

## **Delaware Valley Umpires Association Cadet Manual**

Congratulations on joining DVUA! This guide will assist you with the onboarding process to join our ranks and prepare to officiate your first year. If you already officiate another scholastic sport in New Jersey, many of these steps are repetitive and can be consolidated; contact the Secretary/Treasurer for assistance. If you have any administrative questions (as opposed to rules/mechanics questions), please do not hesitate to reach out to the following people:

President: Jack Furlong, [jack@jackfurlong.com](mailto:jack@jackfurlong.com)  
Secretary/Treasurer: John Dupuis, [dupuis19@comcast.net](mailto:dupuis19@comcast.net)  
Assignor: Anthony DeBonis, [misterdebonis@gmail.com](mailto:misterdebonis@gmail.com)

### **DVUA Dues**

Before you do anything, you need to pay your chapter dues to DVUA. Cadet dues are \$25 and can be paid either via check (or similar) or Venmo (contact the Secretary/Treasurer to pay via Venmo). This covers the cost of your rule books and instruction. (These dues increase after your cadet year.)

### **ZebraWeb**

ZebraWeb ([www.zebraweb.org](http://www.zebraweb.org)) is the online platform that the New Jersey State Interscholastic Athletic Association (NJSIAA) uses to keep their roster of state-certified officials and assign their tournament assignments. Once you provide our Secretary/Treasurer with your email address, you should receive an email from ZebraWeb to help you set up your account. Contact the Secretary/Treasurer with any questions.

### **NJSIAA Registration/State Dues/Background Check**

Once you have your ZebraWeb account set up, you will need to register with the state. Head to [www.njsiaa.org](http://www.njsiaa.org) and click “Officials.” *Be sure to use the same email address you used to create your ZebraWeb account.* The website should have directions to help you set up your account, affiliate with DVUA, and register for your sports.

In this process, be sure to select that you are an “active” official. You’ll pay your active dues for each sport you officiate (\$55 for your first sport, \$35 for each additional sport; if you’ve worked other sports this year, you will pay \$35 for each). You will also consent to the background check and pay a separate fee (\$10) for that. (The background check is an annual requirement that does not have to be done if you had it done by the state for another sport in the same scholastic year.)

### **Concussion Course**

Another annual requirement for the state is to complete the concussion course. (Like the background check, if you have completed this in this scholastic year, you can simply send your certificate to the Secretary/Treasurer for credit.) Head to [www.nfhslearn.com](http://www.nfhslearn.com) and choose the “Concussion In Sports” course; it’s free to take even though you are technically “ordering” it.

Once you have completed the course, you will be given a certificate to download. Send that to the Secretary/Treasurer.

### **Refresher Test**

Head back to your ZebraWeb account to take the annual refresher test. Using the dropdown menus, navigate to the online tests; be sure to take the test for each sport you officiate. You need an 80% to pass, and you have three attempts before you will need remediation with the chapter to pass the test.

### **ArbiterSports**

ArbiterSports ([www.arbitersports.com](http://www.arbitersports.com); colloquially known as the “Arbiter”) is the assigning software DVUA uses to assign games. You should receive an email stating that your account has been created, at which point you’ll need to login, finalize your account, and begin to block out the dates you are not available to work. Contact the Assignor with any questions.

### **Uniforms**

Our Policy Statement (available on our website at [www.dvuainc.org](http://www.dvuainc.org)) lists the uniform requirements for officials. As NJSIAA officials, it is imperative that you purchase the state shirts, jackets, and hats in addition to the rest of the standard uniform and equipment.

Our official vendor is All Sports Officials in Newtown, PA ([www.allsportsofficials.com](http://www.allsportsofficials.com)). In addition to having everything you need on site, they also have a tailor on site on certain days, allowing you to come in, try everything on, and have your pants tailored while you wait! Call ahead to ensure store hours and tailor availability. Mention you are a DVUA cadet when you head to the shop.

### **ArbiterPay/ZebraPay**

Whereas some schools will mail you a check for each game you officiate, other schools will pay you electronically via the pay service provided by either the Arbiter or ZebraWeb.

If you are assigned a game for a school that uses ZebraPay, you should eventually receive an email to set up your ZebraPay account for that school. (Each school using it will require a separate set up even though your account is the same; you are essentially linking the same account to different schools.)

ArbiterPay can be set up immediately on your Arbiter account.

### **Assignor’s Fees**

At the end of the season, you will be assessed a flat fee by the Assignor for his services (currently \$50). You will also be assessed a turnback fee of \$5 for each assignment you return on the day of the assignment. The latter does have an appeal policy; see our policy statement for details. These fees will be due at the end of the season, and further information will be provided to you as the season winds down.

## **Understanding Professional Development**

The first two years of your tenure with DVUA are dedicated to your development as an official. (You can read the information on our Professional Development Program on our website.)

Your first year is your cadet year. You're required to take the cadet class (which is the weekend program), and you are given the opportunity to attend additional classes to prepare you for the state rules test.

During your second year, you're required to take a 2<sup>nd</sup> year class which meets regularly to continue your training. You must complete this class to complete our Professional Development Program and be eligible to work varsity games.

## **Understanding Assignments**

The assignor tries to assign cadets with officials with more experience in as many assignments as possible. However, due to circumstances such as availability, schedule, weather, etc., this is not always possible. *It is entirely possible that you may work many games in your cadet year (mostly at the middle school level) with other cadets or even **by yourself**.*

When working with an experienced official, please try to alternate working the plate and the bases. As you will probably work many games by yourself behind the plate, it is imperative that you work the bases when you can. Experienced officials have been instructed to listen to cadets to know whether they need to work the plate or bases. (If an experienced official gives you trouble with this, please let us know.)

When working with an experienced official, be sure to talk in between innings and examine different plays and situations. Ask questions!

If an experienced official gives you incorrect information about rules or mechanics, please be polite and courteous, but be sure to contact us to ensure you have the correct information. If an experienced official is brash, derogatory, or not helpful, please let us know.

Information on your performance is relayed to the assignor by your partners to help determine which assignments you may be ready to receive. Please be receptive to positive and constructive criticism!