

STANDING RULES
LONG BEACH UNIT
CALIFORNIA BASEBALL UMPIRES ASSOCIATION



Standing Rules – Long Beach Unit

PURPOSE: The purpose of standing rules is to establish association policies and procedures. They are amendable at any meeting and do not require special advance notice of proposed changes.

No-Show Policies

1. It is critical to the association and the competing schools that each game be worked by the proper number of umpires assigned.
2. If only one umpire works a scheduled two-umpire game, the umpire working the game is required to notify the assignor within 24 hours of working the game.
3. The assignor shall promptly notify the Secretary/Treasurer, who shall send a letter to the offending umpire.
4. In the case of a first offense in a given season, the umpire shall be fined an amount equal to the fee he would have earned by working the game. For example, if the umpire would have earned 54 dollars working the game, the fine assessed shall be 54 dollars. This fine must be paid within seven days of notification. In addition, the umpire's playoff eligibility for that season would be revoked.
5. The umpire who worked the game shall receive one-half of the fine assessed. In the event the school provides that umpire with both game checks, this provision will be waived. The remaining one-half will go into the association treasury.
6. In the case of a second offense in a given season, the umpire shall be fined an amount equal to the fee he would have earned by working the game. In addition, the umpire will be suspended for the balance of the year. The umpire's membership in good standing may be in jeopardy as well.
7. Any umpire subject to these penalties has the right to appeal to the Board of Directors.
8. If the Board of Directors judges that the no-show was unavoidable or excusable, they shall waive these penalties. The decision of the Board of Directors is final.

Late Arrival Policies

1. It is recommended that umpires arrive at their game site a minimum of 30 minutes prior to game time.
2. An umpire will be judged to have arrived late for their game if they arrive after the scheduled game time.
3. If an umpire arrives late for a scheduled two-umpire game, the second umpire is responsible for notifying the assignor.
4. The assignor shall promptly notify the Secretary/Treasurer, who shall send a letter to the offending umpire.
5. In the case of a first offense by an umpire in a given season, the offending umpire will be fined an amount based on the amount of the game he missed. A minimum \$20 fine will be assessed.
6. In the case of a second offense by an umpire in a given season, the offending umpire will be fined an amount equal to the fee he earned by working the game. In addition, his playoff eligibility for that season will be revoked.
7. In the case of a third offense by an umpire in a given season, the offending umpire will be fined an amount equal to the fee he earned by working the game. In addition, he will be suspended for the balance of the year.
8. In the event that the assignor is notified of the situation with sufficient time to assign another umpire to the game, the umpire so sent to the game shall be paid a full game fee for the position he was assigned.

Playoff Policies

1. The Board of Directors decides on the playoff eligibility for each umpire. The qualifications for working playoffs are applied to all members of the association
2. The following are the minimum qualifications for working playoffs in the Long Beach Unit.
 - a. The umpire must be a member in good standing.
 - b. The umpire must have a minimum of four years of experience in working high school baseball.
 - c. The umpire must have been a member of the Long Beach Unit for a minimum of two consecutive years.
 - d. The umpire must have attended a minimum of 18 hours of instruction time, of which nine must have been in the Long Beach Unit.
 - e. The umpire must have no unexcused no-shows.
 - f. The umpire must be current on all financial obligations to the Unit.
 - g. The umpire must have worked a minimum of eight varsity games over the course of the current season. This qualification may be waived in the following instances:
 - i. The failure to work eight games was due to injury.
 - ii. The failure to work eight games was due to scheduled games being postponed, due to weather or any other cause, and the umpire is not available to work the rescheduled game.
 - h. The umpire must have attended the three-man mechanics meeting.
3. All umpires who meet these qualifications are eligible for consideration to work in the playoffs.
4. The Board of Directors shall meet, at a time scheduled by the Board of Directors, to determine the playoff rating for each eligible umpire.
5. The Instructional Chairman shall chair the playoff meeting.
6. The Instructional Chairman may invite any member of the instructional staff or observation staff to the playoff meeting. All invitees may share their observations and evaluations of the eligible umpires. All invitees may vote on the eligible umpires.
7. The determination of ratings will take place in an executive session.
8. The procedure for rating of eligible umpires will be as follows.
 - a. A list of eligible umpires will be provided to each person present at the playoff meeting.

- b. Each person will assign a rating to each eligible umpire. Any convenient method of rating may be used.
 - c. The Secretary/Treasurer will collect all rating sheets.
 - d. At least one Director will assist the Secretary/Treasurer in totaling the ratings assigned to each umpire.
 - e. The Secretary/Treasurer will report to the Board the various scores that have been assigned to umpires. The Board will then make the determination as to the cut-off points for each level of qualification. The Secretary/Treasurer will report only the scores that have been attained, without regard to the names of those umpires.
9. The Secretary/Treasurer will furnish to the Assignor a numerical list of the qualified umpires for use in assigning playoff games.
 10. No umpire shall work a playoff game for which he has not been judged qualified.
 11. Any umpire has the right to know his level of qualification and his score in the playoff voting.
 12. An individual's playoff ranking is considered confidential and will not be provided to the association as a group.

Instructional Staff

1. The Instructional Chairman shall select the staff of instructors with the advice and consent of the Board of Directors.
2. Each class shall have assigned one Lead Instructor and at least one Assistant Instructor.
3. It is recommended that there be a pool of substitute instructors in the event an regular instructor is unavailable for a given meeting.
4. The instructors should be selected from those umpires whom it is felt will best represent the philosophy of the Board, the Unit as a whole, and the California Baseball Umpires Association.
5. The minimum criteria for selection as an instructor is as follows:
 - a. The umpire must have a minimum of four years experience in working high school baseball.
 - b. The umpire must be a member of the Long Beach Unit for a minimum of two consecutive years.
6. The responsibilities of each instructor are as follows;
 - a. To attend the Instructor Meeting held immediately before each scheduled general meeting.
 - b. To review the lesson plan and points for discussion provided for each meeting by the Instructional Chairman.
 - c. To review and be prepared to discuss the rule or rules under discussion for that meeting.
 - d. To perform any other assigned duties.

Observations and Evaluations

1. It is vital that all members of the association be observed from time to time to evaluate their performance and be provided appropriate feedback.
2. It is recommended that all members of the association be observed and evaluated at least once every two years.
3. The Instructional Chairman, in consultation with the Board of Directors, shall select observers to fulfill this responsibility.
4. The observation staff shall be selected so as to reflect the philosophy of the Board, the Unit as a whole, the California Baseball Umpires Association (CBLA), and the California Interscholastic Federation, Southern Section (CIF-SS).
5. The observation staff will be provided with a guide of criteria being observed for each umpire. It is recommended that one observer does not attempt to observe two umpires working the same game. An observer may, if he chooses, observe an umpire with whom he is working a particular game; however, he is under no obligation to do so.
6. The observer shall meet with the umpire being observed to review his observations. It is recommended that this meeting be immediately following the game being worked.
7. The observer shall promptly forward his observations, in writing, to the Instructional Chairman. He shall also provide the observed umpire with a copy of his observation.
8. The observations are considered confidential and the observer is not to discuss his observations with anyone outside the Board of Directors.
9. Unless he is working the game himself, an observer is not to involve himself in the game being played. It is recommended that he not speak to the umpires during the game, unless there is an issue of safety which must be addressed sooner. The observer is also cautioned not to discuss his observations with the coaches, players or spectators involved in the game.

Proper Uniforms

1. The proper uniform is vital to the professional appearance of umpires.
2. The uniform of umpires in the Long Beach Unit shall conform to the requirements of the California Baseball Umpires Association (CUBA).
3. The CUBA requirements are found in the handbook issued to each umpire, as provided by CUBA. This is the same handbook that contains the study guide.
4. If an umpire is observed to be not in the proper uniform, that shall be considered as part of their evaluation.
5. All umpires working a game are to be dressed similarly. Exception: A plate umpire may wear a different outer garment than the base umpires. For example, the plate umpire may elect to wear a plate coat and the base umpire(s) pullover jackets. This is acceptable as long as each umpire's uniform meets the requirements of CUBA.

Missed Meetings

1. It is vital that all members attend all scheduled meetings of the association.
2. A minimum of 18 hours of meetings or recorded meetings is required for eligibility to work playoffs.
3. The schedule for meetings will be included on the website for each member to see by the Secretary/Treasurer.
4. A member who knows in advance that he will miss a scheduled meeting is advised to notify the Secretary/Treasurer. If possible, that member should make an effort to attend a meeting in another association or arrange to view a recorded meeting.
5. A makeup meeting or recorded meetings will be scheduled to be attended by those members who have missed at least one meeting.
6. If attendance at the makeup meeting will not satisfy the required number of meetings, umpires are strongly encouraged to attend meetings of other associations.
7. Members attending meetings of other associations are required to obtain a visitor's slip from that association or have an email sent from an instructional chair or secretary/treasurer from that unit.
8. The visitor's slip or email should contain the following information:
 - a. The date and time of the meeting attended.
 - b. The location of the meeting attended.
9. The visitor's slip must be signed by either the association's Instructional Chairman or the Secretary/Treasurer.
10. It is the responsibility of the umpire to promptly forward the visitor slip's or email to the Long Beach Unit Secretary/Treasurer.

Process for Applying for Compensated Positions

1. Each year the Board of Directors shall accept applications for the three compensated positions: Assignor, Instructional Chairman and Secretary/Treasurer.
2. Any member in good standing may apply for any of the positions. The assignor need not be a member in good standing.
3. Applications for any of the compensated positions are to be sent to the Vice-President. The deadline for submitting applications will be set by the Board of Directors.
4. The Board shall schedule a special meeting for the consideration of applications. No other business may be conducted during this special meeting.
5. Each position will be considered separately. Members may apply for multiple positions if they so desire.
6. Each applicant will be interviewed individually by the Board of Directors. No other applicants shall be present during such an interview.
7. At the conclusion of interviews, the President shall entertain a motion to hire one of the applicants. After appropriate discussion, such motion will then be voted on by the Board of Directors. Each member of the Board has an equal vote.
8. A simple majority vote of those voting members present will be sufficient for the hiring of a given applicant.

Procedures for Finals Eligibility

1. The Secretary/Treasurer shall maintain a list of Finals-eligible umpires.
2. It is the policy of CIF-SS that no umpire shall work a Final in consecutive years.
3. A rotation system shall be established to ensure that this policy be met.
4. Prior to the date established by CIF and CBUA, the Secretary/Treasurer shall forward a list of Finals eligible umpires to CIF and CBUA. The umpires so submitted will be those listed at the top of the Finals rotation.
5. The rotation system will be maintained as follows:
 - a. Umpires who are elected to the Finals list for the first time are placed at the end of the list.
 - i. In the event of multiple first-time umpires in the same year, the umpires shall be listed by score, highest first.
 - ii. In the event of scores being equal, the umpires shall be listed alphabetically.
 - b. Umpires who work a Final are placed after those umpires voted on for the first time. Thus, umpires who have not worked a final shall be in front of those who have.
 - c. If an umpire's membership in good standing in the association ceases, his place in the Finals rotation shall be eliminated.
 - d. An umpire whose score in the playoff vote does not leave him eligible to work Finals does not lose his place in Finals rotation unless it is the third consecutive season he has been so voted.

Game Day Turn Back Policies

1. Once an umpire accepts a game that has been assigned to him, he accepts a contract to work that game.
2. If an umpire determines that he will be unable to work an assigned game, he is responsible for notifying the assignor. The umpire should make every effort to notify the assignor prior to the day of the game.
3. The Board understands that turn backs on the day of a game may be unavoidable. However, multiple turn backs on the day of a game are not acceptable.
4. In the event an umpire has multiple turn backs in a given year, the policy is as follows:
 - a. First turn back: No penalty.
 - b. Second turn back: A \$10 fine shall be assessed to the umpire.
 - c. Third turn back: A \$10 fine shall be assessed and the umpire shall be called before the Board to explain the reasons for multiple turn backs.
 - d. Fourth turn back: A \$20 fine shall be assessed. In addition, the umpire will be placed on probation for the remainder of the year.
 - e. Fifth turn back: A \$20 fine shall be assessed and the umpire's schedule for the remainder of the season shall be revoked.
5. The umpire so assessed has the right to appeal any penalty to the Board of Directors. The decision of the Board is final.