Annex B

Committees and Mandates

Committees of the Eastern Ontario Umpire Association (EOUA) shall be established at the discretion of the EOUA Executive Committee. The Executive Committee shall set the mandate (Terms of Reference) and duration.

A Committee may also be established by the Members, by a majority vote, at any General Meeting. In doing so, the Members shall also establish the mandate and duration of the Committee.

Established committees must elect a Chair and report, through the Chair, to the Members at the Fall General Meeting. Currently the EOUA has the following standing committees;

- Respect My Game Committee,
- Elections (Nominations) Committee,
- Mentorship Committee,
- Social Committee. and
- Website Committee.

As committees are formed, either as a standing committee or for a specific period of time, each committee, in collaboration with the BoD, must document the following; Committee Name, Chair, Composition (Members) and Mandate.

Names of Committees, the Chairs and the Members can be found on the EOUA website and on Horizon.

Respect My Game Committee

The Respect My Game Committee (RMG) is established to support the objectives of the EOUA;

- to provide quality umpires to softball leagues throughout the National Capital Region and surrounding area,
- to promote the development of umpires by encouraging their participation in the programs of Softball Canada and Softball Ontario; and
- to encourage good fellowship among members of the association and others interested in umpiring.

Mandate

The mandate is to;

- deal with any and all matters related to improper conduct on and off the ball field by a player, coach or Member of the EOUA,
- recommend the appropriate action to be taken by the league and/or the EOUA Board of Directors (BoD) with respect to any incident brought to its attention,
- promote and oversee the continued application of the Respect My Game Program in games umpired by Members, and
- act as an independent ombudsman by addressing concerns raised by an EOUA member.

The mandate of the Committee shall be reviewed at the discretion of the BoD or on request by the Committee members.

Additional Responsibilities

The Committee will;

- hold meetings be as often as deemed necessary, at no cost to the EOUA,
- ensure there are efficient lines of communication, with timelines and limits, between the parties (i.e., the committee, umpires, the BoD and league reps),
- annually review and update the EOUA disciplinary standards,
- promote the use of the Softball Ontario Incident Report form or the EOUA Incident Report form,
- develop an electronic filing system to assure that files and reports are organized and that the information is readily at hand,
- report activities for the year to the Fall General Meeting, and
- present to the BoD any complaints regarding Members, with recommendations for action.

Decision Making Authority

- The Committee has the authority to make decisions with respect to recommendations to leagues for disciplinary actions respecting players and coaches. The recommendations will be presented to the league representatives for appropriate action.
- Recommendations for disciplinary action respecting Members are in the form of a report to the BoD to take action.

Committee Composition

- The Committee shall be comprised of three members and at least one member will also be a member of the BoD.
- The Committee will select a lead (Chair) and alternate.
- Every effort should be made to ensure that there are representatives on the Committee that have an interest in both Fast Pitch and Slo-Pitch.
- The tenure of all members of the Committee will be a two (2) year term. Committee members may be re-appointed for additional terms. At the discretion of the BoD the two (2) year term for any member may be terminated at any time.
- The Committee members are listed on the EOUA website.

Committee Reports

- The Chair of the Committee shall present a written report to the Members at the Fall General Meeting. Such reports will become part of the Minutes of the General Meeting.
- The report to the Members shall be an overview of the season's activities. Individual situations shall be kept in confidence by the members of the Committee.
- At the request of the BoD, the Chair shall make a written report respecting any specified issue.

Resources and Budget Allocation

- There are no financial resources allocated to the Committee.

Elections (Nominations) Committee

The Elections (Nominations) Committee is established to support the objectives of the EOUA;

- to provide quality umpires to softball leagues throughout the National Capital Region and surrounding area,
- to promote the development of umpires by encouraging their participation in the programs of Softball Canada and Softball Ontario, and
- to encourage good fellowship among members of the association and others interested in umpiring.

Mandate

The mandate is to ensure that there are candidates identified for each position that is up for election at the Fall General Meeting.

The Chair of the Committee shall run all elections of the EOUA. At least one of the members of the Committee shall assist the Chair to run an election. In the event that the Chair is running in an election, the Committee shall put forward a member of the Committee or a Member of the EOUA to run the election.

The mandate of the Committee shall be reviewed at the discretion of the BoD or on request by the Committee members.

Additional Responsibilities

The Committee shall;

- hold meetings be as often as deemed necessary at no cost to the EOUA,
- poll all members of the current Board to verify their intentions in order to determine which incumbents are willing to stand for re-election, are interested in a different position on the board or will be vacating their position at the end of their term,
- confirm the criteria of the position to determine if the member qualifies for a particular position,
- propose a slate of candidates by nominating one or more members for each expected vacancy,
- temporarily assume the chair of the Fall General Meeting and conduct the elections,
- receive nominations from the floor of the Fall General Meeting
- administer the secret balloting process, and
- certify the results and destroy the ballots on completion.

Committee Composition

- The Elections [Nominations] Committee shall be comprised of two or more members.
- The names and contact information for members is listed the EOUA website.
- No member of the Committee can stand for any election while they are a member of the Committee.
- The Committee members are listed on the EOUA website.
- The committee will select a lead (Chair) and alternate.
- Every effort should be made to ensure that there are representatives that have an interest in both Fast Pitch and Slo-Pitch.
- The tenure of all members of the Committee will be a two (2) year term. Committee members may be re-appointed for additional terms. At the discretion of the BoD the two (2) year term for any member may be terminated at any time.

Committee Reports

- The Committee shall report to the BoD in advance of the Fall General Meeting, advising as to the status of candidates for upcoming elections.
- In the event of a BoD vacancy prior to an election, the Committee shall advise the BoD respecting appropriate candidates to fill the vacancy until the position is due for electlon.
- The results of elections shall be part of the General Meeting minutes.

Resources and Budget Allocation

- There are no financial resources allocated to the Committee.

Mentorship Committee

The Mentorship Committee is established to support the objectives of the EOUA;

- to provide quality umpires to softball leagues throughout the National Capital Region and surrounding area,
- to promote the development of umpires by encouraging their participation in the programs of Softball Canada and Softball Ontario, and
- to encourage good fellowship among members of the association and others interested in umpiring.

Mandate

The mandate is to;

- bolster the Softball Officials Program and enhance the game of softball, by providing direct support and personal guidance to all Members,
- promote consistency, potential advancement, and improve support for all EOUA officials,
- improve the overall performance of all Members through the use of mentorship and evaluation processes (formal or informal),
- improve member retention,
- promote EOUA camaraderie and sense of community, and
- encourage all Members to register and card (write exam) and receive a Softball Ontario formal evaluation.

The mandate of the Committee shall be reviewed at the discretion of the BoD or on request by the Committee members.

Additional Responsibilities

- Hold meetings be as often as deemed necessary at no cost to the EOUA.
- Establish the process of the training program.
- Work in liaison with Softball Ontario Zone personnel to identify candidates that could grow within Softball Ontario and Softball Canada.
- Compile resource materials for training and growth purposes.
- Develop tools for ongoing program evaluation by participants and program managers.
- Propose training or learning events for mentors and trainers.
- Submit invoices to the Treasurer for reimbursement

Decision Making Authority

The Mentorship Committee has the authority to make decisions with respect to disbursements related to;

- resource material,
- equipment for teaching and learning,
- subsidizing costs of individual members related to training or learning events or activities,
- subsidizing costs of mentors, and
- subsidizing travel costs of Members attending learning events.

Committee Composition

- The Mentorship Committee shall be comprised of up to four members, two of whom should have attained at least Level III.
- The names and contact information for members is listed on the EOUA website.
- The committee will select a lead (Chair) and alternate.
- Every effort should be made to ensure that there are representatives that have an interest in both Fast Pitch and Slo-Pitch.
- The tenure of all members of the Committee will be a two (2) year term. Committee members may be re-appointed for additional terms. At the discretion of the BoD the two (2) year term for any member may be terminated at any time.

Committee Reports

- The Committee shall provide a written report to the BoD, in advance of the Spring General Meeting, and to the Members at the Spring General Meeting stating the Mentorship plans for the upcoming season.
- The Committee shall provide a written report to the BoD, in advance of the Fall General Meeting and to the Members at the Fall General Meeting reporting on the Mentorship activities during the season.
- The financial activities of the Committee shall be included as part of the Treasurer's Report at the Spring General Meeting.
- Reports to the General Meetings will become part of the minutes.

Resources and Budget Allocation

- Funds are allocated as part of the Game Fee. The Game Fee is voted on each year and a percentage of the Game Fee is dedicated to the Mentor Program.
- Funds are allocated to members who attend clinics or other training events to cover a portion of the registration fees or travel expenses where there are no registration fees.
- Funds (e.g., daily honorarium, partial game fee) are also allocated to Mentors who spend time completing evaluations or working as an extra umpire to provide support for three and four umpire systems.
- Funds (e.g., daily honorarium) are also allocated to Mentors who evaluate clinicians from the EOUA who instruct at a local clinic.

Mentorship Fund - Items Eligible for Claims (2024)
Members: Mike Lieff, Pat Warner, Greg Perrin, Dave Herbst, Tessa Murton

Item	Description	Amount	Application/Automatic
Mentoring	Mentoring newer umpires through modeling, 2-umpire system or observation	50% of a game fee	Automatic (assignor)
Refresher Clinic	Registration for the Mentorship Clinic	$30 (2024)	Automatic (assignor)
Extra Umpire (preplanned)	Working a multi-umpire system to prepare for a provincial/national tournament	100% of a game fee; max of 6 games per season	Automatic (assignor)
Extra Umpire (ad hoc)	Working a multi-umpire system for practice (e.g., local tournament or league playoffs)	50% of the game fee; max of 6 games per season	Automatic (assignor)
Tournament UIC	Acting as UIC for a local tournament	$50 half day (1 written eval required) $100 full day (2 written evals required)	Application

		Working UIC is half day max	
Travel	Travel for conferences or provincial tournaments if there are expenses that are not fully reimbursed	$75 for 2 EOUA members, $100 for 3 members	Application; Applicant must submit a summary report to the Mentorship Chair
Canadian Championships	Stipend for umpires attending a Canadian Championship	$100	Application
Umpires in Need	Umpires who experience financial hardship can apply for uniform / equipment items needed to continue umpiring. Items may be purchased new, or provided by other umpires.	Case-by-case	Application

Social Committee

The Social Committee is established to support the objectives of the EOUA;

- to provide quality umpires to softball leagues throughout the National Capital Region and surrounding area,
- to promote the development of umpires by encouraging their participation in the programs of Softball Canada and Softball Ontario, and
- to encourage good fellowship among members of the association and others interested in umpiring.

Mandate

The mandate is to;

- plan, organize, and implement the EOUA Social Event(s) for Members to gather and network,
- collaborate with the BoD on information regarding Social Event(s) (Available dates, location etc.)

The mandate of the Committee shall be reviewed at the discretion of the BoD or on request by the Committee members.

Additional Responsibilities

- Hold meetings as often as deemed necessary at no cost to the EOUA.
- Under the direction of the Chair meet to plan, organize and assign responsibilities as each function arises.
- Attempt to respond to Members' requests/interests for social activities (e.g., BBQ, Banquet, special events).
- Clarify, with the Treasurer, the funding available for Social Event(s) and work within those parameters. Such costs would include; food, beverages, prizes and location fee.
- Submit invoices to the Treasurer for reimbursement.
- Provide a financial and activity report to the BoD after each function is completed.
- Assist with encouraging new and continued membership for ongoing growth of the EOUA through the Social Event(s).

Decision Making Authority

The Social Committee has the authority to make decision with respect to;

- choice of event,
- venue, and
- menu.

Committee Composition

- The Social Committee shall be comprised of at least two members.
- The names and contact information for members is listed on the EOUA website.
- The committee will select a lead (Chair) and alternate.
- Every effort should be made to ensure that there are representatives that have an interest in both Fast Pitch and Slo-Pitch.
- The tenure of all members of the Committee will be a two (2) year term. Committee members may be re-appointed for additional terms. At the discretion of the BoD the two (2) year term for any member may be terminated at any time.

Committee Reports

- The Committee shall provide a written report to the BoD, in advance of the Spring General Meeting and to the Members at the Spring General Meeting stating the social plans for the upcoming season.
- The Committee shall provide a written report to the BoD, in advance of the Fall General Meeting and to the Members at the Fall General Meeting reporting on the social activities during the season.
- The financial activities of the Committee shall be included as part of the Treasurer's Report at the Spring General Meeting.
- Reports to the General Meetings will become part of the minutes.

Resources and Budget Allocation

- Funds are allocated on an annual basis. A set fee is given to the Committee for each event, as approved by the BoD.
- Funds are collected from each Member on an annual basis. The amount is voted on by the Members at Fall General Meeting as part of the Schedule of Fees.

Website Committee

The Website Committee is established to support the objectives of the EOUA;

- to provide quality umpires to softball leagues throughout the National Capital Region and surrounding area,
- to promote the development of umpires by encouraging their participation in the programs of Softball Canada and Softball Ontario; and
- to encourage good fellowship among members of the association and others interested in umpiring.

Mandate

The mandate of the Committee is to oversee the function of the EOUA electronic information platforms, including the EOUA website, Facebook Page and the information components of Horizon. The Committee Chair shall be known as the Webmaster.

The mandate of the Committee shall be reviewed at the discretion of the BoD or on request by the Committee members.

Additional Responsibilities

- Hold meetings as often as deemed necessary at no cost to the EOUA.
- Under the direction of the Chair meet to plan, organize and assign responsibilities as each function arises.
- Ensure that information is accurate and up to date on all the electronic information platforms.

Decision Making Authority

The Committee has the authority to make decision with respect to the layout of electronic information platforms. It will take advice from the BoD and Committee Chairs respecting what should be included on the various platforms.

Committee Composition

- The Committee shall be comprised of at least two members.
- The names and contact information for members is listed on the EOUA website.
- The committee will select a lead (Chair), who will be known as the Webmaster, and an alternate.
- Every effort should be made to ensure that there are representatives that have an interest in both Fast Pitch and Slo-Pitch.
- The tenure of all members of the Committee will be a two (2) year term. Committee members may be re-appointed for additional terms. At the discretion of the BoD the two (2) year term for any member may be terminated at any time.

Committee Reports

- The Committee shall provide a written report to the to the the Members at the Fall General Meeting reporting on the Website activities during the season.
- Reports to the General Meeting will become part of the minutes.

Resources and Budget Allocation

- Funds are allocated on an annual basis. By the BoD.
- Funds to operate the EOUA website are sourced from the EOUA Administration Fund.
- Facebook is a free platform.
- Horizon is part of the Assignor's budget and is funded from the EOUA Administration Fund.