



President: Phil Jenks
Secretary-Tres: Mike Collins
Member At Large: Sidney Williamson
Member At Large: Willie Holmes

Vice President: Gene Brown
Member At Large: CW Allen
Member At Large: George McDaniel
Assignor: Louis Smith

Instructional Chairman: Jerry Flory
Website: www.calsportsofficials.com

2012 Policies and Procedures Packet

PLEASE READ THIS DOCUMENT COMPLETELY. It contains very important information, which you are responsible to know. In order to become and remain a **Qualified Member in good standing** of the California Baseball Umpire's Association-South Bay Unit, you must be aware of the following information:

PROFESSIONALISM

The 2012 game fees are as follows: Varsity plate fee \$74.00; Varsity base fee \$74.00; and non-Varsity \$73.00.

While C.I.F. has given us increases in our game fees, they in-turn is demanding something from all of us: **We must conduct ourselves in our roles as independent contractors in a more business-like and professional manner. C.I.F. wants us to act and conduct ourselves as adult high school officials -- not recreational or park league officials.**

C.I.F. Insists that we:

- ◆ Be Qualified to umpire
- ◆ Know the rules and mechanics
- ◆ Call the school and confirm our game assignments
- ◆ Show up to our games on-time - (arriving **30 minutes before game time...being on the field 15 minutes before scheduled time**)
- ◆ Wear the proper uniform and equipment (appearance does count!)
- ◆ Carry our own personal sports' officials' liability insurance of at least one million dollars

Our failure to meet the C.I.F.'s legitimate requests could have two consequences:

1. Schools may select and chose other officials if we fail to conduct ourselves properly
2. C.I.F. will cancel future fee increases

REQUIREMENT FOR BECOMING A SOUTH BAY UNIT MEMBER:

You must register as a member of the CBUA/South Bay Unit for the 2012 season, by completing and returning the five following items:

Membership Dues Are:

- ✓ \$75 if received by January 23, 2012 or \$105 if received after January 23, 2012.
 - ✓ **For members without email address, the following fees are applied:**
- ✓ \$95 if received by January 23, 2012 or \$125 if received after January 23, 2012.
- ✓ Game fees are \$4 per assigned game or (\$5 per assigned game without email address) per accepted game, not including scrimmage or playoff games; and payable to Louis Smith or assignor.
- ✓ After receiving game assignments, fees must be paid within in seven (7) days to assignor, or games will be reassigned.
- ✓ To receive assignments you must have qualified in the South Bay Unit or another CIF qualifying unit and have paid all fees or fines and be a member in good standing as defined in our Constitution and by-laws.

Submit your payments to:

(DO NOT SUBMIT GAME ASSIGNMENT FEES TO THE BELOW OPTIONS)

Mr. Michael Collins
17333 Brookhurst Unit B3
Fountain Valley, CA. 92708

-or-

PayPal
Go to our Unit's website at:
www.calsportsofficials.com
to apply your payments

Make Checks or Money Orders Payable to: CUBA

****REMINDER****

As a Member of C. B. U. A. South Bay Unit You Are Not Guaranteed to Receive Games

◆ **Overdue Fines and/or Fees**

Any past-due fines and/or fees of any type from current or prior seasons (no-shows, bounced checks, etc.) are due and payable along with the current season's financial obligations prior to any training material being distributed. If a debt occurs after receipt of your training materials, your season schedule shall be temporarily removed until such time your debt is paid. Any Unit members with past-due debts are **Not Qualified** until all debts are completely paid.

◆ **Application, CBUA Umpires Contract and CIF Code of Ethics Forms**

As a mandatory condition for membership in the South Bay Unit, all members must sign and return these documents.

◆ **Personal Sports' Officials' Liability Insurance**

- ◆ It is a Constitutional requirement that members in the South Bay Unit all have a minimum of \$1,000,000 dollars in personal **Sports' Officials'** liability insurance, which provides coverage while officiating. You have until February 21, 2012 to provide proof of this insurance to the secretary or your game schedule will temporarily be removed. The Unit shall provide vendors for you to chose from to acquire officials' liability insurance.

To obtain insurance specifically designed to cover official's liability while officiating, one of the following insurers is required:

NASO ABUA NFHS CBOA

YOUR OBLIGATIONS AS A SOUTH BAY UNIT MEMBER INCLUDES:

After you join the California Baseball Umpires Association- South Bay Unit (CBUA), it is required that all members fulfill a set of annual requirements:

- ◆ **Classroom Instruction:** Members must attend all required classroom meetings.
- ◆ **Field Clinic:** All members must attend and participate in all scheduled South Bay Unit field clinics they are scheduled or assigned.
- ◆ **Pre-Season Study Guide:** Must score a **minimum of 80%** on the pre-season, open-book study guide.
- ◆ **Qualification Exam:** Must score a **minimum of 80%** on the closed book, multiple-choice Qualification Exam.
- ◆ **Financial Obligation:** All members must at all times, meet their financial obligations, including membership dues, fines and fees.
- ◆ **Paperwork:** All members must have completed and submitted the **Unit's** required paperwork as previously described.
- ◆ **Equipment:** It is everyone's' responsibility to carry plate gear, and all other necessary equipment and approved/required umpire clothing to each game assigned.

MEETING DATE AND TIME: Redondo Union 631 High School, Vincent Park, Redondo Beach, CA. 90277 310 798-8665

Monday	Jan 23	7:00-9:30 PM	General Meeting
Monday	Jan 30	7:00-9:30 PM	General Meeting
Saturday	Feb 11	10:00-4:00 PM	Field Clinic @ TBA All Member Mandatory
Monday	Feb 13	7:00-9:30 PM	General Meeting
Saturday	Feb 25	10:00-6:00 PM	TBA Scrimmage Games All Members Mandatory
Monday	Feb 27	7:00-9:30 PM	General Meeting Study Guide Due and Nominations
Monday	Mar 5	7:00-9:30 PM	Makeup Meeting
Monday	Mar 12	7:00-9:30 PM	JV / F/S Members & Optional Meeting
Monday	Mar 26	7:00-9:30 PM	General Meeting Final Exam and Elections
Monday	May 7	6:30 Banquet	TBA
Monday	May 14	7:00 -9:00 PM	Playoff Clinic - INVITATION ONLY

- ◆ Accepting games, which conflict with scheduled classes or field clinics without prior Board approval, does not excuse you from attending the required number of mandatory meetings. Games do not take the place of meetings unless Board approval is given.
- ◆ You must attend all meetings in their entirety. If you are late by more than 15 minutes, you will not receive credit for that meeting. If you are late, you must make-up the entire meeting on another date, and perhaps at another qualifying Unit's meeting location. You can only make-up one meeting at another qualifying Unit's location. We will not tolerate classroom disruptions. If you cannot attend the required number of hours, you will be Non-Qualified to officiate with South Bay Unit.

YOUR STATUS

It is your responsibility to know your own status during the season as it pertains to whether or not the Unit's records indicate that you meet the Qualification requirements. Attendance and test information for all members will again be available at each week's meetings.

GAME ASSIGNMENTS

Game Assignments are for those officials who have met the all requirements set forth in the California Baseball Umpires Association - South Bay Unit's Policies and Procedures guide, and to those officials who return their availability on time.

Umpire candidates are not guaranteed games as a member of C. B. U. A. South Bay Unit. However, you are guaranteed classroom instruction, instruction material, field clinic training and evaluation, and an ability to take the qualifying exam if all stated conditions are entirely met from the above-mentioned literature within this document.

BOUNCED CHECKS

Any member whose check is returned by their bank unpaid for any reason immediately becomes Non-Qualified; all assignments are rescinded and future payments required by cashier's check or money order.

Returned checks will result in a \$35 Unit fee plus any bank charges and may be turned over to a collections/credit agency. California Civil Code, Chapter 522, Section 1719, stipulates that the unit may also initiate legal proceedings to collect up to three times the amount of the bad check.

SOUTH BAY UNIT CONSTITUTION AND BY-LAWS

A current copy of the Unit's Constitution and By-Laws is located on the South Bay Unit's web site at www.calsportofficials.com.

It is especially important that you read and understand the Unit's "No-Show, Late-Show and Trading Games" policies and penalties:

- ◆ **Accepting Games From School:**
Under no circumstances are you to accept games from schools, A.D.s. or Coaches. Your schedule will be pulled. **This will officially remove you from playoff consideration.**
- ◆ **First No-Show:**
A fine equal to the game fee. Your schedule will be pulled on a weekly basis until no-show fine is paid. **You may be removed from playoff consideration.**
- ◆ **Second No-Show:**
Remaining schedule pulled permanently for remainder of season. Not eligible for assignments until next calendar year. No refund of dues will be issued.
- ◆ **Late to an Assignment:**
First offense, half of the game fee. Second offense, full game fee and Board removes umpire from playoff consideration. Third offense... remaining schedule pulled permanently for remainder of season and not eligible for assignments until next calendar year. No refund of dues will be issued.
- ◆ **Giving or Trading Assignments:** You may not "trade" or "give" away any assignment without contacting the Assignor, Instructional Chair, or President. An official who "gives" or "trades" any assignment(s) without approval may have all remaining assignments pulled from their schedule and will forfeit their membership dues.
- ◆ **Turning Back a Game to Assignor:**
If the game is one you accepted there is a **\$10.00** fee for turning it back. This fee is due and payable to the assignor within seven (7) days. Failure to pay the assignor this fee will result in the removal of weekly schedule until the fee is paid in full. The assignor reserves the right to cancel the fee upon his choosing.

APPOINTMENTS TO THE BOARD

There are two positions of the Board that are appointed, **Instructional Chairman and Assignor**. If you are interested in one of the two positions, you must apply in writing to the Unit's Secretary or President no later than **July 1** of each year.

Contacts

President Phil Jenks 310 487-1564 **Secretary-Treasurer** Mike Collins 310 995-0280

Instructional Chair Jerry Flory 310 644-9360 **Assignor** Louis Smith 323 418-1819