

# UMPIRE REGISTRATION & BACKGROUND CHECK PROCESS

**\*\*INCLUDING SAFE SPORT\*\***

## PLEASE READ THE INSTRUCTIONS BELOW BEFORE PROCEEDING.

***PLEASE NOTE: if you will only be working ADULT games (absolutely ZERO youth games for the entire calendar year), you do not need to complete Safe Sport. You will need to let your UIC know by checking the Adult SB ONLY box on your registration form.***

1. Fill out the Umpire Registration Form and sign that you read and understand the Umpire Code of Conduct (both found below, you may keep the Code of Conduct page).

**GIVE THE REGISTRATION FORM, ALONG WITH PAYMENT, TO YOUR DISTRICT UIC.**

1. Payment with Form Cash or Check. 2. Zelle to [manny@usasoftballcentralcal.com](mailto:manny@usasoftballcentralcal.com). 3. Request to be invoiced pay with credit or debit card. (when using Zelle or requesting nline invoice please provide Reg USA ID.)
2. If you have ever registered as an umpire with USA Softball, you likely have an account already on our registration website (even if you do not know it).
  - a. Visit [www.registerusasoftball.com](http://www.registerusasoftball.com) and log in, or ask UIC or email [manny@usasoftballcentralcal.com](mailto:manny@usasoftballcentralcal.com).
  - b. If you don't remember your login, click **Forgot Username or Password**. Then enter your email address to reset your password and gain access to your account. If this does not work but you know you should have an account, please email [manny@usasoftballcentralcal.com](mailto:manny@usasoftballcentralcal.com) so I can find it and reset it for you.
  - c. If you are brand new and need an account, please create one (but **ONLY** if you are sure, you do **NOT** already have an account). If it says your email is in use already, email [manny@usasoftballcentralcal.com](mailto:manny@usasoftballcentralcal.com)
3. Once you are logged in to [www.registerusasoftball.com](http://www.registerusasoftball.com) , scroll down and click the **Safe Sport** tab.
  - a. Once there, it will depend if you have done Safe Sport before or not. Read the page and then click the link that applies to you.
  - b. Complete 1 Safe Sport course, depending what you did last year. **DON'T DO ALL OF THEM IN ONE YEAR!** Only 1 per year is required. **SafeSport Trained NGB1** (90 min) or **Refresher 1, 2 or 3** (30 min ea)
  - c. Save a copy of the certificate it gives you when you complete your SafeSport course.
  - d. Once you have completed your Safe Sport Certifications, verify that your status updated on your [registerusasoftball.com](http://registerusasoftball.com) account by logging in to register USA and going to the Safe Sport tab to make sure that it shows GREEN for 2024 Umpires.
  - e. If it is RED, read that paragraph to see what you need to do. First try clicking the link they provide to Sync your SafeSport account with register USA. If that doesn't work, email a copy of your SafeSport certificate to [manny@usasoftballcentralcal.com](mailto:manny@usasoftballcentralcal.com) .
4. Next, go back to the **Home Plate** (linked at the top left of your screen in register USA) and scroll down and click the **Background Check Tab**.
  - a. Under the **Background Check Status** section of that tab, click the secure link to give your consent. (If it says "Background Check status is currently not available", come back and check another time. It will not be available until I receive your paperwork from your District UIC and process your registration).
  - b. When you are able to click the link, the digital version of the **Background Check Consent form** will come up. Make sure your info is correct (there is a link you can click to fix it, if it's not correct) and then enter your Social Security Number and click the button "I Agree to Background Check" at the bottom (You can also select a box if you want a copy of your background sent to you).
5. Once your background has cleared and your SafeSport shows Green, **You're Done!!** You'll be added to the list of JO or Adult (or both) umpires that have coverage and are allowed to work.

# USA Softball of Central California - Umpire Registration Form

\*\*ALL Umpires 18 years and older working youth events are  
REQUIRED to have a background check and SafeSport\*\*

**Name** \_\_\_\_\_  
Last Name First Name Middle Initial

**Address** \_\_\_\_\_ **Gender** \_\_\_\_\_  
Male (M) or Female (F)

**City** \_\_\_\_\_, **CA** **Zip Code** \_\_\_\_\_

**Phone Nos**    -    -        
(Home phone)

**Phone Nos**       -       -          
(Cell phone) (Work phone) ext.

**YOUR AGE: ( Check one )**

17yrs or under

18yrs or older

**Email** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Umpire Code of Conduct Agreement**  
In order to be registered by USACC, the umpire must sign this agreement:  
 I have read the Code of Conduct and understand all the criteria. My signature below attests to my willingness to comply and submit to potential disciplinary actions, after due process. I acknowledge my independent contractor status is year-to-year, beginning with my completed registration with USA Softball of Central California and terminating on December 31st at the end of the registration period.

→ **Umpire Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*A copy of this form will be maintained at the USA Softball of Central California Office.*

<b>REGISTRATION LEVEL (Please check ONE):</b>	
<b>UNRESTRICTED (ALL Adult, Youth &amp; Tournaments): \$85</b>	<b>YOUTH REC (Ump is 17 or Under): \$35</b>
<b>UNRESTRICTED (Adult League/Tournaments only): \$85</b>	<b>YOUTH REC (Ump is 18 or Over): \$55</b>

**GOALS QUESTIONNAIRE - I am interested in working the following :**  
(Mark with an "X" all that are applicable)

<b>Local</b>	<b>Association</b>	<b>Championship Play</b>	<b>Youth FP ONLY</b>
Rec. Leagues only <input type="checkbox"/>	Travel (A & B) <input type="checkbox"/>	Association Championship <input type="checkbox"/>	<input type="checkbox"/>
Rec. & "C" Tournaments <input type="checkbox"/>	Men's FP Trvl League <input type="checkbox"/>	Regionals/Nationals <input type="checkbox"/>	<b>Adult ONLY</b> <input type="checkbox"/>
			<b>Youth &amp; Adult</b> <input type="checkbox"/>

**CLINICS/SCHOOLS I HAVE ATTENDED:**

**USACentralCal Clinic:** \_\_\_\_\_ **Location of last Clinic:** \_\_\_\_\_  
Or equivalent, explain in comments. (Indicate all years attended)

**National/Reg. School:** \_\_\_\_\_ **Location of last School:** \_\_\_\_\_  
\* Indicates Advanced School. (Indicate all years attended)

**Official's years of experience:** ASA/USA \_\_\_\_\_ Other \_\_\_\_\_ Total \_\_\_\_\_ 1st registered ASA/USA \_\_\_\_\_  
**Do you umpire at:** City level \_\_\_\_\_ League Level \_\_\_\_\_ CIF Level \_\_\_\_\_ Trny/ASA/USA Level \_\_\_\_\_  
**Check all that apply.** Community College Level \_\_\_\_\_ NCAA Div. 1/2/3 \_\_\_\_\_ Military \_\_\_\_\_

**Comments** \_\_\_\_\_

\*\*\* \*\* STAFF USE ONLY \*\*\* \*\*

**By signing below, I certify that this packet is complete. All forms are present and filled out completely, including all required signatures & fees.**

(Registration Date) \_\_\_\_\_ (District Number) \_\_\_\_\_

**UIC/Assignor Signature:** \_\_\_\_\_

The umpires of USA Softball of Central California (USACC) are a group of individuals dedicated to the principle of excellence in officiating. To maintain a professional association, each umpire must be committed to the principles of the Code of Conduct listed below. All officials are expected to read, understand and carry out the responsibilities of this Code.

- A. An umpire shall not, prior to or during a contest on the day of the event, consume any alcoholic beverages. Drugs that would impair his/her abilities to properly officiate an event are also prohibited.
- B. An umpire shall know the rules and mechanics of USA Softball per the current Rule Book, Mechanics Manual and Case Book. He/she shall enforce the rules and exercise authority in an impartial, firm and controlled manner, and must continually strive to improve his/her umpiring capability.
- C. Umpires shall prepare themselves physically and mentally, they shall dress neatly and appropriately, during and from an event, and shall conduct themselves in a manner consistent with the high standards of the officiating profession.
- D. Umpires shall be punctual and professional in the fulfillment of all contractual obligations.
- E. An umpire's uniform shall adhere to the USACC Umpire's Uniform Policy and be worn appropriately as follows:
  - 1) The uniform shall be clean, neatly pressed and in good condition. Shoes and belt shall be shined.
  - 2) Umpires are encouraged to take pride in their appearance – before, during and after an event.
- F. An umpire shall observe the following policies on the use of any form of tobacco:
  - 1) Use of tobacco at any event shall be restricted to designated areas only.
    - a. At any facility, tobacco use shall be away from the playing field, players, coaches, fans and other umpires and/or officials. Tobacco use shall be done, when possible, out of uniform.
- G. An umpire shall not openly criticize another Association member at any time, (except in private, for the purpose of aiding or evaluating an umpire).
- H. Every umpire of USACC is invited to accept the assignments they are given on behalf of USACC sanctioned tournaments, USACC sponsored events and USACC certified leagues. It is understood that each umpire accepts his/her assignments as an individual, independent contractor, and a sports official in good standing with the USACC. The acceptance of any assignment as an independent contractor, as such, does not subject each umpire to workers compensation statutes. If an umpire accepts an assignment, it is as an independent contractor. An umpire shall not cancel an assignment, except for reasons acceptable to USACC, its' delegated staff or tournament UICs.
- I. An umpire shall not solicit any assignment from any other USA Association. Proper protocol is to be followed when requesting contact with other Associations. Contact is made by the USACC UIC or designate. (See Section 14.4)
- J. An umpire shall not accept any assignment outside of USACC without first getting clearance from the USACC UIC or his designate. All USACC assignments and responsibilities shall always take first priority.
- K. Before accepting any assignment, an umpire must register as a USA Softball official. If an umpire is registered on the day of an event, an additional \$10 administrative fee will be levied in addition to the normal registration. Any umpire who falsely claims to be registered will be subject to disciplinary action. Any USACC Assignor, Tournament UIC, or any other party who allows an umpire to work without verifying that the official is registered shall also face disciplinary action.
- L. An umpire shall not make false or misleading statements regarding their qualifications, rating, credential, experience, training, or competence.
- M. An umpire shall avoid any situation that may lead to a conflict of interest, either real or apparent. Any relationship with a team that can compromise the perceived impartiality of umpiring must be avoided.
- N. An umpire shall consider sacred, the issues discussed by all USACC officials during official and unofficial meeting(s).
- O. An umpire shall work with each other and their governing bodies in a constructive and cooperative manner.
- P. An umpire shall make certain their moral conduct is above reproach, at all times.
- Q. An umpire shall not give any information that might be used by a team's future opponent, nor partake in social visits with any player, coach, team or spectator during the timeout of a contest.
- R. An umpire shall not be party to actions designed to unfairly limit or restrain access to umpiring, umpiring assignments or to Association membership. This includes, but is not limited to, selection for positions of leadership based upon economic factors, race, creed, color, age, sex, sexual orientation, physical handicap, country or national origin.

Umpires not adhering to the above principles of this **Code of Conduct** will be subject to disciplinary action in accordance with the procedures outlined in the USACC Bylaws and the USACC Umpire Policies and Procedures Manual. Strict due process procedures shall be utilized in the handling of any offense by any USACC umpire. If an umpire is found in violation of the above, the following disciplinary actions may be imposed:

- **Reprimand**
- **Suspension**
- **Probation**
- **Termination**