

**NORTHERN CHANNEL COAST SOFTBALL OFFICIALS
ASSOCIATION**
(submitted May 2008)

Section I: GENERAL INFORMATION

Sport Officiated:	Softball
Year formed:	1988
Number of Members by Sport	35
Person Making Application:	Tom Velasquez 9305 Carmelita Atascadero, CA 93422 (805) 466-2762
Title:	Instructional Chairman
Type of Organization:	Non-Profit, Unincorporated Association

SECTION II: PURPOSE, MEMBERSHIP, OPERATIONAL INFORMATION

1. **PURPOSE.** The purpose of the Northern Channel Coast Softball Officials Association is to provide an instructional program for members which will increase proficiency in the knowledge of the rules and mechanics of officiating the sport of softball in Southern California and, in particular, Santa Barbara and San Luis Obispo Counties, included but not limited to: Arroyo Grande High School, Atascadero High School, Cabrillo High School, Coastal Christian High School, Coast Union High School, Cuyama High School, Lompoc High School, Mission College Prep, Morro Bay High School, North County Christian High School, Paso Robles High School, Pioneer Valley High School, Righetti High School, San Luis Obispo High School, Santa Maria High School, Santa Ynez High School, Shandon High School, St. Joseph High School, Templeton High School and Valley Christian Academy.
2. **MEMBERSHIP.** The NCCSOA does not and shall not discriminate based upon race, creed, national origin, religious or sexual orientation. Such discriminating conduct is prohibited.

Membership classification, qualification and other requirements are governed by NCCSOA bylaws, ARTICLE III. Expulsion, suspension, forfeiture, leave of absence and reinstatement of a member is the sole authority of the Board of Directors and left to their discretion on a case-by-case basis.

Members of the Northern Channel Coast Softball Association are not employees or agents of the Association, but rather Independent Contractors. Their membership is voluntary and for their benefit.

Members are recruited by announcements in local newspapers informing the public for the need for softballs. In addition, members are encouraged to recruit softball officials participating in local recreational leagues. Notices are also posted at local colleges and Universities. The Secretary/Treasurer shall provide a yearly report detailing the number of new members for the current year, the number of second year members, the number of veteran officials, and those who have elected not to continue umpiring. Every effort shall be made to recruit and retain a diverse membership.

3. **INSURANCE AND LIABILITY.** Members of the Northern Channel Coast Softball Association are Independent Contractors for all purposes including but not limited to Liability, Casualty, Medical, Dental and Workers' compensation. All members are required to purchase individual insurance through the National Association of Sports Officials (NASO), the Nation Federation Interscholastic Officials Association (NFIOA) or their own broker. The Board of Directors elects funds to purchase liability insurance for the Board. All members assume their own risk.

Upon registration, each member will be required to present evidence of liability coverage. Assignments will not be given until proof of insurance is presented to the Secretary/Treasurer.

4. **MANAGEMENT STRUCTURE.** The management structure of the Northern Channel Coast Softball Association is comprised of the Board of Directors, its officers, as defined in ARTICLE IV. Primary management is performed by the President, Secretary/Treasurer, Instructional Chairman, Assignor, and one Area Representative from each of the following geographical areas: Lompoc/VAFB/ Santa Ynez, Santa Maria/Nipomo, SLO/ Five Cities/ North Coast, Atascadero/Paso Robles/Santa Margarita/ Shandon. There are no owners, partners or employees of the Association.
5. **GRIEVANCE AND DISCIPLINE/ DUE PROCESS.** Individual members may be heard at all general and special meetings and may always write the Board of Directors addressing any grievance. Disciplinary action must be taken by the Board of Directors following a complaint orally or in writing. The President will call a special meeting of the Board of Directors to discuss the matter with the accused, complainant, and any witnesses. The Board of Directors will confer in private. The Board of Directors shall render a decision on a case-by-case basis and shall respond within 15 days. The Board of Directors retain the right, power and authority to take any action without notice for cause; discipline as appropriate when an official acts to the

detriment or the embarrassment of the Northern Channel Coast Officials Association.

6. **OPERATIONAL INFORMATION.** The NCCSOA adheres to the requirements set forth by the Southern California Softball Association Executive Council. All meetings and clinics are mandatory, as well as working at least one scrimmage. A fine for any missed meeting is \$5. The fine for a missed clinic or scrimmage is \$10. Fines may be appealed to the Board of Directors. The meeting schedule is set yearly by the Instructional Chairperson, and is distributed to member in January. The number of meetings may vary yearly; however, the Instructional Chairperson is charged with the responsibility of insuring that the training requirements may be met by all members.

Records are maintained with the Secretary/Treasurer. They are managed through an account for the Association at Los Padres Bank, San Luis Obispo. Dues are in the amount set forth by the Board of Directors to cover all costs (including Assignor's fees, room rental, and instructional materials) and are collected at the time of registration. The Treasurer shall collect all dues and deposit or hold in trust all funds remitted to him on behalf of the Association. The Treasurer shall present a written financial statement at the first regularly scheduled meeting each year and at any time upon request by the Board of Directors.

The Assignor is paid at the end of the season an amount which has been determined by the Board of Directors. This fee includes all tournament and post season assignments. Once an assignment schedule has been forwarded to the schools, any scheduling conflict which requires reassigning officials shall be paid for by the requesting school. Officials who accept an assignment, and at a later time (after 9 p.m. on meeting nights) request a reassignment, shall be assessed a \$4.00 fee. This fee must be paid directly to the Assignor prior to the next assignment meeting.

The Assignor shall be available by phone, cell phone or pager, to member schools on game days should there be a problem regarding umpire arrival at that game site. The Board of Directors shall designate an alternate contact person in case the Assignor is unavailable. Contact information regarding this alternate will be forwarded to the school.

Governance procedures: The Board of Directors is the governing body of elected officials. Business is conducted in accordance with the latest edition of Robert's Rules of Order. A quorum is a minimum of 4 members. All decisions are based on majority rule and vote. Decisions made by the membership and affecting the Constitution are made by a majority vote of the membership present. The decision making process is democratic in nature. Elections of officers are held every year as described in ARTICLE IV. The

Board members represent the membership's interest. General meetings provide a forum for the membership to express concerns or ratification of the Board's agenda. All decisions by the Board are discussed with the membership. All policy decisions are based on open door governance procedures. Board decisions may be appealed to the NCCOA Council of Presidents.

Election procedures are defined in Article IV, Unit Bylaws.

Conflict of Interest: The Board of Directors shall be sensitive to conflict of interest issues. In the event a Board decision or action is required, and a Board member is directly or substantially involved in the issue or situation, that Board member will abstain from participation in the decision making process. The Assignor will make every effort to assign officials equitably and provide each school with a variety of officials.

Assignments shall be reviewed by the Board of Directors as a safeguard against conflict of interest issues.

Officials are required to inform the Assignor of their direct affiliations with a school (such as parental relationship with a student, or as an employee of that high school), and will not be assigned to officiate contests at that institution. Any other situation that an umpire feels may present a conflict of interest issue shall also be reported to the Assignor.

SECTION III: POLICIES PERTINENT TO OFFICIALS

- 1. TRAINING REQUIREMENTS.** The Northern Channel Coast Softball Officials Association follows guidelines set by the Southern California Softball Officials Association and its Instructional Chairman. The NCCSOA selects an Instructional Chairperson who is responsible for planning the training program for each season. Such plans are reviewed and approved by the Board of Directors. The Instructional Chairperson has the discretion, based on feasibility, to hold additional meetings. Each year, the Board of Directors and the Instructional Chairman evaluate and implement the next seasons' instructional program.
- 2. CERTIFICATION OF OFFICIALS.** Members must complete the instructional program at or above the minimal competency level as addressed in ARTICLE III of the Unit's bylaws.
- 3. ASSIGNMENT OF OFFICIALS.** The Northern Channel Coast Softball Officials Association does not assign officials. Assigning games is a separate and independent function performed by the assignor. The members select an

Assignor who is deemed to be fair and equitable in the issuing of game assignments to the Northern Channel Coast Softball Officials Association. The Board of Directors advises the Assignor as to member official's eligibility and Varsity/JV rating. The Assignor and Instructional Chairman shall communicate regularly to ensure that member officials are assigned equitably and according to guidelines provided by the board of Directors. In addition, the Board of directors will review assignments and confirm that the actions of the Assignor are in compliance with eligibility and ratings criteria.

4. **MISSED ASSIGNMENTS.** Officials are expected to honor all assignments. In the event an assignment is missed, the Official is required to pay a fine equal to the assigned game fee. This fine must be paid within 5 days. The official may appeal the fine to the board of Directors. However, payment of the fine must be made within the 5 day period. That amount will be refunded if the Board of Directors rules in the Official's favor. An Official, who works a game by himself due to another Official's missed assignment, shall be paid an additional ½ game fee, from the NCCSOA treasury. Such payment may be made within 7 days of the assignment. Additional disciplinary measures may be taken by the Board of Directors if deemed necessary. Officials are expected to arrive in a timely manner to all assignments. If a game is delayed due to an official's late arrival, after review, the Board of Directors may assess a fine.
5. **EVALUATION PROGRAM.** Evaluation and official's ratings are addressed in ARTICLE VII of the Unit's bylaws.
6. **QUALIFICATIONS FOR POST SEASON ASSIGNMENTS.** The Instructional Chairperson shall compile data to determine whether an official is in good standing and is capable of working post-season assignments. That information is presented to the Board of Directors. Upon the approval of the Board of Directors, the list is then delivered to the Assignor and the CIF/Southern Section office. Playoff assignments are assigned by the CIF/Southern Section office in conjunction with the Assignor.

SECTION IV: AGREEMENT TO COMPLY

The undersigned agrees, as a condition of accreditation, to comply with the following conditions:

1. No one will be denied membership or access due to race, color, creed, religion, sex, or national origin.
2. All federal, state, and local laws and regulations regarding fiduciary responsibility and reporting will be followed where applicable.

PRINTED NAME: TOM VELASQUEZ TITLE: INSTRUCTION CHAIRMAN

SIGNED: _____ DATE: _____