Colorado High School Softball Umpires Association

2021 HANDBOOK / DIRECTORY
06/25/2021
OFFICIALS FEES for 2021
(As adopted by the CHSAA Legislative Council)

SOFTBALL (2 or 3 umpires)
Varsity (2 umpires) $60.34
Sub-varsity (2 umpires) $45.78
Varsity (3 umpires) $52.54
Sub-Varsity (3 umpires) $40.06
Varsity double-header $120.69
Sub-varsity double-header $91.56
Tournament (3rd, 4th, 5th etc. if on same day) $48.33
JV Tournament (3rd, 4th, 5th etc. if on same day) $37.30

A. Tournament Fees - During regular season play, leagues and schools have the option to establish tournament fees with officials groups unless specified elsewhere in the above fee schedule. Those fees must be stated on contracts sent to officials prior to the tournament.

B. 1. Mileage – 40 cents per mile. Exception see note 1 that follows: Note 1: The Confluence (except Campion); The 5280 (except Gilpin County); The Colorado 7 (except Fort Lupton, Elizabeth, Fort Morgan, Weld Central); The Jefferson County (except Conifer & Evergreen), Denver, Continental, East Metro, Front Range (except Fort Collins, Loveland, Poudre and Rocky Mountain), Frontier (except Bennett, Clear Creek, Lake County, Middle Park and Platte Canyon), Metropolitan, and Centennial leagues and Broomfield, Denver Academy, Denver Christian, and Valor schools will not pay mileage between league cities, but will pay a mileage travel stipend of $2 to each official between league cities per day of assignments. Colorado Springs schools will pay mileage travel stipend of $6 per day of assignments to officials selected from the Colorado Springs Officials’ Association. An official that is assigned to two or more contests at a given site on the same day shall be paid one travel stipend or reimbursement.

2. Only ONE driver will be paid the mileage reimbursement for each contest. It will be paid to the official on the crew who travels the farthest. Issues with multiple drivers must be solved between the officials and the assignor prior to the game.

3. In lieu of per diem, a rider fee of $10 is paid to officials, non-drivers only, who are riding on trips of 75 miles or more one-way.

4. It is recommended that, during the regular season only, assigners assign officials to a contest whose travel miles to a school is less than or equal to 75 miles round trip, thus resulting in a payment of no more than $30 for travel. If an official travels miles more than 75 miles round trip the official should be paid at the $.40/mile rate as listed above unless other arrangements are made with the officials by the school.

C. Individual Mileage Buffer

No mileage will be paid to an official whose town of residence is 20 miles or closer to the host school. Full mileage (including first 20 miles) will be paid to officials who travel over 20 miles. This does not apply to the metro area officials described above that receive the $6 travel stipend.

D. Priorities

When a site or date change occurs, the officials originally assigned should be given the first chance to work the rescheduled game.

F. “No-Show”

1. In all other sports, when one official is a “no-show”, the other officials working the contest shall split 50% of the extra check. (Not to exceed 50% of standard fee).

2. Guidelines for “No-Shows”

Officials Associations must have on file with CHSAA a copy of their constitutions, rules, and by-laws that outline their disciplinary procedures for dealing with no shows as well as other CHSAA expectations. Schools should contact the CHSAA office and identify the officials so that the local officials associations can take action. Leagues and schools are encouraged to develop procedures for use in these situations as well.
Colorado High School
Softball Umpires Association

State Officers
2021

PRESIDENT
CHUCK FRENCH
(Exp. 04/01/2025)

Cell Phone: 719.930.3791
Email: chucklfrench@aol.com

PRESIDENT-ELECT
SHELLY WESTOVER
(Exp 04/01/2027)

Cell Phone: 720.327.0702
Email: shellagator@live.com

SECRETARY-
KERRY YAMAGUCHI
(Treasurer)
(Appointed)

Home Phone: 303.472.6485
Email: mail@yamaguchi-co.net

TREASURER
JEFF MODDELMOG
(President)
(Expires 04/01/2023)

Cell Phone: 970.379.8225
Email: tireguy@rof.net

RULES
SCOTT COCHRAN
(Interpreter)
(Appointed)

Cell Phone: 720.261.4192
Email: scott@cochran98.com

CHSAA
ADAM BRIGHT
ASSISTANT
COMMISSIONER
14855 E SECOND AVE
AURORA 80011-8900

Work Phone: (303) 344-5050
Fax: (303) 367-4101
Email: abright@chsaa.org

CHSAA
SAM ROGERS
ADMINISTRATIVE
ASSISTANT
14855 E SECOND AVE
AURORA 80011-8900

Work Phone: (303) 344-5050
Fax: (303) 367-4101
Email: srogers@chsaa.org

CHSAA
TOM ROBINSON
ASSISTANT
COMMISSIONER
OFFICIALS
LIAISON
14855 E SECOND AVE
AURORA 80011-8900

Work Phone: (303) 344-5050
Fax: (303) 367-4101
Email: trobinson@chsaa.org

CHSAA
MONICA TILLMAN
OFFICIALS
ADMINISTRATIVE
ASSISTANT
14855 E SECOND AVE
AURORA 80011-8900

Work Phone: (303) 364-1337
Fax: (720) 859-8792
Email: mtillman@chsaa.org
Softball Area Directors 2021

1 - Denver Metro  3 - Ft. Collins/ Greeley  5 - Colorado Springs/ Canon City  7 - Western
2 - Boulder/ Greeley  4 - Northeast  6 - Pueblo  8 - Southeast

1  PAM VALLEJOS  (Expires 04/01/2022)
   Cell Phone:  720.436.0084
   Email: pavallej_22@yahoo.com

4  RON METCALFE  (Expires 04/01/2023)
   Cell Phone:  970.630.8016
   Email: rmet322@yahoo.com

1  RANDY PACETTI  (Expires 04/01/2022)
   Cell Phone:  719.641.4849
   Email Address: randy.pacetti@gmail.com

5  KEVIN PORTER  (Expires 04/01/2022)
   Cell Phone:  719.338.2203
   Email Address: kporter@farris-usa.com

1  GLENDAL BATES  (Expires 04/01/2023)
   Cell Phone:  303.817.2055
   Email: sunsetcolo@gmail.com

5  KENNY RANKIN  (Expires 04/01/2023)
   Cell Phone:  719.963.4157
   Email: sfcrankin@live.com

2  JOSEPH RYAN  (Expires 04/01/2023)
   Cell Phone:  970.829.2471
   Home Phone:  719.564.7618
   Email: coloradoreddevil7@gmail.com

6  CAL MARTIN  (Expires 04/01/2023)
   Cell Phone:  970.201.1786
   Email: cal4martin@msn.com

3  CHAD GEFROH  (Expires 04/01/2022)
   Cell Phone:  970.218.6806
   Email: chadgefroh@gmail.com

7  BRENT MILLER  (Expires 04/01/2023)
   Cell Phone:  970.469.6955
   Email: lajuntablu@gmail.com

3  TOM BARNES  (Expires 04/01/2023)
   Cell Phone:  970.413.0171
   Email: yr0fun@hotmail.com

8  ANTHONY RANGEL  (Expires 04/01/2023)
PRE-GAME SPORTING BEHAVIOR PROCEDURE

Statement Read
Coaches are your players properly and legally equipped? We expect the highest standards of sporting behavior at today’s game. Good luck to both teams.

CHSSUA Sportsmanship Policy
We, the officials of the Colorado High School Softball Umpires Association, must maintain the highest standards of sportsmanship. We must constantly uphold the honor, integrity and dignity of our profession as softball umpires and provide a role model for coaches, fans, players and fellow member. We must set the standards and encourage fair play both on and off the field.

CHSSUA Master Classroom Clinic
All meetings on Zoom
August 9, 10:00am
August 11, 7:30pm
Zoom meetings, info to follow

REMINDER: You must attend on Master Clinic and one Field Clinic every 2 years to be eligible to work playoffs. You must attend 50% of area meetings-this year’s requirement is four (4) to meet attendance requirement.
REQUIREMENTS FOR SOFTBALL COACHES MEETINGS

If a CHSSUA member is asked to cover a “new rules” meetings for a league or coach prior to the state of the season the following procedures MUST occur:

1. The official MUST be approved by the STATE RULES INTERPRETER to be considered as an appropriate official to present at the Coaches Meeting(s).
2. The officials MUST print out the Non-Approved Bat List from the ASA site. This should be included in the handout given to coaches. The officials should also be able to answer questions pertaining to bats.
3. The official MUST be very knowledgeable on all NFHS Rules and be able to answer any rules questions presented by the coaches.
4. The official MUST talk to their Area Director or the State Rules Interpreter prior to the meeting if they have any questions or concerns.

At the end of the meetings, the officials should remind the coaches to evaluate the umpires after every game and to vote for post-season umpires prior to playoffs. The officials is requested to go over this 4 step process for umpires:

1. Coach fills out the evaluation on Arbitersports.com or they can email their evaluation to an Area Director in their assigned area.
2. That evaluation is forwarded to Tom Robinson at CHSAA by Arbiter.
3. Tom forwards evaluation to Bud Ozzello at CHSAA who then forwards on to President.
4. President directs to Area Director for follow up if warranted.
COLORADO HIGH SCHOOL SOFTBALL UMPIRES ASSOCIATION

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Colorado High School Softball Umpires Association hereinafter known as CHSSUA.

ARTICLE II - PURPOSE

The purposes of CHSSUA are:

1. To promote the welfare of the game of Softball, its players and officials;
2. To maintain the highest standard of Softball officiating;
3. To encourage the spirit of fair play and sportsmanship;
4. To make available at all times an adequate number of thoroughly trained and capable officials; and
5. To cooperate with all organizations officially connected with the game of Softball in furthering its interests and ideals.

ARTICLE III - MEMBERSHIP

Section 1 - Classes of Members

CHSSUA will classify its members as follows:

(a) **ACTIVE** - Those members who have met the minimum requirements for membership as set forth in the By-Laws and those members who continue to fulfill their minimum attendance, financial obligations and other requirements as set forth in the By-Laws; or

(b) **INACTIVE** - A previously Active member who desires to remain affiliated with CHSSUA but who gives up his/her right to officiate Softball games during the period this status of membership is elected. Inactive status can only be granted by the Executive Committee and only to a person who has been an Active member for at least three years immediately preceding his/her application for this status; or

(c) **PROVISIONAL** - A person who has met the requirements of Article I, Section 4, of the By-Laws. Provisional status may continue for as long as requirements of Article I, Section 2 of the By-Laws are met.

(d) **HONORARY** - A person who has met the requirements of Article II, Section 3 of the By-Laws. This person does not pay annual dues and may or may not be an active softball official each year.

Section 2 - Required Attendance

The following information contains the attendance requirements for all CHSSUA Active and Provisional members in order to be eligible for Varsity contests and to be considered for Post Season assignments. This section also establishes the Master Clinic, Field Clinic, and 3 Person Mechanics.

a. All Active and Provisional members shall be required to attend a minimum number of meetings per area. This number of meetings is set at four (4) per season, which may include the three (3) person clinic. Members may attend only one (1) meeting per week for credit towards this requirement. If a meeting is attended outside of the official’s area, it will count toward this requirement. It is the official’s responsibility to have the respective “outside” Area Director(s) notify and confirm to the regular Area Director that the said officials was in attendance.

b. If an Active or Provisional member fails to meet the mandatory meeting requirements, (s)he will be deemed ineligible for the annual draw for the upcoming season and will be declared ineligible to work varsity contests (including post season) until all of the attendance requirements are met. Exception: See e and f below.

c. All active and provisional members shall also be required to attend a Master Clinic and a Field Clinic once every second year.

d. All umpires selected for post-season play must attend at least one (1) three-person mechanics clinic each year to meet the State Championship Weekend post-season requirements. An official does not have to attend the three-person clinic to work the Regional Tournament games (the weekend before the championships). CHSSUA Area Directors will hold a three-person clinic for their own membership to meet this requirement.
Area Directors will announce their scheduled three-person clinic to the entire CHSSUA membership, so a member may attend. The CHSSUA Executive Committee will establish the criteria for these clinics to ensure uniformity among umpires. NOTE: The 3-person clinic will occur in each area no later than the third Sunday of September, which is prior to the Executive Committee Post Season Selection meeting.

Area Directors and the Executive Committee will announce all 3-person clinics to all CHSSUA members, so they may attend a 3-person clinic. Any unannounced or unapproved 3-person clinics will not count and said umpire will not be eligible for (State Championship Weekend) post-season consideration.

e.  
f.  
Military Members: Exemptions to this requirement may be considered by the CHSSUA Executive Committee upon request by any member who is a member of the US Military, deployed or stationed outside of the area during their membership year(s) and cannot meet these requirements. This will be decided on a case by case basis by the CHSSUA Executive Committee.

g.  
Other Members: Exemptions to this requirement may be considered to the CHSSUA Executive Committee upon the request of the member who is assigned work commitments outside of the State of Colorado during the membership year(s) and cannot meet these requirements. This will be decided on a case by case basis by the CHSSUA Executive Committee.

h.  
For any member requesting an exemption in e or f above, all post season considerations will be decided individually on a case by case basis by the CHSSUA Executive Committee.

Section 3 - Financial Obligation

Members shall be required to pay all dues to the Secretary-Treasurer by designated dates. A late fee will be assessed to be eligible for the draw.

Section 4 - Governing Authority

Members shall comply with all requirements of the Constitution and By-Laws.

Section 5 - Rights and Responsibilities of Members

Members shall wear the official uniform; officiate only with other members of CHSSUA; comply with provisions of behavior; and shall receive benefits as set forth in the By-Laws.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1 - Formation

The CHSSUA Executive Committee shall be divided into seven Areas namely:

Area 1 - Denver Metro
Area 2 - Boulder/Longmont
Area 3 - Fort Collins/Greeley
Area 4 - Northeast
Area 5 - Colorado Springs/Canon City
Area 6 - Pueblo
Area 7 - Western
Area 8 - Southeast

Section 2 – Membership and Area Representation

The Executive Committee shall be composed of the officers and highest vote recipients elected by ballot in each of the eight Areas.

Each Area shall be entitled to a minimum of one representative on the CHSSUA Executive Committee.

Section 3 - Election to Executive Committee

3a-Each Area will notify the Secretary-Treasurer no later than April 1 of each appropriate year of those active members from that Area who shall serve as candidates for positions on the Executive Committee; from here-on-in, known as Area Directors. Only Active members from a given Area may elect representatives to the Executive Committee from that Area. All representatives shall serve two-year terms.
3b-An Area Director can only be nominated and elected if he/she is an active member, in good standings, with CHSSUA, and is not involved as a league or district assignor, or other position, that may cause a conflict of interests within the Executive Committee and their required duties.

3c- Rules Interpreter can only be nominated and elected if (s)he is an Active member in good standing with CHSSUA and is not involved as a League or District Assignor or other position that may cause a conflict of interest within the Executive Committee and their required duties.

The Executive Committee shall consist of the President, President Elect, Secretary-Treasurer, Immediate Past President, Area Directors and Rules Interpreter.

**Section 4 – Quorum**

A quorum shall consist of one-half of the total membership of the Executive Committee.

**Section 5 - Members**

The Executive Committee shall consist of the President, President-Elect, Secretary-Treasurer, Immediate Past President and the Area Directors.

**Section 6 - Voting**

Each member of the Executive Committee shall be entitled to one vote. Written proxy may represent a member.

**Section 7 - Terms of Membership**

Terms of membership on the Executive Committee shall be for a period of two (2) years. Exception: Rules Interpreter will be a minimum of five (5) years.

**Section 8 - Required Meetings**

Members of the Executive Committee shall meet prior to the annual Master Clinic and at such other times as determined by the Executive Committee for the purpose of determining policies, rules, regulations and acting upon such other business as may be properly brought before the Executive Committee. CHSSUA, per Article III, Section 2 of the By-Laws, will reimburse representatives from each Area for expenses to attend mandated meetings.

**Section 9 - Area Meetings**

Each Area shall conduct a minimum of four (4) meetings during a season, one of which may include the three (3) person clinic. At least one of these meetings shall be devoted to rules study and officiating procedures.

**Section 10 - Training Programs (Clinics)**

A Field Clinic will be conducted prior to the season. Each Area shall establish a training program, which includes Clinics, for applicants and members.

**ARTICLE V – DUTIES OF THE EXECUTIVE COMMITTEE**

**Section 1 – General Duties**

The Executive Committee shall handle all business of CHSSUA occurring between the annual or other meetings of CHSSUA; shall be responsible for the financial administration of CHSSUA; shall arrange for an annual audit of accounts; and shall arrange the annual meeting of the Executive Committee and the annual Master Clinic; the Executive Committee may authorize sub-committees as desired; however, the Chairman of any such sub-committee shall be a current and Active member of CHSSUA.

**Section 2 - Review Unethical and Unprofessional Conduct**

Review unethical and unprofessional conduct of members and take appropriate action deemed necessary.

**Section 3 - Appoint a Rules Interpreter**
The Executive Committee shall appoint the position of Rules Interpreter every five (5) years. The Rules Interpreter must be a current and Active member of CHSSUA during their appointment as they serve as a member of the Executive Committee. If the Rules Interpreter cannot fulfill the term obligation, (s)he shall inform the President in writing. Once accepted, the Rules Interpreter’s vacancy will be filled per Article VI, Section 6 of the CHSSUA Constitution.

Section 4 - Election Ballots

The Executive Committee shall prepare all necessary ballots as well as make nominations for the positions of President, President-Elect and members of the Executive Committee.

ARTICLE VI - OFFICERS

Section 1 - Titles

The officers of CHSSUA shall be the President, President-Elect, Secretary-Treasurer and Immediate Past President.

Section 2 - Term of Office

The term of office of the President and the President-Elect shall be for a period of two years. When the President has served his two-year term, or if he should not be able to complete such term, he shall be succeeded by the President-Elect. Each such officer shall not have the right to succeed himself in that office for a period of four years thereafter. The Secretary-Treasurer and Rules Interpreter shall be appointed and serve at the pleasure of the Executive Committee.

Section 3 - Nominations

The Executive Committee shall nominate candidates for the office of President and President-Elect.

Section 4 - Election

The election of the President-Elect and members of the Executive Committee shall be electronically submitted via an approved CHSAA website by the Active members registered on April 1st of the election year and a plurality vote shall elect. If an eligible member cannot perform on-line voting due to technical reasons beyond their control, they may mail or email their selection to CHSAA Officials Administrative Assistant. Ballots shall be submitted during the voting session and will not be accepted either electronically or post marked after midnight April 1st of the election year. Ballots that are received after midnight or post mark after April 1st shall not be counted and will be rendered null and void. In the case of tie for any of the above positions, the Executive Committee shall break the tie. The Secretary-Treasurer shall inform CHSAA Officials Administrative Assistant of the nominated candidates, request to have the candidates ballots placed on-line and inform the eligible membership of the elections before March 1st of an election year.

Section 5 - Assuming Duties

The newly elected officers shall assume office on April 15 following their election.

Section 6 - Vacancy

The Executive Committee shall have the power to fill a vacancy in any office, except President and President-Elect, between the annual mail ballot. When the Executive Committee makes an appointment to fill a vacancy, such appointment will be until the first annual meeting following such appointment. In case there is a vacancy in the office of President, the President-Elect shall become President. Should the office of President-Elect become vacant, it shall remain so until it can be filled by the next annual mail ballot following the creation of the vacancy.

ARTICLE VII - DUTIES OF OFFICERS

Section 1 - Duties of President

The President shall preside at all meetings of the Executive Committee and shall supervise the activity. In consultation with the Executive Committee, he shall set the exact date, time and place of the annual meeting of the Master Clinic and Executive Committee meetings. The President or his designee shall be present at the draw.
Section 2 - Duties of Secretary-Treasurer

The duties shall be as follows:

(a) Shall keep complete and accurate records of all monies received and disbursed and he shall disburse all monies under the direction of the Executive Committee and submit written reports of the treasury at each annual meeting;

(b) Shall act as Secretary at all proceedings of the Board of Directors and the Executive Committee; and

(c) Shall answer all correspondence promptly and maintain a correspondence file of CHSSUA; and

(d) May, with the permission of the Executive Committee, utilize the services of such additional help as may be needed to meet the responsibilities of the office.

Section 3 - Duties of Assistant Secretary-Treasurer

This is a representative from the Colorado High School Activities Association.

The duties shall be as follows:

(a) Shall assist the Secretary-Treasurer in maintaining precise and accurate records of the treasury and membership of CHSSUA.

(b) Shall keep complete and accurate records of membership and shall see that a directory is made available to every member by the start of the Softball season.

Section 4 - Duties of Immediate Past President

Shall serve on the Executive Committee and serve as an advisor to the President.

Section 5 – Duties of the President-Elect

Shall serve on the Executive Committee as an understudy of the President, to learn the position of President. They will serve as an advisor to the President when necessary. They will assume the position of President if the current President is incapacitated or unable to fulfill their term.

ARTICLE VIII - MEETINGS

Section 1 - Annual Master Clinic and Executive Committee Meetings

A meeting of the Executive Committee shall be held at minimum three times per year, in March, prior to the annual Master Clinic and October. The Executive Committee shall meet in March of each year for the purpose of closing issues from the October meeting and preparing plans for the Master Clinic. The March meeting may be held in person or via video/tele-conference. A meeting prior to the Master Clinic, either by tele-conference, email(s) or the morning of, will be to finalize plans for the annual meeting and the Master Clinic. The October meeting will be held on the Friday evening following the first round of State Softball Championships in person by all members of the Executive Committee and, when possible, a CHSAA representative. It is recommended that the State Rules Interpreter attend so that any rule issues could be discussed. Other meetings may be held as deemed necessary by the President or a majority of the Executive Committee.

Section 2 - Special Meetings

Special meetings may be called by the President or upon the request of a majority of the Executive Committee.

Section 3 - Order of Business

The order of business and the agenda for the annual meeting of the Executive Committee shall be prepared by the Secretary-Treasurer following consultation with the President.

ARTICLE IX - INTERPRETATION

The Secretary-Treasurer, with approval of the President, shall have authority between meetings of the Executive Committee to make interpretations of items in this Constitution.
ARTICLE X - AMENDMENTS

Amendments to this Constitution may be made by a two-thirds vote of the Executive Committee provided such proposed amendments are presented to members in writing by the Secretary-Treasurer at least one week prior to the time a vote is taken.

BY-LAWS
OF
COLORADO HIGH SCHOOL SOFTBALL UMPIRES ASSOCIATION

BY-LAWS
OF
COLORADO HIGH SCHOOL SOFTBALL UMPIRES ASSOCIATION

ARTICLE I - QUALIFICATION OF MEMBERSHIP
Section 1 - Who May Apply
Anyone who desires to officiate softball under the jurisdiction of CHSSUA.

Section 2 - How to Apply
Apply with the Secretary-Treasurer at the time the National Federation of High School Sports (NFHS) examination is available, complete the written examination and pay the required dues.

Section 3 - Requirements for Active Membership
Meet all requirements for membership in CHSSUA as listed in Article III, Section 1 of the Constitution.

Section 4 - Requirements for Provisional Membership
Each applicant shall complete the steps outlined in Article I, Section 2 of these By-Laws. The Executive Committee shall decide the minimum score on the NFHS examination acceptable for admittance as a Provisional member of CHSSUA. Such member has all the rights of an Active member for one year with the following exceptions:
(1) May not hold office in CHSSUA;
(2) May not officiate any playoff games or State tournament games; and
(3) May not vote.
Provisional membership terminates on June 10 following the date of application.

Section 5 - Term of Membership
Subsequently, and as long as such member remains in good standing, member shall be entitled to rights and privileges of membership and shall be bound by the rules expressed herein by the Constitution and By-Laws of CHSSUA.

Section 6 - Examination
(a) Every registered softball umpire is required to take an annual examination. The examination shall be the NFHS examination. All NFHS tests results will be forwarded to the CHSSUA President.
(b) Umpires will complete the test online, by the cutoff date published in the annual umpires’ handbook. The test will be available for a minimum of five weeks. If problems exist with the online testing service, extensions to the cutoff date may only be granted by the CHSSUA President.
(c) Umpires who fail to take or obtain a minimum score of 80% on the NFHS examination in the preceding year, will not be allowed to work any contests for the following softball season until all requirements of active membership are achieved. Umpires who fail to obtain an 80% or better in the current year on the NFHS examination, will not be eligible to work varsity or post-season games that year, and will be removed from any assigned varsity games immediately.
ARTICLE II - FEES, DUES AND ASSESSMENTS

Section 1 - CHSSUA Fees
The annual fee which includes the annual NFHS renewal membership fee, shall be set by the Executive Committee. The fee must be paid by the date determined by the Executive Committee. Should the annual renewal fee not be paid prior to the established date, the member will be declared delinquent and not qualified to accept officiating assignments. Changes in the annual fee shall be recommended by the Executive Committee who will have final authority. A two-thirds approval of those present and voting will determine the approval.

Section 2 - Registration Fee
A prospective member shall pay the appropriate fee at the time of registration to take the examination for membership.

Section 3 - Special Membership Fees
Honorary members selected by the Executive Committee will be listed in the Handbook without a fee.

ARTICLE III - RULES OF PROCEDURE

Section 1 - Quorum
A quorum for the transaction of business shall be one-half of the total membership of the Executive Committee or their proxy.

Section 2 - Expenses
Approved expenses of CHSSUA members who have been duly authorized to attend meetings of the Executive Committee or to otherwise travel on Executive Committee or CHSSUA business shall be paid from the funds of CHSSUA at a rate per mile as determined annually by the committee and in addition be allowed meals and room expenses directly incurred with that business.

ARTICLE IV - OFFICIATING PRIVILEGES AND RESPONSIBILITIES

Section 1 - Area Restrictions
There are no restrictions upon members as to where they may officiate.

Section 2 - Types of Games
Members may officiate at any level of softball they choose.

Section 3 - Official Uniform and Umpire Field Mechanics
Members shall wear the official uniform of CHSSUA while officiating games that come under the jurisdiction of the Colorado High School Activities Association. It is recommended, but not required, that umpires be dressed alike. Umpire undergarments shall not be exposed other than an open neckline.
1. Blue hat - no markings;
2. Powder blue pullover shirt with navy and white piping on the collar and sleeves (wearing a long sleeve turtleneck under the short sleeve shirt as the outer garment is not acceptable);
3. White t-shirt (if worn);
4. Navy-blue or white turtleneck (if worn);
5. Navy-blue jacket with powder-blue piping on the shoulders with no patches (if worn);
6. Predominantly black gloves (if worn);
7. Black belt;
8. Heather-gray trousers;
9. Polished shoes, predominately black but white trim or markings permissible;
10. Navy-blue or black socks; and
11. One or two navy-blue or gray ball bag(s).

The following are optional items that may be substituted or worn in addition to the official uniform:
1. Navy-blue pullover shirt (short or long sleeve) with red and white piping on the collar and sleeves (Regular Season Only)
2. Pink wristbands to support breast cancer awareness. All members of the umpire crew do not have to wear wristbands during a game
3. Navy-blue t-shirt under a navy-blue pullover shirt (short or long sleeve) with red and white piping on the collar and sleeves only (Regular Season Only)

NOTES
1. Wearing a long sleeve turtleneck under the short sleeve shirt as the outer garment is not acceptable;
2. The sleeve lengths of the shirts worn by an umpire crew do not have to match.

For the purpose of movement and communication during a game between umpires, CHSSUA adopts the following sections of the Collegiate Commissioners Association (CCA) Manual:
1. Signals: Section 6 of the CCA Manual
2. Field Mechanics: Sections 5, 7 and 8 of the CCA Manual
Section 4 - Dress Code
A member shall be neatly groomed. Specific recommendations may be adopted by the Executive Committee.

Section 5 – Discrimination
CHSSUA prohibits unlawful discrimination or harassment because of race, color, creed, religion, national origin, citizenship, sex, age or physical or mental disability.

Section 6 – Sexual Harassment, Intimidation and Violence
CHSSUA prohibits sexual harassment, intimidation and/or violence. The adopted definitions are:
Sexual harassment is a form of sex discrimination that violates federal law. Sexual harassment is illegal.
Sexual harassment includes requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.
Sexual intimidation is conduct that subjects members of either gender to humiliation, embarrassment or discomfort. Sexual intimidation can be verbal or non-verbal.
Sexual Violence is any act of physical aggression that includes a sexual act or sexual intent. Sexual violence could include, but is not limited to, touching, grabbing, or patting another person’s intimate body parts, coercive sexual touching or coercive sexual intercourse. Using force or the threat of force to engage in sexual touching or sexual intercourse also constitutes sexual violence.

Section 7 - Ejections
All ejection of coaches or players must be reported to CHSAA the following work day by telephone and in writing within seven (7) days after the incident.

ARTICLE V – DISCIPLINE OF MEMBERS
Section 1 – Philosophy
CHSSUA believes that all of its members should strive to provide a healthy, safe and appropriate environment for athletic competition. This philosophy dictates that each individual involved with interscholastic competition be treated with dignity and respect. An integral part of an official’s role is awareness of what behaviors or practices are considered unacceptable; hence, it behooves each and every official to be fully knowledgeable of the responsibilities promulgated in Article IV of these By-Laws.

Section 2 – Grounds for Discipline
A member may be placed on probation, suspended for not more than one year or may be expelled for failure to comply with the established authority or regulations of CHSSUA Areas, or Executive Committee or for delinquency in payment of authorized charges, or for any other conduct conclusively established to be contrary to the best interests of softball.

Section 3 – Right of Hearing
A member may not be placed on probation, suspended or face expulsion until afforded the right to be heard in person or by a written statement presented on member's behalf. The member shall be notified of pending disciplinary proceedings by Certified Mail, Return Receipt Requested, and shall be afforded a minimum of ten days to respond thereto. However, the Executive Committee is empowered to enforce temporary suspension of members under extreme circumstances where the ultimate best interests of the organization appear in jeopardy.

Section 4 – Notice of Discipline
When a member is placed on probation, suspended or expelled, the Executive Committee shall notify all concerned that such member is no longer able to accept assignments or officiate as a member of CHSSUA.
No member shall knowingly officiate with a member who is in a disciplinary status.

Section 5 – Appeal
Any member who has been placed on probation, suspended or expelled may appeal such sanctions by written notification to the Executive Committee of CHSSUA. Such appeal must be postmarked, or hand delivered to the Executive Committee within ten days and the resulting decision of the Executive Committee will be final.

Section 6 – Jurisdiction
If an Area shall fail to act under any of the causes set forth in Section 2, the Executive Committee may take jurisdiction and administer probation, suspension or expulsion.

Section 7 – Code of Ethics
CHSSAA game officials are expected to abide by the code of ethics for their respective associations, including proper, accepted social conduct. Violations of this by-law will be investigated and, if substantiated, the official may be suspended from the officials’ association and CHSSAA contests for a specific period.
Any official who has been suspended or expelled may appeal the action by an appearance before the CHSSAA Executive Committee. The decision of the CHSSAA Executive Committee shall be final.
This by-law allows the Association and officials’ organizations to discipline officials who have been
arrested or convicted of crimes. It allows the Association and officials’ organizations to remove the offending official for conduct detrimental to interscholastic athletics and activities. All officials’ organizations are required to place this by-law in their organization’s constitution.

At the January 21, 1999, Board of Control meeting the board voted 54-0 to adopt Proposal S-1 - Officials’ Conduct. Athletic By-laws, Article 27, Rule 2760 to read:

OFFICIALS’ CONDUCT
Any official who has been registered by his/her parent officials' group may be suspended and/or banned from the CHSAA registered list of officials for a specified amount of time (including a lifetime ban) by action of the officials’ organizations’ governing board, when:
1) It has been shown that the official is guilty of unethical conduct; or
2) The official refuses to promptly file reports requested by the Commissioner's office and such reports are deemed pertinent to the conduct of coach, contestant, official or school competing under the jurisdiction of the CHSAA; or
3) If the official, as an adult, has been convicted of or has pleaded “guilty” or “no contest” to any criminal charge due to conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
4) If the official has engaged in any illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
5) It is deemed that the official's conduct is detrimental to interscholastic athletics and activities.

ARTICLE VI - OFFICIATING FEES
A recommended schedule of fees for officiating games which come under the jurisdiction of the Colorado High School Activities Association shall be developed through cooperative action of the Executive Committee of CHSSUA and the Colorado High School Activities Association. Establishment of such a fee schedule shall have no bearing on games that are not governed by the Colorado High School Activities Association. A member may officiate for a lesser amount or gratis in games sponsored by those unable to pay the recommended fee and where the official renders his services for the good of the game. However, at no time shall a member accept a fee for a Colorado High School Activities Association governed game that is in excess of the recommended schedule.

ARTICLE VII - INTERPRETATION
The Secretary-Treasurer, with approval of the President, shall have authority between meetings of the Executive Committee to make interpretations of items in these By-Laws.

ARTICLE VIII - AMENDMENTS
These By-Laws may be amended by a two-third vote of the Executive Committee or their proxy present at any regular meeting provided such proposed amendment is presented to the members in writing by the Secretary-Treasurer at least one week prior to the time a vote is taken.

ARTICLE IX - PROXY VOTES
Proxy votes must be written and signed by the member submitting the proxy unless they are presumed to have the proxy of a member from their Area not in attendance at the meeting.

Adopted: January 1988
As Amended: October 2018
<table>
<thead>
<tr>
<th>Name</th>
<th>Induction</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Ken Furman</td>
<td>1998</td>
</tr>
<tr>
<td>*Dave Sanders</td>
<td>1999</td>
</tr>
<tr>
<td>Jerry Jordan</td>
<td>2003</td>
</tr>
<tr>
<td>*Dave Schmidt</td>
<td>2005</td>
</tr>
<tr>
<td>*Ted Tholen</td>
<td>2005</td>
</tr>
<tr>
<td>Dave Neidlinger</td>
<td>2008</td>
</tr>
<tr>
<td>Dave Whitford</td>
<td>2008</td>
</tr>
<tr>
<td>Dean Wooley</td>
<td>2010</td>
</tr>
<tr>
<td>*Sam Castro</td>
<td>2011</td>
</tr>
<tr>
<td>*Honorable C. James Cieminski</td>
<td>2012</td>
</tr>
<tr>
<td>Rick Bath</td>
<td>2013</td>
</tr>
<tr>
<td>George White</td>
<td>2014</td>
</tr>
<tr>
<td>Charlie Williams</td>
<td>2014</td>
</tr>
<tr>
<td>Dave Atencio</td>
<td>2015</td>
</tr>
<tr>
<td>Bob Bledsoe</td>
<td>2015</td>
</tr>
<tr>
<td>Erik Sampson</td>
<td>2018</td>
</tr>
</tbody>
</table>
# Lifetime Achievement

<table>
<thead>
<tr>
<th>Name</th>
<th>Induction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Beaman</td>
<td>2013</td>
</tr>
<tr>
<td>Barb Joslin</td>
<td>2014</td>
</tr>
<tr>
<td>Stan Sheer</td>
<td>2015</td>
</tr>
<tr>
<td>Randy Jordan</td>
<td>2016</td>
</tr>
<tr>
<td>Tom Smith</td>
<td>2016</td>
</tr>
<tr>
<td>Lonnie Dixon</td>
<td>2017</td>
</tr>
<tr>
<td>Michael Brady</td>
<td>2018</td>
</tr>
<tr>
<td>John Fochi</td>
<td>2018</td>
</tr>
<tr>
<td>Dan Ringsby</td>
<td>2018</td>
</tr>
</tbody>
</table>

# Veteran of the Year

<table>
<thead>
<tr>
<th>Name</th>
<th>Induction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Exum</td>
<td>2013</td>
</tr>
<tr>
<td>Randy Jordan</td>
<td>2013</td>
</tr>
<tr>
<td>Bob Kortbawi</td>
<td>2014</td>
</tr>
<tr>
<td>Tom Smith</td>
<td>2014</td>
</tr>
<tr>
<td>Bill Grey</td>
<td>2015</td>
</tr>
<tr>
<td>Dave Shackelford</td>
<td>2015</td>
</tr>
<tr>
<td>Terry Reed</td>
<td>2016</td>
</tr>
<tr>
<td>Rick Carney</td>
<td>2017</td>
</tr>
<tr>
<td>Jeff Moddelmog</td>
<td>2017</td>
</tr>
<tr>
<td>Don Hegi</td>
<td>2018</td>
</tr>
<tr>
<td>Name</td>
<td>Induction</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Matt Rafferty</td>
<td>2013</td>
</tr>
<tr>
<td>Mitch Mestas</td>
<td>2013</td>
</tr>
<tr>
<td>Martin Mayo</td>
<td>2014</td>
</tr>
<tr>
<td>Dave Marcovecchio</td>
<td>2014</td>
</tr>
<tr>
<td>Chad Gefroh</td>
<td>2014</td>
</tr>
<tr>
<td>Dustin Rice</td>
<td>2015</td>
</tr>
<tr>
<td>Art Gumke</td>
<td>2015</td>
</tr>
<tr>
<td>Scott Baptist</td>
<td>2016</td>
</tr>
<tr>
<td>Dan Tocci</td>
<td>2016</td>
</tr>
<tr>
<td>Aaron Crews</td>
<td>2017</td>
</tr>
<tr>
<td>April Greer</td>
<td>2017</td>
</tr>
<tr>
<td>Kevin Fergus</td>
<td>2018</td>
</tr>
</tbody>
</table>
OFFICIALS

CODE OF ETHICS

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

The NFOA Board of Directors has developed and officially adopted the following Code of Ethics for high school officials.

Declaration of Policy:

Schools have entrusted us to assist them in the educational development of their youth through athletics. The proper operation of such a process requires that officials be independent, impartial and responsible to people they serve. In recognition of these expectations there is hereby established a Code of Ethics for all officials. The purpose of the Code is to establish guidelines for ethical standards of conduct for all officials.

An official must 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 creditable service in a fair and unbiased manner.

An official must work with fellow officials and the state association in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points of rules at issue.

An official must resist every temptation and outside pressure to use one's position as an official to benefit oneself. Under all circumstances, officials must avoid promoting the special interest of any person or group of persons other than the athletes we serve.

An official must constantly uphold the honor and dignity of the avocation in all personal conduct and relations with the student-athletes, coaches, athletic directors, school administrators, colleagues and the public to be worthy example to the athletes under one's jurisdiction.

An official will be prepared both physically and mentally, dress according to expectations and maintain a proper appearance that is befitting the importance of the game.

An official must remember and recognize that it is important to honor contracts regardless of possible inconvenience or financial loss.

Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.
CHSAA LIGHTNING AND TORNADO POLICY AND PROCEDURES  
(updated 6/6/2019)

LIGHTNING AND TORNADO POLICY AND PROCEDURES

DEFINITION
LIGHTNING
In the United States, an average of 300 people are struck by lightning each year. Of those struck, there are approximately 40 fatalities from lightning each year. Approximately 50-60% of lightning casualties occur during organized sports or recreational activities according to the National Weather Service. Most of these fatalities can be prevented.

Weather Apps
• It is strongly recommended that an independent and objectively verified weather app (such as the WeatherBug® SparkTM App, Storm by Weather Underground, or the National Weather Service app) be available at all outdoor activities, including practices and contests. This should be part of your venue-specific emergency action plan.
• Acceptable alternatives to the verified weather apps include but are not limited to: immediate contact with the local weather services, local television or radio. Access to these sources can be through the Internet, cellular telephone and/or any other means that provides the information needed for real time decisions to be made.

GUIDELINES/PROCEDURES
In your venue-specific emergency action plan, you must:

1. Assign a staff member to monitor local weather conditions before and during practices and contests. This staff member is designated to make the final call on suspending and resuming the game.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
   a. Utilize announcements/public address announcer to help guide teams and fans to the appropriate shelter and identifying safe places as noted below.
   b. Safe locations need to be identified and shared with teams, spectators and workers prior to the start of the activity or athletic event.
   c. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium, locker rooms or buses/cars. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
   d. Unsafe locations include but are not limited to: Picnic areas, parks, open sided shelters (dugouts), storage sheds, open garages, tents, press boxes, areas close to open water, tall objects such as trees, poles, towers, and elevated areas.
3. When a thunderstorm seems imminent, lightning is seen or heard, or the weather app indicates that lightning is within 8-10 miles, the outdoor venue (small or large) needs to be evacuated. Proceed to a lighting safe area.
4. Activities shall be suspended, and all personnel are directed to move to safe locations. The call to suspend activity due to close lightning should be based on how fast the storm is approaching and the amount of time it will take for event participants to take appropriate safe shelter. At a minimum, by the time the lightning storm has reached 8 miles away from the location of the outdoor activity, all individuals should have left the outdoor athletic site and reached a safe location. Weather monitoring subscriptions should be set at an 8-10 mile radius from the center of the sporting event (venue specific).
5. Criteria for suspension and resumption of play:
   a. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
   b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.

* – PER NFHS At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

6. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
7. Inform student-athletes and their parents of the lightning policy at start of the season in your pre-season meeting.

No App or Technology Available
When a weather app is not available, the default NFHS policy that appears in the Rules Book of each sport shall be followed. In brief, that policy requires suspension of all activity when cloud-to-ground lightning is observed, or thunder is heard. If thunder is heard, lightning is assumed to be striking within 10 miles. Implement the Thirty Minute Rule as noted in the NFHS Policy.

When activities are suspended, the following individuals shall be responsible for the safety of personnel:

- The head coach for players and other team personnel.
- Game management guiding spectators and personnel to safe areas
- The senior official for the officiating crew.
- All game management personnel, administrators, coaches and officials must be thoroughly familiar with the NFHS default policy as well as this policy.

MANAGEMENT
People who have been struck by lightning do not carry an electrical charge and are safe to be touched by others.

- Call 911
- If possible, an injured person should be moved to a safer location before starting CPR.
- Start cardiopulmonary resuscitation (CPR).
- Lightning-strike victims with signs of cardiac or respiratory arrest need immediate emergency help.
- Activate the local emergency management system and utilize an AED if available. Prompt, effective CPR has been highly successful for the survival of lightning strike victims.

DEFINITIONS

TORNADO
- Tornado Watch - indicates tornadoes are possible
- Tornado Warning - tornado siren sounds signaling tornado sighted or tornado indicated by radar
GUIDELINES/PROCEDURES

• Develop a tornado specific EAP for each venue or event.
• Designated weather watcher (above) notifies site or athletic director of approaching storm and communicates direction and speed of storm.
• If a tornado warning is initiated, immediate event delay should be implemented, and all participants, spectators and athletic staff should SEEK SHELTER IMMEDIATELY. Once inside a secure location, tune to local weather alert radio to be informed of storm location, path and duration of tornado warning.
• Warning may be extended, or a new warning issued at any time, so continued monitoring is needed. During tornado warning, sirens will sound for 3 minutes at a time. Depending on duration of warning, sirens may resound multiple times.
• Safe shelter from tornado = inside lowest building level, away from exterior walls/windows, with windows closed. If outside, lie flat in a ditch or depression and cover head with hands or stay in a car with seatbelt on. Be aware of potential flooding. DO NOT take cover under an overpass or bridge. Never try to outrun a tornado in urban or congested areas. Be aware of flying debris.

All clear - tornado warning will expire after duration specified by National Weather Service and weather watcher notifies site director that warning has ended and event can resume.

REFERENCES

National Weather Service Lightning Safety Tips and Resources: https://www.weather.gov/safety/lightning
National Federation of State High Schools Association’s Guidelines on Handling Practices and Contests During Lightning or Thunder Disturbances:
National Oceanic and Atmospheric Administration: http://www.noaa.gov
Dealing with Fans

This memo provides guidelines for handling unruly spectator behavior. There have been situations where the officials have made a bad situation worse by engaging in conversation with these unruly spectators.

Officials assigned to officiate a contest are responsible for the conduct of the contest. Controlling crowds and crowd reactions are not within the officials’ province. That responsibility falls to game administrators. If spectators begin to interfere with the conduct of a contest; cause an official to become distracted through continual and unrelenting verbal abuse; or berate players, coaches, or officials in an unacceptable or vulgar manner, officials should stop the action, report the spectator(s) to the home school administration or the nearest uniformed security officer and ask that they be restrained or removed from the facility. If the home school administration or uniformed security is unwilling or unable to comply and the official does not believe the contest can be safely continued, the official must declare the contest ended at that point. If no game administrator is present, as is often the case at sub-varsity contests, officials may have to call on coaches or other school personnel to remove an unruly spectator.

Officials should never engage directly with spectators. Under no circumstance should an official ever confront, challenge, rebuke, or threaten a spectator, or make gestures of any kind toward a spectator before, during, or after a contest.

Officials should respond to threats and vulgarity from spectators by using the same good judgment they utilize when ruling on a key play. Locate the game administrator, uniformed security personnel, coach, or other school personnel and request that the unruly spectator be removed. Addressing the spectator directly is a no-win situation and often serves to make a bad situation worse.

In summary, officials should not deal directly with spectators, but may ask game management to deal with disruptive spectators. The game may be temporarily halted until the situation is resolved, but terminating a game because of problems with spectators must be an absolute last resort. Following the ejection of a spectator, please file an incident report with CHSAA.
REPORTING PLAYER/COACH EJECTIONS

In an effort to provide proper accountability with the administration of CHSAA member schools and their support of exemplary sportsmanship, officials are to follow these procedures when it becomes necessary to eject a participant or member of the coaching staff from a contest. Needless to say, we urge preventative measures in advance so that ejections will be kept at a minimum. If a Player or Coach is ejected from a contest, the ejecting official will notify CHSAA the next work day, and an Area director within twenty-four (24) hours. They will provide a written report to CHSAA and an Area Director, within seventy-two (72) hours. Their partner will provide their written report of the incident to CHSAA and an Area Director within seventy-two (72) hours.

PLAYER:
If it becomes necessary for an official to eject a player from a high school contest, the following procedure is to be followed:

1. Indicate to the player he/she is being ejected from the game.
2. Notify the official scorekeeper of the game of the ejection and have a notation placed in the record (scorebook).
3. Notify the coach of the ejection, the reason for the ejection and the need to replace the player immediately.
4. **Notify the CHSAA office immediately in writing USING THE FORM THAT IS FOUND AT [WWW.CHSAA.ORG](http://www.chsaa.org), THEN OFFICIALS, THEN SPORTS, THEN SOFTBALL, THEN EJECTION REPORT. THE REPORT WILL NOT BE ACCEPTED IF IT IS NOT IN THE CORRECT FORMAT, The form may be e-mailed to Sam Rogers at srogers@chsaa.org.**
5. **INCLUDE THE FOLLOWING INFORMATION:**
   a. The name of the schools competing and level of competition;
   b. The site and date of the game;
   c. The name and number of the player ejected;
   d. The school he/she represents; and
   e. The reason for the ejection.
6. Call the school Athletic Director on the next school day.

**Do not attempt to interpret the CHSAA regulations to the coach or coaches involved.**

COACH:
If it becomes necessary for an official to eject a coach from a high school contest, the following procedure is to be followed:

1. Notify the coach of his/her ejection and ask that he/she remove themselves from the playing area immediately.
2. **Notify the CHSAA office immediately by USING THE FORM ONLINE THAT CAN BE FOUND AT [WWW.CHSAA.ORG](http://www.chsaa.org), THEN OFFICIALS, THEN SPORTS, THEN SOFTBALL, THEN EJECTION REPORT, THE REPORT WILL NOT BE ACCEPTED UNLESS IT IS IN THE PROPER FORMAT, You may e-mail THE FORM to Sam Rogers at srogers@chsaa.org.**
3. **INCLUDE THE FOLLOWING INFORMATION:**
   a. The name of the schools competing and level of competition;
   b. The site and date of the game;
   c. The name of the coach ejected;
   d. The school he/she represents; and
   e. The reason for the ejection.
4. If the head coach is ejected, ask the administrator in charge to identify the coach who is now in charge. **A game shall be forfeited if there is not a certified person available to serve as coach.**

**Do not attempt to interpret the CHSAA policy pertaining to the ejection of coaches.**

Once your immediate information is received by the CHSAA, the office will work with school administration on the prescribed corrective action with player and/or member of the coaching staff.