

CALIFORNIA SOFTBALL OFFICIALS ASSOCIATION

INLAND UNIT

(Riverside, San Bernardino Counties)

STANDING ORDERS

For 2011/2012

Standing Orders imposed to the General Membership, originated by the Board will be reviewed each year.

- A. **Annual Fees.** Each member shall pay the California Softball Official's Association Inland Unit (hereby known as CSOA Inland, or the Unit) fees for the 2011 season in the amount of **\$155.00**, which includes the Association Dues (\$95.00) and Assignor's Fees (\$60.00) by November 30, 2011. Fees received between December 1, 2011 and January 25, 2012 will be **\$170.00** (Dues / Assignor fees), and fees received January 26, 2011 or later will be **\$180.00** (Dues / Assignor fees). Members paying late may be in jeopardy of receiving a limited schedule of games. Members who have a check returned will be charged the returned check fee of **\$50.00** per check.
- B. **Membership:**
- (1) Active Members: are those who pay the current year's fees.
 - (2) Associate Members; (Created so a member who needs to take a leave can retain their years of service) will pay a **\$25.00** fee but, will not receive a game schedule, or have access to Arbiter. They will remain in good standings with the Unit but will have no voting rights and can not hold any Board Position or office. If they choose to receive the Instructional Kit, they shall also pay the current kit price.
- C. **Season Certification Requirement.**
- (1) Receive a passing grade of 80% on the Study Guide as established by CSOA Executive Council.
 - (2) Receive a passing grade of 80% on Certification Exam as established by the CSOA Executive Council.
 - (a) A member not establishing an 80% on the first certification exam **will take the second certification** test.
 - (b) **All members are required to correct their certification test to 100%.**
 - (3) Complete assigned hours of instruction.
 - (a) Veteran members, **four (4) or more years in the Unit**, are required to attend **four (4)** instructional meetings given by this Unit.
 - (b) New Members or Active Member with less than four (4) years are required to attend six (6) instructional meetings given by this Unit.
 - (c) Members may attend one make-up instructional class at another approved CSOA Unit, but must have proper paper work sign by their Instructional Chair or Unit President as proof of attending.

(4) Mechanics Training.

- (a) Veteran members, **four (4) or more years in the Unit**, are required 3 hours of mechanics training.
- (b) New members or Active Members with less than four (4) years are required **7** hours of mechanics training.
- (c) All members must attend the clinic wearing the proper uniform.

(5) Scrimmage.

- (a) Attend and participate in the scrimmage assigned to you.

(6) Any special circumstances where you need to miss any of the above requirements, needs to be brought to the attention of the instructional chairman "before" the completion of that section of instruction.

(7) Failure by a member to complete any of the above Certification Criteria requirements may result in that member not receiving a game schedule for the current season.

- (a) See Appeal in section "K"

D. Play-off Certification Requirement.

(1) Complete the above Season Certification Requirements and be Certified in CSOA Inland Unit.

(2) Mid-Season Meeting

- (a) Attend and participate in the mandatory mid-season meeting.

(3) 3-man clinic

- (a) All eligible officials are to attend one of the two 3-man clinics as set forth by the instructional chairman.

- (b) Any special circumstances need to be brought to the attention of the instructional chairman before the completion of the 3-man clinics.

- (c) Attend the 3-man clinic wearing the proper uniform.

(4) Officiated a minimum of 10 varsity games which includes working a minimum of 5 Plates.

(5) Requirement can be waived on a case by case review and approval of the Board

(6) Criteria for Playoffs and Finals Selection

- (a) The Board will select eligible members that have demonstrated an acceptable level of skill, knowledge and physical agility to officiate playoff games as required by CSOA-Southern Section and CIF. The Board will consider but are not limited to the following criteria.
- (1) Work all regular season games assigned.
 - (2) Arrived to all games on time. (Be on the field and in full uniform ready to check equipment 20 minutes before game time)
 - (3) Wear proper uniform to all games that is neat and clean.
 - (4) Maintained personal hygiene and professional appearance.
 - (5) Has good knowledge and properly applies NFHS rules.
 - (6) Demonstrated an acceptable level of skills and physical agility to work Playoff games.
 - (7) Have not switched games without first the approval from the Assignor (this applies to officials giving or taking the games).
 - (8) Members failing to comply with items 1-7 must submit written noticed to the Board within five working days of the notification. Denial or approval is at the Boards Discretion.
- (b) The unit has an obligation to provide CIF with the best possible Officials to work playoffs.
- (1) Playoffs will be assigned based on your rating. All S1's – S4's are eligible for playoffs, as long as you have fulfilled all requirements. S5's are not eligible for playoffs.
- (c) The unit has an obligation to provide CIF with the best possible Officials to work finals.
- (1) To have your name placed on the list to be considered for a CIF final you must be (1) rated as a S1, (2) followed the above criteria and (3) not worked a final in the last 3 years.
 - (2) The above three (3) limitations will be lifted if there are not enough qualified S1's available for submission to CSOA Southern Section.
- E. **The President** shall authorize payment of bills not to exceed One Hundred dollars (\$100.00) without approval of the Board.
- F. **Secretary/Treasurer** will receive a stipend of \$7.00 per member of this Unit.
- G. **Instructional Chairperson** and additional instructors will:
- (1) When the instructional program is not paid by a Unified School District, the Instructional Chairperson and additional instructors will receive the stipend as determined by the Board.
 - (2) For additional detail see Instructional Chairperson and Instructor's agreement.

H. Assignor:

- (1) Will establish and publish office hours as outlined in the CIF Officials' Proposal.
- (2) The Assignor will NOT conduct any assigning business during the general meetings or in classroom(s). The Assignor will schedule his assigning business before or after these meetings. The only exception will be when the Assignor has business as part of the general membership business meeting or as requested by the President to conduct Assignor business.
- (3) The Assignor and the Instructional Chairperson will collaborate and assign new members and active members with less than three years of softball experience, at least two games (plate and bases), with an official from our mentor or veteran group.
- (4) If the Assignor doubles schedules officials for an assigned scheduled game,
 - (a) Half a game fee will be paid to each of the officials not working the game by the Assignor.
 - (1) The fee shall be paid within five working days providing there has been no switching of assignments by officials without approval from the Assignor.
 - (b) The Assignor shall not be responsible for those officials that do not follow the established procedures of the Unit.
 - (1) Officials are to check for updates or changes by the Assignor to their game on the Arbiter or for phone messages prior to their game.
 - (2) Officials are to confirm there is still a game being played on the day of the game with the host school through personal contact on the telephone or by E-Mail. (Make sure you get a name)
 - (3) Officials are to confirm with their partner 24 hours before their scheduled game.
 - (4) Officials shall notify the assignor if they are contacted by the school about any change to a scheduled game.
- (5) The Assignor is authorized to collect a \$5.00 Turn-Back fee (\$10.00 Turn-Back fee if less than 24 hours before game time). This fee is to be paid to the assignor. The Assignor will send the member a notice via E-Mail of the charge which shall be paid within 10 working days. Members who feel they shouldn't have to pay the turn back fee may appeal to the Board in writing within 5 days of the turn backed game. The Board will review each appeal on a case by case bases and there decision shall be final. * The Board shall establish policy to assure payment of Turn Back fees.
- (6) The Assignor may choose to use the self-assign feature in the Arbiter computer program.
- (7) For additional details see Assignor's Agreement.

I. **Disciplinary Actions.** Disciplinary action for the following incidents shall be taken in the following manner:

- (1) **Not Showing Up for a Game.** There will be a penalty of two games taken away from their schedule for failure to show up for a scheduled game along with their Bond fee being forfeited as per the Bond Fee Policy and be Removed from the playoff list.
- (2) **Showing up Late for a Scheduled Game.** There will be a penalty of two games taken away from their schedule for showing up late for a scheduled game along with their Bond fee being forfeited as per the Bond Fee Policy and be Removed from the playoff list. Late is considered fifteen (15) minutes prior to the scheduled game time.
- (3) **Solicitation of Games.** (See K-1) There will be a penalty of two games taken away from their schedule for Solicitation of Game and may lose their official's rating and/or will be placed on probation status for the following season and /or lose their entire schedule.
- (4) **Switching of Games.** (See K-2) There will be a penalty of two games taken away from their schedule for switching games. Game switches can only be done through the assignor.
- (5) **Conduct.** Any Member who knowingly conducts themselves in a manner while at any Inland Area School or game site that brings ridicule or embarrassment to the Unit or whose actions on or off the field is directed towards the school, a player, coach, school personal or another official that is illegal, shall face Disciplinary action as determined by the Board.
- (6) Members failing to comply with items 1-5 may also have additional disciplinary action taken. These members may lose additional games beyond the two mentioned above or lose their entire schedule. They could also lose their official's rating and/or will be placed on probation status for the following season.
- (7) See Appeal in section "K."

J. **Bond Fee Policy:**

A Bond Fee of \$50.00, (hereby known as the "Bond") is required to be posted by all Active Members and shall be submitted to the Unit Secretary/Treasurer to be included and paid with the seasonal association fees, if not already submitted in a prior season. The Bond will be held in an account with the Unit until such a time as it is needed for compensation, or a member request in writing for the Bond to be returned upon their retiring from the Unit, withdrawing from the Unit or a member request the Bond to be returned at the end of a season.

- (1) The Bond is to compensate members that were forced to work a game contrary to the original schedule due to the failure of another official(s) to show up for their scheduled game or showing up late for their assignment therefore another official had to work their game.
 - (a) If an Official shows up late and another official is working that game, the late official gives up their rights to that game.

(2) The Bond fee must be paid before the member is issued a schedule or allowed to self-assign and must be replenish within 5 working days of being notified by the Secretary to replenish their Bond.. Any official that does not replenish their bond fee balance by the 5th working day after being notified shall have the remainder of their schedule pulled, and will not be in good standing with the Unit until they replenish their Bond and may face other disciplinary action.

(3) The Purpose of the Bond is to;

(a) Encourage officials to work all games as assigned and accepted.

(b) Compensate those Officials affected by a no-show or late Official.

(c) Meet controllable guidelines as Established by CIF.

(d) For not showing up or for being late to work an assignment will result in \$25.00 of that Official's Bond being forfeited. The affected official(s) will be compensated in the following manner:

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|------------------------|---------------|
| (1) One official | \$ 24.00 |
| (2) Two officials | \$ 12.00 each |
| (3) Three officials | \$ 8.00 each |
| (4) Administrative fee | \$ 1.00 |

(e) An official who fails to report his or her partner as a No Show or for arriving late shall forfeit \$10.00 of their bond.

(1) Procedures – Officials shall email the President and the Assignor to report no shows, late arrivals and game problem situations. The report shall include all details (Officials should also use the “Report” or “Note” function on Arbiter)

K. **Appeal Procedure:** A member wishing to appeal a decision of the Board concerning Disciplinary Actions taken for violations of these Standing Orders shall use the following procedures.

(1) Appeals for Disciplinary Actions taken must be made in writing within five working days of notification of the Board's action.

(2) A request for reinstatement for violation(s) must be made in writing by the appealing member to the President within five working days. The request will be considered and acted upon by the Board in five working days following the Presidents receipt of written appeal.

(3) All Board Members will be notified and a meeting will be scheduled. A majority vote of those members present at the appeal meeting shall constitute final appeal action.

L. **Assignment of Games:** All games will be assigned through the assignor

(1) No official shall go out and solicit games from any Inland area High School.

(2) Officials shall not switch, give away or work a game for another official. Game switches can only be done through the assignor.

- (3) If a school calls and changes or cancels a game, you shall contact the assignor as soon as possible.
- (4) The Assignor shall not be responsible for any fees to those officials that do not follow the established procedures of the Unit.
 - (a) Officials are to check for updates or changes to their game on the Arbiter and/or for phone messages prior to their game.
 - (b) Officials are to confirm there is still a game being played on the scheduled date and time with the host school through personal contact on the telephone or by E-Mail. (Make sure you get a name)
 - (c) Officials are to confirm with their partner 24 hours before their scheduled game.

M. **Conducting Board Business**: The Board may conduct business via electronic means when needed.

- (1) This is not meant to avoid Board Meetings, but is an avenue to deal with issues that come up from time to time during the season.

Approved Final Edition

Bill Dickerson

Bill Dickerson / CSOA Inland Unit Secretary