

**NORTHERN CALIFORNIA OFFICIALS ASSOCIATION
Sac-Joaquin Section/South – Softball Division
CONSTITUTION and BY-LAWS**

CONSTITUTION

Article I: Name

The organization shall be known as the NORTHERN CALIFORNIA OFFICIALS' ASSOCIATION (NCOA), Sac-Joaquin Section/South – Softball Division

Article II: Statement of Purpose and Objectives

The purpose of the NCOA Division is to provide trained and competent sports officials to serve all California Interscholastic Federation (CIF) schools located the South Sac-Joaquin Section.

The Objectives of the Division are:

- 2.1. To elevate the standards of officiating.
- 2.2. To provide a means for the correct interpretation of the rules.
- 2.3. To promote good fellowship among the members.
- 2.4. To secure close cooperation and understanding between inter-school athletic officers, members of the press and officials.
- 2.5. To encourage and assist in recruiting and developing new officials.
- 2.6. To foster a high standard of ethics.
- 2.7. To further an interest of athletics, generally by fostering a proper spirit of sportsmanship and fair play.
- 2.8. To certify officials for assignments to California Interscholastic Federation schools.

Article III: Membership

There shall be no form of discrimination with regard to membership in the NCOA – South Softball, including, but not limited to; gender, race, color, religion, sexual orientation, national origin, age, handicap or political affiliation. Membership in the Division shall consist of these criteria:

- 3.1 Pay the current Registration/Training fees.
- 3.2 Pass the current examination with a satisfactory score.
- 3.3 Demonstrate ability and skills, with a rating of satisfactory, by the evaluation committee.
- 3.4 Attend pre-season NCOA meetings, clinics, training sessions or scrimmages to reach an 18-hour minimum training, to be certified to umpire. More hours/experience may also be accrued by attending other softball training to meet play-off and tournament requirements.

Article IV: Registration/Training Fees

- 4.1 Registration/Training fees shall be set by the Board, under the direction of the NCOA Sac-Joaquin Section/South Executive Committee.
- 4.2 Applicants for membership in the Division shall pay the Registration/Training fees before receiving umpiring materials. Members must complete the 18 hours of meetings/training before they are eligible to receive game assignments.
- 4.3 A fee shall be assessed to those members whose checks are returned for insufficient funds.

Article V: Membership Fees

5.1 Membership fees shall be set by the Board, under the direction of the NCOA Executive Committee.

5.2 Applicants for membership in the Division shall pay the membership fees before receiving materials and getting assignments. A fee shall be assessed to those members whose checks are returned for insufficient funds.

Article VI: Governing Board (“Board”)

Section 1: Governing Board

6.1.1 The Governing Board (Board) shall consist of a President; 1st Vice President; 2nd Vice President; Secretary/Treasurer; Past President; and Two (2) At-Large Members.

6.1.2 In the event of a vacancy or resignation by any member of the Board, the officers shall appoint person to fill the vacated position, by a vote of two-thirds (2/3) of the Board, until the next election cycle or beginning of the active year, whichever comes first.

6.1.3 The Board shall govern the Division in accordance with the Constitution and By-Laws.

6.1.4 Board Members must attend a minimum of 75% of scheduled board meetings in order to continue to serve on the board, unless extenuating circumstances are approved by the Board. The Board sets a regularly scheduled time and day each month for the Board to meet that will be decided on by the Board in July of each year when the new Board President takes office.

Section 2: Meetings of the Governing Board

6.2.1 The Board shall meet at the discretion of the President or as the need arises.

6.2.2 A quorum shall consist of two-thirds (2/3) of the membership of the Board.

6.2.3 Each Board member shall have one (1) vote.

6.2.4 Board members may request a meeting at any time through the President.

Section 3: Officers Duties

6.3 President

6.3.1 Shall preside at all meetings of the Board and membership.

6.3.2 Shall direct the activities of the Secretary/Treasurer.

6.3.3 The President or his/her designee, shall represent the Division to the NCOA/South Executive Committee.

6.3.4 May assign Board members to other committees, as needed.

6.3.6 The President shall not vote during general membership elections except where a tie must be broken.

6.3.15 The term of President shall be one (1) year and then shall become Past President.

Section 4: 1st Vice President

6.4.1 Shall preside at meeting if the President is unable to attend.

6.4.2 Shall be in charge of Evaluations.

6.4.3 Shall perform other duties as assigned.

6.4.5 The term for 1st Vice President shall be for one (1) year and then move to President.

Section 5: 2nd Vice President

6.5.1 Shall preside at meetings if the President and 1st Vice President are unable to attend.

6.5.2 Shall be in charge of recruiting and training.

6.5.3 Secure meeting venues and scrimmage locations.

6.5.4 Shall perform other duties as assigned.

6.5.5 The term for 2nd Vice President shall be for one (1) year and then move to 1st Vice President.

Section 6: Secretary/Treasurer

6.6.1 Shall keep a record of all active members of the Division.

6.6.2 Shall prepare and send Board meeting minutes to Board members no later than two weeks after the meeting date via email.

6.6.3 Maintain and manage the money accounts of the Division and furnish a financial statement to the Board upon request.

6.6.4 Pay the current operating expenses and make disbursements, as directed by the Board.

6.6.5 Be responsible for the printing of publications, as directed by the Board.

6.6.6 Perform other duties as directed by the Board.

6.6.7 Purchase materials that are necessary to successfully manage the Division.

6.6.8 Notify members of fees, fee due dates and meeting dates.

6.6.9 The term for Secretary/Treasurer, Treasurer will be for three (3) years and may be extended for additional terms by membership vote.

Section 6: Past President

6.6.1 Shall advise and participate with the rest of the Board in all matters.

6.6.2 Shall serve as chairman of the Grievance Committee, along with the two (2) At-Large Representatives.

6.6.3 Shall work on other projects as directed by the Board.

Section 7: At-Large Members Two (2)

6.7.1 Shall serve as a liaison between the Board and general membership to answer questions, receive concerns, and/or complaints.

6.7.2 Shall serve on the Grievance Committee with the Past President.

6.7.3 Shall be voting members of the Board.

6.7.4 Shall be expected to attend regular Board meetings as representative of the membership.

6.7.5 Shall expand to 4 At-Large positions in the 2021-2022 year. Elections for the At-Large positions would be 2 on even years and 2 on odd years.

Section 8: All-Sport Representatives (2)

6.8.1 Serve as our voting representative(s) to the NCOA South Executive Board (NSEB).

6.8.2 Forward the NSEB Meeting agenda as soon as possible prior to the meeting to the Board and seek Board input regarding voting matters and general discussion items as time allows.

- 6.8.3 Be elected after the Board notifies the membership and solicits interest from interested qualified members. Those expressing interest in this position must have held an elected office within the Division.
- 6.8.4 Serve a two-year term on the NSEB.
- 6.8.5 Shall be non-voting members of the Board.

BY-LAWS

Section 1: Governing Rules

- 1.1 NCOA/South Softball shall be known as the "Division."
- 1.2 The Division shall be governed by the Constitution and By-Laws.

Section 2: Assignments

- 2.1 All post-season recommendations shall be the responsibility of the 1st Vice President in conjunction with the Board and including input from the evaluators.
- 2.2 Post-season recommendations will be made by the board, based on those who are in good standing, have excellent game evaluations, high test scores, and attendance at meetings/training sessions.

Section 3: Grievances/Complaints

Members who feel they have been aggrieved may submit a Request-for-Hearing to the Grievance Committee, consisting of the Past President and the 2 At-Large Representatives. Grievances shall be presented, in writing, to the Past President who, in coordination with the 2 At-Large Representatives, shall make a decision regarding the grievance, and a written response will be sent to the grievant and Board within 14 days. If the grievant is not satisfied with the response, they may ask for a hearing before the Board. Any decision by the Board becomes final.

- 3.1 Grievances/complaints shall be submitted to the Past President. In consultation with the two (2) At-Large members a resolution will be presented to the Board for appropriate action.
- 3.2 The action by the Board shall be communicated to the aggrieved member. That member may appeal said action by the Board, in writing, and request a hearing before the Board and Grievance Committee.
- 3.3 A decision will be made within 10 days of the hearing and a written statement will be sent to the aggrieved. No further petitions may be made subsequent to this decision.

Section 4: Discipline

- 4.1 Discipline of members, not amounting to suspension or expulsion, may be assessed by the 1st Vice President with the approval of the Board.
- 4.2 Discipline may include, but is not limited to, a fine, reduction in classification, temporary removal from the assignment pool of officials or other measures as deemed appropriate by the Board.
- 4.3 Members who do not agree with their discipline may submit, in writing, a request for hearing, to the Past President. This process will take place as specified in Section 3 above.

4.4 Any member's membership may be withdrawn or suspended, without notice, by the Board for unethical or immoral conduct, conduct unbecoming of an official, charges or conviction of any misdemeanor or felony involving moral turpitude, refusal to work any game assigned, or for any other willful violation of these Bylaws. The Board of Directors may also take such action, including expulsion, suspension, or probation, as is necessary to maintain the integrity and competence of the Division.

Section 5: Reinstatement

5.1 Any individual shall present to the Board a petition signed by at least 10 members requesting reinstatement prior to the end of their probation.

Section 6: Amendments

This Constitution/By-Laws may be amended by the Board at any meeting by a two-thirds (2/3) vote of the Board and ratified by a majority of the membership. The changes to the Constitution/By-Laws become effective upon ratification of the membership.

NCOA South Softball Addendum 1

Meetings and Attendance

1. All meetings shall be held at a time and place designated by the Board and shall be published to all members no later than the spring general meeting.
2. All members must sign in at all meetings and clinics to receive CE credit.

NCOA South Softball Addendum 2

Conflict of Interest Policy

Officials working varsity games shall not work an assigned varsity game where there may be a perceived conflict of interest, including but not limited to:

1. An official has any relative, including but not limited to a son, daughter, nephew, niece, cousin, brother or sister who works, attends or coaches at any level, for the school.
2. An official who graduated from the school.
3. An official works for the school.
4. An official has a business interest with a coach or school board member of the school.

NCOA South Softball Addendum 3

Eligibility to Officiate High School Softball Games.

Regular Season Games

Sub-varsity Certified. In order to be certified as eligible to officiate high school games at the non-varsity level a member shall meet all of the following requirements:

1. Be in good standing with the Division.
2. Pass the annual NFHS rules exam with a score of 80% or better.
3. Pass the annual NFHS crew of 2 umpire mechanics exam with a score of 80% or better.
4. Complete the NFHS concussion course.
5. Current, Returning, and Transfer Officials: complete a minimum of 18 hours of approved continuing education (CE).
6. First and Second Year Officials: Complete the First- and Second-Year Officials Training Course and be approved by the First and Second Year Officials Training Committee. Must complete a minimum of 21 hours of approved continuing education (CE).

Playoff Games

1. You must be varsity certified. You must complete steps 1. through 5.
2. Members who are also a member of another high school assigning unit will be considered for playoff purposes a member of the assigning unit they have accumulated the most training hours with.
3. The pay rate for the Alternate Official assigned to the section final is a full game pay rate, the same as the pay rate being paid to the assigned officials working the game. They will be paid by the NCOA South Softball Division, Alternates will participate in the Pregame Officials meeting, will wear the full uniform but will cover their uniforms, will be ready to work at a moment's notice, must stay at the field assigned. The Alternate will lead the Post game discussion with the other game officials to show they were actively engaged in the game as assigned

NCOA South Softball Addendum 4

Conducting Business

1. The Board shall conduct the business of the Division, including establishing and modifying the Rules and Regulations.
2. Business shall be conducted under Roberts Rules of Order.
3. The Board may address any topic not specifically covered in the Rules and Regulations.
4. The Board may take action outside of a board meeting on recognition award matters when the award nominee is a Board member. In such cases, the motion and vote count for the action taken will be documented and added to the Board meeting minutes after the recognition award is given to the nominee/recipient or is not approved by the Board.
5. Teleconferences, text messages and emails are permitted to conduct business by the board when deemed necessary, all members of the board must be included, only one medium shall be used per item of record/motion.

NCOA South Softball Addendum 5

NCOA South Hour Requirements

Must complete 18 hours and have minimum of 9 hours of NCOA South softball hours.

NCOA <u>South</u> Clinic (4 Dates to follow)	3 hours each attend	Max 12 hours
NCOA <u>South</u> scrimmages	2 hour blocks as scheduled	Max 6 hours
NCOA <u>South</u> study group*	2 hours	
NCOA test completed with 80%	2 hours	
NCOA South Playoff Meeting	2 hours	
Concussion in Sports (Video)	1 hour	
Sportsmanship (Video)	1 hour	

NON-NCOA South Hours

USA School, NSA School. Must be 2 days*	3 hours each day	Max 6 hours
Other than NCOA South Division clinics *	2 hours each	
NCOA north meetings, clinic etc	2 hours each	

NCOA events are excused absences only, not credit for training hours

*Roll sheets must be turned in to secretary

NCOA South Softball
Addendum 6

Training

3 Person Mechanics

1. In order to be eligible for section playoffs you may need to be 3 person qualified.
2. 3 person training is voluntary and by expressing interest in the 3 person training you agree to the pay schedule indicated below.
3. The pay for 3 person games will be the total of the current 2 person pay for the respective game divided by 3 persons. For example, if the 2 person pay for the game was \$144.00 (\$72.00 times 2) we would divide it three ways to reach \$48.00 for each umpire.
4. In order to participate in the 3 person training for the current season, you must contact the 2nd Vice-President by email and declare your interest. You must be a varsity rated umpire in order to take advantage of this training.
5. We may conduct 3 person training throughout the year in preparation for the playoffs.
6. We may identify a sufficient number of games during the regular season throughout our section involving different leagues and divisions.
7. We may have a trainer at each game site to assist with the pregame and postgame meetings as well as evaluate the umpires.

NCOA South Softball **Addendum 7**

Rating of Officials

1. All officials in the Association may be assigned a rating, which designates the level of play that the member is being recommended to work.
2. The “Rating Committee” shall be responsible for determining the officiating skill level of all members of the Association and recommending their level of assignment to the designated California Interscholastic Federation game assignor.
3. The process and procedures for establishing, maintaining and implementing a fair and consistent rating system ultimately rests with the Board, and is a delegated responsibility of the First Vice-President.
4. The operating procedures, guidelines and numerical rating system will be described in writing, and a copy will be provided to each member upon request.
5. A member may request to receive their current rating within a reasonable time and may be notified if the Rating Committee changes their rating.
6. If you want to improve your current rating, you are encouraged to contact the 1st Vice-President to develop a plan of action.

NCOA South Softball **Addendum 8**

Officials Code of Ethics

1. Officials at an interscholastic athletic event 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 interscholastic officials.
2. Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.
3. Officials shall work with each other and their state associations in a constructive and cooperative manner.
4. Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.
5. Officials shall avoid the use of alcohol, tobacco products and vaping beginning with the arrival at the competition site until departure following the completion of the contest.
6. Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.
7. Officials shall be punctual and professional in the fulfillment of all contractual obligations.
8. Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.
9. Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.
10. Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.
11. Officials shall maintain an ethical approach while participating in forums, chat rooms and all forms of social media.