

# **GNOA BASEBALL**

2021

## **STANDARD OPERATING PROCEDURES**

### Membership

#### Obtaining membership

Membership is comprised of any official that is registered with the FHSAA and has a primary or secondary membership with the GREATER NAPLES OFFICIALS ASSOCIATION. Any and all rules pertaining to being an official as established by the FHSAA officials' Guidebook apply for membership to GNOA Baseball Division.

#### Members in good standing

Members in good standing are those that meet all financial, training and conduct requirements. Each item is explained in further detail in this document.

#### Secondary membership

Secondary members are subject to all procedures and standards established in this document. Secondary members are non-voting members. Secondary members cannot be committee members. Secondary members cannot be recommended for post season crews.

Secondary members are held to the same conduct standards as primary members.

### Member pay

Members will be paid in accordance to GNOA board policies.

## Personal Conduct

### Meeting conduct

The GNOA baseball board members run all meetings. All discussions will be civil and expedient. Degrading, yelling, or disrupting proceedings will not be tolerated.

### Tobacco, alcohol, and illegal substances

All tobacco (Including tobacco like products) alcohol, and illegal substances are prohibited during GNOA sanctioned events.

### Code of Ethics

GNOA operates under the code of ethics as established by the National Federation of State High School Associations (NFHS) and the Florida High School Athletic Association (FHSAA). These ethics can be found in FHSAA-NFHS manuals as well as the NFHS website. These ethics include:

\*Officials at interscholastic athletic events are participants in the educational development of high school students. As such, they **MUST** exercise a high level of self-discipline, independence, and responsibility. The purpose of this code is to establish guidelines for ethical standards of conduct for all officials.

\*Umpires shall master both the rules of the game and mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm, and controlled manner.

\*Umpires shall work with each other and their state associations in a constructive and cooperative manner.

\*Umpires shall uphold the honor and dignity of the profession in all interactions with student athletes, coaches, athletic directors, colleagues, and the public.

\*Umpires shall prepare themselves physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

\*Umpires shall be punctual and professional in the fulfillment of all contractual commitments.

\*Umpires shall remain mindful that their conduct influences the respect that the student athletes, coaches, and the public hold for the profession.

\*Umpires shall, while enforcing the rules of play, be aware of the chance of injury that competition poses to student athletes. Where appropriate, they shall inform game management of conditions or situations that appear unreasonably hazardous.

\*Umpires shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during competition

\*Umpires shall maintain an ethical approach while participating in forums, chatrooms, and all forms of social media.

\*Umpires shall recognize that anything which may lead to a conflict of interest, either real or apparent, **must** be avoided. Gifts, favors, special treatment, privileges, employment, or a personal relationship with a school or team which can comprise the perceived impartiality of umpiring **must be avoided**.

GNOA baseball umpires should strive to honor the game of baseball and the profession of umpiring by being mindful of the impact of our words and actions on and off the field.

GNOA baseball umpires should be willing to take any assignment on days when your schedules permits games.

GNOA baseball umpires should be willing to work with other members of GNOA.

Members that do not comply with this personal conduct section may be subject to disciplinary proceedings as defined by the grievance procedures. The Baseball Board can impose discipline for misconduct.

## Arrival at games

The **crew chief** (Plate umpire) should initiate contact with his/her partner at least 24 hours prior to game start time to confirm who has the dish, dress, meeting place, and parking. If the crew chief does not contact his/her partner, the base umpire should then initiate contact with the crew chief. Both umpires should bring plate gear to game. The umpire who is assigned to do the plate shall take the plate unless permission is granted from the assignor.

Dressing facilities should be provided by the host school to provide for a safe environment. Please keep in mind that some fields are NOT located in places where the school can provide for adequate facilities. **If the request for dressing facilities is denied, please contact the baseball board president via email.**

*\*\*In these uncertain times (COVID), we should be patient and understanding as each school may have varying policies and procedures for umpire dressing room availability\*\**

Umpires dressing in parking lots has been a tradition for years. BEWARE- If you expose yourself in public, you are **not** protected by the excuse that you are an umpire and are in a hurry to get to the game game on time.

All game officials should comply with the following dress code for traveling to **playoff** games:

- dress or collared shirt tucked in pants (GNOA collared shirts are available by contacting Troy Costain at 239-825-9279)
- dress pants (same color if possible) with belt
- dress shoes or professional shoes
- female umpires should dress business casual

### On Field Uniforms

Umpires should wear uniforms that comply with FHSAA uniform and GNOA requirements. Partners shall match. This includes:

Pants- **Charcoal** grey pants.

Shoes and Socks- Black plate shoes, black base shoes. A minimal amount of white-grey may be visible, but **black** is

the main color. Black socks will be worn- no ankle or short socks.

Hat- **BLACK** FHSAA hat will be worn.

Shirts-State blue or black in color with FHSAA patch. Partners should match.

Jackets- Black only with no emblem or black jacket with GNOA emblem. **No outside association's emblems.**

Belt- Black only

Wear our uniform with pride. See that your shoes are shined, shirts and pants fit properly and are clean.

We need to hold each other accountable for the way we look-present ourselves on the field. Umpires should check each other before entering game sites to make sure shirts are tucked in, belt loops are not missed, shoes are tied, no jewelry worn, hat worn properly, etc.

Uniforms should be worn properly until umpires get to vehicles or locker room to leave grounds.

Umpires should refrain from wearing umpire uniforms while sitting in the stands. While in uniform, umpires should keep their distance from the field, avoiding conversations with fans.

Media and social media

GNOA baseball umpires should not speak to the media concerning any officiating question or concern without the prior consent of the GNOA baseball board. In any event, all members should use discretion when speaking to the media or participating on social media. Any comments made on social media that can be derived as a detriment to the advancement of GNOA baseball can be used against the member in disciplinary hearings.

### Mentor Program

The Baseball Board shall identify quality umpires who have the skills to MENTOR new umpires. These mentors shall use the GNOA Mentor Training Checklist to assist the effort to make sure the new umpires are successful.

### Communication Channels

All members are expected to follow the communication channel for complaints or grievances. Members SHALL handle issues internally by communicating with the baseball President, grievance committee, or board member, then the governing board of GNOA. Members shall not communicate directly with school administration, Athletic Directors, Coaches and the FHSAA.

Communication to coaches, athletic directors, and school personnel regarding rules decisions and on field happenings will be made by an appointed GNOA baseball member. This member will be appointed by the baseball



board to be the liaison between the umpires and the schools-coaches regarding rules interpretations, game happenings, and game procedures. Umpires should contact our GNOA baseball "School liaison" with any rules, game procedure, etc. so the liaison can contact the school, if necessary. Do not take it upon yourself to contact coaches or school person.

2021 Liaison=Board President

## Board Elections

Annual board elections are subject to GNOA By-laws. These by-laws are listed on the GNOA Arbiter Central Hub.

## Meeting Structure and Operation

The President and VP shall establish agendas prior to all meetings. The President shall get ideas for agenda items from all Board members. Agendas will be sent to all Board members at least the day prior to meeting date.

The primary focus of each general meeting shall be TRAINING. The training component shall be in every

meeting. Training will be the primary focus after the beginning statements by the President.

The secretary shall take notes during meetings. The attendance sheet will be handed out at the **end** of the meeting.

Members who wish to have items added to the meeting agenda should email the President at least 48 hours before meeting. The President may add agenda items or save items for the end of the meeting. The President reserves the right to not add agenda items if those items do not affect the general membership.

Members are encouraged to dress and act accordingly at all meetings, as the meetings are usually held on school property.

### Committees and participation

On or before December 1st each year, the baseball board shall select the members of each of the required committees. Committees include: Evaluation, assignment, recommendations, and training. The committees shall be made up of 3 primary members. No individual may serve on 2 committees (Unless it is necessary). The board shall replace any member who changes their primary membership or loses their status of good standing.

## Evaluation

The evaluation committee is responsible for setting up the process and selecting those individuals who will assist with the evaluation of member officials. The evaluation committee shall meet at least once prior to the season to select the form and content of the evaluations. Committee shall be organized in efforts to evaluate all umpires at least one time during the season (If possible). A priority will be placed on evaluating new umpires so good habits are formed.

The head of the Evaluation committee shall make sure the evaluations are made available to the recommendation committee. A file will be kept for each umpire.

Umpires should respect the evaluation process and evaluators. The evaluation process is a part of our education and is part of the process of GNOA baseball becoming a better organization.

## Grievance-Member Grievance

The GNOA Grievance Committee is comprised of 1 member from each GNOA sport. If a member has a grievance, he/she should contact the baseball President.

## Recommendation

The recommendation committee is responsible for reviewing the evaluations of each member official during the regular season. Recommendations are made to the assignor as to the abilities of the umpires.

The Committee must form a list of umpires who are knowledgeable in 3 man mechanics.

Committee shall be guided by the following criteria when making their determinations on post season assignments:

- All grey book requirements for eligibility.

- Evaluations

- Member in good standing

- The committee should CONSIDER the makeup of the prior year crew, and if possible, not keep the same officials on the first playoff crew in consecutive years. Having said this, the FHSAA wants our best umpires.

- Committee shall also consider the experience level of the officials, testing, and rank.

- To be eligible to be nominated for state games, umpires must attend no less than 50% of preseason training sessions established by training committee. Any appeals to this may be made to baseball board.

The number of crews is limited to what the State accepts. Umpires recommended must be able to fulfill commitment to umpire regional and state games.

Assignments made by the FHSAA office for State Series games may/may not be made from the list we provide the State.

We make **recommendations**, the state makes **evaluations** based upon individual evaluations.

**The FHSAA makes ALL State Series assignments**

Towards the end of the regular baseball season, the recommendation committee will send in the list (voted on by members) to the State for the final crews recommended.

As of 11-9-17, the Evaluation process of the State has changed. To be eligible for State series games, umpire are required to be evaluated by the State. Any GNOA baseball umpire who meets the criteria below may be eligible for evaluation:

1. One full year with GNOA baseball while maintaining good standing as a Primary member.
2. Meets all GNOA code of conduct policies.
3. Board approval.

Each umpire who is evaluated by a State evaluator is graded. The final evaluation is shared with the Baseball Board.

Any umpire who meets the criteria and wishes to be evaluated by a State Evaluator shall notify the Baseball Board via email **prior to the official first game of the regular season**. Any request made after the start of the season is subject to dismissal due to the time it takes to schedule an evaluation. The Baseball Board is responsible for contacting the State to schedule evaluations. Umpires being evaluated shall be paired together. The cost to be evaluated varies year to year depending on the amount of travel the evaluator needs to travel to watch the game. The cost of the evaluation shall be split among the umpires being evaluated.

\*\*If any crew assignment change(s) need to be made, the assigner should work with the recommendation committee to fill all assignments with the best possible, qualified (using FHSAA guidelines) umpire(s). \*\*

## Training

The training committee is responsible for establishing a training schedule for the year and requirements for those training sessions for the membership. Training sessions will be posted on the main hub of arbiter. The training committee is also responsible for taking attendance during training sessions if the Secretary is not present.

## Assignment

The Assignment Committee is responsible for overseeing the entire contest assignment procedure within GNOA. This includes ensuring compliance with requirements on the composition of officiating crews and reviewing and approving each member officials schedule of assigned contests based on the guidelines established in the FHSAA Gray Book. The Committee shall make the assigning officer aware of any corrections that need to be made before the assignment schedule is submitted to the membership. It is not implied that the Assignment Committee is to make or change assignments. All assignments shall fall under the authority of the assigner. The assigner shall follow the mandates and duties as set forth in the GNOA by-laws, which include but are not limited to following with all regulations of FHSAA (Gray book) concerning assignments and any other directives of the GNOA board or contracts entered by GNOA.

The assigner shall receive and review any and all evaluations submitted by evaluations committee for current and prior year, for consideration in making game assignments.

The assigner shall work to ensure the mentor umpires are paired with their partner to mentor.

Working with Assignment Committee

The assignor shall meet his committee before he/she is ready to start assigning games. The guidelines established in the Gray book will be discussed. When assignments are ready, the Committee shall check for compliance with grey book.

Any substitutions or changes to the schedule, which may be required to be made after assignments are published, due to turn-backs or any other reason, may be made by the assigner without submission to the assignment committee. It should be understood that such flexibility is needed by the assigner to assure all games are covered in sufficient time.

#### Sub-Varsity assignments

JV games are important for the growth and development of GNOA officials. Grey book requirements will be followed.

#### Umpire responsibilities to assigner

-Be diligent in placing blocks in schedule on arbiter on days where it is impossible for you to work (or times you cannot work).

-Accept games on days where you said you can work (By not placing blocks). Do not allow games to go unanswered on your schedule.



-Check computer daily to accept games so assigner can do his/her job more efficiently. Late turn backs are unprofessional.

-Be mindful that assignments are made based upon grey book requirements, ability, blocks or non-blocks, scratches, time of game, # of games on certain days, etc.

-Respect that all games need leaders. Understand that you may be that leader.

-The assignor makes all assignments. The assignment committee reviews the assignments to make sure that the FHSAA guidelines are being followed concerning eligibility.

-Be mindful that complaining about assignments is unprofessional.

-Be mindful that accepting games on days when you are available and performing at a high level is the quickest way to get more games.

-Call the assignor immediately if you cannot make an assignment due to an emergency.

-Be the umpire who will work with anyone at any time at any place.

Steven Dodson “Excellence in Umpiring” Award

This award is given annually to a GNOA primary umpire that exemplifies the skill, professionalism, and attitude that it takes to be successful...just like Steven Dodson.

**Criteria for the award:**

- Dedicated to umpiring in a professional manner, *specifically in the area of looking good in uniform.*
- Works well with others to make our association better.
- Participates in training.
- Possesses a positive attitude and personality.
- Works towards and/or possesses the skill, knowledge, and attitude to be a top notch umpire.

The **Baseball Board** will vote on the possible members for this annual award. The award will be presented at the end of year party.

Steven Dodson Award Winners:

2018=Jeff Tenbarga

2019=Isaac Fuller

2020=No award given

2021=\_\_\_\_\_

2021 Baseball Board:

Bryan Wild-President

Isaac Fuller-VP-Training

LeRoy Huenefeld-Assignor

Ed Quinn-Secretary

Jeff Brown-Recruiting Director

\*\*Updated 1-2-21\*\*