



# CENTRAL CALIFORNIA ASA

## *UMPIRE POLICIES & PROCEDURES*



# ***CENTRAL CALIFORNIA ASA UMPIRE PROGRAM*** ***MISSION STATEMENT***

*By adopting and agreeing to adhere to the Mission Statements and Goals of the Amateur Softball Association (ASA) and the Pacific Coast Region 14 (PCR-14), the Central California Amateur Softball Association (CCASA) will actively utilize all resources to promote the Umpiring Program. Registering, training and promoting umpires to the highest level of their potential shall be the highest priority.*

The Policies and Procedures (P&P) outlined in this document are specific to Central California ASA.

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# CENTRAL CALIFORNIA ASA UMPIRE PROGRAM POLICIES AND PROCEDURES

## 1.0 ASA MISSION STATEMENT

Develop, direct and promote the sport of softball to ensure maximum participation, optimal performance and educational excellence.

## 2.0 PACIFIC COAST REGION 14 UMPIRE PROGRAM MISSION STATEMENT

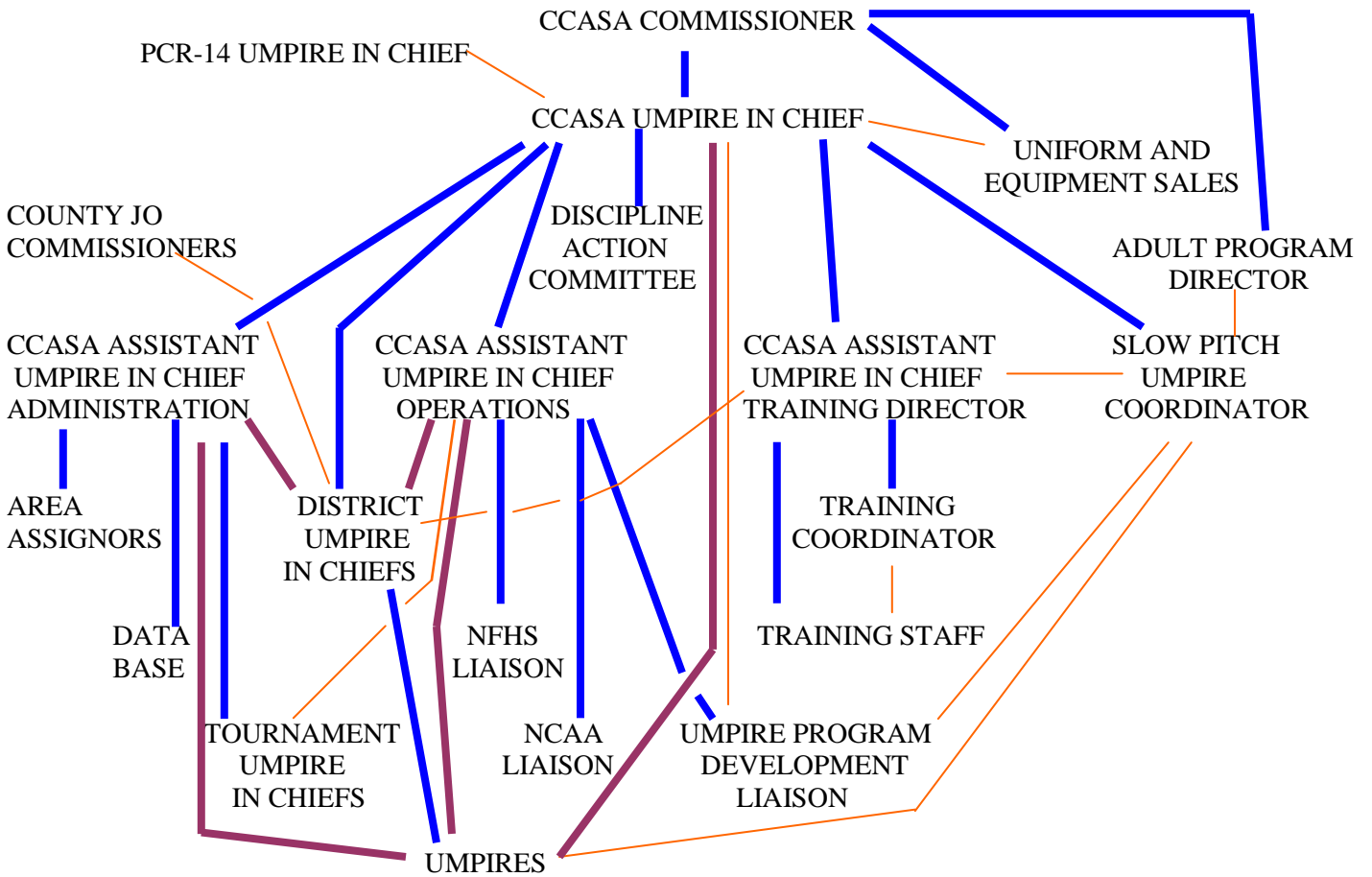
The mission of the Pacific Coast Region 14 (PCR-14) Umpire Program is to provide our teams and players with the highest quality umpiring possible while preserving and enhancing the integrity and spirit of the game of softball. All available resources shall be used to develop PCR-14 umpires to their highest level possible.

## 2.1 PACIFIC COAST REGION 14 UMPIRE PROGRAM GOALS

### The PCR-14 Umpire Program strives to achieve the following goals:

- Actively recruit and train new umpires for the ASA Umpire Program
- Register all umpires in a timely manner
- Use a standardized Training Program; conduct Training Clinics and Schools that will meet umpire needs and Region 14 requirements
- Work with umpires to maintain a retention rate that reflects a successful Umpire Program
- Train, observe, and evaluate umpires to improve their ability/skill levels and prepare them for Championship Play
- Regularly evaluate umpire performance through game evaluations in all levels of play via game assessment
- Develop a system capable of maintaining progress records, evaluations, and training status of umpires
- Provide umpires the opportunity to attend Association, Regional, National and Advanced Clinics, Schools and Camps on an annual basis
- Pursue opportunities for qualified umpires to participate in and be evaluated by other UICs at Regional and Western Territory Championships within Region 14, as well as USA/ASA National Championships
- Recognize the achievements of the upper level umpires by providing opportunities for their advancement to higher levels of Championship Play
- Meet the staffing requirements for assignments to Championships
- Continually evaluate the PCR-14 Umpire Program and revise as required

### 3.0 CCASA UMPIRE PROGRAM STRUCTURE



- Direct Control
- Coordination Control
- Oversight Control

### 3.1 Voluntary Status

All Staff shall perform their duties on a voluntary basis. Sufficient time and commitment are necessary for the successful completion of their duties.

### 3.2 Fiscal Responsibilities

It shall be the responsibility of the Umpire Staff to be fiscally responsible. All expenditures must be approved by the CCASA UIC and ultimately by the CCASA Commissioner.

### 3.3 Approved Expense Reimbursement

Approved expenses necessary to cover the duties of the specific Staff positions shall be reimbursed by using the appropriate Expense Form so as not to create a financial burden on the individual Staff member(s).

## 4.0 ANNUAL REGISTRATION FEES

**NOTE: All Tournament Umpires registering in CCASA will have a current background check. This shall be accomplished by ASA using driver's license information.**

Registration fees are set yearly at the Fee Committee meeting in September and confirmed by the CCASA Executive Board at the Annual Association meeting. Fees are determined by the registration level selected by the umpire. The fees include liability insurance, medical coverage and other privileges. The applicable fee must accompany the completed CCASA Registration Form, the completed CCASA Code of Conduct form, and be returned to the CCASA office *prior* to umpiring. Tournament umpires are required to submit a copy of their driver's license and the two (2) pages of the ASA Notice of Background Check and Consent form. Registered umpires are Independent Contractors. As such, registration in CCASA does not guarantee any assignments for umpiring.

Contact the County UIC or any of the CCASA Umpire Staff for information on when and where to register.

## 5.0 CCASA SOFTBALL UMPIRE REGISTRATION LEVEL

YR - Youth Recreation only. Allows parents, coaches and other interested people to umpire ONLY at the local youth league level.

AR - Adult Recreation. Allows umpiring at the Adult and Youth recreational levels only. Includes Recreational tournaments. Does not include tournaments leading to ASA Championship Play

UR - Unrestricted. Umpires are permitted to umpire at any level and ASA tournaments.

Once a registration has been received, an umpire will be given a current Umpire edition of the ASA Rule Book and Insurance Policy information.

## 5.1 CCASA SOFTBALL UMPIRE ASSIGNMENT LEVEL DESCRIPTION

### Level 1 Umpire Assignments:

- A. Slow Pitch Umpires (Adult) working City Recreational Department games: Umpire game fees are decided by the City Recreation Department. MUST BE "AR" OR "UR" REGISTERED
- B. Fast Pitch Umpires working City Recreational Department and League games: Umpire game fees are decided by the City Recreation Department and/or League. MUST BE "YR" for youth, "AR" for adult, or "UR" REGISTERED
- C. Adult Slow Pitch Umpires working CCASA sanctioned slow pitch recreational tournaments on the weekend: Umpire game fees are determined by the host tournament director. Each tournament director may pay a different game fee. MUST BE "AR" OR "UR" REGISTERED

**NOTE:** If requested and necessary, an UIC, working UIC, and if applicable, an assistant UIC can be assigned to the tournament. Area Assignors can be used to assign umpires to tournaments.

### Level 2 Umpire Assignments:

- A. Fast Pitch Umpires working Association sanctioned tournaments, friendlies, or pick-up games, etc.: Umpire game fees are chosen by the Association. MUST BE "UR" REGISTERED
- B. Fast Pitch and Slow Pitch Umpires working Association Championship Tournaments, Qualifier Tournaments, and any other tournaments leading to championship play, etc. (i.e., slow pitch strike zone, etc.): Umpire game fees are determined by the CCASA Voting Board of Directors. MUST BE "UR" REGISTERED

**NOTE:** UIC, and if applicable, an assistant UIC, are assigned to tournaments. Area Assignors are used to assign umpires to tournaments.

### Level 3 Umpire Assignments:

- A. Umpires working PCR-14 Regional Tournaments: Umpire game fees are determined by the PCR-14 Voting Board of Directors. MUST BE "UR" REGISTERED

**NOTE:** UIC, and if applicable, CCASA Assistant UICs are assigned to tournaments. Area Assignors are used to assign umpires to tournaments.

- B. Umpires working Territorial Tournaments, ASA National Tournaments, and higher levels: Umpire game fees are determined by the ASA Voting Council Members. MUST BE "UR" REGISTERED



**NOTE:** UICs and Assistant UICs are assigned according to PCR-14 and ASA Policies. Umpires are assigned to tournaments by the CCASA UIC and approved by the PCR-14 UIC.

**Level 4 Umpire Assignments:**

A. Elite Umpires working designated Major and At-Large Tournaments: Umpire game fees are determined by the ASA Voting Council Members. MUST BE "UR" REGISTERED

**NOTE:** Umpires are assigned to tournaments by the CCASA UIC, approved by the PCR-14 UIC, with final approval and appointment by the ASA Supervisor of Umpires.

B. International Softball Federation (ISF) Umpires working international: Umpire game fees are determined by the International Governing Body. MUST BE "UR" REGISTERED Must also be currently registered with ISF.

## **6.0 CCASA UMPIRE STAFF DUTIES AND RESPONSIBILITIES**

### **6.1 GENERAL STAFF REQUIREMENTS**

**ALL UMPIRE STAFF: All positions and appointments shall be in accordance with the CCASA By-Laws.**

Responsible for all matters related to the CCASA Umpiring Program

Must be goal-oriented and display organizational and supervisory skills

Must maintain a high level of performance, appearance, and professionalism

Must be willing to donate numerous volunteer hours to accomplish the tasks assigned for the Umpire Program

Basic duties are outlined in the CCASA By-Laws

### **6.2 UMPIRE IN CHIEF (CCASA UIC)**

The CCASA Umpire In Chief serves at the sole discretion of the Central California ASA Commissioner. The CCASA UIC is responsible to the Commissioner for the overall management and supervision of the CCASA Umpire Program. In addition to the primary staff, the CCASA UIC may appoint Assistant UICs (AUIC) as deemed necessary. The CCASA Commissioner shall select and appoint the CCASA UIC as outlined in the ASA Code. The term of office shall be one (1) year with renewal by the CCASA Commissioner for a subsequent one (1) year term. The UIC may be removed for just cause.

**Will establish Staff to:**

Recruit, train, register, and monitor umpires

Develop and maintain a standardized, comprehensive training program

Maintain accurate records and evaluations on all umpires

Develop specialized programs for the Umpire Program

Assist in the formation and organization of local umpire associations

Provide rule interpretations to those under the UICs jurisdiction

**Obtain latest rule interpretations from:**

Regional UIC

Deputy Supervisor of Umpires

Supervisor of Umpires

**Duties include, but are not limited to:**

Member of the Board of Directors and Senior Staff Commission

Select and handle information for the website

Responsible for Umpire Equipment sales

May attend the Biennial ASA Council meeting

Prepare and submit appropriate and necessary reports

May be assigned as Association Championship Play Tournament Director

Distribute information received from the National Office to all staff

Conduct and coordinate clinics within the Association's area

Supervise umpires at District, Local Association, or Regional championships

Assist National Umpire Staff or UIC of National Championships in their area

Recommend umpires for higher level tournament assignments

Assist in the recruitment of new applicants for the Umpire Program

Observe umpires and assist in their development

Submit proposed rule changes and casebook plays to the Regional UIC

Attend the Biennial National Clinic for Association UICs

Promote ASA Softball at all times

Assist the Commissioner in duties involving the umpire program

Perform any other duties requested by the Commissioner or the Regional UIC

Coordinate with staff, the distribution of information and assignment of duties

Make necessary reports to CCASA Commissioner

Establish and conduct regular meetings with staff

Oversee any disciplinary hearing(s) of staff or umpires and make recommendations

Develop and nurture an umpire exchange program with other regions for potential umpire assignments

Certify all Tournament UICs

Develop and maintain certification programs

Conduct training seminars for potential Tournament UICs

Establish rules and guidelines for Tournament Directors

Maintain responsibility in assigning UICs for major tournaments

Maintain overall responsibility of staff

Coordinate with the Training Director and assist in training clinics

CCASA UIC, or his representative, will attend the UIC three (3) day meeting during the ASA annual Council Meeting each November

CCASA UIC and one (1) umpire staff member will attend the UIC School in Oklahoma City

They will also attend the National UIC Training School

The UIC can further expand the duties of his primary staff

Other duties as required

### **6.3 ASSISTANT UMPIRE IN CHIEF OF ADMINISTRATION (AUIC-AD)**

Administration Assistant UIC (AUIC-AD) reports to and is under the direct control of the CCASA UIC. Selection is made by the CCASA UIC with approval of the CCASA Commissioner. The term of office shall be one (1) year with renewal by the CCASA UIC for a subsequent one (1) year term. The AUIC-AD may be removed for just cause.

#### **Duties include, but are not limited to:**

Assist the CCASA UIC in the administration of the Association umpire program  
Voting Member on the Board of Directors  
Chair or Assistant Chair of the Tournament Committee  
Attend all required meetings  
Assist the Training Director in the development and monitoring of the Training Program  
Assist the Assistant Operational UIC (AUIC-OP) in developing, maintaining, assigning and monitoring of the annual adult and youth tournament UIC assignments which includes Association Championship Play  
Coordinates with AUIC-OP and Assignors to provide qualified umpires for all tournaments  
Select and assign youth tournament UICs  
Develop and maintain a data base of all umpires registered in the Association  
Establish working relationship with local media. Submit articles about local clinics, recruitment, and announcements of umpire achievements  
Establish and maintain the newsletter for the CCASA Web Site  
Assist in training clinics  
Authorized to form committees in all areas  
Will act as the CCASA UIC in his stead  
Other duties as required

### **6.4 ASSISTANT UMPIRE IN CHIEF OF OPERATIONS (AUIC-OP)**

Assistant Operational UIC (AUIC-OP) reports to and is under the direct control of the CCASA UIC and coordinates with the AUIC-AD. Selection is made by the CCASA UIC with approval of the CCASA Commissioner. The term of office shall be one (1) year with renewal by the CCASA UIC for a subsequent one (1) year term. The AUIC-OP may be removed for just cause.

#### **Duties include, but are not limited to:**

Assist the CCASA UIC in the operation of the Association umpire program  
Assist in the coordination of the Training Staff, County UICs, Assignors and other appropriate staff members (See Association Umpire Organizational Chart for direct coordination and responsibilities.)  
Assist the Training Director in the development and monitoring of the Training Program  
Will monitor and coordinate all operations within the umpire program  
Coordinate all matters related to the umpire program with the County Commissioners and County UICs  
Attend all required meetings of the annual adult and youth tournament UIC assignments which includes Association Championship Play

Coordinate with the AUIC-AD, Training Staff, County UICs, and Assignors and other appropriate staff to provide qualified umpires for all tournaments.

Assist in training clinics

Act as the liaison to the National Collegiate Athletic Association (NCAA) and National Federation High School Association (NFHS)

Will act as the CCASA UIC in the absence of the CCASA UIC and the AUIC-AD

Other duties as required

## 6.5 ASSISTANT UMPIRE IN CHIEF OF TRAINING (AUIC-TR)

Selected by the CCASA UIC with approval from the Commissioner. The term of office shall be a one (1) year with renewal by the CCASA UIC for a subsequent one (1) year term. The AUIC-TR may be removed for just cause. Works under the direction of CCASA UIC and coordinates with the Assistant UICs.

### **Responsibilities include, but are not limited to:**

Advise and assist the CCASA UIC and AUICs in the general operation of the Umpire program  
Develop standardized Umpire Training Manual for all levels of training to be used throughout the Association and modify/update it annually as necessary

Supervise and direct the Training Coordinator in developing annual training schedules and programs

Working jointly with the County Commissioners and County UICs, coordinate and schedule appropriate training sessions in the Association

Select and work with Training Staff on their schedules for training activities

Coordinate and monitor the Training Staff's training activities

Conduct the following training sessions: Training the Trainers, Advanced, and Select Schools

Maintain records on training clinics: Attendance, subject matter, clinicians, dates and times, etc.

Develop networks with other Regional and National Associations

Attend all required meetings

Attend and participate in all Regional and/or National schools to keep up to date with all information pertaining to umpire training

Act as Training, Observation and Evaluation (T.O.E.) Coordinator in assignments, duties and responsibilities

Work with the Umpire Program Development Liaison in the recruiting process

Work to develop mentors within the Mentoring Program (See Section 12.0)

Recommend and prepare umpires for advanced assignments

Other duties as required

## 6.6 TRAINING COORDINATOR

Selected by the AUIC-Training and the CCASA UIC with approval from the Commissioner. The term of office shall be one (1) year with renewal by the CCASA UIC for a subsequent one (1) year term. The Training Coordinator may be removed for just cause. Works under the direction of the AUIC-TR and CCASA UIC. Coordinates with the other AUICs.

### **Responsibilities include, but are not limited to:**

Assist in the development of a standardized Umpire Training Manual for all levels of training to be used throughout the Association and modify/update it annually as necessary

Working jointly with the County Commissioners and County UICs, coordinate and schedule appropriate training sessions within the Association

Work with training staff: Schedule, coordinate and monitor training activities

Conduct or assist with the following training sessions: Training the Trainers, Advanced and Select Schools

Assist in the maintenance records on training clinic attendance, subject matter, clinicians, dates and times, etc.

Attend all required meetings

Attend and participate in all Regional and/or National schools to remain current with all information pertaining to umpire training

Work with the Umpire Liaison Program Manager in recruiting process

Work to develop mentors within the Mentoring Program

Recommend and prepare umpires for advanced assignments

Other duties as required

## **6.7 DISTRICT UMPIRE IN CHIEF (DISTRICT UIC)**

The District UIC shall be nominated by the CCASA UIC and appointed by the Association Commissioner. The term of office shall be one (1) year with renewal by the Association Commissioner for a subsequent one (1) year term. The District UIC may be removed for just cause. Works under the direction of the CCASA UIC and the CCASA Assistant UICs.

### **Responsibilities include, but are not limited to:**

1. Work with the leagues and recreation departments to insure that all umpires are registered and trained prior to umpiring games;
2. Nominate Deputy District UIC(s) (DUIC) to be reviewed (approved) by the Association UIC, and subsequently approved by the CCASA Commissioner.;
3. If using a DUIC supervise and regulate their activities to insure support for the requirements in this Job Description;
4. Recruiting, registering, training, and testing of umpires;
5. Obtaining and distributing registration materials and assisting new umpires in obtaining uniforms and equipment within their area of jurisdiction;
6. Assist local softball leagues, recreation departments and/or local UICs/ Assignors with their umpiring needs- including registration and training;
7. Oversee the umpires and local UICs in the area assigned;
8. Coordinate with the Training Coordinator for the training needs of all entities within the applicable area;
9. Assist the Training Director and Coordinator in developing dates, times, venues, and training needs within the area;
10. Under the supervision of the Training Director, conduct all required training clinics in their area with the minimum standards/curriculum as provided by the Training Director;
11. Assist the CCASA UIC and the AUIC-AD in rating and recommending umpires for upper level tournament assignments;
12. Assist the Assignor(s) in recommending umpires for tournament assignments;

13. Attend and participate in all Regional and/or National schools to remain current with all information pertaining to training of umpires;
14. Work to develop mentors within the Mentoring Program;
15. Attend all required meetings;
16. Other duties as required.

## 6.8 AREA ASSIGNOR

The Area Assignors are responsible for assigning umpires to any event as requested. Selection is made by the CCASA UIC with recommendation from the AUICs and with approval of the CCASA Commissioner. The term of office shall be one (1) year with renewal by the CCASA UIC for a subsequent one (1) year term. The Area Assignor may be removed for just cause. The Area Assignors are under the direct control of the AUIC-AD.

### **Responsibilities include, but are not limited to:**

Make contact with the Tournament Director (TD) and UIC three (3) to four (4) weeks prior to tournament by phone or e-mail to initiate communication. The initial contact is to expand the TDs understanding that information is required almost immediately.

The Assignor needs to work in conjunction with the Tournament UIC to obtain the needs they may have regarding the tournament. After the initial contact, all communications should include the UIC, the Assignor, and the TD.

The UIC and the Assignor need to work together with the TD to confirm the number of fields to be used. This information is required no later than one (1) week before the start of the tournament.

On initial contact with the TD, ascertain if more than five (5) fields are to be used. This number is a clue to the need to bring in out of town umpires. The TD is then informed and requested to reserve rooms (Double Occupancy) at a decent motel, in close proximity to the softball fields.

Number of rooms to reserve is based on three (3) umpires needed for every field over five (5) fields

Inquire if more than one (1) site is to be used

Inquire if any Friday night games are anticipated

Clarify the age groups playing and the level of the tournament

Obtain age group and field assignments from the UIC to facilitate effective scheduling

Obtain the most current registration list provided by the Association office and confirm that ALL umpires to be assigned are CURRENTLY REGISTERED and are in good standing

Confirm with the UIC and assign umpires, if possible, a week prior to the tournament. Notify the umpires of location, arrival time and provide them with the UICs phone number(s).

Send list of confirmed umpires WITH PHONE NUMBERS to the UIC

Be available to assist the UIC in the event of no-shows or the need for additional umpires, etc.

Attend all required meetings.

Attend and participate in all Regional and/or National schools to keep up to date with all information pertaining to the training of umpires

Other duties as required

## 6.9 SLOW PITCH UMPIRE COORDINATOR

Selected by the CCASA UIC with approval from the Commissioner. The term of office shall be one (1) year with renewal by the CCASA UIC for a subsequent one (1) year term. The Slow Pitch Coordinator may be removed for just cause. Works under the direction of Association UIC, and coordinates with the Assistant UICs, Training Director and the Director of the Adult Tournament Program.

**Responsibilities include, but are not limited to:**

- Contact the recreation programs and leagues to continually monitor their needs and requirements for umpires in the Slow Pitch program
- Coordinate with the Adult Tournament Program Director to meet the needs of Slow Pitch Umpiring for their tournaments
- Contact the Slow Pitch Tournament Directors to meet their umpiring needs and schedule umpires.
- Perform the duties of Tournament Umpire In Chief as assigned for the Slow Pitch tournaments that require a UIC
- Evaluate Slow Pitch umpires when possible and establish a data base to make recommendations to the Association UIC to review for upper level assignments
- Work with the recreation departments and leagues in promoting this program and use these contacts to recruit new umpires
- Attend all required meetings
- Attend and participate in all Regional and/or National schools to stay current with all information pertaining to umpire training
- Assist the CCASA UIC in the annual Slow Pitch Training Clinics
- Other duties as required

**6.10 UMPIRE PROGRAM DEVELOPMENT LIAISON (UPDL)**

Under the direction of the CCASA UIC, the Liaison will contact appropriate agencies (recreation departments, leagues, school athletic/softball programs, etc.) to make presentations to the participants to recruit new umpires. Working jointly with the County Commissioners and County UICs, the Liaison will develop a staff of umpires that will be able to assist in recruitment. Presentations will also be made to service groups as well as at tournaments, etc. Slow Pitch and Fast Pitch Coordinators shall work with the Umpire Liaison staff.

**6.11 TOURNAMENT UMPIRE IN CHIEF (tUIC)**

**Tournament UICs must be a member of the CCASA Umpire staff.** Recommended by Umpire Staff and selected by the AUIC-AD and/or the AUIC-OP with approval of the CCASA UIC. The Tournament UIC is under the direct supervision of the AUIC-AD. The Tournament UIC may be removed for just cause.

**Responsibilities include, but are not limited to:**

- Direct representative of the CCASA in the absence of an assigned CCASA Tournament Representative
- Attend all required meetings
- Attend and participate in all Regional and/or National schools to keep up to date with all information pertaining to training of umpires
- Communicate and coordinate with the Area Assignor(s), Tournament Director(s) and other necessary Umpire Staff in fulfilling the requirements of the tournament
- Arrange, with the Tournament Director, any specific needs to be provided for the umpires including, but not limited to: Game fees, shade, dressing area(s), restrooms, water, meals (if



provided by the tournament only), housing and/or transportation reimbursement (if approved by CCASA Commissioner)

Obtain age groups, field assignments and times to facilitate scheduling

Submit all Tournament Reports, Pay-out Forms, Incident Reports, etc. within seven (7) working days after the end of the tournament of scheduled games to the CCASA office

The Tournament UIC is to remain at the Tournament venue throughout the daily duration of the event.

The Tournament UIC shall not pre-assign himself/herself to any games.

The Tournament UIC must be available to fill-in for a missing umpire under “emergency” circumstances only.

The Tournament UIC shall not invoice the Tournament an Assignor Fee for his/her assignment(s) nor for the Tournament Assistant UIC(s).

The Tournament UIC shall present bill for the Assignor’s fees to the Tournament Director and return that amount with the other Tournament Fees to CCASA Post Office address within the specified time.

Other duties as required

#### **6.12 TOURNAMENT ASSISTANT UMPIRE IN CHIEF(S) (tUIC asst)**

**Tournament AUICs must be a member of the CCASA Umpire staff.** Recommended by Umpire Staff and selected by the Administrative AUIC and/or the AUIC-OP with approval of the UIC. If necessary, the tournament UIC may appoint one or more UIC assistants; however, the selections must be approved by the CCASA AUIC of Administration. The tUIC asst is under the direct supervision of the Tournament UIC. The tUIC asst may be removed for just cause.

#### **Responsibilities include, but are not limited to:**

Attend all required meetings

Attend and participate in all Regional and/or National schools to keep up to date with all information pertaining to training of umpires

Communicate and coordinate with the Area Assignor(s), Tournament Director(s) and other necessary Umpire Staff in fulfilling the requirements of the applicable tournament

Coordinate with the Tournament Director any specific needs to be provided for the umpires including, but not limited to: Game fees, shade, dressing area(s), restrooms, water, meals (if provided by the tournament only), housing and/or transportation reimbursement (if approved by CCASA Commissioner)

Submit all Tournament Reports, Pay-out Forms, Incident Reports, etc. within one (1) working day after the end of the tournament to the Tournament UIC

The Assistant Tournament UIC is to remain at the assigned Tournament venue throughout the daily duration of the event.

The Assistant Tournament UIC shall not pre-assign himself/herself to any games.

The Assistant Tournament UIC must be available to fill-in for a missing umpire under “emergency” circumstances only.

Other duties as required

## 7.0 CCASA UMPIRE CODE OF CONDUCT Revised and Approved November 2010

The umpires of the Central California Amateur Softball Association are a group of individuals dedicated to the principle of excellence in umpiring. To maintain a professional association, each umpire must be committed to the principles of the Code of Conduct listed below. All umpires are expected to read, understand and carry out the responsibilities of this Code.

- A. An umpire shall not, prior to or during a contest on the day of the event, consume any alcoholic beverages. Drugs that would impair his/her abilities to properly officiate an event are also prohibited.
- B. An umpire shall know the rules and mechanics of ASA Softball per the current Rule Book, Mechanics Manual and Case Book. He/she shall enforce the rules and exercise authority in an impartial, firm and controlled manner, and must continually strive to improve his/her umpiring capability.
- C. Umpires shall prepare themselves physically and mentally, they shall dress neatly and appropriately, during and from an event, and they shall conduct themselves in a manner consistent with the high standards of the officiating profession.
- D. Umpires shall be punctual and professional in the fulfillment of all contractual obligations.
- E. An umpire's uniform shall adhere to the CCASA Umpire's Uniform Policy and be worn appropriately as follows:
  - 1. The uniform shall be clean, neatly pressed and in good condition. Shoes and belt shall be shined.
  - 2. Umpires are encouraged to take pride in their appearance – before, during and after an event.
- F. An umpire shall observe the following policies on the use of any form of tobacco:
  - 1. Use of tobacco at any event shall be restricted to designated areas only.
    - a. At any facility, tobacco use shall be away from the playing field, players, coaches, fans and other umpires and/or officials. Tobacco use shall be done, when possible, out of uniform.
- G. An umpire shall not openly criticize another Association member at any time; except, in private, for the purpose of aiding or evaluating an umpire.
- H. Every umpire of CCASA is invited to accept the assignments they are given on behalf of CCASA sanctioned tournaments, CCASA sponsored events and CCASA certified leagues. It is understood that each umpire accepts the assignments as an individual, independent contractor, and is a sports official in good standing with the CCASA. The acceptance of any

assignment as an independent contractor, as such, does not subject each umpire to worker's compensation statutes. If an umpire accepts an assignment, it is as an independent contractor. An umpire shall not cancel an assignment, except for reasons acceptable to CCASA, its' delegated staff or tournament UICs.

- I. An umpire shall not solicit any assignment from any other ASA association. Proper protocol is to be followed when requesting contact with other Associations. Contact is made by the CCASA UIC or designate. (See Section 14.4)
- J. An umpire shall not accept any assignment outside of CCASA without first getting clearance from the CCASA UIC or his designate. All CCASA assignments and responsibilities shall always take first priority.
- K. Before accepting any assignment, an umpire must register as an ASA official. If an umpire is registered on the day of an event, an additional \$10 administrative fee will be levied in addition to the normal registration. Any umpire who falsely claims to be registered will be subject to disciplinary action. Any CCASA Assignor, Tournament UIC, or any other party who allows an umpire to work without verifying that the official is registered shall also face disciplinary action.
- L. An umpire shall not make false or misleading statements regarding their qualifications, rating, credential, experience, training, or competence.
- M. An umpire shall avoid any situation that may lead to a conflict of interest, either real or apparent. Any relationship with a team that can compromise the perceived impartiality of umpiring must be avoided.
- N. An umpire shall consider sacred, the issues discussed by all CCASA officials during official and unofficial meeting(s).
- O. An umpire shall work with each other and their governing bodies in a constructive and cooperative manner.
- P. An umpire shall make certain their moral conduct is above reproach, at all times.
- Q. An umpire shall not give any information that might be used by a team's future opponent, nor partake in social visits with any player, coach, team, or spectator during the timeout of a contest.
- R. An umpire shall not be party to actions designed to unfairly limit or restrain access to umpiring, umpiring assignments or to Association membership. This includes, but is not limited to, selection for positions of leadership based upon economic factors, race, creed, color, age, sex, sexual orientation, physical handicap, country or national origin.

Umpires not adhering to the above principles of this **Code of Conduct** will be subject to disciplinary action in accordance with the procedures outlined in the **CCASA Bylaws** and the

**CCASA UMPIRE POLICIES AND PROCEDURES MANUAL.** Strict due process procedures shall be utilized in the handling of any offense by any CCASA umpire. If an umpire is found in violation of the above, the following disciplinary actions may be imposed:

- **Reprimand**
- **Suspension**
- **Probation**
- **Termination**

**In order to be registered by the CCASA, an umpire must sign an agreement that reads in part that:**

... the Applicant has read the Code of Conduct and understands all the criteria. My signature below attests to my willingness to comply and submit to potential disciplinary actions, after due process. I acknowledge my independent contractor status is year-to-year, beginning with Central California Amateur Softball Association's acceptance of my dues payment and terminating after the last CCASA-sanctioned event. **I understand that CCASA may perform a background check and I agree to allow this.**

## **8.0 DISCIPLINE POLICY**

It shall be the policy to treat every umpire with respect and dignity. It is the umpire's responsibility to follow the Code of Conduct as well as those described by ASA. Should an umpire deviate from the above policies, due process shall be given. Once a complaint has been filed with the CCASA UIC, the Discipline Committee (consisting of the CCASA UIC, CCASA AUIC - Administration, CCASA AUIC - Operations, and the CCASA AUIC - Training Director) will be assembled and provided with the complaint/charges. The Committee will review the complaint/charges and any other supporting evidence (witness accounts, etc.). The Committee shall make a determination as to any punitive measures to be levied on the umpire and the umpire shall be notified by Certified, Return Receipt U.S. Mail in the most expedient time frame possible. The umpire will have two (2) weeks from the sending of the letter to file a request, ***in writing***, to the CCASA Commissioner for a hearing. The Commissioner, upon receipt of such request, will assemble other CCASA Staff and hold such hearing. After hearing any testimony, etc., the Commissioner shall render a decision that will be binding to all concerned.

## **9.0 CCASA UMPIRE STAFF MEETINGS**

The CCASA Umpire Program Staff shall meet to discuss policies, schedule events and conduct necessary business on a regular basis.

### **9.1 ASSOCIATION UIC RESPONSIBILITIES FOR MEETINGS**

**The CCASA Umpire In Chief and/or the Association Assistant Umpire-In-Chiefs (AUICs) is/are responsible for:**

Preparing and distributing the meeting agenda

Providing a written record of the meeting minutes to Association Staff Members and the CCASA Commissioner

Minutes for all meetings shall be recorded by the CCASA UIC or their designee. Within two (2) weeks, the minutes shall be distributed to the Association Staff Members for review, comment and edit. Within one (1) week, the minutes shall be reviewed and corrections submitted to the CCASA UIC. After all corrections, the minutes will be resubmitted to the Association Staff Members for approval. Within thirty (30) days, the approved minutes will be submitted to the CCASA Commissioner.

## **9.2 DEADLINE FOR SUBMISSION OF AGENDA ITEMS**

The notice for the submission of the Meeting Agenda Items will be provided to the CCASA Staff at least one (1) month in advance of the scheduled meeting. Items to be placed on the agenda shall be submitted to the CCASA UIC not later than two (2) weeks prior to the scheduled meeting. Items of immediate concern may be directed to the CCASA UIC at any time and may be placed on the agenda.

## **9.3 ATTENDANCE REQUIREMENTS**

Association Staff or designates should be in attendance at all Staff Meetings except in the case of hardship or other emergency situations. Should a Staff Member be unable to attend, it is their responsibility to assign an Association representative to attend the meeting on their behalf. It is the responsibility of the absent Staff Member to obtain, from the designee, the information and material disseminated at the meeting. Staff Members may be accompanied by Deputy/Assistant UICs at the meetings.

## **9.4 FALL STAFF MEETING**

This meeting shall be held each fall, usually during the third week of September. The location for the Fall Meeting will be selected at least two (2) years in advance. All CCASA Staff are required to attend.

### **Purpose of meeting:**

- Review the previous season and tournaments
- Establish calendar deadlines for time-critical events
- Discuss any changes to Policy and Procedures
- Develop the Training Calendar for the upcoming year
- Discuss any proposed items that affect the umpire program

## **9.5 ANNUAL CCASA ASSOCIATION MEETING**

This meeting is held in conjunction with the CCASA Annual Meeting that is usually during the month of October. The location is selected by the CCASA Executive Committee.

### **Purpose of meeting:**

- Discuss and vote on any proposed Bylaw and/or Policy changes
- Confirm the Training Calendar Schedule
- Plan and announce upcoming events and tournaments, etc.

## **9.6 TRAIN THE TRAINERS ANNUAL MEETING**

This meeting is mandatory for all Staff members and others involved in the training of CCASA umpires. This meeting is usually held during the third weekend in January.

### **Purpose of meeting:**

Distribution of and instruction in the training materials to be used in the current year  
Final scheduling and posting of all County and League Training dates, venues and other specific details

## **10.0 OTHER UMPIRE MEETINGS**

### **10.1 ANNUAL SPRING PCR-14 UIC MEETING**

This meeting shall be held each spring usually during the first week of April. The location for the Spring Meeting will be selected at least two (2) years in advance. This meeting shall be hosted by different Associations on a rotational basis. The CCASA UIC and AUIC of Administration are required to attend.

### **10.2 PCR-14 UIC MEETING**

This meeting is held in conjunction with the Annual PCR-14 General Meeting, usually during the first weekend in December. The location is selected by the PCR-14 Executive Board. The CCASA UIC and the CCASA AUIC of Administration are required to attend annually. CCASA Staff Members are allowed to attend this meeting. The CCASA Commissioner *may* approve reimbursement for travel and housing.

### **10.3 ANNUAL ASA COUNCIL MEETING - UIC MEETING**

This meeting is held in conjunction with the Annual ASA Council Meeting during the first weekend in November. The CCASA UIC and AUIC of Administration are required to attend. With the permission of the CCASA Commissioner, two (2) more Staff Members may attend.

### **10.4 BIENNIAL UIC CLINIC, OKLAHOMA CITY, OKLAHOMA**

This meeting is held every odd year during the first weekend in February in Oklahoma City, Oklahoma. The CCASA UIC and AUIC of Administration are required to attend. With the permission of the CCASA Commissioner, two (2) more Staff Members may attend.

### **10.5 OTHER NECESSARY MEETINGS**

The CCASA UIC may require the umpire staff to meet in order to conduct necessary business in a timely manner.

## 11.0 UMPIRE TRAINING

The CCASA Staff shall attend and assist in all training and schools as appropriate or as required/requested by the CCASA UIC and/or the CCASA Commissioner. The CCASA Staff shall encourage any/all umpires in their immediate area to seek the highest level of training possible for their level of experience.

### 11.1 CCASA UMPIRE TRAINING PROGRAM

- A. Standardized Training Program Manual and materials to include an Agenda, Itinerary, Curriculum and Lesson Plans for a Rules Clinic to support:**
- Fast Pitch and Slow Pitch umpires
  - Entry level and recreation league umpires
  - Mid-Level tournament preparation and training
  - Advanced Level Championship play and tournaments
  - National Tournament preparation
  - Individualized Mentoring
- B. Training Staff - Under direction/control of the CCASA UIC and Commissioners**  
Applicants screened and selected by interview process by the CCASA UIC, Assistant UIC, Commissioner and Assistant Commissioner.
- C. Training Plan**
- Post/advertise all training dates at least three (3) months in advance (notification sent in October) for all training sessions
  - Utilize Association web site, news media and letters to recreation departments
  - Direct contact with recreation departments and leagues to be made by the County Commissioners and UICs

#### **Present clinics that meet the specific needs of the umpires in the different areas:**

- Annual Rules Clinic: 1 - 4 hours
  - Presentation and discussion annually of rules and changes in the rules (Mandatory for all Association Staff)
  - Conducted by Training Director and Training Staff
  - No cost to attendees
  - Includes snacks
- Train The Trainers Clinic: 1 - 4 hours
  - Annually conduct training for County UICs to provide standardized training (Mandatory for County UICs)
  - Conducted by Training Director and Training Staff
  - Attendees - UIC, Assistant UIC, County UICs, Deputy UICs, Assignors
  - No cost to attendees
  - Includes snacks

- Entry Level Clinic: 4 - 6 hours
  - Conduct two (2) or three (3) scheduled training sessions (dates) in each area
  - Have tentative “make-up” sessions
  - Require leagues and recreation departments to send umpires to a session clinic specific to that league’s recreation department requirements
  - Training conducted by County UICs
  - Cost: Registration fee amount + TBA (cost includes snacks)
  
- Mid Level Clinic: 6 - 8 hours
  - Conduct one (1) training session, in each area, for those umpires ready to advance to tournament play (annually mandatory for tournament assignments)
  - Clinics specialize in either slow or fast pitch depending on tournament requirements in each area
  - Registration and training curriculum that enhances basic level and concentrates on specialized mechanics, etc. for tournament play
  - Training conducted by Training Staff (two (2) per session)
  - Cost: Registration fee amount + TBA
  
- Advanced Level Clinic: 8 hours
  - Conduct one (1) class annually, within the Association, for all umpires desiring to umpire in championship play tournaments (mandatory for assignments)
  - Training needs to be renewed every other year to be eligible
  - Clinics specialize in either slow or fast pitch depending on tournament requirements in each area
  - Training curriculum that prepares umpires in advanced mechanics, etc. (umpires are previously registered)
  - Training conducted by Training Director and two (2) or three (3) Training Staff
  - Cost: TBA

## 12.0 CCASA UMPIRE MENTORING PROGRAM

### Purpose: To Increase and Maintain the Umpire Core by:

- A. Developing more qualified umpires for the CCASA Umpire Program by assisting newer umpires in their umpiring abilities and knowledge
- B. Developing abilities, among the umpire core staff, to be able to umpire at Tournament level(s)
- C. Sharing organizational knowledge
- D. Improve the level of umpiring in the Association
- E. Increase retention rate (50-100%)



- F. Double the Tournament Umpire “Rank & File” Core
- G. Increase the interest in the umpire core by becoming involved with the Association at the Staff level

**Program Operation:**

- A. Mentoring Staff Committee to develop and monitor program include: Commissioner or designee, Association UIC, Association asst. UICs and Training Director
- B. Communicate/advertise program on the Association web site as well as in-service at all Association meetings and training sessions
- C. Include details of program in letter to all registered umpires in the Association
- D. Assign Mentors (County UICs and Senior Umpire Staff) to umpires designated as being assigned to program:
  1. Identify those umpires in the recreation, youth, and adult programs that have potential and interest in advancing their umpiring skills and knowledge
  2. Assign a mentor for those umpires to monitor and work with them as needed
  3. Have those umpires attend mid-level (or higher) training to prepare for tournament assignments
  4. Assign prepared umpires to tournament events and evaluate
- E. Report progress of mentored umpires to Mentoring Staff Committee
- F. Make recommendations to the CCASA UIC and Assistant UICs for those umpires acceptable to advance to tournament play
- G. Maintain and improve program to continue overall growth, and annually review progress of program and revise if necessary
- H. Honor Mentors at Association events, utilizing the Association Awards Committee

**13.0 NATIONAL / REGIONAL SCHOOLS / CLINICS / CAMPS**

CCASA shall actively apply for and hold any and all ASA National Umpire Schools, Regional Rule Clinics, Regional Slow Pitch and Fast Pitch Schools, ASA National Fast Pitch and Slow Pitch Camps as appropriate. ASA and PCR-14 Policies and Procedures (P&P) will be strictly adhered

to for the application, organization, and operation of these events. Refer to the applicable Policy document(s).

## **14.0 CHAMPIONSHIP UMPIRE ASSIGNMENTS**

It is the policy of the CCASA Umpire Program to assign and schedule as many qualified umpires to as many Championship and upper level tournaments as possible every year.

### **14.1 NATIONAL CHAMPIONSHIP ASSIGNMENTS**

The Regional Policy and Procedures for the selection and assignment of umpires to ASA National Championships shall take precedence in CCASA. Refer to the PCR-14 Policy and Procedures Manual.

### **14.2 PCR-14 AND CCASA TOURNAMENT UMPIRE REQUIREMENTS**

The number of umpires to be assigned to a Championship tournament in the PCR-14 shall be determined by the recommended formula as follows (Refer to the PCR-14 P&P Manual):

- Championships using three (3) umpires per game: Five (5) umpires per scheduled field
- Championships using two (2) umpires per game: Four (4) umpires per scheduled field
- Regional policy requires three (3) umpires for the final four (4) or five (5) games in those tournaments requiring the use of two (2) umpires per game

### **14.3 CCASA CHAMPIONSHIP PLAY UMPIRE ASSIGNMENT REQUIREMENTS**

#### **14.3.1 CCASA Championship Tournaments [A - B - C - Tournament of Champions (TOC)]**

- An official must be currently registered ASA through CCASA and be a member in good standing
- Must have contributed to the Association programs throughout the year by working in tournaments and local leagues
- Must be nominated by the Area Staff
- Must have attended the Association's appropriate level Umpire School during the current year

#### **14.3.2 National Qualifiers and Regional Tournaments**

All of the above *or* nomination by Assistant Umpire in Chief of Administration

#### **14.3.3 National Championship Tournaments**

All requirements as specified in the PCR-14 P&P Manual:

- The CCASA Senior Staff will select from a list of candidates

- Candidates are approved/rejected by the Regional UIC, the CCASA UIC, and the CCASA Commissioner

## 14.4 HOST EXCHANGE AND TOURNAMENTS OUTSIDE OF CCASA

It is the philosophy and goal of this Association to allow and send CCASA umpires to other areas to umpire. Umpires should work to achieve such invitations and prepare themselves to fully participate in other areas as well as be evaluated by other UICs. At the Spring Regional UIC meeting, exchanges are made with the other Associations in our region as well as other parts of the country. These exchanges are agreed upon by the participating UICs with the expectation that professional and prepared umpires are sent. Other tournaments may be of significant size that requires invitations to umpires outside of an Association to work. In the event that our Association's umpires are invited to work a tournament outside of our boundaries, the following protocol **MUST** be followed:

- A. CCASA umpires must first respect and honor the commitment to officiate games and/or tournaments within the CCASA boundaries as needed by our clients. A listing of sanctioned and scheduled tournaments within the Association's boundaries will be posted in early spring. However, changes can be made that may add or delete events without notice to the Association's general membership.
  
- B. Prior to accepting any outside assignment, umpires are required to notify the CCASA AUIC-Administration to be excused from any Association commitments. If an umpire is contacted directly by a Tournament UIC or Tournament Director, the umpire is to direct that individual to the AUIC-Administration to gain clearance for the assignment. Usually, this is done by the CCASA UIC and/or delegate.

## 14.5 CCASA SANCTIONED AND CHAMPIONSHIP EVENTS UNIFORM REQUIREMENTS

### 14.5.1 Fast Pitch and Slow Pitch - Youth and Adult

If a two (2) or three (3) umpire system is used - ALL must wear the same uniform. Usually, a navy shirt is worn for evening/night games. For all tournaments, uniforms must be neat, clean and in good repair.

### 14.5.2 PANTS

The Official Pants shall be the Grey or Navy Fechheimer slacks that are properly tailored. The Host Association will determine pant color.

### 14.5.3 SHIRTS

Official ASA Powder Blue Polo Umpire Shirt with the ASA logo on the left chest. **NOTE:** The Official ASA Navy Blue Polo Umpire Shirt with the ASA logo on the left chest is an optional shirt to be worn only with the permission of the Championship UIC and only if all members of the

game crew wear the same. Should an undershirt be worn, the following requirements apply:  
White undershirt with the powder blue shirt, and navy blue undershirt with the navy blue shirt.

#### **14.5.4 ACCESSORIES**

- **HATS** - Fitted, navy blue official ASA umpire cap with the ASA logo on the front and the USA flag on the left side
- **SHOES** - All black, athletic shoes
- **SOCKS** - Black/navy blue socks
- **BELT / BUCKLE** - Black leather belt with a plain buckle
- **BALL BAG(S)** - Navy blue/gray ball bag(s) with the ASA logo on the front

#### **14.5.5 National Championship Tournaments**

Uniform requirements are per ASA Code.

### **15.0 DEADLINES FOR REPORTS, APPLICATIONS, NOMINATIONS, ETC.**

#### **15.1 ANNUAL TRAINING CALENDAR DATES**

The CCASA Staff shall submit to the Training Director and the CCASA UIC: The dates, venues, times and any other appropriate information for any and all training to be conducted in their area of responsibility, no later than the Annual Fall CCASA Umpire Staff Meeting.

#### **15.2 NOMINATIONS FOR NATIONAL CHAMPIONSHIPS**

The CCASA Staff shall submit to the CCASA UIC and AUIC of Administration their nominations and recommendations for umpires to be appointed to National Championships for that year, no later than February 10<sup>th</sup> of each year.

#### **15.3 REGISTRATION PROCESS**

The annual process of registering umpires will be completed, no later than February 15<sup>th</sup> of each year. Exceptions can be made and special arrangements must accommodate such instances. Staff members registering umpires MUST submit any and all registration materials to the CCASA Secretary within ten (10) working days of the date collected.

#### **15.4 ANNUAL UIC REPORT**

The CCASA UIC shall submit, using an approved template/form provided by the PCR-14 UIC, an Annual Report that summarizes the details of the Association's umpire activities during the previous year. The report shall be submitted to the PCR-14 UIC no later than November 1st of each year.

## **15.5 MAJOR AND AT-LARGE CHAMPIONSHIP RECOMMENDATIONS**

The CCASA UIC shall submit to the Regional UIC, no later than February 15th of each year, umpire nominations for the Major and At-Large Championships allotted to PCR-14.

## **15.6 NATIONAL CHAMPIONSHIP CONTRACTS**

The CCASA UIC shall submit to the Regional UIC, National Championship Umpire Agreements no later than the Spring UIC Meeting. All Agreements will be in digital format, including an appropriate picture, with all required information included.

## **16.0 AWARDS AND RECOGNITIONS**

It shall be the duty of the CCASA Umpire Program to recognize umpires registered in CCASA for their meritorious service to CCASA, the PCR-14 and/or ASA.

### **16.1 ASA REGIONAL AWARD OF EXCELLENCE**

- A. Each Association may nominate two (2) umpires from their Association. The nomination must include a statement from the nominating Association UIC as to the fulfillment of the criteria (as specified in the PCR-14 Umpire P&P) as well as the reasons why the member deserves the award.
- B. The nomination form and statement shall be provided to the Selection Committee Chairperson.
- C. The Regional UIC and the Association UICs may nominate any number of Association UIC(s) for the award. The nominating person shall submit a statement as to the fulfillment of the criteria as well as the reasons why the UIC deserves the award. The nomination form and statement shall be provided to the Selection Committee Chairperson.
- D. The Nomination Applications must be received by the Committee Chairperson, no later than October 1<sup>st</sup> each even numbered year.

### **16.2 PCR-14 UMPIRE OF THE YEAR AWARD (Proposed)**

#### **Criteria:**

- A. Must be currently registered with ASA
- B. May be any umpire registered in PCR-14
- C. Must be in good standing with their Local Association
- D. Must have shown continued dedication and must have significantly contributed through their Association to the PCR-14 Umpire Program

E. Other considerations

F. Each Association may nominate up to two (2) umpires from their Association. The nomination must include a statement from the nominating Association UIC as to the fulfillment of the criteria, as well as the reasons why the member deserves the award. The nomination form and statement shall be provided to the Selection Committee Chairperson.

G. The Nomination Applications must be received by the Committee Chairperson no later than October 1<sup>st</sup> each year.

### **16.3 ANNUAL BOB KIRBY UMPIRE OF THE YEAR AWARD**

This award is given annually at the CCASA Hall of Fame Banquet. The recipient will be recognized in the CCASA Hall of Fame. Nominations are to be submitted to the Hall of Fame Committee Chair, no later than June 15<sup>th</sup> for the nominated year.

### **16.4 ANNUAL CCASA UMPIRE MENTOR OF THE YEAR AWARD**

This award is given annually at the CCASA Hall of Fame Banquet. The recipient will be recognized in the CCASA Hall of Fame. Nominations are to be submitted to the Hall of Fame Committee Chair, no later than June 15<sup>th</sup> for the nominated year.

### **17.0 CCASA BY-LAWS CONTROL**

In the case of any conflict between these CCASA Umpire Policies and Procedures and the CCASA By-Laws, the CCASA By-Laws shall control.

*This document is to be reviewed on a regular basis so that it remains consistent with current ASA and PCR-14 Regulations and is consistent with the direction of the CCASA Board of Directors.*

Approved by CCASA Board with enclosed revisions, November 2010  
JM:tb/td