

2010 OCBOA POLICIES AND PROCEDURES

Steve Wilson, President (714) 283-1521
Stan Stills, Instructional Chairman (714) 637-9219
Ken Ficklin, Secretary/Treasurer (949) 248-4893
Dick Jolly, Assignor (714) 897-2497

The Orange County Baseball Officials' Association is accredited by the California Interscholastic Federation (CIF) until June 26, 2014.

OCBOA operates as an independent unit representing Orange County, with membership in the California Baseball Umpires' Association (CBAU).

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

ATTENDANCE / INSTRUCTIONAL REQUIREMENTS

Qualified Members

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

1. Attend the general meeting and four (4) classroom meetings. 1st and 2 year members must attend the general meeting and five (5) classroom meetings.
2. Complete the Study Guide Exam with a passing grade of 80%. [10 point deduction for late exam]
3. Pass the OCBOA Qualification Rules Examination with a minimum grade of 80%.
4. Attend an approved instructional clinic, annually.
5. Electronically accept the "Official's Contract of Services" to be kept by the Association
 - Failure to attend the required meetings may result in revocation of an official's schedule.
 - Only Qualified Members are eligible for the Playoff List.
 - Only Qualified Members are eligible for a rating promotion.
 - Only Qualified Members are eligible for varsity games on their initial schedule.

A Non-Qualified Member will not receive any varsity games during the first round of assignments or the first round of turn-backs.

If unable to attend one of the regularly scheduled OCBOA meetings, a make-up meeting will count as a meeting. If unable to attend an OCBOA make-up meeting, members may attend meetings of another CBAU sanctioned unit. Members attending another unit's meeting must submit a signed note from the other unit's Instructional Chairman as proof of attendance.

"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 OCBOA or another CBAU sanctioned unit, paid all required fees, and be a member in good standing. **Members are not guaranteed games.**

REGISTRATION

2010 OCBOA Registration Requirements

1. Membership Dues -\$65 if received by November 1, 2009 or \$100 after November 1, 2009,

Make check payable to OCBOA, then mail to:
OCBOA
31191 Casa Grande Drive
San Juan Capistrano, CA 92675

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 receiving schedule, 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 — Members in OCBOA must comply with California State guidelines for independent contractors.
5. Membership Approval — Each year's registration for membership must be approved by OCBOA Board of Directors. Failure to receive this approval is the only grounds for the refund of membership dues paid for that season.

DRESS STANDARDS

All members are required to have the default OCBOA uniform:

- Navy-blue pull-over umpire shirt with CBUA patch with red undershirt
- Navy-blue fitted cap
- Black belt
- Black shoes with black socks
- Gray umpire slacks
- Mask, chest protector, shin guards, indicator, brush and (protective cup – male only)

If both agree, OCBOA's uniform policy permits partners to wear any matching color uniforms. Both partners are responsible for contacting each other prior to game to determine the uniform of the day. The plate umpire has final word on uniform choice. Officials working one-man games may wear any color umpire shirt.

Recommended pre-game attire for OCBOA umpires is "business casual".

Officials nominated for Finals and Semi-finals must agree in writing to adhere to CBUA uniform and pre-game dress standards.

RATING SYSTEM

- | | |
|------------------------------|-----------------------------------|
| Varsity Umpires - | 100 125 150 175 200 250 |
| Junior Varsity Umpires - | 300-Varsity eligible, 325 350 400 |
| Freshman/Sophomore Umpires - | 500 600 (OCBOA 1st year members) |

Higher rated umpires may work any level below their rating.

Umpires transferring to OCBOA will be observed by a board member, OCBOA 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 umpire transferring into OCBOA 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.

PLAYOFFS

CIF-SS playoffs historically consist of five (5) rounds. The CIF office determines the quantity of OCBOA 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) OCBOA umpires; 2 round games (18-24); 3 round (12-15); Semi-final (8) and Final (4).

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 OCBOA's policy, that *the* highest rated umpires be used for playoff assignments.

Playoff Criteria

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

- To qualify for playoffs members MUST:
 1. Be a Qualified Member. (See page 1)
 2. Have no unexcused no-shows.
 3. Umpire a minimum of nine (9) OCBOA sanctioned high school varsity games.
 4. Demonstrate responsibility in the fulfillment of all scheduled assignments.
 5. Attend the Playoff Meeting
- Officials must have worked a 1st round playoff game, in any year, to qualify for a 2nd round playoff game.
- Officials must have worked a 2nd round playoff game, in any year, to qualify for a 3rd round playoff game.
- Officials must have worked a 3rd round playoff game, in any year, to qualify for a Semifinal playoff game.
- Officials 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 3rd round and playoffs through Semifinals. |
| 150 | Crew Chief for 1st round and playoffs through 3 round. |
| 175 | Playoffs through 2nd round. |
| 200 | Playoffs through 1st round. |
| 250 | 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. The crew chief must work the plate in 2nd round and above Divisions I through IV games.
3. Prior to the assigner publishing the playoff assignments, approval of each assignment shall be obtained from a committee composed of, at least, the president, instructional chair, and a third person selected by the president.
4. 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.
5. 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.
6. The assigner shall assign the highest rated official to the highest division games in any round (Div 1 & 2 will be assigned higher rated officials than Div 6 & 7).
7. The Board of Directors will make a conscientious effort to assign qualified officials to games in their latest round of eligibility.

8. An unexcused playoff no-show will eliminate a member from playoff consideration for the balance of the year and also the following year.
9. OCBOA 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.

GAME ASSIGNMENTS

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.
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 OCBOA 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 OCBOA 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 OCBOA. 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. \$75.00 fine, payable to OCBOA 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 1/2 game fee by OCBOA.
2. Must write letters of apology to both schools and OCBOA.
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) unexcused no-shows will lose all remaining assignments and shall be classified as a Non-Qualified member through the following baseball 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 contact the school to verify assignments. Varsity officials are required to contact 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 the assigner is in error, a 1/2 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 1/2 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 1:00 PM. To be reimbursed for rainouts or unplayable field conditions due to the weather, officials MUST verify the game with the school AFTER 1:00 PM on game day. If the school confirms the contest but the game is not played due to field conditions, the official is entitled to 1/2 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.

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, Stan Stills (714) 637-9219 within one hour following the game, and email an Ejection/Incident Report through the OCBOA website at www.ocboa.com, 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 has the obligation to review all ejections.

PROHIBITION

OCBOA members are strictly prohibited from the use of tobacco and/or alcoholic products during 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 & 3rd 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

OCBOA has three (3) appointed, non-voting board positions. Each position shall be appointed by the Board, of Directors. Each shall designate an approved assistant/backup.

1. Assignor
2. Instructional Chairman
3. Secretary/Treasurer

Members interested in any of these positions must apply in writing to the Secretary/Treasurer or President. Each appointed position and its Board-approved back-up shall be posted on the OCBOA 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.

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.

Officials Fees 2009 – 2010 (to be paid by the school)

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| Varsity Game (1 Official Assigned) | \$ 83. |
| Non-Varsity Game (1 Official Assigned) | 72. |
| Varsity Game (2 Officials Assigned) | 73. each |
| Non-Varsity Game (2 Officials Assigned) | 63. each |
| Playoff Fees | Rounds - \$ 77. Plate, 74. Bases, Finals \$83 Plate, 79 Bases |

Revised 10/12/2009