

2012 OCSOA POLICIES AND PROCEDURES

Approved January 18, 2012
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The Orange County Softball Officials' Association is accredited by the California Interscholastic Federation (CIF) until June 2017.

OCSOA operates as an independent unit representing Orange County, with membership in the California Softball Officials' Association (CSOA).

OCSOA Board of Directors has established the following Policies and Procedures. OCSOA will operate free of discrimination. No one will be denied access to, or membership in, OCSOA due to race, color, creed, religion, gender, sexual orientation, national origin, or disability.

MEMBERSHIP

- A. Member in Good Standing will have paid all dues and fees, is in the process of completing all class, tests, and clinics as set forth by these By-Laws and Board policy, and has maintained high professional and ethical standards to be qualified to officiate softball games for the association.
- B. All Members must be 18 years of age or older and must obtain Official's Liability Insurance in order to be Qualified/Certified.
- C. Qualified/Certified Members are members who have completed all required meetings, classes, tests and clinics as set forth by the By-Laws and these Policies and Procedures, and have maintained high professional and ethical standards.
- D. Wear the proper OCSOA official's uniform to every game.
 - 1. The first violation will cause the member to become a non-qualified member of OCSOA.
- E. Not have any violations of the CSOA, CIF-SS, and OCSOA Code of Ethics.

ATTENDANCE / INSTRUCTIONAL REQUIREMENTS

Qualified Members

To qualify, members must fulfill ALL of the following requirements:

- A. Attend all "All Member" designated classroom meetings. 1st, 2nd year and probationary members must attend the additional classroom/meetings. Half of these meeting must be OCSOA meetings.
- B. Complete the Study Guide Exam with a passing grade of 80%. [10 point deduction for late exam]
- C. Pass the OCSOA Qualification Rules Examination with a minimum grade of 80%.
- D. Attend an approved instructional clinic, annually (July 1 - June 30).
- E. Sign "The Official's Code of Conduct" to be kept by the Association

Failure to attend the required meetings may result in revocation of an official's schedule.

If unable to attend one of the regularly scheduled OCSOA meetings or clinic, attending the association's scheduled make-up meeting will count as a meeting attended.

If unable to attend the OCSOA make-up meeting, members have the following options available:

- 1) Attend meetings of another CSOA sanctioned unit.
 - a. Members attending another unit's meeting must submit a completed "Meeting Attended Verification" form per Procedure A below.
 - b. The form needs to be signed by the other unit's Instructional Chairman as proof of attendance.
 - c. The form is available on the www.ocsoa.info website or the Forms section of the Arbiter Sports system.
- 2) Work an OCSOA assigned scrimmage.
 - a. Per Procedure A below, submit a completed "Scrimmage Worked Verification" form.

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- b. The form is available on the www.ocsoa.info website or the Forms section of the Arbiter Sports system.
- 3) Submit a written request to be Excused for the following reasons per Procedure B below:
 - a. When working an OCSOA assigned game that conflicts with an OCSOA scheduled meeting.
 - b. Medical or family EMERGENCY.

PROCEDURE A - Submitting Forms

- 1) Submit completed form to either the OCSOA President or Secretary/Treasurer prior to the association's scheduled make-up meeting.
- 2) Member will receive a confirmation that the form has been received by the Board.
- 3) The OCSOA Board reserves the right to review the form and reject it or determine if any further follow up action is required.
- 4) It will be incumbent on the Board to notify the member that their request has been rejected. Otherwise the member can assume implicit approval (Board silence is acceptance).

PROCEDURE B - Written request to be Excused

- 1) Submit written request to either the OCSOA President or Secretary/Treasurer **within 7 days** of missed meeting or clinic.
- 2) Member will receive a confirmation that the request has been received by the Board.
- 3) The OCSOA Board will review each request and either Accept or Reject it.
- 4) The Board will notify the member the final status of their request.

"Attend" means TO BE THERE FOR THE ENTIRE MEETING. Members arriving more than 15 minutes late will not be given credit for the meeting without discussing reasons for their tardiness with the Instructional Chairman.

In order to receive assignments, returning and transferring members must have been qualified by OCSOA or another CSOA sanctioned unit, paid all required fees, and be a member in good standing. **Members are not guaranteed games.**

REGISTRATION

2012 OCSOA Registration Requirements

1. Membership Dues - **\$65.00** returning members and \$75.00 for new members if received by December 13, 2011. No new members will be accepted after the December 13, 2011 All Members meeting.

Make check payable to OCSOA, then mail to:

**OCSOA
Paul Morines, Secretary/Treasurer
24676 Paseo Vendaval
Lake Forest, CA 92630**

2. Assignment Fees - \$3.00 per accepted game payable to the assigner, Dick Jolly. Assignment fees must be paid to Assignor within seven (7) days after invoice is posted in Arbiter, or games may be reassigned.
3. Overdue Fines and/or Fees - All outstanding fines and/or fees of any type from prior seasons (no-shows, NSF checks, etc.) are due and payable with the current season's financial obligations. Members with outstanding debts will be classified as "Non-Qualified" until debts are paid in full.
4. Independent Contractor Compliance – Membership in OCSOA must comply with the State and Federal guidelines for independent contractors.
5. Membership Approval – Each year's registration for membership must be approved by OCSOA Board of Directors. Failure to receive this approval is the only grounds for the refund of membership dues paid for that season.

DRESS STANDARDS

The appearance of Officials is the most important, for both the respect of players and coaches, as well as for comfort and safety. It is imperative that both umpires wear the same uniform in color.

- A. The Uniform consist of the following items:
 1. Light blue pullover shirt with white and navy blue stripes on collar and sleeves.
 - i. The "Federation Softball Official" patch must be on the shirt.

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- ii. The patch must be placed on the left sleeve, center below the shoulder cut.
- 2. White T-shirt (NO OTHER COLORS). On cold/ cool night a white Turtleneck is approved. (NO Long sleeves showing).
- 3. Heather Gray Slacks.
- 4. Navy Blue V-Neck sweater with CIF logo on left breast.
- 5. Navy Blue Jacket (Logo Recommended on Left Breast).
- 6. Shoes must be polished solid black. Plate shoes are recommended with steel toes. Shoes should be polished before every game. (No white showing)
- 7. Black Belt.
- 8. Black or Navy Blue Socks.
- 9. Plain Navy Blue Cap, mandatory. NEVER wear the hat backwards.
- 10. Chest Protector (Under Shirt and optional for Male, Mandatory for Females).
- 11. Shin Guards are optional for all (if worn, they go under slacks).
- 12. Ball Bag (Navy or Gray), with the following: Indicator (Ball, Strike, and Out), Brush (for both plate and base), Flipping coin for tournament games, pencil or pen.
- 13. Face Mask with attached throat protector must be commercially manufactured properly attached and unaltered.
- 14. Carry-all bag with the following: extra black shoelaces, black polish, Band-Aids, T-shirts, water bottle, etc.
- B. Jewelry, except for medical-alert bracelets'/necklaces, and wedding bands, shall not be worn. Watches, bracelets and any other arm, neck, ear, and body decorations should NOT be worn (When a watch is needed for a time limit game put watch in ball bag or back pocket).
- C. Both umpires should dress according to the weather. We should look alike

RATING SYSTEM

Varsity Umpires

100 125 150 175 200 250

Junior Varsity Umpires (* Varsity eligible)

300* 325 350 400

OCSOA 1st year Umpires

500 600

Higher rated umpires may work any level below their rating.

Only Qualified Members are eligible for a rating promotion.

Umpires transferring to OCSOA will be observed by a board member, OCSOA evaluator, or Rating Committee member before the end of the 2nd week of the season to verify their rating. The highest possible entry level for a college level umpire transferring to OCSOA is 150. All transferring members shall be evaluated at least twice during their first season.

All returning members should be notified of their rating no later than December 31st of each year so they may have an opportunity to appeal their rating before the season starts. The ratings will be posted on each officials profile under Custom Fields on Arbiter. To appeal your rating you will need to appeal to the board in writing that you would like to appeal your rating and or be evaluated. If it is an appeal then the board will hear the appeal within 20 calendar days of receiving the written appeal. If an evaluation is requested an attempt to schedule a game with an evaluator observing the game and covering the results after said game with a written report being filed with the ratings chairman and the official.

GAME ASSIGNMENTS

Only Qualified Members are eligible for varsity games on their initial schedule.

Procedures for Cancellations / Turn Backs / Switching Assignments

- 1. All changes MUST be handled through the assigner.
- 2. All changes MUST be confirmed by personal contact with the assigner. Unanswered E-mails or answering machine messages are not considered "contact" until confirmed by the assigner.

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3. The assigner must approve any replacement. Switching assignments is not allowed without the assigner's approval. There may be reasons, unknown to the assigned official, why the assigner would not approve the assigned official's replacement choice for a particular game.
4. A \$15 cancellation fee, payable to the assigner, will be assessed for games turned back less than 24 hours prior to the assigned game day. Members are ultimately responsible for all OCSOA games they have "Accepted". If the assigner is unable to find a suitable substitute for a last minute turn back, the member will be subject to the OCSOA no-show policy.
5. Assigner fees for games turned back will NOT be refunded.
6. Officials guilty of switching assignments without approval will be subject to disciplinary action.
7. Per CIF Blue Book Article 1218, assigned officials "can be removed from the contest only at the direction of the school principal and by payment of the full fees by the objecting school."
8. Officials shall not accept games for a school or league in which there may be an actual or perceived conflict.

No-Show Policy

No shows are carefully monitored and taken very seriously by OCSOA. Visiting schools must absorb transportation expenses. JV/Freshman no-shows result in two teams unable to play after practicing all week. Varsity no-shows cause your partner to work twice as hard, particularly if he/she must change into plate gear.

No-show officials are subject to the following:

1. A game fee fine, payable to OCSOA within ten (10) days of the contest date. Officials required to work a one-man varsity game due to a no-show, will be compensated an additional ½ game fee by OCSOA.
2. Must write letters of apology to both schools and OCSOA.
3. Elimination from playoff consideration.
4. Upon review by the Board of Directors and the assigner, a 2-game suspension may be imposed.
5. No-show officials will have the right to appeal fines and/or suspensions within 14 days of notice.
6. After review by the Board of Directors, officials with two (2) un-excused no-shows will lose all remaining assignments and shall be classified as a Non-Qualified Member through the following softball season.
7. If another official is called to a game because the originally assigned official is not at the game by game time, a \$20.00 fine shall be assessed the originally assigned official and paid to the other official to offset expenses incurred by the other official.

Assignor Errors

To avoid mistakes, officials should verify assignments on-line at www.arbitersports.com, on game day. Officials should call the school to verify assignments. Varsity officials are required to call their partners prior to the game. Due to the enormity of the task, assigning errors (too many umpires, wrong site/date/time, etc.) occasionally prevent the assigned official from working. If this happens, it is the responsibility of the official to notify the assigner.

If it is proven to be the assigner's responsibility, a ½ game fee will be paid by the assigner to the assigned official. If the school is proven responsible, CIF Blue Book Article 1220 provides that the assigned official "shall receive ½ game fee." The assigner will make arrangements with the school to pay the assigned official. If payment has not been received after a reasonable time, contact the assigner.

Note: Most errors can be avoided by confirming games with school officials on game day or one day prior.

Rain Outs/Re-Schedules

(Per CIF-SS Bluebook, Rule 1221) In case of inclement weather, it is the official's responsibility to contact the home school to determine whether or not the game will be played. If the official arrives without checking, and the game is canceled for inclement weather, the official is NOT entitled to be paid.

The "magic hour" is 12:00 Noon. To be reimbursed for rain outs or unplayable field conditions due to the weather, officials MUST verify the game with the school AFTER 12:00 Noon on game day. If the school confirms the contest but the game is not played due to field conditions, the official is entitled to ½ game fee. In potential rain-out situations, make sure to check www.arbitersports.com, your E-mails and your answering devices/service for possible cancellation information.

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When calling schools, do not accept game confirmation from a student, telephone operator, or school secretary. Always confirm with the Athletic Director, an athletic administrator or the coach, and note the name of the person who verifies the game.

If a contest is rained out, it is the responsibility of the home school to notify the originally assigned official of the rescheduled date. The school is required to offer that official the first choice for the rescheduled game date.

EJECTIONS

If it becomes necessary to eject a coach or athlete for any reason, or a school fails to complete a contest because a Coach pulls his/her team from the field, IT IS MANDATORY THAT YOU NOTIFY THE INSTRUCTIONAL CHAIRMAN, PRESIDENT or ASSIGNOR within one hour following the game, and email an Ejection/Incident Report through the OCSOA website at www.ocsoa.info, within 24 hours.

The principal of the school involved is required to respond to the CIF-SS office regarding his/her investigation of the incident. The Instructional Chairman, President has the obligation to review all ejections.

PLAYOFFS

CIF-SS playoffs historically consist of five (5) rounds. CIF determines the quantity of OCSOA umpires needed for each round depending on the number of Orange County teams in each respective division. Succeeding rounds require significantly fewer umpires. 1st round games characteristically require (48-54) umpires; 2nd round games (18-24); 3rd round (12-15); Semi-final (6) and Final (3). This is determined by the CIF-Southern Section office.

Making the Playoff List does not guarantee games. Many qualifying members are unavailable on playoff dates necessitating supplemental names to be included on the list of qualified playoff officials. It is CIF's and OCSOA's policy, that the highest rated umpires be used for playoff assignments.

Playoff Criteria

Only Qualified Members are eligible for the Playoff List.

Playoff candidates are selected by the OCSOA Board of Directors. Members qualifying for playoff assignments will be notified before the end of season.

Eligibility is based on the current year's meeting attendance.

To qualify for playoffs members MUST:

1. Be a Qualified Member. (See page 1)
2. Have no un-excused no-shows.
3. Umpire a minimum of twelve (12) OCSOA sanctioned high school varsity games.
4. Demonstrate responsibility in the fulfillment of all scheduled assignments.
5. Attend the Playoff Meeting

Qualify for playoffs members MUST:

1. Must have worked a 1st round playoff game to qualify for a 2nd round playoff game.
2. Must have worked a 2nd round playoff game to qualify for a 3rd round playoff game.
3. Must have worked a 3rd round playoff game to qualify for a Semi-final playoff game.
4. Must have worked a Semi-final playoff game to qualify for a Final.

Playoff Eligibility Level

Rating	Eligibility Level
100	Crew Chief for Finals and playoffs through Finals.
125	Crew Chief for 3 rd round and playoffs through Semi-Finals.
150	Crew Chief for 1 st round and playoffs through 3 rd round.
175	Playoffs through 2 nd round.
200	Playoffs through 2 nd round.

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- 250 Playoffs through 1st round.
300 Playoffs through 1st round.

Playoff Assigning Procedure

1. The Board of Directors shall assign the crew members for each semi-final and final game, in accordance with CIF Southern Section procedure.
2. The assigner shall assign the crew chief and two (2) crew members for each game through the 3rd round. The crew chief shall notify the assigner of the position of the crew members prior to the playoff list being published.
3. Although Semi-Final and Final nominated officials are eligible to work all lower level rounds, it is recommended that they are not assigned 1st round games if enough officials are available to fill all 1st round slots.
4. Wild Card games will be treated like 1st round games for assignment purposes. It is recommended that an official work only one of these rounds.
5. The assignor shall assign the highest rated official to the highest division games in any round (Division 1 & 2 will be assigned higher rated officials than Division 6 & 7).
6. The Board of Directors will make a conscientious effort to assign qualified officials to games in their latest round of eligibility.
7. An un-excused playoff no-show will eliminate a member from playoff consideration for the balance of the year and also the following year.
8. OCSOA members selected for CIF-SS Finals will not be eligible for Finals consideration for the next two (2) years unless no other qualified member is available.

PROHIBITION

OCSOA members are strictly prohibited from the use of tobacco during and alcoholic products the day of their assignment of any high school contest or while on any high school campus in compliance with the NFHS and CIF ban or in violation of any Federal, State, or local law. Profanity, or demeaning words, actions, or gestures towards any game participant, school administrator, fellow umpire, or fan will not be tolerated.

SCRIMMAGES

ALL 1st, 2nd & Probationary YEAR OFFICIALS ARE REQUIRED TO PARTICIPATE IN A SCRIMMAGE FOR TRAINING PURPOSES.

The Board of Directors realizes that failure to meet this requirement may be due to circumstances beyond a member's control. Any member who otherwise qualifies but wishes to be excused from the scrimmage requirement may submit a written appeal to the President or Instructional Chair for presentation to the Board of Directors. Not fulfilling scrimmage requirements may result in disqualification from the playoff list and possible revocation of a member's schedule.

APPOINTMENT TO THE BOARD

OCSOA has one (1) appointed, non-voting board position - assignor. The position shall be appointed by the Board of Directors. The following positions shall designate an approved assistant/backup.

Instructional Chair
Secretary/Treasurer
Assignor

Members interested in any of these positions must apply in writing to the Secretary/Treasurer or President. The appointed position and its Board-approved back-up shall be posted on the OCSOA web site for public viewing.

PROCESS OF RESIGNATION / LEAVE OF ABSENCE

Resignation

A member may voluntarily resign at any time. If a resigned member should re-apply, his/her application shall not be considered during any time in which the returning member has any fees or fines outstanding or has ethics charges that are unresolved or are pending.

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Leave Of Absence

A member may request a leave of absence by submitting a written request to the Board of Directors. If accepted, this leave shall be honored for the period requested, and the member shall be restored, upon his/her return, with all benefits, privileges, and rankings earned before the member left, subject to the good standing of the member when he/she left and matters that occurred during his/her absence that the Board of Directors decides warrants review.

Conflict Of Interest

All officers and directors must declare, in writing, any conflict of interest, actual or perceived, to the Board of Directors, within 30 days of being elected or appointed, and by December 31st, thereafter. Failure to do so shall be grounds of disciplinary action.

Any member shall inform the assigner of any conflict of interest, actual or perceived, in the assignment of any contest to officiate. Any question that the assigner may have regarding a conflict of interest shall be referred to the Board of Directors.

CODE OF ETHICS

All members shall adhere to the OCSOA Code of Ethics and NFHS/CIF Southern Section Code of Ethics - Officials. Any violation of this Code could result in action by the Ethics Committee. This OCSOA Code of Ethics is in addition to the CSOA Code of Ethics for Umpire stated on the CSOA web page (www.csoa-ss.org).

- A. The official shall be a member in good standing in the OCSOA each year.
- B. The official uniform shall be worn. (See Uniforms Code)
- C. The official's conduct, speech, and actions shall be above reproach, and shall always demonstrate sportsmanship, courtesy and self-control.
- D. The official shall arrive at the game site with sufficient time to inspect facilities and equipment, discuss ground rules, and conduct a pre game conference with fellow officials concerning mechanics to be employed, and discuss any pertinent information with the coaches.
- E. The official shall not criticize any other official or any individual associated with the OCSOA in the presence of coaches, players, spectators or the news media at any time.
- F. The official shall not use tobacco in any form in the vicinity of the playing field or school grounds, while in the OCSOA uniform.**
- G. The official shall not drink any alcoholic beverages on the day of a game at any time before the game.**
- H. The official shall not cancel one officiating assignment to accept another assignment, unless said official has found another qualified official to work the assignment and received permission from the assignor, or has requested the assignor to do so and the assignor has agreed.
- I. The official shall not be a no-show for an assignment. Whenever it becomes unavoidably impossible to fulfill an officiating assignment, the official shall notify the OCSOA ASSIGNER in sufficient time for a replacement to be scheduled.
- J. The official shall not seek to influence a coach for the purpose of promoting personal officiating opportunities.
- K. The official shall seek to possess and demonstrate a comprehensive knowledge and understanding of the letter and intent of the playing rules and officiating mechanics.
- L. The official shall not engage in scouting activities or engage in conversation with coaches regarding officiating assignments.
- M. The official shall not falsify records or reports.
- N. The official shall contact his/her partner and host school twenty-four (24) hours prior to game time in order to verify that the game is being played as scheduled.

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INSURANCE

It will be incumbent on the Executive Board to obtain the following insurance policies:

- 1) Keep a policy in force for Director and Officer Liability insurance. This policy should have at least one million dollars (\$1,000,000) of coverage.
- 2) Keep a policy in force for General Liability insurance to protect the association. This policy should have at least one million dollars (\$1,000,000) of coverage.

Members are responsible to obtain their own Officials liability insurance from their insurance carrier of choice. Annually, members will be required to provide the Board evidence of liability insurance to be in force the current high school softball season as a prerequisite to membership into the association. It will be incumbent upon the Board to verify the each member has such a liability insurance policy. The penalty to the member for non-compliance will be the removal of all game assignments.