

UTAH ASA/USA UMPIRE
STANDARD OPERATING PROCEDURES

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ARTICLE I - REGISTRATION

SECTION A – Registration

All officials must complete their registration before they can receive game assignments. Typically, registration takes place at the regularly scheduled state rules clinics and is handled by an authorized agent of the State Commissioner's staff. Upon the conclusion of the last scheduled clinic, late registrations will be handled by an authorized agent of the State Commissioner, typically a member of the Deputy UIC staff. Payment of the registration fee does not guarantee game assignments. There will be no refunds.

SECTION B – Fees

As specified in the Utah ASA/USA state code, the registration fee for 2016 is \$77.00. (See **Utah ASA/USA State Code ARTICLE 21: Umpire Registration Fees**. <http://www.utahasa.com/wp-content/uploads/2012/12/2015-Utah-Amateur-Softball-Association-Code.pdf>) This fee includes purchase of the ASA/USA official rules book, official's manual, accident and liability insurance, (See **Appendix C: Umpire Insurance Plan**) background check fee, shipping fee, and the national ASA/USA registration fee. There will be a \$20.00 charge for any returned check.

In addition to the accident and liability insurance provided by the ASA/USA, a supplemental insurance policy is available which covers other sanctioned sports. It is very inexpensive and **highly recommended** by Utah ASA/USA. (See **Appendix C: Sports Officials Insurance**)

SECTION C – Background Checks

1. We conduct background checks on an annual basis. The process is initiated upon registration.
2. Preclusion from officiating happens when sexual crimes have occurred. Felonies may exclude an applicant for a period of time but may be revisited on a case-by-case basis.
3. After completion of the check, the State Commissioner determines if the applicant will be approved or if there needs to be a review.
 - a. If an application review needs to occur, the State Commissioner may consult with members of the Deputy State UIC staff and/or State Executive Council to determine the eligibility and risk of approving the application. If a hearing is necessary one will be scheduled.
4. Any official being considered for preclusion will receive a pre-adverse letter and the official will be given an opportunity to respond. If no response is received within 14 days, the final adverse letter will be sent.

SECTION D – Denial of Application

The Utah ASA/USA reserves the right to deny any application. Applicants convicted of a felony may be denied and will only be considered on a case-by-case basis. Applicants convicted of a sexual offense felony may not register with the Utah ASA/USA at any time.

SECTION E – Physical Examinations

Physical examinations are not required, however, it is highly recommended that each official have a thorough physical and vision examination annually

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ARTICLE II – OFFICIATING IN UATH

SECTION A – Official Registration Required

According to Utah ASA/USA Code requirements, only officials properly registered may be used in sanctioned tournaments or league events.

SECTION B – Assignment of Officials

League assignments will be handled by the respective arbiter or league assigner. Invitational tournament assignments will be handled by the Utah ASA/USA designated arbiter. (See [Appendix B Arbiters and Assigners](#) and [Appendix F Game Assignment](#)) Assignment to State, Regional or National tournaments will be recommended by the State UIC. Since all state, regional and national assignments originating in Utah fall under the Utah State Commissioner’s jurisdiction, the recommended umpire must be approved by the State Commissioner before he/she may participate. (See [Article IV section D.](#)) If properly registered, umpires may participate in ASA/USA out-of-state leagues or tournaments by invitation of the tournament UIC or league administrator as long as that invitation falls within that states approval protocol for using out of state umpires. However, the ASA/USA insurance policy dictates that any umpire registered in Utah (or each respective state) falls under the jurisdiction of the Utah State Commissioner (or that respective state’s commissioner). In order to have the insurance provided to Utah ASA/USA umpires in force, assignments worked outside the state of Utah must be approved by the Utah State Commissioner or authorized designee. (See [Appendix C: Umpire Insurance Plan](#)) Umpires who work in another state without the approval of their respective state commissioner do so without coverage of the RPS Bollinger insurance policy provided with the umpire’s registration.

SECTION C – Interstate Reciprocity

All ASA/USA sanctioned events in the state of Utah fall under the jurisdiction of the Utah State Commissioner and are subject to the Utah ASA/USA established rules and codes. An official not registered in the Utah ASA/USA may qualify to officiate in Utah ASA/USA sanctioned events provided the following criteria are met:

1. Registered and in good standing with their particular state ASA/USA association.
2. Passed a background check and the national rules test required by ASA/USA Softball.
3. Approved by the Utah State Commissioner or authorized designee.

SECTION D – Out-Of-State Officials

An official moving into Utah with a minimum of two years out-of -state officiating experience in a state high school association, ASA/USA, or college conference is highly encouraged to have a letter of recommendation mailed directly from such association or conference to the Utah State UIC. The official's past experience will be taken into consideration, along with their Utah test score and field observation, in determining the ranking that should be established. The State UIC will make the final determination of the official’s ranking.

SECTION E – Officials Code of Ethics

The Utah ASA/USA has been commissioned by cities and private organizations to provide softball officials for recreational and competitive athletic programs. The proper operation of such a process requires that officials be independent, impartial and responsible to the people they serve. You are not here to dictate but rather to facilitate.

In recognition of these expectations, a Utah ASA/USA code of ethics has been established. The purpose of this code is to establish minimum guidelines for ethical standards of conduct for all officials who officiate in Utah. (See [Appendix I: Officials Code of Ethics](#))

SECTION F – Tournament Protocols

To be granted sanction, a tournament must meet certain criteria and follow the protocols established by the Utah ASA/USA. Umpires officiating at Utah ASA/USA sanctioned tournaments are obligated to uphold these established protocols. (See [Appendix Q for Line-up Cards, Protests, Ejection, Concussion, and established tournament protocols.](#))

ARTICLE III – GENERAL PAYMENT INFORMATION

SECTION A – ArbiterSports/ArbiterPay

Utah ASA/USA officials are required to sign-up and have an active ArbiterSports/ArbiterPay account. This will accommodate those organizations currently using ArbiterSports/ArbiterPay as the vehicle for payment of officials as well as receiving game assignments. (See **Appendix G** for [Sign-up Procedures](#).)

SECTION B – Game Fees

1. League games and tournaments are negotiated separately and governed by the individual operating agreement. Sanctioned tournaments are governed by the Utah ASA/USA state code and shall be paid in accordance with that code. (See **Appendix J: Umpire Ranking System for [pay scale](#)**.) League game fees are governed by the respective operating agreements as negotiated by the state commissioner or authorized representative and shall be paid in accordance with that negotiated fee structure.
2. Officials shall receive one fee per contest. In the case where an official works a game shorthanded, it is recommended but not required that the sponsoring entity pay one half (1/2) game fee in addition to a full game fee.
3. Should a contest be stopped because of conditions beyond the control of the officials (weather, power outage, etc.) before the contest is started and after the officials arrive at the site or before the contest is completed, it is recommended but not required that the sponsoring entity pay the standard amount paid for a completed game.
4. Officials shall not be permitted to independently negotiate game fees.
5. A bonus policy has been established by the Utah ASA/USA to reward umpires who show exceptional dedication by fulfilling an established amount of contracted game assignments. (See **Appendix F: [Bonus Policy](#)**)

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ARTICLE IV – CONTRACTED GAME ASSIGNMENTS

SECTION A – Contracts

Utah ASA/USA umpires function as independent contractors. As such, acceptance of a game assignment is considered a legally binding contract with contractual obligations. Umpires may be fined due to breach of contract. If a fine is assessed, future game assignments may be withheld until the fine is paid.

SECTION B – League Assignments

The local arbiter or league assigner will facilitate the procedure for regular season assignments. Assignment priority will be based on umpire ranking, contest location and umpire availability. Priority status may be impacted by “turn backs”, tardiness or no shows. (See **Appendix F for [assigning procedures](#)**.) Games may not be assigned to any umpire with an outstanding unpaid fine.

SECTION C – Tournament Assignments

Initial invitational tournament assignments (prior to three (3) weeks of the scheduled tournament date) are assigned by the state appointed tournament arbiter based on the same criteria as league play. Secondary or late assignments (beginning three (3) weeks prior to the actual tournament date) will be assigned by that invitational tournament UIC. (See **Appendix F for [assigning procedures](#)**.)

SECTION D – Umpire Selection

The method used for selection of officials to work tournaments leading to and including state, region and national level (championship play), or Out-Of-State Tournament, shall be based on:

1. Umpire ranking
2. Invitational tournament performance evaluations from the tournament UIC
3. Umpire progression

4. Willingness to accept assignments
5. Turn backs
6. Umpire cooperation with tournament UIC's will have a great impact on umpire consideration.

Championship play (this includes State, Regional, and National) tournament slots are limited and extended by invitation only. The umpire is recommended by the State UIC to the State Commissioner for approval. Before recommendation by the State UIC, the potential umpires are considered by the Deputy UIC staff with input from tournament UIC's and other State Umpire staff members. If you would like to be considered to work these tournaments, it is your responsibility to make it known, either verbally or in writing to a member of the Deputy UIC staff or the State UIC. Recommendations may also be made on your behalf by tournament UIC's or members of the State Umpire staff. Once your desire is made known, a plan of action can be established with the State UIC to help you gain the skills and fulfill the necessary requirements to achieve this goal.

Note: It is Utah ASA/USA's standard that the most competent and qualified officials be awarded state, region, out-of-state or national tournament assignments. Years of service, organizational position, or geographical location will only be secondary considerations in making these assignments.

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ARTICLE V – OFFICIAL'S RESPONSIBILITIES

SECTION A – Clinics/Schools and Appeal Process

Officials are expected to attend at least one pre-season rules clinic **and** school. Attendance at a pre-season clinic and school are required to be a state level certified official. Attendance at a national school may be substituted to satisfy the state school attendance requirement. NOTE: The aforementioned requirements may be altered where distance, time and travel are involved, or any exceptions are granted through the appeals process. (See **Appendix N: Appeals Process**)

SECTION B – Tests

To become properly certified, all officials must take and pass the ASA/USA national rules examination. You will have the option of taking the test either open or closed book. An official may take the test more than once; however, it must be taken at a clinic or administered by an authorized designee of the State UIC. Test scores have a direct impact on your ranking and corresponding pay scale. (See **Appendix J: Umpire Rankings System for [required scores](#) and [pay scale](#)**.)

SECTION C – Turn Backs/Closed Dates

A list of "closed dates" needs to be entered into the ArbiterSports.com as soon as available. It shall be the official's responsibility to inform the arbiter of any changes in availability immediately. If the arbiter does not receive this information, he will assume there are no "closed dates" for the official and all games subsequently not accepted will be considered "turn backs."

1. Closed dates must be entered into ArbiterSports.com at least 15 days before the current date or they will be considered "turn backs." For instance, if it is May 15, any days not blocked from May 15 to May 30 will be considered a "turn back" if not accepted.
2. If the game is on the same day as the assignment is issued, and the official cannot accept the assignment, it will not be considered a "turn back".
3. For early assigned tournaments, the tournament UIC receives the umpire list three (3) weeks prior to the tournament. Withdrawal from the tournament before that deadline will not be considered a "turn back". (See

Appendix F for [assigning procedures](#).)

4. Any official with more than two (2) turn backs may be dropped to a lower assigning priority and may be in jeopardy of losing future game assignments.

SECTION D – Breach of Contract/Fines

Breach of Contract:

1. Officials are obligated to work all contracts accepted on the arbiter. Each game of a league assignment is considered a single and separate contract. Each day of a tournament assignment is considered a single and separate contract. All games on the day of a tournament assignment are considered a single and combined contract. If an official accepts the contract to work a tournament day, the contract is in force and includes all games for the duration of that day at the tournament. Failure to fulfill the accepted assignment will be considered a breach of contract.
2. An official who accepts a contract from Utah ASA/USA agrees to be bound by and found in compliance with the ASA Code of Ethics for Umpires. (See **Appendix I, for [code details](#)**.) An official being found in violation of the Code of Ethics will be considered to be in breach of contract.
3. If the official does not agree that they are in breach of contract, the decision may be appealed and will be handled as an umpire grievance. (See **Article VII section C for [grievance procedure](#)**.) If the umpire files a grievance, they shall be considered to be “in compliance” and held in the same status they were prior to the ruling until the grievance process is completed.
4. An official who is found to be in breach of contract may be subject to penalty, including but not limited to suspension, demotion, fine, revocation of currently held contract assignments, or denial of future contract assignments. However, Utah ASA/USA reserves the right and is desirous to seek other positive methods of resolution rather than penalty assessment. Penalty assessment is not mandatory.

Fines:

1. An official that does not honor a contract assignment may be fined the cost of reassigning and fulfilling the assignment (\$15.00). A fee of \$5.00 will go to the arbiter/tournament UIC and \$10.00 to the other affected umpire. If a fine is assessed, such fine should be paid within 10 days from the date of assessment. Future game assignments may be withheld until the fine is paid.
2. In the event an official is more than 15 minutes late to a contest, the paying organization has the right to deduct half of the game fee. Officials failing to show up for any of the game will lose the entire game fee.
3. If the official does not agree that a fine should be assessed, the decision may be appealed and will be handled as an umpire grievance. (See **Article VII section C for [grievance procedure](#)**.) If the umpire files a grievance, they shall be considered to be “in compliance” and held in the same status they were prior to the ruling until the grievance process is completed.

SECTION E – Personal Appearance

Officials shall have a professional appearance at all times. Hair shall be kept clean and presentable and not impair vision. Neatly trimmed mustaches and beards are permissible. Officials shall also be required to properly maintain uniforms and equipment. (See **Appendix H: [Uniforms and Equipment](#)**) A professional appearance should be a habit you never break.

The ASA/USA 2016 Official Rules of Softball umpire manual (pg. 19.) defines professional appearance as follows:

- a. Clean, pressed ASA uniform
- b. Shoes shined
- c. Official ASA cap
- d. Ball bag, Indicator, Plate Brush

e. Appropriate protective equipment for the game being played

SECTION F – Umpire Ranking

The umpire's ranking will remain confidential information. It will only be made available to authorized agents of the state who are entitled to know such information. i.e. State Umpire Staff, tournament UIC's, or others who require this information for payment purposes. An umpire's ranking will be made available to him/her upon request, but only for their own personal ranking. (See Appendix J: [Umpire Ranking System](#).)

SECTION G – Game Cancellation

1. Notifying Official: The sponsoring entity of the contest is responsible for notifying the arbiter and the assigned official(s) if a contest has been canceled. It is recommended that the arbiter and officials are contacted by noon the day of the game, or a reasonable time prior to the game, if weather or other circumstances require the cancellation or postponement of the game. If the official is not notified and arrives at the game site, it is recommended, but not required that he/she shall be paid (1) game fee by the sponsoring entity.

2. Game Cancellation: If there is any doubt that a contest might not be played due to inclement weather or some other reason, the officials should call the sponsoring entity, tournament UIC or the arbiter to confirm game cancellation. Until games are officially cancelled, the umpire is still responsible to be available to fulfill the contract.

SECTION H – Officiating Income: Independent Contractor

All officials registered with the Utah ASA/USA are considered independent contractors. They are governed by certain state and federal tax laws and are required to treat their officiating income accordingly. Registered officials are not guaranteed contracted games at any level.

SECTION I – Address Changes

It is the responsibility of the official to notify the Utah ASA/USA and the local assigner of any change in registration information (i.e. address, phone number, email address, etc.). Personal information can be updated by the official on the ArbiterSports.com website.

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ARTICLE VI – OFFICIAL'S CLASSIFICATION

SECTION A – Classifications and Requirements

Officials will receive a classification and ranking as established by the Umpire Ranking System. (See Appendix J: [Umpire Ranking System](#).) The ranking system is a tool to assist the arbiter and state administrative staff in establishing pay rates for umpires and assigning league games and tournament assignments.

SECTION B – Inactive Officials

Upon recommendation from the Deputy UIC staff and agreement of the State UIC, an official who has been inactive may be reinstated at the classification held prior to becoming inactive. Past experience, test score and field observation will be taken into consideration when determining classification for the following season. Officials wishing to be classified inactive should forward a written notification to the State UIC.

SECTION C – Demotion - Suspension - Dismissal

The State UIC, upon recommendation of the arbiter and the Deputy UIC staff, may demote, suspend, and/or dismiss an official based on, but not limited to, the following criteria:

1. Returning game assignments without sufficient cause.
2. Failure to appear for assigned contests without sufficient cause.
3. Repeated late arrival at game sites without sufficient cause.
4. Use of tobacco (smoking or chewing) at game site.
5. Use of profane language at game site.
6. Use of drugs or alcoholic beverages at game site or in such a manner as to affect one's ability to perform official duties.
7. Failure to perform in accordance with the recognized standards found in the ASA Code of Ethics and/or ASA/USA Officiating Manuals, including knowledge and interpretation of the rules, mechanics, personal appearance and physical conditioning.
8. Conviction or admission of any felony, misdemeanor, public offense involving moral turpitude or being connected with any illegal gambling interests involving any assigned competition.
9. Charges or allegations of any felony, misdemeanor, public offense involving moral turpitude or being connected with any illegal gambling interests involving any assigned competition.
10. Failure to cooperate with the Utah ASA/USA or its policies. An official shall not pursue a course of action, which, in the opinion of the State UIC or Commissioner, is detrimental to the welfare, reputation or interests of the Utah ASA/USA or its affiliates. This may include inappropriate comments in the media or any action that discredits fellow officials, or the Utah ASA/USA.
11. Failure to attain a minimum score on the ASA/USA examination. (See **Appendix J** for [required test scores](#).)

Any demotion in rating or standing within an association should be declared in writing to the official, the arbiter and the Utah ASA/USA State Commissioner.

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ARTICLE VII – POLICIES AND PROCEDURES REGARDING OFFICIALS

SECTION A – Protests

All protests concerning the outcome of a game or contest will be governed and determined by the sponsoring entity of the contest. No protest shall be considered if the protest is based upon a judgment call of an official.

Officials are advised to be patient and thorough in games that are protested. Take the time necessary to sort out the conflict and get it correct before moving on with the game.

SECTION B – Performance - Conduct

Officials will be expected to perform in accordance with the recognized standards and criteria developed for officiating within the Utah ASA/USA. This includes knowledge and interpretation of the rules, mechanics, personal appearance and physical conditioning. The conduct of an official shall at all times be in a professional manner both on and off the field.

To report criticisms of an official's performance or ability, it must be in writing, signed by the plaintiff, and submitted to the State UIC. If deemed necessary, the State Commissioner will be invited to review and if warranted, investigate the complaint. The State Commissioner will then report his/her findings to the State UIC for necessary action, if any.

If action is warranted, the official in question will be notified and given the opportunity to respond to the complaint. If disciplinary action is deemed necessary, the official will be notified in writing of any action taken against him/her.

SECTION C – Grievance Procedure

A grievance is defined as a circumstance or situation in which an official feels he/she has not been treated in accordance with any of the established guidelines contained in the Utah ASA/USA Standard Operating Procedures for Umpires or circumstances or interactions with a coach or player requires resolution. Officials' grievances shall be submitted in writing to the State UIC. The UIC shall arrange a meeting with the Deputy UIC staff, if he/she deems further discussion is necessary. If the official filing the grievance is not satisfied with the State UIC's ruling, he/she may appeal to the State Commissioner, whose decision is final.

SECTION D – Unsportsmanlike Ejections

If the actions of a coach or participant become unsportsmanlike, the official should warn the coach or player that a continuation of unsportsmanlike conduct will result in ejection from the contest. An official shall not be hasty in his decision and should allow the coach time to correct his conduct.

1. After ejection from a contest, a coach or participant shall be permitted no more than one (1) minute to vacate the premises. Youth players ejected shall be restricted to the bench and become the coach's responsibility.
2. Softball premises include the entire field and seating area. The coach shall not be allowed to remain inside the park to watch the game. The principle of "out of sight, out of mind", shall guide officials in what limits the ejected coach is entitled to.
3. Coaches or players berating officials at the conclusion of a game are under the same restrictions as within the game, and if warranted, a post-game ejection may be imposed.
4. Immediately following the contest, the calling official must notify the tournament UIC, or field supervisor, if a league game, of any unsportsmanlike ejection. The arbiter or assigner should be notified with 24 hours of the contest if it is a league game. Should further investigation be necessary, a written report may be required by the State UIC from game officials. Every effort should be made to record the information in a timely manner and while it is still fresh in the umpire's mind.
5. According to article 23 of the Utah ASA Code states that: "Any player, coach, or fan ejected from a game will be ineligible to participate in that team's next game, and is not allowed to participate with any other team until after said next game." (See State Code Article 24 at <http://www.utahasa.com/wp-content/uploads/2012/12/2015-Utah-Amateur-Softball-Association-Code.pdf>) This policy **may not apply to league games**, as they are governed by their own league regulations.
6. Officials are not given the authority to act as administrators in making decisions regarding the enforcement of disciplinary action from a previous game.

SECTION E – Communicable Disease Precautions

A player, coach, or umpire, who is bleeding, who has an open wound, or who has blood on his/her uniform shall be prohibited from participating further in the game until appropriate treatment has been administered. If medical care or treatment can be administered in a reasonable amount of time, the individual would not have to leave the game. The length of time that is considered reasonable is the judgment of the umpire.

SECTION F – Suspended Game Procedure and Lightning Protocol

1. A suspended game is a contest where the game/contest is stopped because of weather, mechanical or facility problems. If a game is suspended, the point of suspension will be noted in the scorebook for future reference. Once the game is started, game officials have sole discretion in determining the fitness of the grounds. The game will be resumed at the point of suspension when the plate umpire determines the conditions to be safe and permits the game to continue.

If the game is suspended and cannot be resumed, if 5 innings have been completed (or 4½ innings if the home team is ahead in the score) the game shall be considered complete. If the inning cannot be completed, the score will revert back to the last completed inning.

2. If lightening is involved, adhere to the established lightening protocol for starting and stopping games. (See **Appendix O** for [lightening protocol](#).) The plate umpire shall determine if the game will be suspended or not unless it has been determined that the tournament UIC or site supervisor will assume this responsibility. If one field of a complex suspends play because of lightening, all fields of the complex should suspend play.

SECTION G – Insurance Coverage

If properly registered, officials participating in Utah ASA/USA sanctioned events within the state of Utah are covered by an insurance policy provided by RPS Bollinger Sports & Leisure, which is included in the registration fee. Officials participating in Utah ASA/USA sanctioned events outside the state of Utah are only covered by the same insurance policy if approved by the State Commissioner. (See **Appendix C: [Umpire Insurance Plan](#)**.)

In the event of an injury while officiating or a possible liable suit, contact the State UIC for instructions on how to proceed.

SECTION H – Umpire Award and Certification Programs

There are several recognition and awards available to Utah ASA/USA umpires. The Medals Program is the first program and a special Utah ASA/USA incentive is offered to encourage umpire participation. (See **Appendix P: [Medals Umpire Program](#) for details**.) It establishes requirements and allows umpires to attain four (4) levels of umpire recognition: Blue, Bronze, Silver, and Gold. (See **Appendix P: [Medal Requirements](#) for details**.) There are also the Elite Umpire and National Indicator Fraternity (NIF) awards available. (See **Appendix P: [Elite Umpire and NIF](#) for details**.) For umpires who would like to officiate in international competition, the WBSC Umpire certification is required. (See **Appendix P: [WBSC Umpire](#) requirements**.)

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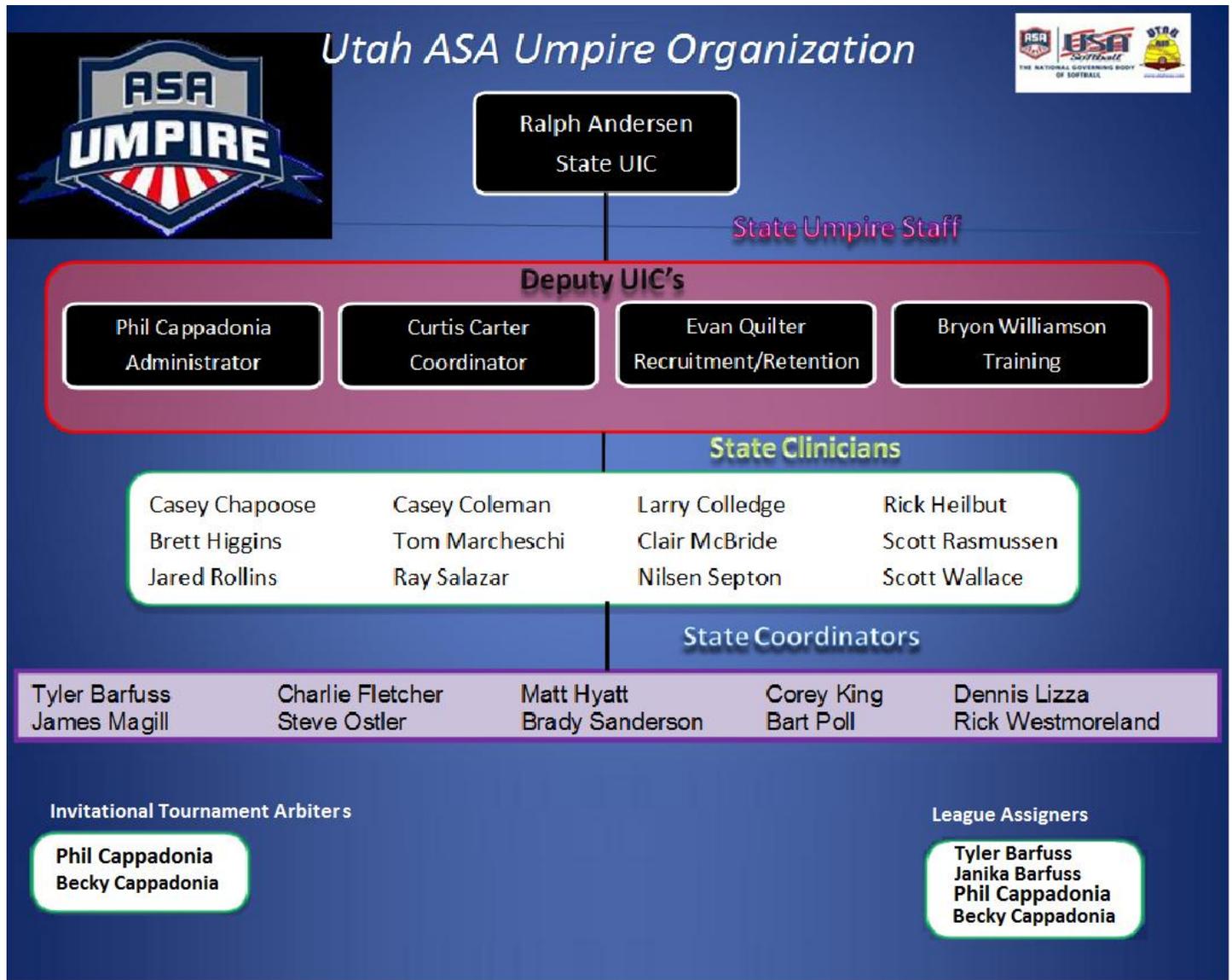
Appendix A: How To Become A Utah ASA/USA Official

The following is a step-by-step process in becoming a certified official for Utah ASA/USA. ASA/USA is the acronym for Amateur Softball Association/ United States of America and is the governing body for softball in the United States of America.

1. The first step in becoming an official is to register with the Utah ASA/USA. This can be done at any of the state rules clinics, state schools or by contacting the State UIC or member of the Deputy UIC staff to make arrangements for registration. (See **Appendix B: State ASA/USA Organization Chart** for [contact information](#).)
2. After the application is accepted and applicable fees are paid, officials will receive an ASA/USA rulebook and umpiring manual. There are both open and closed book test options available, (See **Appendix J: Umpire Ranking System- X factor to [determine which type of test you will want to take](#)**) but an open book rules test with a minimum score of 80% is required to become a certified official. If a failing grade occurs, a retake is allowed. (See **Appendix E for [details of taking the test](#)**.) Part of the registration process in becoming an official is to have a background check completed. (See **Utah ASA/USA State Umpire Code: Article I Section C for [details of background checks](#)**.) This will automatically be done for you after you are registered.
3. Rules Clinics: The State UIC and Deputy UIC staff will conduct the new rules clinic before the season begins. The dates will be listed on the Utah ASA/USA website. The rules clinic consists of new rules, points of emphasis and their interpretation. Clinic attendance is required to receive the highest tournament pay level.
4. School: The State UIC and Deputy UIC staff will conduct the school before the season begins. The dates will be listed on the Utah ASA/USA website. The school consists of classroom instruction and on-field training. Attendance at a school is required in order to receive the highest tournament pay level.
5. The next step is to contact the local arbiter or assigner. (See **Appendix B: State ASA/USA Organization Chart for [contact information](#)**.) It is the hope of the Utah ASA/USA that this information will be helpful to potential new officials as you consider joining us in this most important and rewarding avocation.

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Appendix B: Utah USA/ASA State Umpire Organization



Contact Information:

Deputy UIC Staff	Phone	Email	Location
Ralph Anderson:	(801) 510-8781	andersen.ralph@gmail.com	West Point
Phil Cappadonia:	(801)372-0594	cappyphil@earthlink.net	Payson
Curtis Carter:	(801) 628-7268	curtiscarter59@msn.com	Kaysville
Evan Quilter:	(801) 471-4461	evanquilter@msn.com	Orem
Bryon Williamson:	(801) 698-0328	bryon1757@gmail.com	Layton

Arbiters and Assigners

Tyler Barfuss	(801) 200-4128	tybar11@hotmail.com	(Clinton leagues)
Janika Barfuss	(801) 866-2420	janbar11@hotmail.com	(Kaysville leagues)
Phil Cappadonia	(801) 372-0594	cappyphil@earthlink.net	(Utah Co. & SL Co. leagues)
Becky Cappadonia	(801) 372-3378	cappyshouse@earthlink.net	(Utah Co. & SL Co. leagues)

State Umpire-in-Chief

The State Umpire-in-Chief (State UIC) is appointed by the Utah ASA/USA State Commissioner and answers directly to the Commissioner. He/she is a member of the Utah ASA/USA State Commissioner's staff and gives direction to and has jurisdiction over all umpire activities in the state of Utah. He/she is the head of the Utah ASA/USA Deputy UIC staff and gives direction and assignments as deemed appropriate.

Deputy Umpire-in-Chief Staff

The Deputy Umpire-in-Chief staff currently consists of five (5) members; the State UIC and four (4) Deputy Umpire-in-Chiefs. (Deputy UIC) The deputies are appointed by the State UIC. They work under his/her direction and answers directly to him/her. A primary function of the Deputy UIC is to assist the State UIC in training umpires and program administrative needs. Currently, each deputy has been assigned a direct area of assignment, but also receive special assignments from the State UIC. Those direct areas of assignments are: Administrator, Coordinator, Recruitment and Retention, and Training.

Administrator: This position deals mostly with tasks utilizing the arbiter system and its related technical administration. This includes disseminating umpire related directives, issues involving league game and invitational tournament assignments, and items related to public communications.

Coordinator: This position deals mostly with tournament, clinic, and school issues of hospitality and related logistics.

Recruitment and Retention: This position deals mostly with umpire recruitment and issues concerning umpire grievances, policies and protocols.

Training: This position deals mostly with planning and facilitating umpire clinic and school logistics or other training related issues.

State Clinicians

State Clinicians are members of the State Umpire Staff and are umpires who have distinguished themselves as having superior umpiring skills and qualified to assist in instructing at state sponsored clinics and schools. This position is an appointment made by the State UIC.

State Coordinators

State Coordinators are members of the State Umpire Staff and are umpires who have distinguished themselves as having superior umpiring skills and qualified to mentor new officials and help to facilitate activities at state sponsored clinics and schools. This position is made by way of invitation from the State UIC.

Invitational Tournament Arbiter

The primary duty of the Invitational Tournament Arbiter is assigning umpires to work at all recreational and accelerated invitational tournaments under the jurisdiction of the Utah ASA/USA. (See Appendix F for [assigning procedures.](#))

League Assigners

The primary duty of League Assigners is to service local city and recreational organizations to facilitate softball programs under the jurisdiction of the Utah ASA/USA. This includes assigning umpires, (See Appendix F for [assigning procedures.](#)) rules administration and interpretations, conflict resolution and other administrative needs relevant to the local organization. [Top of the Document](#)

Appendix C: Umpire Insurance Policy

Umpires properly registered by the Utah ASA/USA are automatically enrolled in an insurance policy provided by RSP Bollinger Sports & Leisure called “Umpire Insurance Plan”. The cost is included in your registration fee. There is also an optional plan offered for \$25.00 to ASA registered officials called “Sports Officials Insurance”, which covers sports other than softball. Umpires wishing to participate in this plan must contact the State Commissioner or his authorized designee to obtain this coverage. An overview of both plans are included in this appendix with links to RPS Bollinger’s website. *NOTE: This is only an informational overview of the RPS Bollinger insurance plans and not a legal binding document. Check the website for the official policy or any details that may have changed since the publication of this document.

UMPIRE INSURANCE PLAN

<https://www.rpsbollinger.com/products-programs/asausa-softball/umpire-insurance-plan/>

When Are They Covered?

When they umpire games, leagues, and tournaments involving ASA registered teams and the event has been authorized by an ASA Commissioner and/or his/her designee or authorized by ASA.

Umpire registration now includes coverage for officiating Scholastic (Middle School, High School, NFHS) and Collegiate (NCAA, NAIA, NJCAA) Softball events. It will not follow umpires when working other softball organizations. Therefore, this scholastic coverage will be eliminated from the Sports Officials Insurance Plan.

UMPIRE ACCIDENT AND MEDICAL EXPENSE INSURANCE

Who is insured?

All umpires registered with the ASA are automatically covered under this plan from January 1 to December 31. The cost of this coverage is fully paid by the ASA National Office.

What is Coverage?

Accidental injury arising out of the amateur softball activities of the umpire are covered. These include ASA sanctioned games, practices, clinics and tournaments. The medical expense benefit is \$100,000, with a \$250 deductible, accidental death is \$2,000 and accidental dismemberment is \$4,000. There is a \$25,000 sub limit while traveling directly to and from an event.

What are the Restrictions?

The medical expense coverage is provided on an excess basis. This means that this insurance comes into play only after other group or individual medical insurance has paid out its benefits. If there is no other medical insurance, then the ASA umpire insurance will pay its benefits on a primary basis. The benefits, including surgical procedures, are paid on a usual and customary basic, some medical expenses may not be paid in full. The policy only covers medical bills which are incurred within 365 days of the date of injury. Medical services must begin within sixty days of the accident. There is a 90/10 coinsurance.

What are the Exclusions? No benefits will be paid for:

- Treatment by a physician retained by the team or league
- Eyeglasses or contact lenses, hearing aids, and examination for the prescription or fitting thereof
- Hernia
- Injuries covered by worker's compensation or under automobile no-fault laws
- First aid treatment at the scene of the accident

- Bacterial infection
- Air travel, except on a regular scheduled commercial flight
- Injuries received as a consequence of injured party's intoxication (alcohol or drug related)

UMPIRE LIABILITY INSURANCE POLICY

All umpires who are registered with ASA are automatically protected under ASA's comprehensive general liability policy. Coverage extends to lawsuits involving bodily injury, personal injury or property damage arising out of the performance of duties as an ASA umpire. The limits under the policy are \$2,000,000 per occurrence with a \$5,000,000 aggregate.

Underwritten by Markel Insurance Company.

Policy Limits

Liability per occurrence	\$2 million
Aggregate	\$5 million
Personal Injury / Advertising Injury	\$2 million
Products / Completed Operations	\$2 million
Sexual Abuse Liability per occurrence	\$2 million
Sexual Abuse Liability Aggregate	\$2 million
Damage to Premises Rented	\$300,000
Med Pay to Others (non-participants)	\$10,000
Deductible	\$0

Exclusions

In addition to the usual exclusions found in the standard commercial general liability policy, there is no coverage for automobile liability; nor for the furnishing, serving or selling of any alcoholic beverage; nor for acts of an intoxicated person. For 2015, property damage coverage to parked vehicles has been eliminated.

UMPIRE ACCIDENT POLICY

All umpires registered with ASA are automatically protected under this plan. The ASA Accident plan provides coverage for accident/medical expenses arising out of the performance of duties as an ASA Umpire. This is a supplemental policy to help minimize your out of pocket expenses. The coverage is subject to limits, conditions and exclusions of the policy and is not designed to cover "everything."

Please note that you must follow your primary insurance carrier's eligibility criteria (e.g., to be treated in-network, etc.) in order for this policy to consider your expenses for payment.

Underwritten by Markel Insurance Company.

Policy Limits

Accident Medical	\$100,000 per claim
Accidental Death	\$2,000
Accidental Dismemberment	\$4,000 principal sum
Chiropractic & Physical Therapy	\$2,500 (\$100 per visit)

Durable Medical Equipment	\$1,000
Travel to/from ASA Events	\$25,000
Deductible per claim	\$250
90/10 % Coinsurance	

Claim Guidelines

- Medical services must begin within sixty days of the accident
- Claim forms must be submitted within ninety days or up to one year from the date of injury
- The policy is subject to a 52-week benefit period from the date of injury
- Payment is made according to usual and customary guidelines

Exclusions

- Service or treatment rendered by a doctor or any other person employed or retained by the Policyholder
- Eyeglasses or contact lenses, hearing aids and the examination for the prescription or fitting thereof
- Expenses for treatment on or to the teeth, except for treatment resulting from injury to natural teeth;
- Hernia of any kind
- Injury covered by workers compensation or similar legislation or automobile no-fault law;
- First aid rendered at the scene of the accident
- Any sickness or bodily illness
- Air travel, except on a commercial aircraft operating on a regularly scheduled passenger route
- Injuries received as a consequence of the injured party's intoxication (alcohol or drug related); as defined by the laws of the jurisdiction where the loss occurred.

Provided is a summary of available insurance coverages. It is not an insurance policy. Please see the actual insurance policy issued, together with its declarations page and any endorsements for a complete recitation of the terms, conditions and exclusions of the policy of insurance. The policies are subject to the laws of the jurisdiction in which they are issued.

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SPORTS OFFICIALS INSURANCE

<https://www.rpsbollinger.com/products-programs/asausa-softball/sports-officials-insurance/>

Exclusive Coverage for ASA Registered Umpires

As an ASA Registered Umpire, you receive many benefits of membership, including liability and accident insurance to cover you when you are performing your duties as an ASA umpire.

Many ASA umpires also officiate other sports, where insurance may not be provided or may be very expensive.

As a benefit of ASA membership, ASA Umpire Associations can purchase liability and accident insurance at a very reasonable cost to protect their umpires when officiating other sports.

The ASA has arranged through RPS Bollinger and Markel Insurance Company to offer this insurance package exclusively to ASA umpires for just \$25 per umpire.

This offer is only available to currently registered ASA Umpires and must be purchased through your state, metro or local ASA Umpire Association

Policy Benefits

Accident

Excess Accident Benefit	\$100,000
Deductible per claim	\$250
Benefit period	52 weeks
Accidental Death Benefit	\$10,000
Dismemberment Benefit	\$10,000

Liability

Limit per occurrence	\$1 million
Aggregate limit	\$3 million
Includes participant legal liability	

Game Fee Reimbursement

Umpires who purchase this plan will also be covered for game fee reimbursement if they are injured while officiating and seek medical attention within 60 days from the date of injury.

Lost officiating or umpire game fees	Up to \$200 per week
Reimbursement per policy term	Up to \$2,500 maximum
Benefit period	52 weeks
Waiting period	7 days
Premium	\$25 per year per official
Covers any sport your umpires officiate	

Program Features

- ASA Umpire Associations can purchase accident & liability coverage for their umpires officiating other sports
- This plan is only available to currently registered ASA umpires
- Coverage must be purchased by ASA Umpire Associations. This plan is not available to individual umpires
- Requires a minimum of ten umpires (or a \$250 minimum premium will apply)
- Common policy year of January 1 to January 1
- Does not cover non-ASA softball
- California ASA umpires will also be covered for SCMAF softball officiating
- **ADDED COVERAGE:** Umpires who purchase this plan will also be covered for game fee reimbursement for injuries incurred while umpiring ASA games
- Premium: \$25 per year per official for the full Accident, Liability, and Game Fee Reimbursement protection

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Appendix D: Clinics and Schools

Clinics will be organized and presented by the Deputy UIC Staff under the direction of the State UIC. A clinic will be primarily classroom instruction and test administration. The Deputy UIC's and the State UIC will be the instructors at the clinics. The purpose of clinics is to deal generally with rules, policies, and umpire administrative duties or issues. They will sometimes address topics pertinent to umpire issues, opportunities or needs.

The schools will also be organized and presented by the Deputy UIC staff under the direction of the State UIC. The Deputy UIC's and the State UIC will be the primary instructors at the school, but by both appointment and invitation, members of the State Umpire Staff (State Clinicians and State Coordinators) will assist with instruction, mentoring, and logistical facilitation. The purpose of schools is primarily to facilitate learning in the area of field mechanics, umpiring skills, and officiating techniques. They will generally supply information to help the umpire learn game management skills and improve umpire performance both on and off-field the field. For the most part, these skills will be taught through practical application. At the school, we try to employ more physical activities and actual performances (either real or simulated) rather than teaching in the classroom setting.

In teaching umpire skills, there is no substitute for actually practicing and performing the required skills. The schools are a more active, "hands on" type of setting to provide those opportunities for the umpire.

Clinics will also serve as a venue to evaluate the participants umpiring skills for umpire ranking purposes. (See **Appendix J and K for [ranking](#) and [evaluation](#) information.**)

As a side note, by unanimous consent of the Deputy UIC staff and State UIC, an umpire who has been previously evaluated and achieved the rank of "State Umpire" (or higher) may be invited to serve as a mentor, assistant or instructor at a state school. If selected, their participation in that capacity will satisfy the evaluation requirement and they will not have to be evaluated during the school to obtain their ranking.

NOTE: The umpire should arrive 30 minutes early to the school as in a tournament situation, and dressed in the ASA/USA umpiring uniform. You will be in game situations, so you will also need to have your umpiring gear with you.

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Appendix E: Taking the ASA Rules Test

We want all of you to be able to pass the test. Here are some guidelines to help you prepare for a successful testing experience:

- The ASA/USA Rules Test **must** be taken before the umpire can qualify for any level of the “Certified Umpire” ranking and receive the increased wage structure. The test will be administered both open and closed book. (See **Appendix J: X factor designation to [determine which type of test you would like to take and required minimum scores.](#)**)
- The closed book test will be a proctored test, and will only be administered at the state rules clinics unless an exception is specifically approved by the State UIC and generally in response to a valid appeal. In this case, it must be taken as a proctored test and administered by the State UIC or his/her authorized designee (typically a Deputy UIC) at a time and location to be determined by the State UIC or his/her designated proctor.
- The test may be attempted at any or all of the available clinics without restriction. This means that if you do not pass the test at the first clinic, you may attempt to pass it again at the next or succeeding scheduled clinic. If you wait until the last scheduled clinic, you may not have re-take opportunities because it is the last scheduled clinic.
- In past years the test and new rules have been made available for study on the internet before the scheduled clinics, and there is no restriction on pre-test study. You may not, however, use any study aids during the test. We have made allowances for umpires to graph plays to help them understand some of the questions and also provided someone to read questions to the umpire for those with reading difficulties. If you need any testing accommodations, please inform the proctor.

There will be a “new rules” session at the clinic that is mandatory, but an optional “test preparation” session will be conducted at the end of the clinic. The test will be made available after the “new rules” session to those who feel prepared to take it. While it is not required it is highly recommended that the umpire attend the “test preparation” session, especially newer umpires. The test will be administered to the remaining umpires after the “test preparation” session has concluded for those who choose to participate.

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Appendix F: Game Assignments and Bonus Policy

Game Assignment

Assigning Procedures:

Assignments are issued using the arbiter system found at ArbiterSports.com. (<https://www1.arbitersports.com>)
You must have an ArbiterSports and ArbiterPay account in order to receive assignments and to get paid.
(See Appendix G for details on [how to establish accounts.](#))

It is the standard of Utah ASA/USA to provide the highest quality of officials available and appropriate to the level of competition. An evaluation and ranking system has been established to help facilitate this objective. (See [Appendix K](#) and [Appendix J](#) respectively for details.)

Umpire Priority Rating:

Umpire ratings are impacted by elements of availability, reliability, and umpire performance. Ratings are established by clinic and school attendance and the umpire's ranking. Ratings are negatively impacted by declines, "turn backs", "no shows" or tardiness. Ratings will be established by the respective arbiter or assigner.

A "turn back" is defined as an assignment that has been accepted and then turned back without an acceptable reason. The arbiter or assigner(s), or the head tournament UIC if it is within three (3) weeks of the assigned tournament date, will decide if the reason is acceptable or not.

A "no show" is defined as an assignment that has been accepted and the umpire does not show up to the game without an acceptable reason. The arbiter or assigner(s), or the head tournament UIC will decide if the reason is acceptable or not.

The umpire will receive an umpire rating of either 1, 2, or 3. All umpires begin at a rating of one (1) when they properly register and attend a clinic and school. These umpires will receive the first opportunities for game assignments. Any umpire who does not attend a clinic, and school or has excessive declines, will be dropped to a rating of two (2). An umpire who is habitually late, or has more than two (2) "turn backs" or "no shows" will be dropped to a three (3).

League Games:

League games are assigned according to the following priority system.

- 1: Assigned two (2) weeks before the scheduled games. These umpires will receive the first opportunity to receive assignments.
- 2: Assigned one (1) week before the scheduled games. These umpires will be offered any remaining available game assignments.
3. Assigned the week of scheduled games. These umpires will be offered any remaining available game assignments.

1 = Two (2) weeks before games

2 = One (1) week before games

3 = Week of games

Invitational Tournaments:

Invitational tournaments will be assigned according to the following schedule:

- 1: Assigned for the whole season as early as the assignments become available. These umpires will receive the first opportunity to receive assignments.
- 2: Assignments will not be assigned until two months prior to the tournament. These umpires will only be assigned if slots are still available.
3. Assignments will be assigned by the tournament UIC beginning three (3) weeks before the tournament date for any unfilled assignments.

1 = Whole season

2 = 2 months ahead

3 = Tournament UIC call

The umpire rating may be appealed and will be handled as an umpire grievance. **(See Utah ASA/USA State Umpire Code: Article VII section C for [grievance procedure](#).)** If the umpire files a grievance, they shall be considered to be “in compliance” and held in the same status they were prior to the ruling until the grievance process is completed.

Invitational tournament assignments are made by the invitational tournament arbiter using the same criteria.

Bonus Policy:

When an umpire accepts and fulfills 150 or more contracted game assignments in one calendar year (January 1 to December 31) from the arbiter, he/she becomes eligible for an assignment bonus.

The 150 assignment threshold is based upon each assigned contract. League games are assigned separately so each game counts as one contract. Tournaments are assigned as a group so regardless of the number of games worked, participation at a tournament only counts as one contracted game assignment.

The bonus consists of \$150.00 plus 50¢ for each assignment exceeding the 150 game threshold.

To be eligible for the bonus, the umpire must not have more than 5% assignment declines, nor any turn backs or game no shows.

Payment will be received through ArbiterPay upon registration the following year.

This bonus is not available to members of the State Umpire-in-Chief nor members of the Deputy UIC staff.

Minute Man points:

As a reward for “minuteman” umpires, an additional bonus of one (1) contracted game assignment will be awarded to the umpire when they accept an assignment the same day of the contest. They will also be a bonus of one (1) contracted game assignment awarded for each day of a tournament that the umpire has accepted and subsequently been removed by the tournament UIC or asked to voluntarily withdraw from the contracted assignment.

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Appendix G: ArbiterSports and ArbiterPay Accounts

The Utah ASA/USA uses ArbiterSports to facilitate game assignments and ArbiterPay (formerly RefPay) to facilitate payment of game fees. You must establish and link these accounts before you can be assigned or paid. ArbiterSports allows you to track and manage your schedule, communicate with your assigner and other officials, and have access to pertinent documents and information. ArbiterPay allows you to receive and manage and track payment of game fees received.

Sign-up Procedures:

ArbiterSports Account:

To establish an ArbiterSports account, you must first be properly registered as an official. Next, contact the system administrator to provide him/her with a valid email address. The current Utah State Commissioner, Steve Rollins is the system administrator. His email address is asastever@hotmail.com You may also contact Phil Cappadonia (current Deputy UIC staff administrator) for assistance at cappyphil@earthlink.net if Steve does not respond.

Once they have received confirmation of your registration, the system administrator will add you to the group and issue a welcome message to your email account with login credentials and instructions to get you started with your new account.

Once you get your ArbiterSports account set up, it is critical that you remember to check the “ready to be assigned” box. The system prevents you from receiving any assignments until that box is marked.

Here are the links for the tutorials to learn how to access and use the ArbiterSports system.

[What is ArbiterSports](#)

[Gaining Access to an Assigning Group](#)

[Welcome Email](#)

[First Time Logging In](#)

[Viewing Your Schedule](#)

[Accepting or Declining Assignments](#)

[Turning Back Assignments](#)

[Block All Day](#)

[Block Part Day](#)

[Making Blocks "Firm" and Making Notes on Blocks](#)

[Clear Blocks](#)

ArbiterPay Account:

Once you have set up your ArbiterSports account, you must next set up and link it to an ArbiterPay (formerly RefPay) account in order to be paid.

Setting Up and Linking Your ArbiterPay Account:

1. Open a ArbiterPay (formerly refpay) account by going to www.refpay.com .
2. Press the red “Sign up today” tab in the upper right hand corner to register.
3. In step 1, set up your user type as a sports official. Press the “next” button.
4. In step 2, enter the required personal information and press the “next” button.
5. In step 3, enter the required address information then press the “next” button.
6. In step 4, enter the required mailing address information then press the “next” button.
7. In step 5, enter your banking information. You are not required to mark either “yes” or “no” in the preferences box. Press the “next” button.
8. In step 6, select a security question and create an answer for it, then press the “next” button.
9. In step 7, enter your preferences such as sername, password, & key. (Remember your security key it will be needed each time that transfer funds from RefPay to your bank). You must check “yes” for receiving assignments through ArbierSports.
10. A dropdown box will appear to link to your ArbiterSports account. Enter the email address from your ArbiterSports account, and associated password, then press the “next” button.
11. Agree to the terms and conditions and then go and log in to your ArbiterSports account.

Steps to Transfer Payment from ArbiterPay to you bank or PayPal Account:

1. Once you log in to ArbiterSports, press the payments tab. When the tab opens, the ArbiterPay (RefPay) logo will be at the top, center portion of the page. Click on the logo and you will be taken to the ArbiterPay webpage.
2. Enter your username and password and login.
3. Once you login, you will be taken to your account page. Use the “Transfers” option on the top left corner of the page.
4. Choose the transfer method you would like, then press “enter”.
5. Select the amount you would like to transfer and enter it into the indicated box in the field. You do not need to mark anything in the Preferences field, but if you opt to do this it will send the money to your account automatically and they will charge you for that. Then press the “Continue” button. Enter your Security Key if prompted.
6. If the information is correct, submit the Request Confirmation
7. The EFT Transaction Schedule will appear and the Send Funds request box will be under it. It is not mandatory, but it is recommended that you keep a copy of your transfers for your records. Select the Print or Done button. You will return to the Transfers screen. You may exit the ArbiterPay system from here.

These steps are repeated each time you want to transfer money.

This step to transfer money is free to officials unless you request a check. You will also get a 1099 form.

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Appendix H: Uniforms and Equipment

Local uniform and equipment sales are available through the Utah ASA/USA State Uniform and Equipment sales representative: Ray Salazar. Uniform and equipment sales are available at the state clinics and schools. They are also available through personal contact with the sales representative. Contact Information:

Ray Salazar

Email: feenix4@aol.com

Certain discounts are provided to facilitate new umpires and encourage clinic and school attendance. Contact the Utah ASA/USA State Uniform and Equipment sales representative for details.

Perception and Presentation

How you are perceived by fans, players, and fellow officials has a great impact on your ability officiate. When you are a trusted official, others will have confidence in your ability and judgment. This has a positive impact on the game; they run smoother and have fewer confrontations. There are few things in this game that the umpire can control, but how you look and how you act are always within your power to dictate.

Whether it is true or not, a sloppily dressed person may be seen as lazy or uncaring; a poor appearance can elicit negative emotions towards you as an umpire. But a sharp, well uniformed umpire can inspire confidence and positive emotions. As an umpire, make it a habit to always enter the field properly dressed and ready to work. Being properly uniformed is an essential part of your success as an umpire.

Uniform

Specifications for the official uniform of the ASA/USA can be found in the ASA/USA 2016 Official Rules of Softball participant manual under rule 10 section 5-uniform (pg. 115). The Utah ASA/USA has some adaptations to this code.

The official uniform code of the Utah ASA/USA is as follows:

The male and female umpire shall wear:

- A. A powder blue or navy blue, polo shirt. (Both long and short-sleeved versions are acceptable as weather dictates.) ASA letters are worn on the left chest of the polo shirt. (The older styles of lettering are acceptable in league, invitational, and state levels of play.) The newest style of lettering will be required for regional and national levels.) The pink polo shirt may only be worn at designated charity events. Whichever color of polo shirt is selected, all umpires on the field need to be dressed alike.
- B. Gray slacks with navy or black socks.
- C. The approved navy cap with white ASA letters, trimmed with light blue on the front and the US Flag positioned on the left side, with the stars forwards. (The older styles of lettering are acceptable in league, invitational, and state play.)
- D. The approved navy blue or gray ball bag with ASA letters.
- E. The approved navy jacket with white ASA letters on the left chest.
- F. Black shoes and belt.
- G. A t-shirt is optional to wear under the polo shirt. If a t-shirt is worn, it shall be a white t-shirt under the powder blue polo shirt and a navy t-shirt under the navy blue polo shirt.

Equipment

Required Equipment: There is only one required piece of equipment, and that is the plate umpire in fast pitch SHALL wear a black or silver mask, with black or tan padding and a black throat protector. (An extended wire protector may be worn in lieu of a throat protector on the mask.)

Optional Equipment: While no particular style or model is specified, it is highly recommended that in addition to the required face mask, the plate umpire should also wear:

1. Steel toed plate shoes.
2. Shin guards.
3. For male umpires, a protective cup.
4. Chest protector.

The plate umpire should also carry a line-up card holder and pencil/pen.

All umpires should also have:

1. Indicator to track balls, strikes, and outs. Either the 3-wheel model, or 4-wheel model (which also tracks innings) is acceptable.
2. Brush to sweep plate, bases and pitching rubber.

In cold weather, turtle necks, black gloves, and ear muffs are also acceptable.

Sun glasses may be worn. If worn, they should have non-reflective lenses and be a style that does not draw attention to the umpire.

Equipment should be in proper working order and able to perform it's specified function.

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Appendix I: Utah USA/ASA Officials Code of Ethics

Every member of the officiating profession carries a responsibility to act in a professional manner. The conduct of any official influences the attitude of the public toward the profession in general, as well as toward the individual official in question. Constantly uphold the honor and dignity of the avocation in all personal conduct and relations with the athletes, coaches, program administrators, colleagues and public; to be a worthy example to the athletes under one's jurisdiction. Represent yourself with integrity and pride!

As an independent contractor, the official must maintain the accepted industry standards of behavior while engaging in umpiring activities. Some of these standards include:

- Devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and credible service in a fair and unbiased manner.

- Work with fellow officials and city officials in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points or rules at issue.
- Under all circumstances, avoid promoting the special interest of any person or group of persons other than the athletes and organizations being served.
- Not use news media or social media to vent anger against any administrator, coach, player, fellow official, or Utah USA/ASA softball.

The national ASA/USA umpire code of ethics is found in the 2016 Official Rules of Softball umpire manual, page 18. Any umpire who accepts game assignments from Utah ASA/USA accepts the obligation and agrees to be found in compliance with these standards.

Code of Ethics for Umpires

1. Honor all contracts regardless of possible inconvenience or financial basis.
2. Study the rules of the game diligently, observe the work of other good umpires, and attempt to improve at all times.
3. Remember that while your work as an umpire is important, you must conduct yourself in such a way that spectator attention is directed to the players during the game and not at you.
4. Dress and maintain your appearance in a manner befitting the dignity and importance of the umpire.
5. Be fair and unbiased in your decisions, rendering them without regard to the score or the quality of the play on the field.
6. Cooperate and be professional in your associations with your fellow umpires and do nothing to cause them public embarrassment.
7. Be firm but not overbearing; positive but never rude; dignified but never “cocky.” Remember the good umpire doesn’t have to have the last word.
8. Be prepared both physically and mentally to administer the game.
9. Do not smoke on or in the vicinity of the playing field, nor drink any alcoholic beverages before the game you are to work. (Utah ASA/USA deems that the use of any mind altering substance is also prohibited before the game you are to work.)
10. Do not give information which might be used by a team’s future opponent.
11. Keep in mind that the game is more important than the wishes of any individual player or coach or the ambitions of any individual umpire.

Violation of this code of ethics may place an umpire in jeopardy of being removed from good standing in the Utah ASA/USA and may trigger a responsive action. This may include revocation of game assignments, demotion, suspension, dismissal, or any other action that may be deemed necessary and appropriate by the State UIC or State Commissioner.

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Appendix J: Umpire Ranking System

As per article 21 of the state code, (See **Article 21 of the Utah ASA/USA State Code** at <http://www.utahasa.com/wp-content/uploads/2012/12/2015-Utah-Amateur-Softball-Association-Code.pdf>) there are different categories of umpires. This ranking system only applies to ASA registered umpires (X factor: levels 1-7) with full eligibility to work in invitational, state, regional, and national tournaments. ASA league umpires (X factor: level 8) are restricted for league play only and are not affected by this policy.

The Umpire Ranking System is based on an XYZ designation scale and the ASA National Championship Umpire Evaluation standards. (See **Appendix K and L: [Umpire Evaluation System](#) and [ASA National Umpire Evaluation Form](#) respectively.**) The ranking corresponds with three (3) levels of pay as determined by the ASA State Code. (Currently \$20.00, \$25.00, and \$30.00 levels) and is used to determine the umpire's rate of pay. The ranking also helps determine who will be offered umpiring opportunities at tournaments. (i.e. Recreational, accelerated, and out of state invitational tournaments; state, regional and national championship level tournaments.) The acquired ranking continues until April 15th of the succeeding year, whereupon it expires and must be reestablished.

Pay Scale:

(See [X Factor Designation](#) for details.)

Registered League Umpire: determined by individual league administration

\$20.00/game: Registered Basic Umpire A & B

\$25.00/game: Certified Umpire

\$30.00/game: Certified State, National, A National, and ASA/USA National Umpire

Required Test Scores:

Minimum test scores are required to attain certain umpire rankings. (See [X Factor Designation](#) for details.)

The X Factor

The **X factor** is the primary umpire ranking designation. This is based on a scale of 1-8 (1 being the highest). This rating signifies that the umpire has successfully completed and demonstrated competency in an established set of criteria which is used to determine the umpire designation and level of payment.

This ranking is based on clinic and school attendance, a skill/performance evaluation based on the national tournament evaluation form, (See **Appendix L: [ASA National Championship Umpire Tournament Evaluation Form](#)**) and passing the ASA national umpire test, either open or proctored closed book option.

This ranking is established through performance evaluations at state schools, and in an evaluation meeting including members of the State Umpiring staff, the Deputy UIC staff, and the State UIC.

After all opportunities to attend a clinic and school have been concluded, under certain circumstances, such as an umpire transferring in from another state, or an umpire (either new or returning) who registers after the specified registration period, an appeals process has been established to give the umpire the opportunity to receive higher than the basic ranking or retain a previously earned ranking. The appeal process also allows an umpire seeking mid-season advancement to improve his/her X factor designation. (See **Appendix N: [Appeal Process](#)**) This includes umpires who cannot attend the clinics/schools due to college umpiring assignments. This is accomplished by properly completing the appeal process and receiving a majority vote by the Deputy UIC staff and the State UIC to approve the advancement. The State UIC will have the authority to consider any extenuating circumstance not

specifically covered, and if deemed appropriate, and upon receiving a unanimous affirmative sustaining vote by the Deputy State UIC Staff, may approve an umpire ranking advancement without executing the appeal process.

X Factor Designation

The X factor is based on a designation of 1-8 indicating the level of play the umpire is qualified to work.

Level 8: Registered League Umpire

*This requires registering with the Utah ASA and passing a background check.

*This level **only** qualifies an umpire to work at the **league level**. League game fees are not governed by the state code and are established by the individual leagues. Payments are negotiated by the state staff, typically by the state UIC and the local arbiter. These payments are **league determined** and will vary from city to city.

Level 7: Registered Basic Umpire B

*This requires registering with the Utah ASA, passing a background check. Attending a state level clinic and school is optional.

* This level qualifies an umpire to work at the league level and **recreational invitational tournaments** at the level of their Y rating. Invitational tournaments will currently be paid at the rate of **\$20.00 per game**.

Level 6: Registered Basic Umpire A

*This requires registering with the Utah ASA, passing a background check and attending a state level clinic and school.

* This level qualifies an umpire to work at the league level and **recreational or accelerated invitational tournaments** at the level of their Y rating. Invitational tournaments will currently be paid at the rate of **\$20.00 per game**.

Level 5: Certified Umpire

*This requires registering with the Utah ASA, passing a background check, attending a state level clinic and school, passing an open book ASA national test at 80% or higher, and passing the proficiency evaluation with a Very Good (or D) rating at the Basic level.

* This level qualifies an umpire to work at the league level and **recreational or accelerated invitational tournaments** at the level of their Y rating. Invitational tournaments will currently be paid at the rate of **\$25.00 per game**.

Level 4: Certified State Umpire

*This requires registering with the Utah ASA, passing a background check, attending a state level clinic and school, passing an closed book ASA national test at 80% or above, and obtaining a proficiency evaluation with an Excellent (or E) rating at the Basic level.

* This level qualifies an umpire to work at the league level, invitational tournaments at the level of their Y rating and the **state tournament at the level of their Y rating**. Invitational and state tournament games will currently be paid at the rate of **\$30.00 per game**.

Level 3: Certified B National Umpire

*This requires registering with the Utah ASA and passing a background check as well as attending a state level clinic and school and passing an closed book test at 84% or above and obtaining a proficiency evaluation with an Good rating at the Championship level.

* This level qualifies an umpire to work at the league level, invitational tournaments at the level of their Y rating, the state tournament at the level of their Y rating, invitational tournaments outside of the state, **region and B level national tournaments**. Invitational and state tournament games within the state of Utah will be paid at the current rate of \$30.00 per game. Game fees for tournaments outside of the state, regional, and national tournaments and not regulated by the Utah state code and will be established by the individual tournament directors.

Level 2: Certified A National Umpire

*This requires registering with the Utah ASA, passing a background check, attending a state level clinic and school and passing an closed book ASA national test at 88% or above and obtaining a proficiency evaluation with a Very Good rating at the Championship level.

* This level qualifies an umpire to work at the league level, invitational tournaments at the level of their Y rating, the state tournament at the level of their Y rating, invitational tournaments outside of the state, regional and **A level national tournaments**. Invitational and state tournament games within the state of Utah will be paid at the current rate of \$30.00 per game. Game fees for tournaments outside of the state, regional, and national tournaments and not regulated by the Utah state code and will be established by the individual tournament directors.

Level 1: Certified ASA/USA National Umpire

*This requires registering with the Utah ASA/USA, passing a background check, attending a state level clinic and school, passing a closed book ASA/USA national test at 92% or above and obtaining a proficiency evaluation with an Excellent rating at the Championship level.

* This level qualifies an umpire to work at the league level, invitational tournaments at the level of their Y rating, the state tournament at the level of their Y rating, invitational tournaments outside of the state, regional, A & B national and **gold or major national tournaments**. Invitational and state tournament games within the state of Utah will be paid at the current rate of \$30.00 per game. Game fees for tournaments outside of the state, regional, and national tournaments are not regulated by the Utah state code and will be established by the individual tournament directors.

The Y Factor

The Y factor is based on a designation of 1-6 indicating the level of play the umpire is qualified to work. This ranking is established through performance evaluations at state schools, and in an evaluation meeting including members of the State Umpiring staff, the Deputy UIC staff, and the State UIC. Mid-season advancement may be recommended based on league game evaluations, evaluations from UIC invitational tournament reports, or personal observations from members of the State Umpire staff, Deputy UIC staff, or the State UIC. If the advancement is to be granted, it will only be deemed valid if it receives a majority ratifying vote of approval by the Deputy UIC staff and the State UIC.

Y Factor Designation

1- All levels of adult and youth play

2-18u

3-16u

4-14u

5-12u

6-10u

The Z Factor

The Z factor is based on a designation of 1-5 indicating the type of softball the umpire is qualified to officiate.

Z Factor Designation

1. Both Youth and Adult Fast Pitch and Slow Pitch

2. Both Youth and Adult Fast Pitch only

3. Both Youth Fast Pitch and Adult Slow Pitch

4. Youth Fast Pitch only

5. Adult Slow Pitch only

For example, an umpire with a ranking of

1,1,1 would be classified as:

ASA/USA National Umpire-All levels of adult and youth play-Both Youth and Adult Fast Pitch and Slow Pitch

2,2,2 would be classified as:

A National Umpire-18u- Both Youth and Adult Fast Pitch only

\$30.00 per game

4,3,4 would be classified as:

State Umpire -16u -Youth Fast Pitch only

\$30.00 per game

5,4,4 would be classified as:

Certified Umpire-14u- Youth Fast Pitch only

\$25.00 per game

6,5,4 would be classified as:

Basic Umpire A-12u- Youth Fast Pitch only

\$20.00 per game

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Appendix K: Umpire Evaluation System

The sponsoring organizations of softball desire the highest quality of officials on the field. They will pay more for higher quality umpires, but it is requisite that the umpire be able to perform the umpiring skills at a higher level of competency to merit higher levels of pay. To determine who the “higher quality” umpires are, performance criteria has been established and an umpire evaluation system has been developed to accomplish this task. We have attempted to design this system to be as fair and as transparent as possible and to allow each umpire the opportunity to achieve their highest desired ranking; there is no limit to the number of “higher quality” officials we can have in this system. It is our goal to have every umpire achieve a minimum ranking of state umpire, with the opportunity for those who have the desire, to progress to regional, national and collegiate levels of umpiring. In this system every umpire can achieve their desired ranking if they will make their wishes known to the state umpire staff and diligently develop themselves to master the required umpiring skills.

Our organization is governed by the national ASA/USA regulations and standards, and as such, the ASA approved mechanics will be used as the established criteria for evaluation in this system. The evaluation system is adapted from the national tournament evaluation form. (See [Appendix L: to view the ASA National Championship Umpire Evaluation Form.](#)) The performance criteria for the required skills are specified in the official ASA Umpire Manual Supplement, chapters 1-6. There are many established methods and techniques in umpiring, each with its inherent strengths and weaknesses. Some umpires have become very successful through developing deviations and adaptations in their game, and these umpires may not wish to follow the established ASA mechanics when they umpire. To accommodate this situation, the ASA has designated “ASA approved” and “ASA preferred” mechanics that are acceptable to the organization giving the umpire greater flexibility. While an umpire is able to use various mechanics at invitational tournaments without consequence, they are required initially, to at least demonstrate the ability to properly perform the ASA approved mechanics in order to establish their ranking. To participate in out-of-state, or championship levels of play (state, regional or national tournaments) it is understood that the approved ASA mechanics will be used by the umpire during those tournaments.

Similar to many organizations, (For example, in high school sports, the officials are ranked in varsity and sub-varsity categories.) the Utah state ranking system is divided into two (2) basic categories, **Basic and Championship.** (See [Appendix M: Umpire Evaluation Categories](#)) It has a corresponding pay scale commiserate with demonstrated skill level, the higher the level of skill, the higher the level of pay. (See [Appendix J: X Factor Designation](#) for details.)

The rating system is based on a scale of A-H. (H being the highest) and is divided into, Basic (A-E) and Championship (E-H) categories. This system is performance based, and not contingent on the umpire’s years of experience. This gives the new umpire equal opportunity for advancement and requires the veteran umpire to maintain his/her umpiring skills. (See [Appendix M: Category Breakdown: Criteria and Scoring](#) for details)

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Appendix L: ASA National Championship Umpire Tournament Evaluation Form



ASA NATIONAL CHAMPIONSHIP UMPIRE EVALUATION



Name: _____ Address: _____ Association/Region: Utah ASA , Steve Rollins/13
 Championship: 2015 GIRLS' A WESTERN 16-U FP Location: Salt Lake City, UT Dates: July 27 / Aug 1, 2015
 UIC: Lori Bish Asst UIC: _____

Rating Key for sections 1-5: 9-10 = Excellent, 7-8 = Very Good, 5-6 = Good, 3-4 = Satisfactory, 1-2 = Unsatisfactory
 Rating Key for sections 6-7: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Satisfactory, 1 = Unsatisfactory
 Over all Rating: 55-60 Excellent, 46-54 Very Good, 36-45 Good, 24-35 Satisfactory, 0-23 Unsatisfactory

1. Leadership/Game Management (reaction to game intensity, game control, difficult situations) 1 2 3 4 5 6 7 8 9 (10)
 Always in control of self, projected confidence. Good job calming down the younger umpires when working with them. Pregame equipment check caught illegal catcher's helmet.
2. Plate Mechanics (GPA, slot/stance, ball/strike, signals, timing, illegal pitches) 1 2 3 4 5 6 7 8 (9) 10
 Good GPA and slot. Eyes are consistently set below the top of the strike zone. Accurate zone. Make strike call signal prior to bringing legs together.
3. Plate Movement (trailing BR, away from the plate, to 3B, hustle, angles and distances) 1 2 3 4 5 6 7 8 9 (10)
 Excellent movement trailing BR and into secondary position at 3rd. Worked hard to achieve proper calling angle and distance.
4. Base Mechanics (angles/distance. Timing, signals, hustle, judgment, positioning) 1 2 3 4 5 6 7 8 (9) 10
 When in B position, let ball take you a few steps towards 1st for the call, then parallel back to 2nd for next possible call. Good job coming across to 1st as U3.
5. Rotations/Fly Ball Coverage (inside/outside theory, angles, systems, hustle) 1 2 3 4 5 6 7 8 (9) 10
 Good verbal communication throughout game on fly ball coverage and rotations. Need to button hook into fair territory versus foul as U3. Good hustle between positions.
6. Appearance /Mobility (uniform, level of play, conditioning, equipment) 1 2 3 4 (5)
 Clean and well maintained uniform. Good hydration during tournament to stay in top form. Came prepared mentally and physically to work this level of ball.
7. Championship Behavior (cooperation with UIC, Staff, Crew, punctuality) 1 2 3 4 (5)
 Applied suggestions to improve game throughout the tournament. Arrived one hour prior to game. Good pre and post games. Great job mentoring the young umpires, especially Randy Homer.

TOTAL POINTS: 57 OVERALL EVALUATION: Excellent RECOMMENDATION: Higher Level

UIC: Lori Bish DATE: 8/13/2015

Rev. 04/2014

Appendix M: Umpire Evaluation Criteria

Umpire Evaluation Categories

The evaluation is divided into 7 categories with corresponding subcategories and scoring values. There are two (2) umpire ranking categories: Basic and Championship. The scoring scale is from 0 to 60 points.

Categories:

1. Leadership/Game management (10 points possible)
2. Plate mechanics (10 points possible)
3. Plate movement (10 points possible)
4. Base mechanics (10 points possible)
5. Rotations/Fly ball coverage (10 points possible)
6. Appearance/Mobility (5 points possible)
7. Championship behavior (5 points possible)

Basic Umpire Evaluation Scale: Championship Umpire Evaluation Scale:

Rating Key for categories 1-5:

- 9-10 = Excellent
- 7-8 = Very Good
- 5-6 = Good
- 3-4 = Satisfactory
- 1-2 = Needs Improvement

Rating Key for categories 1-5:

- Championship umpires have already achieved a satisfactory status of basic skills. Therefore, they begin with four (4) points and are only graded on the last three (3) bullets of each category. Each bullet of categories 1-5 are worth a possible two (2) points.
- 9-10 = Excellent
 - 7-8 = Very Good
 - 5-6 = Good

Rating Key for categories 6-7:

- 5 = Excellent
- 4 = Very Good
- 3 = Good
- 2 = Satisfactory
- 1 = Needs Improvement

Rating Key for categories 6-7:

- Championship umpires begin with two (2) points and are only graded on the last three (3) bullets of each category. Each bullet of categories 1-5 are worth a possible one (1) point.
- 5 = Excellent
 - 4 = Very Good
 - 3 = Good

Over-all Rating:

- 55 - 60 = Excellent
- 46 - 54 = Very Good
- 36 - 45 = Good
- 24 - 35 = Satisfactory
- 0 - 23 = Needs Improvement

Over-all Rating:

- 55 - 60 = Excellent
- 46 - 54 = Very Good
- 36 - 45 = Good
- 24 - 35 = Satisfactory
- 0 - 23 = Needs Improvement

Evaluation Subcategories:

Each category is broken down into eight (8) subcategories. Mastery of the first five (5) bullet points must be achieved before the umpires can advance from basic to championship level. Your evaluation score and subsequent ranking will affect the level of pay you receive and the tournaments you are qualified to work. (See **Appendix J: [Umpire Ranking System, X factor.](#)**)

Unlike a typical cumulative evaluation this is a progressive system that is based on a pass/fail criteria. To get to bullet point 2, you must first successfully complete bullet point 1. To get to bullet point 3, you must first successfully complete bullet point 2, and so forth. If at any time you fail to demonstrate the skill indicated, the process ends and that is the rating where you will remain until you receive another evaluation opportunity and can demonstrate mastery of that particular skill. For instance, if you demonstrate that you do not inappropriately converse with the fans, but lose your temper, even if you don't try to over-rule your partner and show a pleasant demeanor, you cannot progress beyond bullet point 2 and will only receive 4 points in the Leadership/Game management section of the evaluation. You must correct the bullet point 2 deficiency before you can progress.

You will receive a letter grade on each category from A to H; A being the lowest and H being the highest. A letter grade of E is required to pass the basic level and advance to the championship level. The points assigned to each letter is shown in the scoring charts below.

Category Breakdown: Criteria and Scoring

Category 1: Leadership/Game Management

Basic

- A = 2 points Does not fraternize with fans.
- B = 4 points Does not lose temper.
- C = 6 points Does not try to overrule partners
- D = 8 points Pleasant demeanor, shows confidence
- E = 10 points Approachable and listens to coach/player

Championship (Compliant with all basic criteria: begins with an E rating and 4 points)

- F = 6 points Makes sure that partner only deals with one (1) person
- G = 8 points Aware of and controls body language
- H = 10 points Stays calm when game situation intensifies

Category 2: Plate Mechanics

Basic

- A = 2 points Stands on batter's side of catcher
- B = 4 points Works the slot (ear to inside edge of the plate)
- C = 6 points Proper GPA (Good Pelvic Alignment)
- D = 8 points Proper stance (balanced with good toe to heel footwork)
- E = 10 points Height (Adjusts to height of batter, eyes no lower than top of strike zone)

Championship (Compliant with all basic criteria: begins with an E rating and 4 points)

- F = 6 points Signals
- G = 8 points Tracking
- H = 10 points Timing

Category 3: Plate Mechanics

Basic

- A = 2 points Some movement
- B = 4 points Trails batter-runner or moves to holding zone
- C = 6 points Hustles during rotations
- D = 8 points Uses appropriate crisp signal (routine vs. sell)
- E = 10 points Hustles between positions

Championship (Compliant with all basic criteria: begins with an E rating and 4 points)

- F = 6 points Proper angle and distance for plays at plate
- G = 8 points Proper angle and distance for plays at 3rd
- H = 10 points Waits for play to finish before making call (timing)

Category 4: Base Mechanics

Basic

- A = 2 points Ready and alert before pitch
- B = 4 points In proper position before pitch
- C = 6 points Walks the line or in good ready position
- D = 8 points Proper angle and distance for plays at 1st
- E = 10 points Uses appropriate crisp signals (routine vs. sell)

Championship (Compliant with all basic criteria: begins with an E rating and 4 points)

- F = 6 points Hustles between positions
- G = 8 points Proper angle and distance for plays at 2nd and 3rd
- H = 10 points Waits for play to finish before making call (timing)

Category 5: Rotations/Fly Ball Coverage

Basic

- A = 2 points Moves toward play
- B = 4 points Obtains proper distance
- C = 6 points Uses inside/outside theory
- D = 8 points Uses proper button hook
- E = 10 points Obtains 90 degree angle to play

Championship (Compliant with all basic criteria: begins with an E rating and 4 points)

- F = 6 points Uses proper 2 umpire mechanic rotations
- G = 8 points Obtains proper fly ball coverage
- H = 10 points Uses proper 3 umpire mechanic rotations

Category 6: Appearance/Mobility

Basic

- A = 1 point Non ASA uniform
- B = 2 points ASA shirt, hat, and heather gray pants
- C = 3 points ASA ball bag, black officiating shoes, black belt
- D = 4 points Both ASA shirts (light blue and dark blue) and appropriate looking equipment
- E = 5 points Clothes are clean and pressed, shoes polished

Championship (Compliant with all basic criteria: begins with an E rating and 2 points)

- F = 3 points ASA jacket, plates shoes, and plate pants
- G = 4 points Shaven and neatly groomed hair
- H = 5 points Good health

Category 7: Championship Behavior

Basic

- A = 1 point Arrives for game
- B = 2 points Arrives 30 minutes before game time
- C = 3 points Ready to start game in a timely manner
- D = 4 points Cooperation with UIC evaluation, etc.
- E = 5 points Cooperation with umpire crew

Championship (Compliant with all basic criteria: begins with an E rating and 2 points)

- F = 3 points Cooperation with tournament staff
- G = 4 points Not in any uniform when not working
- H = 5 points Proper fan, coach, or player interaction

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Appendix N: Appeal Process

Typically, the umpire ranking is only established once per season on April 15th. As an umpire works to develop and improve their skills, a mid-season rank advancement may be appropriate. Early in the season, there are also extenuating circumstances that sometimes arise. (i.e. Missing a clinic due to illness or family emergency, umpires transferring from another state, umpires registering after the scheduled clinics and schools have been held. etc.) An appeals process has been established to accommodate these types of circumstances.

To properly execute this process, the umpire shall offer a written appeal (an email will qualify) explaining the extenuating circumstance or justification as to why they should be considered for the upgrade in ranking. In this process, simply send an email to the State UIC or any Deputy UIC staff member stating that you would like to begin the appeal process and allow you the opportunity to have an evaluation or opportunity to satisfy clinic and school requirements and to take the ASA rules test. (Closed book if required for the advancement.) If you are new, please include in this letter (email) any previous officiating experience you have had, and any State or National tournaments you have worked in either as an umpire or UIC. In addition, send in contact information for your previous State UIC if applicable.

After proper submission, if by majority consent, the Deputy UIC staff and State UIC agree that it is a valid appeal, a plan to meet the established requirements will be formulated. Before the upgrade in ranking status can occur, the umpire will need to have the ASA national test administered (if it has not already been taken) and have an evaluation conducted. The evaluation will include at least 2 games, one on the bases and the other on the plate, and observed preferably by the State UIC, but at a minimum of two (2) different Deputy UIC's. (If the umpire has previously been evaluated, the need for an additional evaluation may be waived with the approval of the State UIC.) If a clinic or school was not attended, a plan to attend the next available clinic or school will then be established (if one is to be conducted) with the State UIC. Failure to attend that clinic will automatically negate the appeals process and return the umpire to the lower classification. If the opportunity to attend the state school or clinic is not available, if approved by the State UIC, an invitational tournament may be used to satisfy these requirements. Once the appeal process has been satisfied and approved by the State UIC, the umpire will immediately be advanced to the appropriate ranking and game fees raised to the corresponding level.

If the appeal is unsuccessful, additional appeals may be submitted during the course of the calendar year beginning April 15th.

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Appendix O: Lightning Protocol

This protocol is taken from the 2016 ASA/USA Official Rules of Softball participants manual pages 195-198.

All individuals participating in or observing an outdoor softball event are responsible for their own safety and should monitor threatening weather conditions. **Umpires are responsible for monitoring weather conditions with respect to games and will make the call to stop play, remove individuals from the field, and announce a warning to the spectators.**

The umpire should keep an eye on weather conditions, including observing weather conditions. Storm watches or warnings known to the umpire should be heeded. **When the weather becomes dangerous, the umpire will announce** that all play activities are suspended and all individuals, including players and spectators, should seek appropriate shelter. In instances where there is more than one umpire, **any umpire may suspend a game when weather becomes dangerous.** No place is absolutely safe from lightning threat; however, some places are safer than others. Large, enclosed structures (substantially constructed buildings) tend to be safer than smaller structures or open structures. In general, a fully enclosed vehicle with the windows rolled up tends to be safer than being outside so long as contact with metal surfaces inside and outside the vehicle is avoided.

The following areas are not appropriate shelter and should be avoided: Any area of higher elevation; wide-open areas such as sports fields, tall isolated objects such as flag poles, light poles, or trees; metal fences and metal bleachers, unprotected open buildings like dugouts, picnic pavilions, rain shelters and bus stops.

When determining whether or not to suspend play, the umpire should use his/her common sense and good judgment. If a thunderstorm appears imminent before or during an activity or contest (regardless of whether lightning is seen or thunder heard), postpone or suspend the activity until the hazard has passed. **Signs of imminent thunderstorm activity are darkening clouds, high winds and thunder or lightning.** Even storms that are many miles away can pose a lightning danger. This may mean the appropriate decision is to suspend activities even before the first sight of lightning or sound of thunder.

All individuals should have the right to leave an athletic site or activity in order to seek a safer structure or location if they feel they are in danger from impending lightning activity. Lightning Safety is the number on consideration. The activity, the completion of the game or the outcome of the game are all secondary.

Unless an advanced lightning detection device is in use, if activity has been suspended due to lightning, the umpire should wait at least 30 minutes after the last lightning flash or sound of thunder prior to resuming activity. Unless an advanced lightning detection device is in use, each time additional lightning is observed or thunder heard, the minimum 30-minute return-to-play waiting period should not be shortened. Play should not be resumed even after the 30 minute waiting period if any signs of thunderstorm activity remain in the area or if the weather forecast indicates the threat is not over. **NO LIGHTNING SAFETY GUIDELINES CAN GUARANTEE ABSOLUTE SAFETY. THE NATIONAL WEATHER SERVICE STATES THAT EACH YEAR MORE HAN 400 PEOPLE ARE STRUCK BY LIGHTNING AND, ON AVERAGE, SEVENTY PEOPLE ARE KILLED EACH YEAR BY LIGHTNING. IT IS THE RESPONSIBILITY OF EVERY PERSON TO BE AWARE OF WEATHER CONDITIONS AND TAKE APPROPRIATE ACTION TO PREVENT OR MITIGATE THE RISKS OF WEATHER RELATED INJURIES. PLEASE USE COMMON SENSE AND GOOD JUDGMENT. PLAN AHEAD AND REMAIN AWARE OF YOUR SURROUNDINGS.**

Lightning Safety At-A-Glance:

- Lightning safety is the number one consideration; the activity can be made up later.
- The umpire(s) should monitor weather conditions and determine whether or not to suspend play.
- Signs of imminent thunderstorm activity are darkening clouds, high winds and thunder or lightning. Even storms that are many miles away can pose a lightning danger.
- When determining whether or not to suspend play, the umpire should use his/her common sense and good judgment.
- If a thunderstorm appears imminent before or during an activity or contest (regardless of whether lightning is seen or thunder heard), postpone or suspend the activity until the hazard has passed.
- No place is absolutely safe from lightning threat; however, some places are safer than others. Large, enclosed structures (substantially constructed buildings) tend to be safer than smaller structures or open structures.
- **Unless an advanced lightning detection device is in use, if activity has been suspended due to lightning, the umpire should wait at least 30 minutes after the last lightning flash or sound of thunder prior to resuming activity. Unless an advanced lightning detection device is in use, each time additional lightning is observed or thunder is heard, the minimum 30-minute waiting period should be reset. A clear sky or lack of rainfall are not adequate indicators for resuming play.**
- Unless an advanced lightning detection device is in use, the minimum 30-minute return-to-play waiting period should not be shortened.

Depending on the particular area in which you are located, there may be other weather related risks such as tornado, earthquake, hurricane, flooding or other conditions. For more information about severe weather threats and tips, see publications available from the NOAA National Service website (www.nws.noaa.gov/om) or visit the National Severe Storm Laboratory website (www.nssl.noaa.gov).

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Appendix P: ASA/USA Softball Umpire Awards

Utah ASA/USA Procedure

We highly encourage our umpires to participate in the Medals Umpire program. As an incentive, the Utah State Commissioner has agreed that once an umpire has received his/her Medals Umpire award, upon registration the following year, the award fee (\$20.00) will be reduced from the cost of registration, making the award essentially free for the umpire.

The form requires a signature from the State Commissioner to be processed. To complete the process, download the form, fill it out completely and make sure your signature is also on it. At present, the procedure is to turn it in to the State UIC or a member of the Deputy UIC staff with the required payment to obtain the commissioner's signature and process the application. We can do cash, but would prefer to have a check made out for \$20.00 to ASA/USA Softball. Once we get the system in place to get you a signed application form from the State Commissioner, you will be able to complete the entire process yourself.

We also support those who would like to go on to participate in the Elite and WBSC umpire programs. If you have a desire to achieve these levels of umpiring, write an email to the State UIC making your desires known. He/she will develop a plan of action to assist you in obtaining these goals.

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The following information concerning the details and requirements of the Medals Umpire program is taken from the national ASA/USA website and can be found at the following link:

<http://www.teamusa.org/usa-softball/umpires/umpire-awards>

ASA/USA Softball Umpire Awards

At ASA/USA Softball, we honor umpires for their years of service and expertise through a variety of Umpire Award programs. Whether through our Medals and Elite Umpire Programs, the National Indicator Fraternity, WBSC Certification or the ultimate honor with the National Softball Hall of Fame, no other organization has this various assortment of rewards programs for their umpire.

Medals Umpire Program

Umpires can be rewarded for registering and officiating ASA softball without being assigned to regional or national championships. This rewards the local umpire who supports the ASA program, and can be relied upon for local assignments.

There are four levels for this program - the Blue level for those who have been registered for three (3) years, the Bronze level for those registered for five (5) years, the Silver level for those registered for fifteen (15) years and the Gold level for those registered for twenty (20) years. Umpires can reach these levels quicker if they have umpired in national championships, or attended National Umpire Schools.

The program was instigated in 1999 and currently there are 5536 umpires registered in the program at various levels. The cost is \$20 for each level, and the umpire receives a cap, certificate and pin symbolic of the level achieved. An umpire could register for all four levels if he/she desires and receive caps, certificates and pins for each level paid. In addition, there are various leisure wear items, jewelry items and trophies for each level if the umpire or association desires to purchase these.

The Medals program is a very popular program for the ASA umpire, with the caps and shirts being seen all across the U.S. ASA umpires take pride in their program and as more umpires are becoming aware of this reward program, more registrations are received. When submitting the application, local association commissioners must approve, indicating the umpire is in good standing. Names are printed annually in the ASA Case Book. Applications are available from the National Office or our web site.

[Print the Medals Application Form](#) - Updated 1/14/16 [Top of the Document](#)

Requirements for ASA Umpire Medals Program

Umpires that meet the following requirements can be nominated for that level of the A.S.A. Umpire Medals Program, to be enshrined in the National ASA Hall of Fame in Oklahoma City, Oklahoma.

A. EXPERIENCE

BLUE LEVEL:

1. Must have been an active ASA registered umpire for at least three (3) years and is currently an active registered umpire.
2. Must be in good standing with their local umpire association and their Local Association Commissioner.

BRONZE LEVEL:

1. Must have been an active ASA registered umpire for at least five (5) years.
2. Applicant must have umpired, or served as an Umpire-in-Chief, Assistant Umpire-in-Chief, or Umpire Coordinator in at least one (1) Local Association Championship or higher or umpired at the local level for seven (7) years.
3. Must be in good standing with their Local Association and their Local Association Commissioner.

SILVER LEVEL:

1. Must have been an active ASA registered umpire for at least seven (7) years.
2. Applicant must complete either (a) or (b) below.
 - a. Must have umpired, or served as an Umpire-in-Chief, Assistant Umpire-in-Chief, or Umpire Coordinator in at least three (3) National Championships.
 - b. Umpired at the local level for fifteen (15) years.
3. National Umpire School can be used in place of one (1) National Championship.
4. Must be in good standing with their Local Association and their Local Association Commissioner.

GOLD LEVEL:

1. Must have been an active ASA registered umpire for at least seven (7) years.
2. Applicant must complete either (a) or (b) below.
 - a. Must have umpired, or served as an Umpire-in-Chief, Assistant Umpire-in-Chief, or Umpire Coordinator in at least three (3) National Championships.
 - b. Umpired at the local level for twenty (20) years.
3. National Umpire School can be used in place of one (1) National Championship.
4. Must be in good standing with their Local Association and their Local Association Commissioner.

B. APPLICATION FORM

1. Application forms may be obtained from your Local Association UIC, your Regional UIC or from ASAUSASoftball.com
2. Please use the most recent form dated 01/01/2016 as they are the only form that will be accepted.
3. The applicant must sign the application form.
4. Applications which do not have the application fee, or are not signed will be returned.
5. There is no deadline. Applications are accepted whenever an umpire becomes eligible for the level applied for.

C. APPLICATION FEE

A \$20 non-refundable fee must accompany the application. Make the check payable to the Amateur Softball Association. Upon acceptance, the umpire will receive a "medals" certificate, pin, and cap for the level applied.

D. AWARDS

Awards such as trophies, plaques, and watches are available and can be ordered separately from MTM Recognition (800-324-5997 ext. 6899) with the applicant's certificate and acknowledged acceptance materials.

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Elite Umpire Program

This award program is the highest honor an ASA umpire can obtain other than selection to the ASA Hall of Fame. The program was launched in 2003, with 153 umpires approved in February of that year. There are currently 360 qualified umpires that have been selected for the "Elite" program. Members who are approved as "Elite" umpires can apply for their international certification (WBSC), and are the only umpires selected for the National Championship Series (SP) and the Armed Forces Slow Pitch Championships. In future years, it is anticipated that "Elite" umpires will be selected for major Fast and Modified Pitch Championships. To become eligible for this program, an umpire must have been an ASA registered umpire for at least seven (7) years and a current member in good standing. The umpire must have participated in at least four (4) national championships, and umpired in two (2) in the same category of play and from the championships listed below:

FAST PITCH: Men's Major, Women's Major, Men's Master 40-Over, Girls 18U ASA / USA Gold, Men's "A" or Women's "A".

SLOW PITCH: Men's Super, Men's Major, Men's A, Men's B, Men's Industrial (previously Major or A), Men's 16" Major, Men's Masters 35-Over, Men's 40-Over, Women's Open (previously Major or A) CO-ED Major.

MODIFIED PITCH: Men's 9 Man Major, Men's A or Women's 9-Player, or Men's 10-Player.

The ASA/USA "Elite" umpire application fee is **\$40.00** and is non-refundable.

The umpire will receive a lapel pin, a navy ASA/USA "Elite" cap, membership card, framed certificate, and name listed in the ASA Hall of Fame. Three passport size photos should be attached to the application. Deadline each year is October 1. Applications will be reviewed at the November Council Meeting and applicants will be notified shortly thereafter.

[Print the Elite Umpire Application Form](#) - Updated 1/14/2016 [Top of the Document](#)

National Indicator Fraternity

This reward program has been available to ASA umpires since 1986. It was originally started as a program for those umpires who have been assigned and officiated in three national championships, but did not qualify or gain approval for International Softball Federation (ISF) certification. Today it is considered the highest level reward program for ASA Umpires, not including the ASA Hall of Fame Umpire classification or ISF certification.

There are currently 2,212 members certified with the National Indicator Fraternity (NIF), with approximately 100-125 added annually. The applicant must have been an ASA registered umpire for at least seven (7) years, but does not have to be currently active. To qualify the umpire must have umpired or served as a national championship UIC or assistant UIC for three nationals, or can substitute attendance at an ASA Advanced Umpire School for one of the nationals. Approval by the local commissioner and the Regional UIC is mandatory for acceptance.

Cost is **\$15** and the umpire receives a certificate, membership card and a patch.

The program is popular for those umpires who have advanced to the next level, and as a result have umpired in three nationals. It is a select group, considering that there are nearly 50,000 umpires nationwide. Applications must be received by Dec. 1st of each year in order for your name to be permanently displayed in the National Hall of Fame and printed annually in the ASA Case Book.

[Print the NIF Application Form](#) - Updated 1/14/16 [Top of the Document](#)

HOW TO BE A WBSC (old ISF) UMPIRE

Most umpires want to know how they can be selected to umpire at World Championships, Regional Games, or even the Olympics. The following will provide information on obtaining certification as an WBSC umpire.

First, you must be a registered Umpire with the Amateur Softball Association, the National Governing Body (NGB) for softball in the United States.

The initial step is training at the local level

The ASA has all types of umpire training available. There are rules clinics, mechanic schools, and advanced fast pitch camps at the local, national, or regional levels. Umpires who take the time to advance their knowledge and increase their skill level will have the ability to be assigned to Local, Regional and National Championships. Umpires can increase both rules and mechanics skills by attending clinics held both on the Local regional and National level. Once an umpire has been registered as an ASA umpire for at least seven years, worked at least four ASA National Championships, two of which are in the same category of play and from an upper level national championship, they can apply for ASA/USA Elite umpire program. Once they have gained this status they can apply for a WBSC Umpire Certification School.

When applying for a WBSC Umpire Certification Seminar umpires must have completed the application and have it approved and signed by the umpire's UIC and the ASA (to verify qualifications) and approved by the WBSC. Once this is completed the umpire is eligible to be invited to attend a Certification Seminar of their choice.

What to expect at an WBSC Certified Umpire School

Prior to attending, a candidate must complete and achieve 90% mark on a 100 question pre-qualification rules exam. This exam must be written on line at the WBSC UmpSchool (30% of total mark). At the Certification Seminar, major rule and mechanic differences are reviewed during a two day classroom and on field drills session. The umpire is evaluated in a plate mechanic drill, (10%) using either live pitching or a pitching machine. Case plays (5%) and mechanics plays (5%) are offered for each candidate to describe rule interpretations and 4 umpire rotations. Candidates are evaluated in games, one game at each position (50%). Overall, the umpire must achieve a 90% or higher score to be certified.

Once certified, the umpire is eligible to be assigned to a world championship. Each participating country can select from their eligible list of certified umpires, and the host country usually has 3-4 selections. Some countries participating in the championship may not have certified umpires, therefore if more umpires are needed, based on the number of teams participating, the ISF can add as many at-large umpires as required.

Contact ASA/USA Softball Supervisor of Umpires Kevin Ryan at kryan@softball.org for more information.

WBSC Certified Umpires

Receiving WBSC certification is a program for the elite ASA Umpire, not available to any other softball organization. Once the umpire is certified as a WBSC umpire, he/she is available to umpire at World (adult or junior men's and women's) or Regional Softball Championships, including the Pan American Games and the Olympics. Certification can be achieved in fast pitch, slow pitch, or modified pitch levels.

A total of 213 U.S. umpires have been certified in this program since it began in 1978. Considering there have been nearly 100,000 registered umpires during that span of time, it is indeed an honor to hold this certification. Of that total, only 129 are active - 57 in fast pitch, 28 in slow pitch and 44 in modified pitch.

To achieve this honor, an umpire must have umpired in three national championships - two of which must be in the major division of the category applying for. In fast pitch, this includes the Men's and/or Women's Major and "A" divisions, the Men's 40-Over or the Girls 18-UGold. In Slow Pitch it includes the Men's Super, Men's or Women's Major and "A" Divisions, Men's Major and "A" Industrial divisions. In Modified, it includes the Men's Major and "A" or Women's Major divisions. In whichever championship the umpire applies, he/she must have the highest possible rating. Once this has been accomplished, the umpire can apply through the ISF headquarters to attend a five day "Certification" Seminar, which includes evaluations in live competition, evaluations on plate mechanics calling balls and strikes, evaluations on responding to mechanic and case plays, and being taught the difference in ASA and WBSC Rules and passing a written exam on the rules.

For those who qualify, applications are available from the national office or from the WBSC.

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Appendix Q: Tournament Protocols: Line-up Cards, Protests, Ejections, and Concussion

Tournaments

Tournaments sanctioned by the Utah ASA/USA are governed and bound by the tenets specified in the Utah ASA State Code. (See Article 19: Invitational Tournaments of the Utah ASA/USA State Code.) <http://www.utahasa.com/wp-content/uploads/2012/12/2015-Utah-Amateur-Softball-Association-Code.pdf>

Communication

Communication with the tournament UIC is of paramount importance. Upon acceptance of the contract it is the primary responsibility of the umpire to keep the tournament UIC informed of his/her status and circumstances. This includes pre-tournament communication, umpire arrival and departure from the tournament site and any circumstances that the UIC may need to be informed of. This includes umpire condition, injury, or any game related incidents such as concussion, ejection, or protest that the tournament UIC would need to know. Any circumstances that would prevent the umpire from performing tournament responsibilities needs to be communicated to tournament UIC. This includes pre-approved late arrivals or early departure from the tournament.

Pre-game Protocols

While there is a certain amount of individuality and style granted to umpires in conducting and administrating the game, because of Utah ASA/USA state codes, certain safety requirements and existing state laws, there are still certain elements that are expected and required. In a Utah ASA/USA sanctioned tournament, umpires are required to check the following during the pre-game process:

1. Verify the fitness of the grounds.
2. Verify the legality of equipment. This includes bats, helmets (including the catcher's helmet), and anything other equipment that may come into question.
3. While uniform and rule adaptations may be implemented for the tournament, equipment must still comply with the safety requirements established in the current year ASA rules book. These may not be altered.

Pre-game Conference:

1. In the pre-game conference, the head coach must certify that all players are legally and properly equipped.
2. All coaches must display the proper credentials at the pre-game conference. After the pre-game, and until the game is over, to be on the field or in the dugout they must have their credentials properly displayed. They must use their ASA issued identification badges or the tournament issued wrist bands to be in compliance. They can display the badges anywhere they would like as long as it is visible.
3. If not already established, a home team must be designated by the umpire. This is typically accomplished by the tossing of a coin.
4. A complete and legal line-up must be submitted to and accepted by the plate umpire. This includes the batting order, first and last names (no initials), number, and defensive position.
5. If a time limit is being used, the umpire will establish the game time. The game time should be announced at the conclusion of the pre-game conference.

This is the suggested pre-game format:

1. Introduction of coaches, captains and the umpire crew.

2. Verification of coach's identification.
3. Certify with the head coach that all players are properly equipped.
4. Toss the coin to establish home team. Release all but the head coach to prepare for the game.
5. Review the line-up cards with each coach. Correct them if needed. Accept the line-ups as "official".
6. Review ground rules as necessary.
7. Review "special rules" if necessary. This may include time limits or run rules that are different from the established ASA championship play rules.
8. Wish both teams "good luck, and let's play ball".
9. Establish and record game time. (This may be done on the line-up card.)

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Arrival Time

At the beginning of a tournament, the tournament UIC should initiate a "Blue Meeting" to go over tournament rules and protocols. The tournament UIC will determine the time of this meeting, but it should happen at least 60 minutes [one (1) hour] before the first scheduled game of a tournament. The standard arrival time thereafter is 30 minutes [one half (½) hour] before the scheduled game time. This gives the umpire time to pre-game with his/her partner and to prepare for the game. Although either official may initiate this process, it is the primary responsibility of the plate umpire to insure there is pre-game communication and both umpires are prepared to work the game.

Line-up Cards

Line-up cards are kept and changes recorded by the plate umpire. Because of legal complications, it is necessary to keep records of game participants. To do this, the line-up card is required to be turned into the tournament UIC after the game is over. Follow whatever collection protocol the tournament UIC establishes. The card needs to contain the following information:

1. Tournament name and date.
2. Field number and game time.
3. Umpires working the game.
4. Any injuries that required stopping the game.
 - a. Record the number of the player injured and a brief description of the injury including suspected concussion.
5. Any ejection of a coach or player. Try to get the name if possible. Report any ejections to the tournament UIC immediately upon completion of the game.

Protests

Protests are handled in accordance with Article 22 of the Utah ASA/USA State Code:

ARTICLE 22: Protests-All disputes during tournament play pertaining to the interpretation of playing rules must be settled on the playing field by the tournament UIC or his designated representative. All disputes over rule interpretations in league play must be submitted for ruling in accordance with local league rules. In the absence of such league protest rules, the protests should be submitted to the State UIC or designate. Player eligibility protests should be addressed to the Area Commissioner/State Commissioner.

Ejection

Ejections are handled in accordance with Article 23 of the Utah ASA/USA State Code:

ARTICLE 23: Suspensions/Ejections Any player, team, coach or fan, who assaults an umpire, or any other ASA official in any manner, or who otherwise violates any ASA rule, including eligibility rules, shall be immediately

suspended. Any person(s) so suspended, shall have a right to a hearing as outlined in the ASA Code. **Any player, coach, or fan ejected from a game will be ineligible to participate in that team's next game, and is not allowed to participate with any other team until after said next game.**

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Concussion

Concussion has become a high priority safety item. Umpires in the state of Utah are governed under HB 204 Chapter 53: PROTECTION OF ATHLETES WITH HEAD INJURIES ACT. (See **Utah State Law First Substitute H.B. 204 regarding concussion at <http://le.utah.gov/~2011/bills/hbillint/hb0204s01.htm> for entire bill.**) Note: This legislation applies only to youth participants (under 18 years of age) and is not applicable to adult play.

Signs and symptoms of Concussion

Concussion is a condition included in the category of "Traumatic head injury". HB204 26-53-102 (6) defines traumatic head injury and the attendant signs and symptoms as follows:

(6) "Traumatic head injury" means an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following observed or self-report conditions attributable to the injury:

- (a) transient confusion, disorientation, or impaired consciousness;*
- (b) dysfunction of memory;*
- (c) loss of consciousness; or*
- (d) signs of other neurological or neuropsychological dysfunction, including:*
 - (i) seizures;*
 - (ii) irritability;*
 - (iii) lethargy;*
 - (iv) vomiting;*
 - (v) headache;*
 - (vi) dizziness; or*
 - (vii) fatigue.*

Player Removal and Return-to-Play

As an umpire, determining if a participant is showing symptoms of a traumatic head injury places you in a difficult position. Since most umpires are not medical professionals, they are not qualified to diagnose this condition. Therefore, regardless of the type of injury, umpires should leave all aspects of first aid, player examinations, and determination of player condition to the head coach and/or team trainer. The head coach is under legal obligation and bears the liability to enforce the tenets of this law. The only time the umpire should intercede is when after the player is examined and continues to participate, he/she clearly displays discernible symptoms of "traumatic head injury". In this circumstance, regardless of coach or parent objection, the umpire is obligated to protect the participant and remove them from the game until they receive proper medical clearance.

Once a participant has been removed for suspected concussion, he/she is not allowed to return to play until the Utah ASA/USA tournament umpire-in-chief informs the umpire(s) that the participant has been cleared to participate by the Utah ASA/USA State Commissioner or his/her authorized representative.

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