

# 2015 SNOA Baseball Umpires Manual

## Eligibility

Anyone 18 years or older, who has completed high school is eligible to officiate high school baseball.

Assignments are a privilege and not a right thru registration, thus they will be earned. Officials new to SNOA Baseball will be evaluated ASAP to insure they receive games, if available, commensurate with their abilities.

While some individuals may have individual liability/health insurance, the NIAA requires 100% participation in a group plan. At present, the cost is \$17.00 per year which covers all SNOA-assigned games. Further information can be found at [www.dissingerreed.com/nfhs/officials](http://www.dissingerreed.com/nfhs/officials).

Officials accepting out-of-town games as driver will have minimum auto insurance as prescribed by the State of Nevada.

SNOA Baseball requires a facial picture of officials posted on ArbiterSports.com to be assigned games.

## Evaluations

**SNOA By-Laws now requires that each official receive a written evaluation within a three year period, upon request, and kept on file for two years.** The SNOA Baseball Board will continue to endeavor to provide at least one written evaluation per year. It is, therefore, imperative to inform the assignor if you have not received said evaluation at the half-way point of the high school season.

At present, SNOA Baseball is using the ArbiterSports system for evaluations. Baseball officials are expected to officiate all games as if they are being evaluated.

## Ratings

There will be a minimum of one meeting attended by members of the baseball board, assignor, and instructor to provide a numerical evaluation to each to each active member of SNOA Baseball. Factors determining these ratings are game evaluations, feedback from school officials and coaches, fellow officials, disciplinary actions, and professional use of the Arbiter system.

Although every attempt will be made to insure that evaluations are as objective as possible, a member in good-standing may appeal his rating to the baseball board in person or writing. The appeal will be addressed prior to, or after, a scheduled meeting within 30 days of that appeal.

## Compensation

Compensation for games and travel is set by the NIAA and contracted for with the Clark County School District and the member schools of the NIAA and are subject to change.

Deductions for insurance, per sort dues (NIAA/SNOA), and rule book kit are generally deducted from the first check issued. Administration fees per game will be deducted each pay period.

Specific compensation information can be found at [snoaofficials.com](http://snoaofficials.com)

## **Fines**

A list of fines has been issued for all SNOA officials by the Board of Control. The fine schedule includes turn-backs, 'day of' turn-backs, 'no-show' for assignment, switching or accepting game assignments from fellow officials other than the assignor or assistant assignor.

Uniform fines include failure to wear the authorized uniform during game, failure to wear 'business casual' attire to and from games, and failure to remove uniform and wearing in a public place.

Failure to be dressed and ready to perform 15 minutes before scheduled game time or reporting after the scheduled game times are included in the in the SNOA Fine Schedule which can be found on the snoa website under Resources.

**The baseball board has added a \$25 fine for failing to notify the assignor, or his assistant, when a partner has been unreachable and has failed to appear 15 minutes before game time.**

## **Discipline**

From time to time, complaints may be registered with SNOA. To address these issues, hearings may be scheduled before or after normally scheduled meetings unless the infraction is of a serious nature that it needs to be addressed immediately. Complaints during the non-high school season will be addressed when and where appropriate.

Any baseball officials are expected to answer all questions truthfully when called before any SNOA Board/Committee. Failure to do so may, in itself, lead to disciplinary action.

Appeals for actions taken by the baseball board may be appealed to the SNOA Board of Ethics. Further provisions regarding appeals may be found in the SNOA By-Laws.

## **Conflicts**

No SNOA official shall officiate a contest where family member(s) is a participant or the official a personal or business affiliation with coach, team or school.

**Any official which operates in a supervisory capacity with a competing organization may not function as a board member, instructor, or assignor for SNOA baseball.**

Officials are instructed to avoid any appearance of impropriety.

## **Fraternization**

All officials shall avoid excessive and unnecessary conversations with players, coaches, and fans during the progress of the game. Should a fan become unruly and hamper the official's ability to execute their duties, a school administrator shall be called to deal with the situation.

## **Uniform**

Games are to be officiated in uniforms that are cleaned and pressed. Plate shoes are required for work behind the plate and base shoes are to be utilized for field work. All shoes are required to be black (manufactures logos permitted) as well as cleaned and polished.

Hats are to be fitted. No faded or adjustable are permitted. Colors are black or blue and shall match their partner's hat. SNOA-logoed hats are to be worn on all varsity-level games.

All crews shall have matching umpire shirts. Navy blue is the NFHS default color for our association. Acceptable color alternatives are black, grey, light blue (pro or black collar) and crème. No decals or numbers. The American flag is permitted.

All varsity-level games are to be officiated in charcoal gray pants. Socks shall be black.

No jewelry or cell phones are permitted on the field.

## **Duties**

All officials are expected to attend all meetings and mandatory clinics. Officials will be held responsible for all information that is disseminated at meetings and clinics. All information conveyed during meetings or on SNOA website is of a proprietary nature.

Officials are expected to communicate with their partner (via phone, text, or email), a minimum of 24 hours prior to the in-town game time. For out-of-town contests, partners shall be contacted no later than 48 hours prior to the contest. It will be the drivers responsibility to contact the out-of-town school to confirm the site and starting time. Failure to do so may result in loss of game/travel pay or face disciplinary action.

Officials shall meet at a designated location 30-45 minutes prior to the start of in-town games.

Officials shall enter and leave the playing confines together.

Officials are expected to enforce NFHS rules in an equitable and impartial manner.

Insure that ejection/incident reports are conveyed to the assignor and NIAA commissioner for Southern Nevada immediately via phone, text, or email. A follow-up official report is required within 24 hours.

All game turn-backs shall be conveyed to the assignor via phone (voice/text).

Officials shall insure that a facial picture of themselves is downloaded on Arbitersports.com.

**The NFHS exam may be taken a total of three (3) times.**

**All officials are expected to stay informed on the infractions that may lead to loss of membership which are to be found in the SNOA/NIAA By-Laws (pages 15-16 of SNOA By-Laws).**

Failure to adhere to duties listed above may lead to loss of games and/or playoff assignments.

### **Alcohol/Tobacco**

The use of all tobacco products on school premises is prohibited.

No alcoholic beverages shall be consumed by officials less than 12 hours prior to game time or consumed on school grounds before or after the contest is complete.

### **Playoff Qualifications**

Must be a member in good-standing with SNOA.

Must be a voting member of SNOA

Must have attended a minimum of 5 meetings. Clinics may be substituted as a meeting at the discretion of the baseball board. Officials residing outside the metropolitan area will only be required to attend 4 meetings/clinics. College officials, whose college schedule precludes attending scheduled meetings may substitute 5 non-paid evaluations presented to the baseball board (**no mixing of meetings/evaluations**).

Score 90% or better on the NFHS baseball exam. An official will be permitted a total of 2 retakes to obtain this score.

Must be approved by SNOA President and NIAA Commissioner.

### **Assigning Guidelines**

No official shall be assigned a varsity-level game(s) if they have not taken and passed the NFHS baseball exam with a minimum score of 80% which was taken and submitted prior to cut-off date set by the baseball board before the start of the season.

Ratings-varsity games shall be assigned beginning with the highest-rated officials (100) and continue to assign in descending order till all games are filled.

Performance-continue to officiate throughout the season at assigned rating.

Availability-ability to travel to various sites and flexibility to meet varying game times.

Longevity-consideration given to officials who have provided their services in prior years.

Loyalty-allegiance to SNOA and SNOA baseball.

Management-the ability to utilize their Arbiter Calendar including, but not limited to, day/weekly blocks, excessive declines or letting assigned games expire, turn-backs, and accessing ArbiterSports on a timely basis.

## **Assignor Duties**

The assignor will be knowledgeable of provisions listed in the NIAA/SNOA By-Laws plus all directives listed in the SNOA Baseball Manual.

All games will be assigned and accepted via ArbiterSports.com. No exceptions!

All game assignments shall be based on the 2015 Baseball Ratings. The assignor shall insure the ratings are properly loaded into ArbiterSports.com and will not be changed unless directed by the baseball board.

A NFHS baseball exam of 80% or better is required to assign officials to varsity-level games. The assignor will assist in determining the cut-off date for said results to be submitted and inform the Board of any active member(s) that have failed to achieve a passing grade or miss the cut-off date.

The assignor shall insure that any and all fine violations listed by SNOA By-Laws and/or SNOA Baseball Manual be immediately forwarded to the baseball board for appropriate and timely action.

Grievances/Complaints channeled through the assignor shall be forwarded to the baseball board on a timely basis based on the severity of said grievance/complaint.

The assignor will return phone calls, text messages, and emails from school officials, coaches, and SNOA officials within twenty four (24) hours. Ejection reports are to be forwarded to the Commissioner, Instructor, and Board Members immediately.

All evaluations reports received by the assignor will be forwarded to the instructor and baseball board when they become available.

The assignor will work closely and effectively with the baseball board member serving as his back-up.

## **Instructor Duties**

The instructor will insure that all NFHS rule changes and points-of-emphasis for the ensuing season are conveyed to the membership.

Instruct the membership on NFHS rules utilizing the rule book/case book and, when possible, the use of instructional CDs.

Convey to the membership the NFHS guidelines regarding lightning disturbances, communicable disease and management of concussion.

Inform officials of the proper umpire mechanics, both 2/3-person. When NFHS mechanics are deviated from, insure officials are informed of the source (CCA Umpire Manual).

Insure officials are aware of NIAA rule adoptions.

Provide field clinics before and/or during season to insure that officials are educated on proper umpiring techniques.

Assist the baseball board in determining the ratings of officials for the coming season.

Assist in naming evaluators for the coming season and insuring the evaluations are forwarded to the baseball board.

Forward any coach's evaluations received are forwarded to the baseball board on a timely basis to assist in the rating/playoff process.

Assist the assignor and baseball board to insure that each official receive a minimum of one written evaluation per year.

### **Baseball Board Duties**

Maintain Official's Manual and insure it details all relevant policies and procedures including those covering rule/mechanics variations, assigning, discipline, and evaluations/ratings.

Annually prepare the list of officials eligible to officiate play-off assignments and recommend said assignments to the Commissioner, with the advise of the Assignor.

Supervise and, when necessary, appoint and/or remove the Assignor and/or Instructor.

Work to expand the opportunities for baseball officials to work outside high school.

The Board will cause evaluation and ratings of officials to occur in accordance with the approved Baseball Manual.

Maintain a list of active member meeting attendance and provide that list to the association secretary at the end of the season.

Convene at least 5 times a season or as directed by the sport's chair.

All Baseball Board Members are expected to attend the monthly All Sports Board Meetings

**A more detailed account of the above duties can be found on pages 4-5 in the SNOA By-Laws**