

**SAN FERNANDO VALLEY UMPIRES ASSOCIATION**  
**POLICES AND PROCEDURES MANUAL**  
**REVISED 11/11/18**

**ALCOHOL OR TOBACCO USE**

According to the California State Law/Penal Code, alcoholic beverages are not to be consumed on any school campus. Also, California State Law/Penal Code prohibits tobacco use by any game personnel before, during or after any game. Failure to follow this rule will result in suspension and/or revocation of future SFVU umpiring assignments.

**APPLICATION OF RULES, POLICIES AND PROCEDURES**

Be “DEFENDABLE” by following all NFHS, CIF, CBUA and SFVU rules, policies and procedures.

Umpires are expected to be knowledgeable of all NFHS Baseball rules, to understand the spirit and intent of the rules and to administer them in a consistent manner. The Umpire in Charge (UIC) is responsible for the final resolution of any conflict or rule interpretation during a game. Both umpires are strongly encouraged to get together prior to a disputable final resolution.

Both umpires shall be on the field 5-10 minutes prior to game time for the line-up exchange. There should be no players on the field at this time.

**ASSIGNMENT OF UMPIRES**

Certified umpires are able to be assigned to CIF City Section and CIF Southern Section league and non-league games throughout the baseball season at the SFVU Assignor’s discretion.

**COMMENTS TO GAME PARTICIPANTS**

A Head Coach is appointed by an institution to be responsible for the team’s actions on the field and to represent the team in communications with the umpire and opposing team.

An Assistant Coach is the person who assists the Head Coach. Assistant Coaches may not leave their position, dugout or bullpen area to appeal any play on the field.

Discussions with players and coaches should be kept to a minimum throughout the game. Meetings with umpires should be on an “as needed” basis only.

If you should need water during a game, rather than going into the dugout, please request that a trainer or non-playing team member bring it to you on the field between innings or during a break.

## **COMMENTS TO THE MEDIA**

If a media representative requests a comment before, during or after a game, please decline to comment and refer them to either the Unit's President or the Instructional Chair.

## **COMMENTS TO SPECTATORS**

Comments shall not be made to game spectators.

## **GAME ASSIGNMENTS**

Please click on [www.arbitersports.com](http://www.arbitersports.com) to access your SFVU schedule, roster and other relevant information.

ALL UMPIRES, must have their most current information on Arbiter's profile page, including current photo.

ALL UMPIRES, must have all blocking of dates, days, partners, schools, etc., complete at least two (2) weeks before the Assignor releases the season schedule.

ANY UMPIRE, who has a game assigned in the initial phase, which is declined, is responsible for the assigning fee as the assignment was made based on your availability in Arbiter.

ANY UMPIRE, who is a "no show" will be responsible to send the Unit a check for the amount of the game fee. The funds will be split with ½ going to the umpire who had to work solo (if two man) and ½ going to the Unit. Offending umpires will have their schedule frozen until payment is received. IN the event the umpire wants to protest, the Board of Directors will hear his protest in a timely manner.

IN THE EVENT you need to come off a game assignment, you must contact the Assignor directly via telephone.

AN UMPIRE may find his own replacement. The replacement name must be communicated to the Assignor and approved by the Assignor. The change is not complete until the Assignor has made the change in Arbiter and the replacement umpire has accepted the assignment.

ANY UMPIRE who finds and sends his replacement to a game without first clearing it with the Assignor, is subject to losing the remainder of his schedule.

ANY UMPIRE who does not receive payment from a school at site and does not have payment sent as promised by the school, must contact the Assignor via email as to the specifics of a game check missing. The Assignor will then forward the information to the person at the school responsible for payment, with the involved umpire being cc'd on the email. If at that point the involved umpire has still not received payment, it will be his responsibility to obtain payment.

WHEN INITIAL assignments go out, they must be accepted within 72 hours or they are subject to being re-assigned.

ASSIGNOR'S FEE of \$4.00 per game is due to the Assigner no later than the third week of the season on all initial assignments sent to an umpire. Additional game assignments added during the season, as well as playoff games, will be invoiced and sent individually to each umpire at the conclusion of the season. Any delinquent or non-pay of Assignor Fees may result in the loss of assignments.

If you are a "no show" for a game, the fine will be a full game fee for each game not worked. Failure to appear at an assigned game without prior notification could result in the revocation of future umpiring assignments.

The plate umpire is responsible for emailing or calling the home team's A.D. or Coach no later than the day prior to the game to confirm game starting time, site and provide a cell number in case of any changes, i.e. weather.

The base umpire is responsible for calling the plate umpire no later than the day before the assignment to confirm partner assignment, parking, time to meet, etc.

## **DUES**

SFVU members are responsible to pay dues each season based on the amount set by the Board of Directors. Any member that fails to pay dues by January 1<sup>st</sup> of the current season is subject to not being assigned any games. Dues can be mailed to the Secretary/Treasurer or provided to the Secretary/Treasurer at the unit's first general meeting.

## **EJECTIONS**

The ejecting umpire is responsible for submitting a legible and professionally written report. Please be sure the report is factually based upon information gathered by both umpires and coincides with all other submitted reports.

Following every ejection, a phone call must be made to the Assignor (Kirk West) and the Instructional Chair (Dax Villalta) immediately following the conclusion of the game. In addition, a written report must be submitted electronically no later than 10:00 PM on the day of the contest. If a coach approaches you following an ejection asking for leniency, a decision or an explanation, please ask him to contact Kirk West or Dax Villalta for any information. Please be sure to document this occurrence on your report.

If a situation arises that did not warrant an ejection but is noteworthy (poor sportsmanship, hitting in the batting cage during the game, management of lights, etc.) please contact Kirk West or Dax Villalta via email so that future umpires can be made aware of the situation.

**ALL EJECTION/INCIDENT REPORTS MUST BE FILED BY NO LATER THAN 10:00 PM ON THE DAY THAT THE EJECTION/INCIDENT TOOK PLACE. CLICK ON THE LINK FOUND ON OUR WEBSITE FOR THE CORRESPONDING SECTION. SELECT BASEBALL FROM THE DROPDOWN MENU. ENTER 123 IN THE PASSWORD FIELD FOR EITHER REPORT.**

In addition to sending your Ejection Report to the concerned City or Southern Section entity, you shall also send a copy of your report to our Unit's Liaison personnel:

CIF City Section (Kent Jacobsen; email: qmcswkj@aol.com)

CIF Southern Section (Dwayne Findley; email: jdfindley91381@gmail.com)

### **GAME FEES**

Game fees are set by CIF City Section and CIF Southern Section.

### **EVALUATION AND REAPPOINTMENT OF OFFICIALS**

Throughout and upon completion of each season, each umpire will be evaluated prior to appointment for the following year. Performance, physical ability and personal conduct shall be among the factors considered when evaluation umpires.

Any umpire who wants to improve his abilities should seek assistance from other prominent officials or instructors within the Unit. Some of these officials may be available to watch and/or video one of your games so as to offer insight regarding the areas that might need improvement.

The SFVU will set reasonable expectations for each official to follow during the course of the season. The Instructional Chair will also be available to answer any questions concerning rules, mechanics and game situations that come up during the season.

### **GAME MANAGEMENT ISSUES**

Each institution is now required to designate an administrator to serve as a game manager for each baseball game. Plate umpires should familiarize themselves with this person prior to the beginning of each game.

### **GAME SITE ARRIVAL**

Umpires should arrive one hour before game time, but no later than 45 minutes prior to the game. The first umpire who arrives should check in with the home coach to confirm starting time, etc.

### **GAME REPORTS**

The plate umpire is responsible for submitting a game report via Arbiter pertaining to the on time arrival of officials and any other noteworthy incidents including non-ejections, warnings, game score and game length, etc.

### **GIFTS**

Umpires are not to accept or request any mementos for working a CIF City Section or CIF Southern Section game.

## **INDEPENDENT CONTRACTORS**

Umpires registered with SFUV will serve as independent contractors of the SFVU

## **MEETING ATTENDANCE**

SFVU members are required to attend all scheduled General Meetings, along with any scheduled clinics. Make-Up Meetings will be scheduled so that members can comply with the requirement to attend the requisite number of meetings. In some cases, members may be required to make up meetings or clinics with another Unit.

Anyone not attending the requisite number of meetings may lose their certification and have their schedule of games revoked including no post season assignments.

## **UMPIRE DRESS CODE**

The plate umpire will coordinate dress attire for each game. Both umpires assigned to a SFVU game must dress alike. Each umpire must wear a black cap with the Unit approved logo for any game. Shirts will be black with the narrow white trim down the side or blue with the narrow black trim down the side. The plate umpire will determine what color shirts are to be worn during the game. U.S. flags are permissible on shirts or jackets. If a jacket is to be worn it will be black in color. No numbers are allowed on shirts or jackets. Undershirts will be black, or white in color. Ball bags will be black in color. Pants will be dark, charcoal gray in color. CBUA patches may be required for playoffs or special events.

Remember that you are representing the SFVU AND THE CBUA from the time you leave your home until the time you return.