

# West Coast Umpires Association



# Operations Guide

## WCUA Board of Directors ( Elected – 2 year term )

- President (Election year – 2024)
- Past President
- 1<sup>st</sup> Vice President (Election year – 2023)
- Treasurer (Election year – 2023)
- Secretary (Election year – 2024)
- EOC Chair (Election year - 2026)

## WCUA Assignors ( Appointed annually )

- High School Assignor
- Youth Assignor (if needed)

## Standing Committees

- Recommendations (playoffs)
- Training
- Assignments Review
- Evaluation
- Elections

## We serve...

- Hillsborough County Private and Public School Baseball
- Hillsborough County Private School Softball
- Non-sanctioned / developmental high school baseball in Hillsborough County
- Bayshore Little League

## GETTING STARTED

- Contact [wcuatampa@gmail.com](mailto:wcuatampa@gmail.com), or visit [wcu.org](http://wcu.org) to complete and submit an interest form.
- Registration / paperwork – Association Secretary (see Fingerprinting Badge Instructions below)
- Booking commissioners - Steve Durrance, to help you with registration and how to get on Arbiter. Arbiter is the online program we use to assign umpires to games.
- Register with the FHSAA to work high school-level baseball. As you complete your registration, indicate West Coast Umpires Association as your primary association. This will connect you with the WCUA group in Arbiter upon completion of your registration.
- Finally, depending on your experience level, you will need to get on a field to be seen/evaluated. If you are a transfer umpire or an umpire with previous NFHS high school experience, then you shall be assigned to work a developmental game with a WCUA #1-ranked umpire who will submit an evaluation and recommendation. If, however, you are new or have travel-level baseball experience, then you will be assigned to work a youth game to be evaluated by a member of the WCUA evaluation committee who will recommend progression.

# FINGERPRINTING / BADGE INSTRUCTIONS

## New umpires and renewals

### STEP 1

- Access I-9 by going to [uscis.gov](http://uscis.gov), complete and SIGN I-9 form, and make copies of your passport OR both driver's license and SS card.
- Return the 3 completed forms & document copies to the WCUA Secretary, Jim Barlow:
  - At an association Meeting
  - (OR) Mail to the home address provided by the association Secretary
  - (OR) As an email attachments to the association Secretary
  - DO NOT send these forms directly to the school district! Make sure to return the I-9 as a PDF or Word document, not as a picture!

### STEP 2

- The school district e-mails the association Secretary that you have been approved, then you will be forwarded that by the association Secretary. This will indicate that you are approved to be fingerprinted.

### Step 3

- Your Badges (1 Blue & 1 Yellow) will be mailed to the association Secretary, who will inform you that they have been received and coordinate distribution.

**WCUA Secretary:** Jim Barlow, WCUA Secretary

## Assignments - Booking Procedures

### Booking Commissioner – Steve Durrance

#### **Declining a Game/Cancelling an accepted assignment:**

Once you decline a game you will be permanently blocked that day and are unable to be reassigned. Frequent declines/turn-backs will be addressed accordingly and reduce priority for future assignments.

#### **No call/No show to a Game:**

The umpire will be removed from future assignments until meeting with the Board of Directors.

#### **Arbiter:**

Arbiter schedules with a 90-minute leeway from the time you are available until the game time and within the mileage that you set in the system. If you want to be available for a 7pm game, then input into Arbiter that you're available at 5:30pm. Please block any school that you perceive you have a conflict of interest (use common sense).

There is a limited amount of time to accept games. Unaccepted games will be turned back in, reassigned, and you will be blocked from receiving any games for those particular days.

#### **Assignments:**

Booking will generally be done in 3 blocks for high school. Be aware that due to changes, additional assignments may come at any time so please keep your blocks current. Assignors will notify membership when a booking period will occur in a timely manner to allow you to update availability in Arbiter.

Booking I – beginning of season – Spring Break (approximately early February – mid-March)

Booking II -Saladino Tournament (HCPS Spring Break; mid-March)

Booking III – Post-Saladino – end of season (approximately end of April)

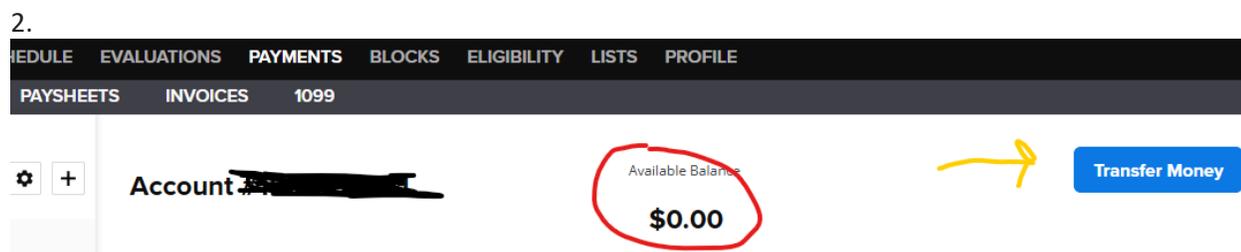
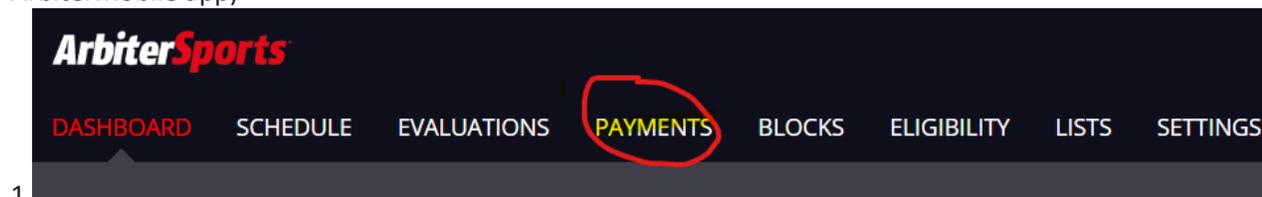
## ASSIGNMENTS - GAME FEES

You will know the method of payment by looking at the column on your Arbiter schedule labeled "Fee." If it says "\$0", that means it is a "pay at the plate" game, the association owes you \$0 (very few public schools still pay at the plate and this is only applicable during the summer, fall, or developmental. Otherwise, If it says a dollar amount, then association owes you that amount via ArbiterPay or payment to your account.

For games that have a team that pays at the field and a team that uses WCUA to pay, the default position that gets paid through WCUA is the plate umpire on the game. However, this is flexible, so if you have a split payment, then notify Steve Durrance directly who is owed what to administer payment correctly and efficiently.

If you are expecting a payment at the plate and do not receive anything, then continue to work the game, fill out a game report after the game, and notify Steve Durrance.

**Hillsborough County Public Schools: ArbiterPay** - You must Set up an Arbiterpay account at [arbiterpay.com](http://arbiterpay.com). We do not have access or control over Arbiterpay, so if you encounter any issues, then you need to contact Arbiterpay support. Once the season starts, give the school up to 72 business hours to put the money in your Arbiterpay account. To access ArbiterPay from your desktop: (you can also access/transfer money from the ArbiterMobile app)



After 72 business hours have passed and if you still have not received your game fee, then contact Steve Durrance to send a message to HCPS.

**Private high schools, developmental games, youth baseball, and softball: Grow Financial Credit Union** - If you have not already set up direct deposit, then you will receive an email with a link from Grow Financial CU to set up direct deposits. You are paid within 48 business hours on business days after the game is played (holidays and other events can delay payments by 1 day).

Note: Arbiter game fee amounts do not automatically show up for game fees West Coast Umpires pay you for. If this happens, the game fee will be updated to reflect what you were paid.

# UNIFORM EXPECTATIONS

## **Required Baseball Uniform (Available in FHSAA Officials' Guidebook at [fhsaa.com](http://fhsaa.com))**

### **FHSAA approved uniform vendors (Available in FHSAA Central Hub on Arbiter)**

Note: Umpires working in the post-season (beginning with the district tournament) are required to wear the FHSAA approved postseason uniform available from FHSAA approved vendors (see below for currently approved vendors).

**Pants (All Levels):** • Charcoal Grey Pants

**Shirts** • Major League Style (Smitty BBS-300) Carolina blue and black (baseball) with the FHSAA shield insignia embroidered or sublimated above the left chest or pocket and the letters FHSAA in blue (on black shirts) or black (on light blue shirt) embroidered or dye sublimated on the right sleeve. American flag with white border applied or dye sublimated on left sleeve.

**Undershirts** • Black

**Hats** • Black (baseball or navy blue (softball)) with FHSAA acronym embroidered on the front and vertical shield logo embroidered on the back (Smitty or Richardson brands are approved).

**Jackets** • Black (baseball) or navy-blue jacket or navy-blue V-neck pullover (softball), if worn

**Non-FHSAA events (developmental/youth)** – same as above WITHOUT FHSAA logo. WCUA hats may be purchased at Purchase Officials Supplies. Richardson Black Performance Umpire Hats: SKU: HT-CFFBK4 S/M. Find 'Florida West Coast' when selecting 'specialty logo.' Wear a PLAIN BLACK HAT until you can acquire the appropriate hat.

**Patent Leather Umpire Belt** - The thicker belt (1 and 3/4"), patent leather

**Plate shoes AND base shoes** – (black as primary color). Plate shoes have steel toes and added protection for your feet.

**Ball bags** (black) minimum of 1, preferably 2

### **Protective and other equipment**

- Mask: Standard mask is worn with a hat; Hockey mask is worn without a hat
- Chest Protector worn under the shirt.
- Athletic Supporter
- Shin Guards worn under pants.
- Pencil/Pen
- Lineup Card Holder
- Indicator
- Plate brush

**Uniform Standards:** Shirts/Jackets must match your partner.

**Arriving/dressing on site:** Identify a game administrator or school representative to be directed to a dressing facility. Umpires should be aware of the location of the game administrator during the game in case of emergency. Avoid dressing at your car!

## **FHSAA-APPROVED VENDORS**

**Smitty Officials' Apparel:** Joe DeRosa (330) 639-4107

**One Stop Sports:** Joe Pike (205) 943-0119

**Gerry Davis Sports:** 1-800-916-9088

**Hudson 51 Official Wear:** 1-800-952-5103

**Purchase Officials:** Fred Collida (954) 990-5806

## **Game Protocols**

### **Before your Game**

If you have a partner, you should contact each other at least 24 hours before your game. This is usually the responsibility of the plate guy, but if you're on the bases and you haven't been contacted yet and its getting close to that 24-hour mark, reach out to your partner. (Contact association assignors if you are not able to establish any communication with your partner) The things that need to be discussed are:

- Confirm Game time
- what time will you arrive at the park;
- where will you park (you should park close to each other, so you know the other has arrived and to do a pre-game);
- what kind and color car you'll each be driving to make it easier to park together;
- what color shirts and hats you're going to wear.
- Communicate! If you are running late, then let your partner know.

### **Arrive at field:**

- check in with home coach, assess field
- game administrator should be identifying themselves (if you do not make contact, then note it game report – if no game administrator or home coach assumes this role, then complete an AT-6 misc form in Arbiter)

### **Possible Pregame topics for discussion:**

- Getting Help
- Bunt coverage
- Getting together
- Going out
- Signals
- Line coverage
- Checked swings
- Sportsmanship
- Unusual/special game situations
- Rotations
- Tags
- Catch/no-catch
- Be the best team on the field!

### **Plate conference:**

10 minutes before game (head coach + captain(s)) (remember, if head coach does not come to plate conference, then by rule they are restricted to the dugout for the game). Topics include:

- Lineup verification
- Ground rules (remember, if coaches do not agree on site-specific ground rules, then you determine ground rules)
- Verify all players legally equipped and all equipment legal
  - HCPS – mouthpiece
- Sportsmanship
- Game situations – time limit, run rules
- Identify who will be bringing baseballs
- Pregame announcements/anthem

## **Post-game**

- Leave the field together.
- don't roll baseballs back to dugout or leave at plate (either place in dugout if you walk past home dugout on the way out or take with you back to locker room);
- don't linger and avoid pleasantries.
- if you sense conflict, then utilize your game administrator or Hillsborough County deputy to assist you to the locker room or back to your car.

# Reporting Protocols

## **Game Reports:**

The plate umpire is to fill out a game report only if there is an ejection or any unusual game situations (open to interpretation), including:

- Game site issues,
- No shows or time changes,
- Late teams (if game does not start at scheduled start time because team shows up late),
- Rules issue or unusual plays,
- Anytime a coach comes onto the field to discuss a situation,
- Anytime you have to get together with your partner to change a call because of an unusual situation,
- Spectator/fan problems

## **Ejections (Arbiter Ejection Report: Password 123)**

1. Ejecting umpire remove self from situation and begin documenting on lineup card all details (who is ejected, innings, outs, runners on, etc.) – DO NOT SAY ANOTHER WORD AFTER THE EJECTION!
2. Non-ejecting umpire immediately move in to remove ejected player/coach from situation (DO NOT TOUCH!)
3. If issue is with spectators, then involve game administration. Do not resume game until situation is addressed. If game administrator is not available, then have home team head coach assist. DO NOT HANDLE ON YOUR OWN!
4. Notify WCUA immediately following game:
  - a. President, John Rosick
  - b. First VP, Tom Lugo
5. Complete game report
6. Send President and First VP a draft of report
7. Complete Ejection report in Arbiter (this needs to be submitted within 24-hours of incident)
8. Do not submit until approved.

## **Other Arbiter reports**

- Incident Report (Password 123) – game management, inappropriate changing facilities, lack of site contact
- AT-7 – exceptional sportsmanship
- Any Ejection, Incident, or AT7 reports go to the FHSAA offices in Gainesville. These reports require WCUA approval before submission.

# WCUA Member Disciplinary Process/Protocol

- 1) Receive grievance
- 2) Compile information/communication/timelines of events and distribute to Board of Directors
- 3) Provide member notice of complaint
- 4) Removal from assignments based on severity of complaint.
- 5) Allow member response to complaint
- 6) Invite member to Board meeting to provide statement. The Board of Directors can choose the format for this meeting.
- 7) The board renders its decision and communicates the decision to the member. Possible penalties include:
  - a. Monetary fine
  - b. 1-year probation
  - c. Suspension from assignments at length of Board's choosing up to termination of membership.
- 8) Provide member 14 days from communication to appeal in writing
- 9) If appeal, EOC on Board composes committee
- 10) Board approves ad-hoc Grievance committee (committee serves for one year and may serve continuous terms)
- 11) Grievance committee must decide appeal within one week of committee approval (uphold, deny, modify)
- 12) If committee unable to arrive at a decision, then the Board of Directors will conduct a final vote with a quorum of Board members present

## Playoff Selection

### **FHSAA overview and procedures for submitting recommendations:**

- The assignment of umpires to officiate state series contests will be made by the FHSAA Office, which are e-mailed to the FHSAA (Robbie Lindeman) on or about April 15. The association's Recommendations Committee as required in 302.01(2) prepares assignments/crews that are voted and approved by the general membership.
- The officials are to be recommended by crews and by round ( Regional Quarterfinals, Semifinals, Finals and State Championships).

### **Minimum Qualifications to be recommended to Playoff Crew by FHSAA:**

Those officials in each sport who have met the following criteria will be given priority consideration for selection to officiate State Series contests:

- (1) Officials who are classified by the FHSAA as Rank 1 or Rank 2 in that sport;
- (2) Officials who were selected to officiate a district tournament contest in that sport;
- (3) Officials who have scored "80" or above on the FHSAA rules examination for that sport;

### **WCUA Minimums to be recommended to WCUA Playoff Crew over and above FHSAA minimums (established for 2024)**

#### **WCUA Playoff Umpire Must Declare:**

Umpires must declare their desire to be on a WCUA playoff crew by the 2nd Friday in March of the prevailing year. Only umpires who declare themselves will be recommended, failure to declare will exclude an umpire from recommendation to any WCUA playoff crew.

Those officials who have met the minimum FHSAA playoff crew guidelines and meet the following will be recommended to WCUA playoff crew:

### **For recommendation to Crews 3 to 10**

1-Officials who have been scheduled for at least 8 (eight) varsity baseball games for WCUA during the current season (games that were canceled but umpire was scheduled for count for this qualification); FHSAA pre-season week games, regular season games, and Saladino games all count

2-Officials who have attended a 3 Man Clinic put on by WCUA only, this requirement can be met by attending in the fall, spring, or online clinic if one is made available; attendance for requirement will be maintained by the association secretary

3-Officials who have been present for at least 3 training sessions or other field clinics separate of the 3 man clinic within the current season; attendance for requirement will be maintained by the association secretary

### **For Crew Chief Consideration on Crews 3 to 10**

\*Must have previous FHSAA playoff experience with any other baseball association or WCUA to be considered as a crew chief with WCUA, if there is a lack of recommended playoff umpires with previous playoff experience another recommended umpire on the crew may serve in this role

### **For recommendation to Crews 1 and 2**

(1) Officials who have been scheduled for at least 12 (twelve) varsity baseball games for WCUA during the current season (games that were canceled but umpire was scheduled for count for this qualification); FHSAA pre-season week games, regular season games, and Saladino games all count

(2) Officials who have attended a 3 Man Clinic put on by WCUA only, this requirement can be met by attending in the fall, spring, or online clinic if one is made available; attendance for requirement will be maintained by the association secretary

(3) Officials who have been present for at least 4 (four) training sessions or other field clinics separate of the 3 man clinic within the current season; attendance for requirement will be maintained by the association secretary

(4) Officials must have been a member umpire with WCUA in good standing for at least 5 years (this does not have to be consecutive)

(5) Officials must agree to an evaluation to be conducted by either an approved FHSAA state evaluator or other evaluator as determined by FHSAA or WCUA

### **For Crew Chief Consideration on Crews 1 and 2**

Crew Chief must have been selected to be on a previous WCUA 1 or 2 crew as an umpire or another approved FHSAA association's 1 or 2 crew in baseball

In the event there is no acceptable crew chief available for selection who meets this criteria another umpire of the selected 1 or 2 crew who has been a crew chief previously for a lower crew may serve in this role

\*\*\*\*\*-There are no exceptions to any of these requirements, umpiring NCAA/NAIA/JUCO/Softball/other sports assignments or attending functions for the following do not excuse an umpire for meeting these listed requirements to be considered for a WCUA playoff crew recommendation. If all the requirements are not met, then the recommendations committee will not make a recommendation of an umpire to any appropriate crew

### **Assignment of games**

- WCUA assignor(s) receive locations to be assigned from the FHSAA office and may consult with the recommendations committee prior to assignment of crews.

### **Distribution of assignments**

- Regional quarterfinal: every effort shall be made to assign each crew that is approved by membership.
- Regional semifinal/finals: highest crews shall be assigned for each night of games
- FHSAA championships: #1 crew shall be sent to each level assigned (semifinal/final) with the following suggestions for multiple assignments:
  - 2 semifinals: #1 crew + #1 crew chief, #2 crew chief, #2 U1 or U3
  - 2 finals: #1 crew + #1 crew chief, #2 crew chief, #3 crew chief
  - 3 semifinals: #1 crew + #2 crew, + #1 crew chief, #2 crew chief, #3 crew chief
- Substitution umpires: begin with crew chief of highest crew that has not been assigned and progress through remaining crew chiefs, then U1, then U3.

### **Additional criteria**

- Must score 90% or above on FHSAA exam to be considered as a crew chief.
- If a crew is selected to work a state final, then U1/U3 members of that crew will be eligible for a #1 crew again in the third year following their selection. (i.e. If selected in 2024, then the next eligible year to work a state final for U1/U3 shall be 2027)
- Must work in districts to be eligible for regionals unless for extenuating circumstances.
- Any special circumstances / modifications may be granted in consultation with the recommendation committee and approval by the Board of Directors.

## **WCUA Elections Procedures**

WCUA Elections are governed by Section VIII of the Association bylaws. Election rules and additional procedures must be approved by a quorum of the Board of Directors.

- 1) Appoint elections committee.
- 2) Open nominations for a period to be determined by the elections committee and approved by the Board, including a time for floor nominations.
- 3) Nominees accept or decline.
- 4) Elections committee announces slate of nominees.
- 5) Candidate statements are requested to be distributed to membership.
- 6) Date, manner of voting (in-person, electronic), and timeline for voting are established by the Elections committee and approved by the Board.
- 7) Candidates can be provided with the opportunity to speak for up to 5 minutes to the membership (optional).
- 8) The Elections committee announces election results within 48 hours following the expiration of the voting period.