

SANTA CRUZ COUNTY SOFTBALL OFFICIALS ASSOCIATION
POLICIES/PROCEDURES

1. Statement of Purpose

To provide the most competent, professional officials to serve high school sports, for the schools and leagues in the service area of the SCCSOA.

- A. Schools Served
Aptos, Harbor, San Lorenzo Valley, Saint Francis, Santa Cruz, Scotts Valley, Soquel and Watsonville high schools
- B. Geographic Area
Santa Cruz County

2. Definition of Membership

A. Policy Prohibiting Discrimination

- 1. No person shall be denied membership or access due to race, color, creed, religion, sex or national origin.

- a. None of the above shall be criteria for the receiving of assignments.
- b. None of the above shall be criteria for the level of assignments received.
- c. None of the above shall be criteria for holding office.
- d. Race color, creed, religion, sex or national origin shall not be a factor in any portion of the operation and Governance of the SCCSOA

B. Process/Qualification for Membership

- 1. Must attend the required number of training sessions and meetings pursuant to SCCSOA policy:

Additionally, we adhere to the policies set forth by the Central Coast Section:

CLASSROOM INSTRUCTION/FIELD CLINIC: There must be a minimum of 18 hours of classroom instruction and on-field training, which may include credit for attending approved outside training. The instruction shall include the following:

- A. A Rules forum with special emphasis on new rules and interpretations from the National Federation.
- B. A Mechanics forum with special emphasis on standardizing NF mechanics.
- C. A Testing and/or Evaluation program to determine comprehension of the rules and mechanics
- D. The five-hour league jamboree will serve as the official clinic for the association. Those unable to attend the jamboree may work the bases at the Watsonville junior varsity or freshmen tournaments and either mentor a lower-ranking official or be mentored by a higher-ranking official, for make-up credit.

- 2. Must pay dues as prescribed by the SCCSOA
- 3. Must be available to officiate scheduled athletic contests
- 4. Must participate as required by the local association in pre-season scrimmages and practical training sessions.
- 5. Must receive a qualifying score of at least 70% on a rules examination as set by the SCCSOA. The test is 100 questions, open book, provided by the NF. The test needs to be turned in at the March general meeting to be eligible to receive full credit. (The maximum eligible score is reduced by 10% for every meeting at which the test is turned in late.)
- 6. Must comply with California State Law dealing with independent contractor status. All officials are required to fill out a W-9 before they officiate their first game.
- 7. Must comply with any other requirements of the local association

C. Process for Leave of Absence/Resignation

- 1. Leave of Absence: Any member in good standing may request in writing a leave of absence for a period not to exceed one year. Such member shall be placed on inactive status and shall not be entitled to the rights and privileges of this association. At the end of the leave of absence, the member may restore himself/herself to active status by paying dues for the current year and by complying with other requirements for good standing in this association. The classifications (ratings) of an official returning from a leave of absence shall be determined by the executive committee of the sport or sports worked by that official.

2. Resignation: A member may voluntarily resign at any time. If a resigned member should re-apply his/her application would be treated as that of a new member.

D. Process for Suspension / Expulsion

1. In the event that a member of the association fails to comply with the rules for active membership, the president shall have the power to suspend the member up to a period of fifteen (15) days. In the event that any member is suspended (suspension must be upheld) more than once during any school year, that member may be dropped immediately from the membership of the association and will forfeit all dues and assignments.
2. Any appeal will be governed by SCCSOA association bylaws.
3. Any and all proceedings regarding expulsion will be confidential.

E. Reinstatement:

1. A member who has voluntarily requested a leave of absence may reapply as indicated in this document.
2. Members who are suspended for any reason may appeal such suspension to the executive committee or by submitting in writing a copy of their case to each member thereof and assuming any financial responsibility (postage, phone calls, mileage, etc.) that may be incurred by committee members in arriving at a decision on the matter.
3. Any member who is recommended for a suspension by an executive committee may appeal such suspension to a two-thirds majority of the membership at any scheduled meeting or a special meeting called by the president.

F. Member Status

1. SCCSOA members are independent contractors.

G. Due Process

The executive committee may fine and/or place an official who has violated the SCCSOA constitution on probation up to a period of a year.

1. For each violation, a fine cannot exceed the top amount that an official could earn by an assignment in his particular sport.
 - A. The official, who will be notified of the decision in writing, will be prohibited from working further assignments until the fine is paid.
2. After the probation period has lapsed, the executive committee may reinstate or exclude the official.
3. The official in question may appeal the decision of the executive committee to the general membership which can vote to support or over rule the action of the executive committee by a two-thirds majority.

H. Clarification of Liability

1. Each official is required to show proof of NFOA insurance before they officiate their first game. As a 100% NFOA membership organization, we are eligible for General Liability and Directors and Officers coverage from the NFOA for our association officers. The coverage period is one year. We receive \$1 million in general liability insurance for lawsuits filed against the directors, trustees, officers, employees, board members, committee members or volunteers of the association. Defense costs are paid in addition to the \$1 million limit. There is a \$1,000 deductible per claim.

I. Management Structure

1. The SCCSOA shall be governed by a Board of Directors consisting of a president, president-elect, secretary and treasurer.

President

- A. Presides over all meetings of members and executive committee.
- B. Calls meetings of the executive committee and special meetings of the membership.
- C. Makes appointments as indicated in this constitution not to extend beyond his/her term of office.
- D. Establishes and maintain close liaison with the commissioner.
- E. Appoints a nominating committee to present a slate of officers as indicated in section 5.
- F. With the treasurer, signs all checks for bills approved by the executive committee.

President-elect

- A. Serves in the absence of the president.
- B. Serves as chairman of the public relations committee and work actively to promote the spirit of good sportsmanship and respect for the authority of principals, coaches and officials.

- C. Works closely with the commissioner to organize and oversee the training of officials.

Secretary

- A. Takes attendance.
- B. Maintains a roster of active members.
- C. Maintains a roster of coaches, athletic directors and principals.
- D. Keeps minutes and other materials.
- E. Maintains correspondence.

Treasurer

- A. Oversee financial operations of association.

At-Large Member

J. Operational Information

1. Meetings. The SCCSOA schedules seven to eight meetings and one field clinic per season. Each meeting includes time spent learning the rules by going over sections in the NF rules book until all sections have been covered. Also, instructional video tapes are used to augment the rules book. Additionally, each official is required to attend an SCCSOA-provided seminar on sexual harassment before they may officiate their first game. Members may request that education from external umpire sources, such as ASA, ISF and other associations, be applied to the meeting attendance hours required by the Central Coast Section, NFHS and SCCSOA.
2. Records: SCCSOA records are maintained by the secretary and are stored in a location approved by the governing board.
3. Dues: Will be established annually by the governing board, and will be collected by the treasurer. These funds will be maintained in the SCCSOA bank account. (Dues are not required for accreditation)
4. Finances: Records will be maintained by the treasurer who will issue a financial statement, yearly. SCCSOA funds will be kept in the SCCSOA bank account.
5. Governance Procedures: The elected governing board will be responsible for policy and decision making for the SCCSOA. Any decision of the board may be appealed to the general membership upon the written request of five members.
6. Election Procedure: The governing board shall be elected for terms specified in the SCCSOA bylaws. These elections will be conducted among the general membership, yearly. Only SCCSOA members are eligible to run for office.

K. Policies Pertinent To Officials

1. Training: Consists of a minimum of 18 hours of classroom instruction and field clinic instruction, which meet California Officials Association Accreditation Commission expectations. Members may request that training from external umpire sources, such as ASA, ISF and other associations, be applied to the training hours required by the Central Coast Section, NFHS and SCCSOA.
2. Evaluation Process. In doing evaluations, the evaluation committee will consider such criteria as scores on examinations, attendance at meetings, participation in team scrimmages and adherence to the code of ethics as well as other criteria designated by this committee. Officials, when meeting with the captains and head coaches at home plate prior to the start of the game, will give each head coach an evaluation card.

L. Assignment of Officials.

1. Post-season Assignments:
 - A. The Assignment Committee, which consists of the four members of the Executive Committee and the Assigner of Games, will determine the post-season assignments. Input from an Independent Evaluator, when available, may be considered as part of the post-season selection process.
 - B. An umpire's overall training and experience, be it internal SCCSOA training or external training, tournaments, and other activities may be considered in the selection process. Eligible, qualified umpires, who belong to multiple associations, may be considered for post-season games unless exempted by CCS rules.
 - C. Officials are selected for post-season play based on a combination of factors including but not limited to: performance in the current year's assignments, attendance and participation in meetings and field training, professionalism and availability. The Assignment Committee will make post-season assignments with two goals in mind: 1) to provide CCS with qualified varsity officials and, 2) to provide post-season officiating experience to qualified varsity umpires who have been available for 50 percent of the SCCAL games.
2. Level of Assignment: Officials will be assigned based on their ranking, which are as follows:
 - A. Senior – Varsity lead official.
 - B. Junior – Varsity official if working with a 1.
 - C. Sophomore – Non-varsity lead official; qualified to work non-varsity games solo.
 - D. Freshman – Non-varsity official if working with a 3 or higher.
3. Assignment Period: Games are assigned twice a season, at the beginning of the non-league season and at the beginning of the league season.

4. Umpires MUST telephone or email their partners no later than one day prior to the game to confirm that they are working said game together. They must receive return confirmation, too. If an umpire fails to contact their partner and speak to them, and the partner doesn't show for the game, the umpire who shows will not receive solo pay. The partner who doesn't show will be fined a full game fee and be suspended for a minimum of one game. If it is determined that the reason the umpire didn't show is because they were double-booked, they will be fined an additional \$25.
5. Number of Assignments: Generally, all officials except New officials will receive the same number of games, but games will be assigned on a curve, with senior officials assigned the predominance of the varsity games.
6. Pay scale: Varsity, \$53, Non-varsity solo, \$48, Non-varsity, \$44. Umpires who have not met eligibility requirements – or who are non-association umpires filling in – will be paid 75% of the maximum fee schedule, as encouraged by the Central Coast Section. That figures out to \$39.75, \$36 and \$33, respectively. Umpires will be paid at every meeting for games they have done to that point. Umpires will buy the games from the SCCSOA at the rate of \$4 per game. This amount will be reviewed yearly.
7. Availability: The individual official is responsible for keeping his/her availability up to date with the assignor. Initial availability sheets must be turned in to the assignor by the second scheduled meeting of the season.
8. Procedure for turning back games: If for any reason you cannot complete and assignment the assignor needs to know ASAP. Understanding that “things do happen,” the policy for turning back games will be a minimum of 48 hours notice. If you want to get someone to fill-in for you, you must call the assignor to get the names of officials who are in line to officiate the next game that becomes available. There is no refund for games turned back by the umpire, unless it was the Assignor's error, i.e., the Assignors assigned the umpire to work on a day which the umpire marked as Unavailable on their Availability Sheet. If an umpire feels they should receive a refund, they may appeal in writing to the Executive Committee.
9. If the Assignor cannot be reached in time to fill the assignment, the official must officiate the game.
10. If there is less than 24 hours between the time of cancellation and game time, the official will also notify his/her scheduled partner.
11. Once an official starts the contest he/she should not be removed, unless any injury occurs.
12. The scheduled official will work the contest as long as he/she is prepared to officiate at the start of the event.

13. It is the responsibility of the governing board to invoke any discipline it feels appropriate for violation of this policy.

M. Umpire Duties

1. The umpire must be sure of the date, time and place of the game and needs to enter the playing field appropriately dressed and ready to assume their duties 30 minutes ahead of game time, start the game at the designated time and leave the field when the game is over. The umpire's jurisdiction begins when entering the field to check the condition of the field, boundaries, field markings and all equipment and ends when leaving the field following the completion of the game.

Effect: Umpires who do not arrive on time as indicated above will be fined \$15.00. This fine will be credited to their partner to compensate for having to take full responsibility for pre-game duties.

2. The umpires need inspect the playing field, boundaries and equipment and clarify all ground rules for the representatives of both teams.
3. Officials are required to confirm assignments with their partners 24 hours ahead of a scheduled game.
4. Ten minutes prior to game time, both officials will meet with head coaches go over ground rules, inspect the lineups and cover all pre-game information.

Single Umpire

- A. If only one umpire is assigned, all duties extend to the single official. If it is learned that the solo umpire does not enter the playing 30 minutes prior to game-time, they will be fined \$15.00.

N. Recruiting of Officials

1. The SCCSOA uses media advertising, school contacts, and current members to recruit new officials.
2. The level of recruiting will be established by the need for persons to officiate contests. However, the SCCSOA always encourages interested persons to apply.