

## **VFHUA GENERAL POLICIES AND PROCEDURES – revised 11/28/17**

### **I. Uniform and Tools**

1. Current adopted shirt(s), jacket as approved by the Executive Board
2. Black kilt, shorts or black pants (women) – Black pants, shorts (men)
3. Low black socks or black knee socks
4. Appropriate running or turf shoes, predominantly black
5. Black hat or visor
6. Current NFHS rulebook and VPA Field Hockey Guide
7. Whistle and penalty cards

### **II. General Policies**

1. Upon joining VFHUA, umpires shall sign a letter of agreement acknowledging their understanding of and compliance with VFHUA policies and procedures. This signed letter of agreement verifies that the umpire is in good standing with VFHUA and the VPA. Failure to comply with the stated policies may result in suspension from VFHUA membership.
2. It is each VFHUA umpire's responsibility to update the electronic assigning system with regard to availability, current email, phone number(s) and other relevant information.
3. Umpires must confirm game dates and times with the Assignor through the electronic assigning system before the deadline set by the VFHUA Executive Board. Failure to comply could result in the loss of that assignment.
4. It is recommended that umpires confirm game assignments with their partner at least 24 (twenty-four) hours prior to the assignment.
5. Once an assignment has been accepted, every effort should be made by the umpire to fulfill the obligation. If an umpire is injured, incapacitated or encounters an unexpected conflict, they must notify the Assignor(s) immediately.
6. Umpires may accept middle school games directly from an institution. However, if the assignor needs to send an umpire to a high school event, that assignment takes precedence over the middle school game. It is recommended that umpires who accept middle school games make the middle school aware of this condition before accepting a middle school assignment.

### **III. Game Procedures**

1. It is recommended that umpires should arrive 30 (thirty) minutes prior to the scheduled game time, and no less than 20 (twenty) minutes prior to the game time. If an umpire arrives less than 15 (fifteen) minutes prior to the game time, both umpires must report to the Assignor(s). A habitual offender, as determined by the Executive Board, shall be fined a late fee of half (50%) of the game fee.
2. If either umpire is delayed for any reason, the school and umpire partner should be notified as promptly as possible.
3. If a fellow umpire is late, the umpire at the site will take care of the pre-game procedures, such as checking field markings, field conditions and goal cages. The umpire at the site shall notify the Assignor(s) and wait at least 30 (thirty) minutes after game time. If the partner umpire fails to arrive and no replacement

umpire is available, the game shall be canceled and rescheduled by the Assignor(s).

4. If an umpire is injured during a game and cannot continue to umpire:
  - a. A qualified person present at the game may umpire the remainder of the game provided that there is agreement between the remaining umpire, the coaches and the game administrator.
  - b. If no qualified umpire is available, the game shall be suspended and/or rescheduled as per NFHS rules and/or VPA guidelines.
5. In the event of postponements, due to inclement weather or an emergency situation, schools must notify the umpires of the postponement at least 2 (two) hours prior to the game time. If the school fails to notify the umpire of the cancellation and the umpire reaches the site, the umpire shall be paid mileage and half the game fee. If the umpire is additionally assigned to the JV game, the umpire shall also receive half of that game fee.
6. If a game is cancelled after the umpire has arrived and before the game has started, the umpire is entitled to mileage and half the game(s) fee(s) and has first option for the rescheduled game.
7. Any instance when a coach is carded (yellow or red) or when a player is carded (red), both umpires shall call the Assignor(s) and report the incident within 24 (twenty-four) hours. When a player is carded (red), umpires must provide the required information consisting of player's name, number, team, and description of the incident to the Assignor(s).
8. Any game discussion with a coach should take place with both umpires and both team coaches present.
9. Upon conclusion of the game, each umpire shall sign the scorebook and leave information necessary for payment of the game fee. A game is not considered complete until the scorebook has been signed.
10. Umpires should remain neutral before, during and after a game, as well as when they are spectators.

#### **IV. Meeting and Play Day Attendance**

1. The annual meeting is mandatory for all VFHUA members. The date, time and site of the meeting will be determined by the Executive Board. The fine for missing a meeting shall be \$50. The VFHUA secretary/treasurer will issue fine notices and collect fines.
  - a. Should a member request a waiver of a fine, he/she must inform the VFHUA Executive Board in writing of a meeting conflict by August 1st, when possible. Information must be provided to support the need to miss a meeting.
  - b. For unforeseen emergencies, an umpire must contact the VFHUA secretary/treasurer or president by phone, as soon as possible, stating the reason for not attending the mandatory meeting. A letter of explanation should be sent to the Executive Board within 10 days

following the meeting. Requests for a waiver of the fine must be in writing with supporting documentation to the Executive Board.

2. Play Day, the annual ratings day, is mandatory for all VFHUA members. The date, time and site will be determined by the Executive Board. The fine for missing Play Day shall be a varsity game fee.
  - a. Should a member request a waiver of a fine, he/she must inform the VFHUA Executive Board in writing of a conflict by August 1st, when possible. Information must be provided to support the need to miss a meeting.
  - b. A member requiring a renewal of his/her rating, in addition to the fine, shall be rated at a scrimmage or regular season game by a minimum of 2 (two) Executive Board members or their designees. The date and site for this rating shall be determined by the raters and the assignor(s). The Executive Board member or their designees shall receive the game fees of the umpire being rated.
  - c. For unforeseen emergencies, an umpire must contact the VFHUA ratings chair or president by phone, as soon as possible, stating the reason for not attending the play day. A letter of explanation should be sent to the Executive Board within 10 days following the play day. Requests for a waiver of the fine must be in writing with supporting documentation to the Executive Board.

#### **V. Mentoring**

1. Veteran umpires (minimum 4 (four) years of service) may be asked to help make less experienced officials feel more comfortable. Mentors observe and provide guidance and feedback to new or less experienced umpires.
2. Guidelines for mentoring have been developed and will be distributed at the pre-season meeting. \*\*\*\*currently in search of these guidelines\*\*\*\*
3. Members who surrender assignments in order to mentor other officials shall request a per diem rate of the current JV fee and the current mileage rate if applicable. When possible, mentors should mentor the JV game immediately following their varsity game.
4. The Executive Board shall approve requests and set a budget for mentoring.

#### **VI. Tournament**

1. A committee shall be formed by the VFHUA Executive Board to assist the assignor(s) in ranking umpires for tournament play.
2. Game assignments for state tournament play shall be based on ratings by both umpires and coaches.
3. For semifinals and finals games, the highest rated umpires will be selected. If more umpires are eligible than needed to work finals games, umpires who worked the previous finals games for the last two years will step aside in order to allow others an opportunity to officiate these games.
4. On the day of the finals, all umpires must make themselves available to help run the tournament.

## **VII. Scholarship**

1. The total amount of scholarship money awarded will be determined yearly by the Executive Board. In no event will the scholarship fund exceed 50 (fifty) percent of the VFHUA's available funds.
2. Umpires may request scholarship money to help with the expense of attending a USAFH event. This amount should not exceed \$200 per applicant in a fiscal year.
3. Scholarships will be awarded based on an umpire's financial need. Preference will be given to those who have not previously attended a USAFH event.
4. A VFHUA member may receive a scholarship 2 (two) years in a row if there are available funds and no other member is seeking scholarship funds.
5. Scholarship will be awarded upon completion of the USAFH event. Attendees must provide proof of attendance.
6. Attendance at all meetings, rating days and finals will be taken into consideration when awarding scholarships.
7. Umpires may not request scholarship money for events mandated by other umpire associations of which the applicant is a member.