - Umpires may receive a formal evaluation and will be informed prior to working the game. This involves an evaluator sitting in the stands for an entire game, giving a thorough review, and providing a written report. Formal evaluations are included in the overall post-season assessment and will be restricted to no more than two per year or one Formal and one Blind evaluation. Evaluation

fees will be paid by the Association; Formal Evaluations will be documented on Standard Evaluation Forms.

(Appendix "A") as appropriate (i.e. Plate or Base).

2. Unannounced Evaluation - At the request of the umpire, an unannounced evaluation may be performed. This allows an umpire to be observed without knowing they're being evaluated. These are limited to two a year and are requested through the Performance Review Coordinator. If combined with a formal evaluation, no more than one requested Blind evaluation will be provided for a total of two. It is also possible an unannounced evaluation may be given as a result of membership / coach's feedback or at the discretion of the Performance Review Coordinator, and/or the Regional Assigner. Unannounced Evaluations will be documented on Standard Evaluation Forms. The fee for this evaluation shall be paid by the Association.

(Appendix "A") as appropriate (i.e. Plate or Base).

3. Partner Evaluation - Lower-level umpires when working with an umpire who is an evaluator, may request that umpire to provide them with a partner evaluation. These are not as thorough as formal or blind evaluations. However, a written evaluation report will be provided to the umpire. Partner Evaluations will be documented on Standard Evaluation Forms

(Appendix "A") as appropriate (i.e., Plate or Base).

Section 4.5 – Performance Review Coordinator or Regional Assigner Directed Evaluations.

The Performance Review Coordinator or the Regional Assigner may direct that a special evaluation be performed for a particular umpire. Most often, this type evaluation will be done when it is believed an umpire may be in an incorrect classification. The fee for this evaluation shall be paid by the Association.

Section 4.6 - Requesting an Evaluation.

If an umpire wishes to be evaluated, they should phone or otherwise contact the Performance Review Coordinator, as soon as game schedules are available, and let him know of their wish to be evaluated. The Performance Review Coordinator will schedule an evaluating umpire to perform an unannounced evaluation during a scheduled game. This fee shall be collected in advance of the evaluation and sent directly to the Performance Review Coordinator.

Section 4.7 - Performing the Evaluation.

For evaluations during a game, the evaluator will observe the umpire and after the game, spend as much time as necessary to go over what was observed. The evaluator will give a score in each of the categories on the Plate and/or Base Evaluations.

Form (Appendix "A-1" and "A-2"), even if the score is Not Applicable (N/A). The results of the evaluation will be shared with the umpire immediately following the game. The Evaluation Forms will be completed and sent to the Performance Review Coordinator and the Regional Assigner. A copy is provided to the umpire as soon as possible.

Appeal of Evaluation – An umpire is entitled to an appeal of an unsatisfactory evaluation by first contacting the Performance Review Coordinator to further review the evaluation. If still dissatisfied the umpire may appeal to the Executive Committee whose decision is final.

Section 4.8 - Limitations

An umpire may not receive more than a total of two unannounced and/or formal evaluations and two partner evaluations prior to July 1 of the current year. Special approval must be obtained for umpires desiring more than two formal/unannounced or two partner evaluations.

SECTION V - OUT OF STATE TRANSFER PROCESS

Out of state baseball umpires interested in becoming a member of the New Hampshire Baseball Umpire Association must email the NHBUA treasurer, **Duane Welch**. The official must at a minimum provide and comply with the following:

- A letter or email from the previous state board stating that the official is a member of good standing and what his/her current official rating is. Letters will be sent to:
Duane Welch
78 Harmony Way,
Manchester, NH 03104
- Must attend a rules interpretation and mechanics clinic.
- If an NFHS certified official, he/she will be required to take an open book baseball rules test.
- If not an NFHS certified official, he/she will be required to take a closed book baseball rules test administered by a Baseball Umpire Development instructor.
- After passing the rules test, dues must be paid in full before he/she is assigned games.
- A Regional Assigner or Baseball Umpire Development instructor will also observe field mechanics to determine level of assignments.

SECTION VI - MEMBERSHIP STATUS

Membership in this association shall be open to all persons of the age of eighteen years or older who are of good morals and character. No person shall be denied membership in this association solely on account of race, religion, national origin or sex. A candidate for membership may only become a member of this association by

providing satisfactory proof of health and character and by successful completion of the association's Baseball Umpire Development program.

1. **Active member:** A person who has been duly accepted for membership and who has complied with all the requirements of membership and is in good standing shall be considered an Active Member. Active-members can work varsity games.
2. **Active-non working member:** A member who cannot work varsity games.
3. **Inactive member:** A member who has represented unavailability to work as a baseball umpire during the high school season but desires to remain a member of the Association.
4. **Apprentice:** A candidate for membership who has registered for the NHBUA Baseball Umpire Development program and is seeking to be evaluated for acceptance as an active member.
5. **Affiliate:** A person who is not a member of the NHBUA but working sub-varsity games to help our membership cover games. These members shall not be assigned nor shall they be allowed to "self-assign" until all available NHBUA members have had an opportunity to cover these games.

SECTION VII - CLASSIFICATIONS

Section 7.1 - Five Level Classification System

Umpires of this Association will be classified in accordance with Article V of the Association's By-Laws and as outlined in the table below. Umpires will meet the minimum tenure, written test score and field evaluation requirements, as outlined in the following table:

Section 7.2 - Classification Advancement

In order to be considered for promotion to the next higher classification, the following minimum requirements are established.

- (1) All umpires must have passed the state high school test (if applicable)
- (2) Attend the Association's yearly mandatory training consisting of at least a Rules, Field Mechanic and Plate Mechanic Clinic
- (3) Meet the requirements for total number of games worked for the classification held
- (4) Satisfy the time requirement for Association membership and

(5) Satisfy the evaluations requirements, as indicated below. Supplement advancement requirements, if applicable, will be published by the Association's Training Program documents.

In the event that circumstances present themselves, such that an umpire has joined the NHBUA ranks with appropriate qualifications as determined by the BUD Chairman upon review of all relevant information reflecting comparably the pre-requisites delineated in our Policies and Procedures, that umpire may be evaluated and placed in a classification commensurate with documented experience.

When presented with this circumstance and upon request by one of the members of the Executive Committee, a meeting shall take place whose intent is not to by-pass promotion pre-requisites, but to credit an individual and allow him/her to be placed accordingly. A simple majority vote by the Executive Committee will be required to select or de-select a classification for any umpire presented for this classification review. This review may take place at any time before, during or after the season to best utilize our workforce in delivering a product of the highest standards for NHIAA schools.

A. Apprentice

Tenure - A candidate for membership who has registered for the NHBUA Baseball Umpire Development program and is seeking to be evaluated for acceptance as an active member.

Field Evaluations – Minimum of one Plate and one Base evaluations with an overall average score of three (3), on a scale of one (1) to five (5), for this level of classification.

Game Accumulation - Accumulation of a minimum of 15 games worked as an Apprentice for promotion to Provisional.

B. Provisional

Tenure - have a minimum of one (1) year documented experience AND one (1) calendar year as an active member of this association.

State High School Test – Minimum score of 80% (open book test – 2-hour time limit).

Field Evaluations – Minimum of one Plate and one Base evaluation with an overall average score of three (3), on a scale of one (1) to five (5), for this level of classification.

Game Accumulation - Accumulation of a minimum of 25 games worked as an apprentice for promotion to Associate. Members at this level of certification are not eligible for tournament assignments.

C. ASSOCIATE

Tenure – Provisional Members may be considered for advancement to Associate level membership after the completion of their second (2nd) year of membership provided that both years were of Active status. This candidate may be recommended for advancement by the Supervisor of Umpires and approved by the Executive Committee provided their current rating is at 300 or above and they are a member in good standing.

Tournament assignments may only be awarded to members with ratings of 200 or above.

State High School Test – Minimum score of 85% (on line test).

Field Evaluations – Minimum of one Plate and one Base evaluation with an overall average score of three (3), on a scale of one (1) to five (5), for this level of classification.

Game Accumulation - Accumulation of a minimum of 25 games worked as a provisional for promotion to Associate. Members at this level of certification are not eligible for tournament assignments. Tournament assignments may only be awarded to members with ratings of 200 or above

D. Certified

Tenure - have a minimum of seven (7) years documented experience AND five (5) calendar year as an active member of this association.

State High School Test – Minimum score of 85% (on line test).

Field Evaluation - Minimum of two Plate and two Base evaluations with an overall average score of four (4), on a scale of one (1) to five (5), for this level of classification on each position evaluation.

Game Accumulation – Accumulation of a minimum of 50 games worked as an Associate for promotion to Certified. Tournament assignments may only be awarded to members with rating of 200 or above.

E. Life

Tenure - having spent a minimum of twenty (20) Active status years a Certified Member may be considered for advancement to the Life Certified level of membership after the completion of twenty-four years of membership. Eligible candidates will be listed for consideration and Executive Committee approval by the Secretary/Treasurer. Candidates will be active members in good standing with a rating of 300 or above.

Successfully meeting all of the above criteria does not automatically guarantee promotion to the next level.

All promotions must be recommended by the Performance Review Coordinator and approved by a majority vote of the Executive Committee. If there is a disagreement between an Association member and the Performance Review Coordinator about a recommendation for or against promotion, that member may petition the Executive Committee directly. This petition must be in writing.

ARTICLE VIII - MEETINGS

1. The annual meeting shall be held at such time and place that shall be decided by the membership at the prior annual meeting. The Executive Committee shall have the authority to change the date, time or

place of the annual meeting in the event circumstances prevent or make impractical the holding of the meeting at the date, time and place decided upon by the membership.

2. Executive Committee meetings shall be open to the membership and to any guests invited by the Executive Committee. Members may attend the meetings, but do not have the right to participate in the meetings unless the Executive Committee allows them to participate by a majority vote.
3. Executive Committee has the right to set its own meeting dates. Meetings are open to NHBUA members. Meetings are normally held at NHTI and begin at 8:30am. The meetings (typically Sundays) are as scheduled:
 - January: The weekend following Martin Luther King Day
 - March: The second Sunday prior to the Annual Meeting and Interpretation
 - June: The weekend of the Finals
 - October: The weekend following Columbus Day
4. The Executive Committee shall make the minutes of Executive Committee meetings available to the membership at such time as those minutes have been prepared, and approved by the Executive Committee.
5. The Executive Committee may meet in a closed session when discussing the following matters:
 - A. Member Discipline.
 - B. Evaluations of Officials.
 - C. Ratings of Officials
 - D. Charges that members may have made errors that could eventually result in disciplinary proceedings being brought against them.
6. To go into a closed session, an Executive Committee member must make a motion. This motion must be seconded, and a majority of Executive Committee members must vote to go into closed session. This motion and the vote shall be recorded in the minutes.
7. When the Executive Committee goes into a closed session, the closed session portion of the meeting shall be closed to the membership and to any guests invited by the Executive Committee.
8. All discussions in closed session shall be confidential. Any Executive Committee member who discloses any aspect of discussions in a closed session shall be subject to discipline in a manner to be determined by the Executive Committee unless the Executive Committee authorizes the disclosure of the discussions or of information pertaining to the discussions.

ARTICLE IX - DUTIES AND FEES

Section 9.0 – Duties

Rules Interpreter: The Rules Interpreter shall be the official interpreter of the National Federation rules for the association and shall be responsible for the conduct of interpretation meetings and training programs for the members. The Rules Interpreter shall be compensated for his services in such sum as the Executive Committee shall provide. The Rules Interpreter shall also participate in all grievances by members.

Supervisor of Umpires: The Supervisor of Umpires shall supervise the performance of all contracts with organizations having agreements with the association. The Supervisor will also be responsible for supervising the conduct of the members in the performance of such contracts and their grievances. The Supervisor of Umpires shall be compensated for his services in such sum as the Executive Committee shall provide. The Supervisor shall be responsible for all tournament assignments in tournaments sanctioned by the NHIAA.

A complete listing of the supervisors duties can be found at the end of this manual on Appendix “E”

Performance Review Coordinator: As previously described.

Baseball Umpire Development (BUD) Chairman: As previously described.

Assigning Chairman: The Assigning Chairman shall supervise the collection, allocation and distribution of regular season game assignments for members, through all phases of this process up to March 1. The Assigning Chairman shall chair a committee of six regional assignors who shall be responsible for the reassignment of games after March first. The Assigning Chairman shall be compensated for his services in such sum as the Executive Committee shall provide.

Regional Assignors: The regional assignors shall be chosen by the Assigning Chairman after polling the NHBUA membership and approved by the Executive Committee. Regional assignors should reside in the area that they will be assigning. Regional assignors shall be responsible for assigning all varsity and sub-varsity high school games in their region. The regions are as described on the NHBUA website.

If a regional assignor vacancy occurs from any cause, the above process shall be repeated to replace such person.

Website Supervisor: The Website Supervisor shall serve as the liaison between the Association and the company charged with developing and editing the NHBUA web site. All communications between the company and the Association shall be handled by the Website Supervisor or his designee.

Section 9.1 – Dues

Members shall be required to pay dues to maintain their membership as follows:

- A. **Active Members:** the amount of dues to be collected annually from each member shall be equal to one game fee for the following year. Any member, whose dues are not paid by June 30, shall be subject to a

late fee in an amount to be determined by the Executive Committee. As of June 2022, the late fee is ten dollars (\$10). If the dues and late fee are not paid by September 1, the member shall be suspended and shall be ineligible for work until reinstated by the Executive Committee.

Reinstatement – may be granted by the Executive Committee once dues and late fees have been paid.

B. **Inactive Members:** Shall pay dues equal to half the Active Member dues.

C. **Life Certified Members:** Shall pay dues equal to one quarter of the Active Member dues.

Section 9.2 - Apprentice Fees

Participants in the Baseball Umpire Development program shall be required to pay an annual fee in a sum to be recommended by the BUD Chairman and approved by the Executive Committee.

Section 9.3 - Game Fees

Fees shall be set by the NHIAA Sports Officiating Committee and shall be published on the NHBUA website. No member shall solicit games or fees, other than those set by the NHIAA Sports Officiating Committee, from any organization. Nothing in this section shall limit the right of any member to work free of charge for any benefit game.

Section 9.4 - Game Mileage

An additional stipend set by the NHIAA shall be paid for those traveling over 40 miles one way and for over 80 miles one way. The address the official has in The Arbiter will be used to calculate mileage, and officials that have concerns with mileage payment are to contact their Supervisor of Officials and not the Athletic Director at the site of a game or event.

OFFICIALS FEE SCHEDULE FOR POSTPONEMENTS, GAME SUSPENSIONS, NO-SHOWS DURING THE REGULAR SEASON AND NHIAA TOURNAMENT PLAY:

1. If a game is postponed and the official is not notified, the official shall be paid a game fee plus mileage where applicable.
2. If a game is postponed, canceled, or changed for any reason and the official is notified, there will be no payment to the official
3. If an official does not show up and the official that shows works alone, the working official shall be paid one- and one-half usual game fee and a report of the incident shall be sent to the Supervisor of Officials with copies sent to the Executive Director of the NHIAA and the assignor of that sport.
4. If an official doesn't show and someone works with hired official both people should be paid a full fee and a report of the incident shall be sent to the Supervisor of Officials through the NHIAA Office.
5. Once the game starts a full fee will be paid.
6. If there is a continued game at the same site or a continued game at opponent's site in addition to another game the officials will be paid one half the game fee plus mileage.

7. If a game is postponed just prior to the scheduled start an offer will be made to the original official for the make-up game and the official will receive a game fee.
8. An official must have an avenue of contact up to {two hours} before game time. The official should contact the school {or the NHIAA during tournament play} to check if the game will be played. If an official does not check and travels to the site of the postponed event a game fee shall not be paid.
9. If both officials do not show for the game the assigner must pay bus transportation costs for the rescheduled game.
MILEAGE: Mileage is from the center of town where the official resides to the center of town where the event is played according to the New Hampshire Department of Transportation mileage guidelines. Mileage payment shall be for round trip. {where applicable}
10. If a team fails to arrive at a contest at its scheduled start time the officials shall not wait longer than forty-five {45} minutes. After the forty-five {45} minute wait the game will be called as a "no game"

In the event the traveling school calls ahead to inform the home school they are experiencing difficulties arriving for the start of the contest the officials shall remain in order to start the contest.

SECTION X - UNIFORMS

Section 10.1 – General Policy

All umpires of the Association, while serving in the capacity as a baseball umpire, as assigned by and under the direction of this Association, shall adhere to the following uniform policy. The following items may only be purchased by NHBUA members (Provisional, Associate, Certified) through **Purchase Officials** <https://purchaseofficials.com> **Please be sure to use the NH tab under groups/associations and tell them you are a member of the NHBUA.**

Section 10.2 - Approved Uniform Items

SHIRT: Major League Style Shirt with Association patch – default color is Navy. Purchase Officials SKU: ST-5131 Navy, SKU: ST-LSB NY; short or long sleeve. The alternate shirts are: Smitty Pro Flex MLB Replica Umpire Shirts Black ST-314 BK (SS); ST-315 BK (LS) or Carolina ST-314 SB (SS); ST-315 SB (LS)

PANTS: Purchase Officials - Smitty Charcoal Pants - SKU: PT-SB4E CG 30, SKU: PT-SB4, SKU: PT-SB4F EX CG, or SKU: PT-SB4F CG

JACKET: Major League Style Jacket – Default color is Navy. Purchase Officials SKU: CW-3 NYRD or SKU: CW-MLB NYRD – Navy with red/white/blue trim. The alternate is Black, Purchase Officials SKU: CW-340 BK or SKU: CW-341 BK

HAT: Major League Style Hat – Default color is Navy. (Fitted Hats Required) Richardson SKU: HT-CNY4 or NHK04 to be worn only with Navy shirt or jacket. The alternate is Richardson black SKU: HT-CFFBK4 to be worn only with Black or Carolina Blue jacket.

UNDERSHIRT: T-shirt or Turtleneck. Navy, Black or Red. All umpires shall match in color. Long sleeved undershirt shall only be worn with a jacket or long-sleeved shirt, not be worn under a short sleeve shirt with sleeves exposed.

Plate Coat: Navy with Association patch or Purchase Officials – Black Fechheimer Flying Cross Authentic Plate Coat SKU: CW-UPC

BALL BAG: Black, Navy, or Charcoal Gray (Navy Ball Bags are to be worn with Navy or Carolina shirt only)

GLOVES: Primarily Black

SHOES: Primarily Black (white accents are permitted)

SOCKS: Navy or Black

BELT: Black with simple buckle

Section 10.3 - General Guidelines for Uniform Wear

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.

If the PLATE UMPIRE wears a short sleeve shirt, the BASE UMPIRE (S) may wear either a short sleeve shirt or a jacket.

If the PLATE UMPIRE wears a long sleeve shirt, the BASE UMPIRE (S) may wear either a short sleeve shirt or a jacket. The Plate Umpire is the only Umpire who may wear a long sleeve shirt.

If the PLATE UMPIRE wears a plate coat or jacket, all BASE UMPIRES may wear a jacket.

At no time shall the PLATE UMPIRE or a BASE UMPIRE wear a long sleeve undershirt or sweatshirt (even if color matched) under a short sleeve shirt, unless a jacket is worn to cover up the sleeves. The sleeves of long sleeve undershirts or sweatshirts shall not be visible on the field.

BOTH UMPIRES in a two-umpire crew will dress in like COLORS.

All UMPIRES assigned to a three or four umpire crew will dress in like COLOR and STYLE. They will wear the same color jackets or short sleeve shirts. The plate umpire may dress differently than the base umpires i.e., plate coat, long sleeve shirt, etc.

NAVY is the Association default color. All umpires in the crew will wear NAVY. The alternate colors are Black and Carolina blue until 2024 when they will become the default color and Navy will become the alternate color.

SECTION XI

NHBUA TWO AND THREE PERSON FIELD MECHANICS

All members should now refer to the CCA Two and Three Person High School Crew Field Mechanics instruction book. This reference book will now be your only frame of reference for NHBUA high school baseball mechanics. You will receive this book at your Annual Rules Interpretation Meetings. For questions, contact Jeff Kleiner Supervisor of Umpires

Section 11.1 – Arrival, Pregame and Dress

All umpires shall enter the field together and will be completely dressed when entering the ball field; this includes the plate umpire and all of his/her protective equipment.

The umpire crew will enter the ball field and proceed directly to home plate five minutes before the scheduled start time for the contest and meet with the team managers / coaches for the exchange of batting line-ups and explanation of ground rules unique to that ball field.

The ball field arrival time may be adjusted for pre-game responsibilities that may exist at certain contests. Conduct of pre-game responsibilities shall begin early enough so as to allow the umpire crew sufficient time to arrive at home plate five minutes before the scheduled start time for the contest. When those pre-game responsibilities are complete, the umpire crew will proceed directly to home plate and meet with the team managers / coaches for the exchange of batting line-ups and explanation of ground rules unique to that ball field.

Section 11.2 – Leaving and Postgame

All umpires will immediately leave the field of play together avoiding coaches and players and meet at a previously arranged location where they shall engage in a postgame self-evaluation and partner evaluation.

SECTION XII - DISCIPLINARY PENALTY GUIDANCE POLICY

Section 12.1 – General Policy

The following penalty guidelines are established for this Association. All are subject to review by and/or appeal to the Executive Committee on a case-by-case basis.

Section 12.2 - Disciplinary Penalties.

1. First (1st) Occurrence Missed Game Assignment - A fine equal to the game fee for that contest. The Association's Assigner will charge this fee to the umpire's account.
2. Second (2nd) Occurrence Missed Game Assignment - No further game assignments will be allocated for the remainder of the season. Official will not be eligible for assignments until the next calendar year. No refund of dues will be issued.

3. First (1st) Occurrence Late to an Assignment - A fine equal to one-half (1/2) of the game fee for that contest. The Association's Assigner will charge this fee to the umpire's account.

Note: "Late to an Assignment" is defined as not being at home plate five (5) minutes before the scheduled game start time in full uniform and protective equipment (as appropriate) ready to start the game and conduct the contracted work.

4. Second (2nd) Occurrence Late to an Assignment - A fine equal to the game fee for that contest. The Association's Assigner will charge this fee to the umpire's account. Official will not be eligible for assignments to post season contest.

5. Third (3rd) Occurrence Late to an Assignment - No further game assignments will be allocated for the remainder of the season. Official will not be eligible for assignments until the next calendar year. No refund of dues will be issued.

6. Giving and Trading Assignments - An official may not trade or give away any assignment. An official who trades or gives away any assignment will have no further game assignments allocated for the remainder of the season. Official will not be eligible for assignments until the next calendar year. No refund of dues will be issued.

7. Turning Back a Game to the Assignor - If the game is one that the official has ALREADY ACCEPTED, there will be a \$10.00 charge assessed to that official for any game turned back in and a full game fee penalty for any game turned back without justifiable cause. This fee will be charged to the umpire's account with the Association's Assigner. The Assignor may waive this penalty for extenuating circumstances.

SECTION XIII - CONTINUING EDUCATION

Section 13.1 – Interpretation/Test

1. The minimum continuing education requirements for maintaining membership in 'good standing' shall be attendance at one interpretation/mechanics clinic organized by the Rules Interpreter and timely submission of answers to the on line NFHS Baseball Rules Test. Tests must be completed by the announced deadline set by the Supervisor. The attendance requirement may always be satisfied by attending clinic held in conjunction with the annual meeting, but any alternative meeting shall require the prior approval of the Executive Committee.

2. Any member who fails to transmit the on-line open book exam and pass with a score of 80% or better by the date set by the Executive Committee shall be subject to disciplinary actions set forth in Article II

Section 13.2 – Three-Person Training.

The Association's training program is intended to familiarize and train members using the three-man umpire system and is open to all members in good standing. Membership participation in Training Program is

mandatory for all NHIAA Tournament umpires working quarter final games and above. They must attend this training at least once every 2 years. The Supervisor and/or his designee will administer the Training Program.

While participation in the training program is not required for advancement, a member's participation is encouraged.

SECTION XIV - CODE OF CONDUCT FOR NHBUA OFFICIALS

Section 14.1 - Code of Conduct for Sports Officials.

This Association adopts the following "Code of Conduct for Officials". All Association members are encouraged to be bound by this code.

Code of Conduct for Officials

1. Officials shall bear a great responsibility for engendering public confidence in sports.
2. Officials shall be free of obligation to any interest other than the impartial and fair judging of sports competitions.
3. Officials shall hold and maintain the basic tenets of officiating which include history, integrity, neutrality, respect, sensitivity, professionalism, discretion and tactfulness.
4. Officials 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.
5. Officials shall uphold the honor and dignity of the profession in all interactions with student-athletes, coaches, school administrators, colleagues, and the public.
6. Officials shall display and execute superior communication skills, both verbal and non-verbal.
7. Officials shall recognize that anything that may lead to a conflict of interest, either real or apparent, must be avoided. Gifts, favors, special treatment, privileges, employment or a personal relationship with a school or team that can compromise the perceived impartiality of officiating must be avoided. See 14.2 Conflict of Interest
8. Officials shall prepare themselves both physically and mentally; shall dress neatly and appropriately to, during and from a contest; and shall comport themselves in a manner consistent with the high standards of the profession.
9. Officials shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments or to association membership. This includes selection for positions of leadership based upon economic factors, race, creed, color, age, sex, physical handicap, country or national origin.
10. Officials shall be punctual and professional in the fulfillment of all contractual obligations.
11. Officials shall work with each other and their governing bodies in a constructive and cooperative manner.
12. Officials shall resist every temptation and outside pressure to use one's position as an official to benefit oneself.

13. Officials shall never participate in any form of illegal gambling on sports contest, may never gamble on any sporting event in which they have either a direct or indirect involvement, and may never gamble on events involving high school athletics.
14. Officials shall not make false or misleading statements regarding their qualifications, rating, credentials, experience, training or competence.
15. Officials shall accept responsibility for all actions taken.

Section 14.2 – Conflict of Interest Policy for Sports Officials.

A conflict of interest is defined as a situation where loyalties are divided, perceived as divided or could be potentially divided in the future. Examples of conflicts are listed below. Conflicts of interest, either direct or indirect, particularly need to be avoided in games where standings are kept and in tournament games.

- Conflict of Interest – A real or seeming incompatibility between one’s private interests and one’s public or fiduciary duties.
- Pecuniary Interest - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
- Non-Pecuniary Interest - Family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.
- Perceived Conflict of Interest – A perception by an informed person that a conflict of interest exists or may exist.

It shall be assumed that all NHBUA members are professional and impartial in their judgment. If the umpire has any question that a conflict of interest exists then it shall be deemed to be so.

It shall be the responsibility of the individual umpire to recognize potential conflicts and make the assignor aware of them by “blocking” schools and by e-mail. The assignor can then make assignments minimizing conflicts.

Unless the athletic directors of the schools involved in the contest and the assignor agree, no official shall accept an assignment of a varsity contest if any of the following conditions exist:

1. If the official is not a Member in Good Standing.
2. If the official or official’s spouse is employed by any school fielding a team involved in the contest.
3. If the official is related by blood or marriage (parent, grandparent, child, grandchild, brother, sister, in-laws, etc.) to a person affiliated with a team involved in the contest.
4. If the official and any person affiliated with a team involved in a contest are former or present teammates, roommates, classmates, business associates or close personal friends.

5. If the official or official's spouse attended, worked or volunteered at either of the involved schools within the last five years.
6. If the official has a child attending school at one of the involved schools or a child who graduated from one of the schools within the previous five years.
7. If there are other factors or relationships between the official and a participating school that, in the judgment of the Assignor or the official, might give rise to the appearance of a conflict of interest.

An official must notify the Assignor of any actual, perceived or potential conflicts of interest prior to receipt of game assignments. An official must notify the Assignor if he or she receives a schedule and determines a conflict of interest exists. Additionally, every member of the NHBUA has a continuing obligation to notify the association of any conflicts of interest that occur after the season has started.

In the event that no notice could be given due to unforeseen circumstances, the umpire involved shall not umpire the plate, and will at the conclusion of the game, inform the Supervisor of the conflict.

APPENDIX "A"

EVALUATION FORMS

Available on-line www.nhbua.org - FORMS

APPENDIX "B"

EXPLANATION OF EVALUATION FORM

PLATE WORK

Stability of Head and Body Position

Establishes "locked in" position, does not drift (side/side, up/down). Does not flinch. Feet remain stable, providing solid base. Maintains proper spacing from catcher. Eyes remain at horizontal with ground and do not dip as game wears on. Head at proper height. Works in the "slot".

Timing

Does not anticipate pitch; Allows everything that can happen, to happen, before making DECISION, then makes a call. Does not make a call as the ball is approaching the plate or crossing but after the catcher has caught the ball.

Style / Mechanics of Call

Gives clear authoritative signals; possesses smooth, relaxed styles that project confidence; coordinates voice and signals to give a professional appearance. Does not showboat or change the mechanics of his call during the course of a game. Voice is loud enough to be heard, but does not draw undue attention.

Consistency of Strike Zone Throughout the Game

Maintains the same zone throughout the game and is the same for both teams.

Judgment and Interpretation of Strike Zone

Interprets and calls the zone to its written limits. Does not call "unhittable" pitches a strike nor does he have a zone that is too small.

Crew Mechanics

Has a good knowledge of proper mechanics, rotates in the proper situations and is alert enough to adjust if his partner should miss coverage.

Crew Communications

Proper use of verbal and non-verbal communications. Good eye contact with partner during developing plays.

BASE WORK

Style / Mechanics of Call

Gives clear authoritative signals; possesses smooth, relaxed styles that project confidence; coordinates voice and signals to give a professional appearance. Does not showboat or change the mechanics of his call during the course of a game. Voice is loud enough to be heard, but does not draw undue attention

Timing

Does not anticipate the play; allows everything that can happen, to happen, before making a DECISION.

Judgment of Calls

Is correct the vast majority of calls.

Mechanics

Has a good knowledge of proper mechanics and rotates in the proper situations and is alert enough to adjust if one of his partner(s) misses coverage.

Crew Communications

Uses proper verbal and nonverbal communications. Establishes eye contact with partners between hitters and during developing plays.

Reaction to Developing Plays

Exhibits knowledge and perception of how play will develop through correctly anticipating where, how and the speed at which the play will occur.

GAME AND SITUATION MANAGEMENT

Policies and Procedures

Adheres to all policies and procedures as outlined in the Association's Instructions to Umpires Guidebook.

Playing Rules

Adheres to and applies rules, accepted practices and interpretations detailed in the Baseball Rules Book.

Situation Management

Adheres to provisions of the Association's Instructions to Umpires Guidebook.

EFFORT AND PROFESSIONALISM

Focus

Consistent concentration on the crucial elements throughout the entire game. Includes being prepared for every pitch and play, and attention to developing plays and situations. Must possess an awareness of all that is going on within a game.

Hustle

Movement with a purpose during a play to get into proper position. The distance to be covered by the umpire will often dictate the speed or method the umpire uses to get into position (i.e., running vs. jogging). Walking on the field is not an acceptable technique unless the distance is so short that running is not practical (e.g., moving into position for a force play or steal play; going out on a short fly ball or line drive; etc.).

Demeanor

Displays a conscientious and earnest desire to carry out on-field duties. Exhibits posture that reflects interest in the game. It is taken for granted that during certain times in the game (between innings, pitching change, etc.) an umpire's posture can be more relaxed, but not to the extent that a complete disinterest in the game is exhibited.

Appearance

Proper display of uniform and fit or athletic appearance within the uniform.

Mobility

Possesses physical ability to move into proper position on field.

Fraternization

Avoids excessive, casual and/or unnecessary conversation with uniformed personnel or spectators during the game.

APPENDIX "C"

DISQUALIFICATION FORM

Available on-line www.nhbua.org - FORMS

NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION

251 CLINTON STREET CONCORD, NEW HAMPSHIRE 03301

OFFICE # (603) 228-8671 FAX # (603) 225-7978

TO: PRINCIPAL NHIAA MEMBER SCHOOL
FROM: Jeff Kleiner, SUPERVISOR OF NHIAA BASEBALL UMPIRES
Jeff Collins, EXECUTIVE DIRECTOR
SUBJECT: BASEBALL DISQUALIFICATION

DATE:

Please note your student athlete was disqualified from a contest. The following are the specifics of the incident:

DISQUALIFIED ATHLETE'S SCHOOL: _____

LEVEL OF PLAY: _____

OPPOSING SCHOOL: _____

DATE OF INCIDENT: _____

STUDENT ATHLETE (S): _____

UNIFORM NUMBER: _____

REASON FOR THE DISQUALIFICATION: _____

OFFICIAL WHO ISSUED EJECTION: _____

BY-LAW ARTICLE VIII SPORTSMANSHIP

Sect. 6: Disqualification from an Interscholastic Athletic Event

*A. Any player who is disqualified before, during or after any sanctioned event at the Freshman, Sub-Varsity or Varsity level, for exhibiting unsportsmanlike conduct, shall not participate in the next scheduled interscholastic athletic event, including NHIAA Tournament contests. Any coach who is disqualified before, during or after a game at the Freshman, Sub-Varsity or Varsity level, for exhibiting unsportsmanlike conduct, shall not participate in the next two scheduled interscholastic athletic event, including NHIAA Tournament contests. Any player or coach who is disqualified from a game and participates in the next scheduled interscholastic athletic event(s), including NHIAA Tournament contests, will cause that school's game(s)/event(s) to be forfeited in the event of a win. In the event of loss (es), the matter will be referred to the Sportsmanship Committee for action. **

Note: During the period of disqualification, a coach shall not be in attendance at the game(s)/event(s) for which the disqualification is imposed. If there is a violation the contest shall be forfeited.

*B. If any player or coach receives a second game disqualification during the season, that individual will be required to forfeit any participation in that interscholastic sport, at any level, for the balance of that season. **

*C. If the game disqualification is administered in the final contest of the season (including tournament play), the penalty shall be carried over in that sport and invoked at the first regular season game the following academic year. If a disqualification is administered to a graduating senior or coach in his final game of coaching for that school, it is the expectation that the school will take immediate and appropriate disciplinary action. **

*D. Any player who leaves the bench area during an interscholastic athletic event where an altercation is taking place in the playing area shall receive a one-game disqualification for the next scheduled game. **

*E. This rule supersedes the NFHS Ice Hockey penalty rule 4-5 Game Misconduct Penalties. A player or coach who has received a game misconduct penalty for unsportsmanlike conduct shall be immediately removed from the game and the NHIAA Sportsmanship By-Law invoked as stated above.

*G. Any player involved in a fight shall receive a two (2) game suspension for the first offense. A second offense will lead to a disqualification in that sport for the balance of the sports season.

* This decision cannot be appealed to the NHIAA Sportsmanship Committee, as it is considered to be a judgment call by a game official.

Jeff Kleiner, Supervisor

Baseball Umpires

Jeff Collins, Executive Director

New Hampshire Interscholastic Athletic Association

APPENDIX "D"

PHYSICAL CONTACT REPORT FORM

Available on-line www.nhbua.org - FORMS

TO: EXECUTIVE DIRECTOR

NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION

25 1 CLINTON STREET, CONCORD, NEW HAMPSHIRE 03301-8432

(603) 228-8671 FAX (603) 225-7978 E-MAIL info@nhiaa.org

FROM: _____

(NAME OF OFFICIAL)

SUBJECT: _____

REPORT OF VIOLATION OF NHIAA SPORTSMANSHIP BY-LAWARTICLE VIII, SECT. 2: "A PLAYER OR COACH WHO MAKESPHYSICAL CONTACT WITH AN OFFICIAL BEFORE, DURING, OR AFTERANY NHIAA SANCTIONED CONTEST, BOTH REGULAR SEASON ANDTOURNAMENT PLAY, SHALL BE SUSPENDED FROM THE GAMEIMMEDIATELY AND BANNED FROM FURTHER PARTICIPATION INALL SPORTS FOR ONE CALENDAR YEAR (365 DAYS) FROM THE DATEOF THE OFFENSE."

REPORT OF INCIDENT

1. DATE OFEVENT: _____
2. SPORT: _____
3. TEAMSINVOLVED: _____
4. NATURE OF INCIDENT (PLEASE BE SPECIFIC AND INCLUDE NAMES AND NUMBERS OF VIOLATORS):

SIGNATURE DATE: _____

ALL INCIDENTS MUST BE REPORTED WITHIN 24 HOURS REGARDLESS OF THE SEVERITY OF THE INCIDENT A COPY OF THIS SHALL BE MAILED TO THE SUPERVISOR OF OFFICIALS FOR YOUR SPORT.

APPENDIX "E"

SUPERVISOR'S RESPONSIBILITIES

Member of the NHIAA Baseball Committee

- Three (3) required meetings a year
- Additional meetings maybe required, ex: classification of schools
- Act as the liaison between the NHBUA and the NHIAA
- Available to the Executive Director of the NHIAA for consultation on baseball related situations

2. Member of the NHBUA Executive Board

- Three (3) required meeting a year
- Additional meetings maybe required
- Plan and conduct Mechanics Clinics in 2-man mechanics in coordination with the Rules Interpreter during the pre-season
- Plan and conduct Mechanics Clinics in 3-man mechanics for the post-season
- Communicate periodically – sometimes daily- with membership on mechanics issues, game management and other related matters
- A year-round responsibility

3. Disciplinary Responsibilities

- If NHBUA umpires do not conduct themselves in accordance with the standards of the association
- Disqualifications involving players or coaches
- Protests
- Game incidents involving fans

4. Assignments – NHIAA Tournament

- Responsible for assigning games for all rounds of the tournament
- Make changes in personnel when necessary
- Consult with Regional Assignors when making tournament assignments

5. Evaluations – Assist Performance Evaluator

- Identify umpires that need evaluation
- Perform evaluations when available statewide
- Coordinate with Performance Evaluator when making tournament assignments

6. Website Responsibility

- Assist Website Coordinator to maintain accurate information on the website
- Be proficient in using the Arbiter, email, and word processing programs

7. BUD Program

- Attend first meeting of new recruits and review with candidates the supervisor's role
- Assist BUD Director when appropriate or needed
- Provide BUD Director with test materials

8. Supervisor/Rules Interpreter Coordination

- Supervisor must maintain a good working relationship with the Rules Interpreter
- Prepare annual test for members
- Coordinate mechanics/rules clinic dates and presentations