

PLAINFIELD INDEPENDENT



UMPIRES

# 2010 UMPIRE MANUAL

*FOR INFORMATION ON FIELD CONDITIONS, PAC GAME SCHEDULES, & STANDINGS VISIT:*

[WWW.PLAINFIELDATHLETICCLUB.ORG](http://WWW.PLAINFIELDATHLETICCLUB.ORG)

*FOR UMPIRE SCHEDULES & AVAILABLE OPEN GAMES VISIT:*

[WWW.ARBITERSPORTS.COM](http://WWW.ARBITERSPORTS.COM)

*FOR PIU ASSOCIATION INFORMATION VISIT:*

[WWW.LEAGUELINEUP.COM/PIU](http://WWW.LEAGUELINEUP.COM/PIU)

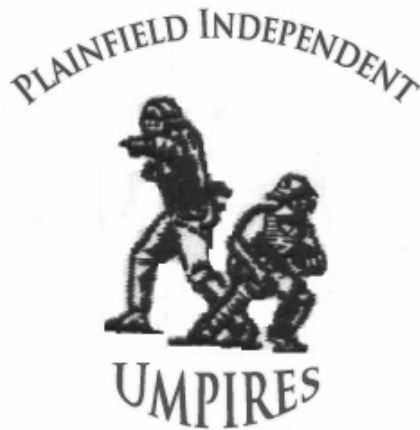
*THIS MANUAL BELONGS TO*

<i>UMPIRE NUMBER</i>	
<i>RANK</i>	

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## MISSION STATEMENT



The Plainfield Independent Umpires is dedicated to providing qualified, dependable umpires for Plainfield Athletic Club baseball and softball contests. During the course of meeting this goal, we strive to provide training, mentoring, and growth opportunities for area umpires in an effort to promote the honorable profession of officiating. Support for all of our activities is provided by the Plainfield Athletic Club and its members. Our loyalty is to the PAC, first and foremost.



## **CONDUCT RULES & PENALTIES**

1. Smoking at any time in the vicinity of the immediate playing areas or in the dugout areas during the season while a practice or game is in progress.

Penalty:

- 1<sup>st</sup> offense: Forfeiture of One (1) game fee.
- 2<sup>nd</sup> offense: Forfeiture of Two (2) game fees.
- 3<sup>rd</sup> offense: Suspended for the season.

2. Drinking of alcoholic beverages at any time or place while a game or practice is in progress.

Penalty: Suspended for the season, PAC Board approval for reinstatement the following year

3. Profanity or other Disruptive Behavior in the vicinity of a PAC activity or on Park District Property.

Penalty:

- 1<sup>st</sup> offense: Forfeiture of One (1) game fee.
- 2<sup>nd</sup> offense: Forfeiture of Two (2) game fees.
- 3<sup>rd</sup> offense: Suspended for the season.

4. Fighting in the vicinity of a PAC activity or on Park District Property.

Penalty: Suspended for the season, PAC Board approval for reinstatement the following year.

5. Illegal Substance as defined by Illinois State Law. Possession or use.

Penalty: Suspended for the season, PAC Board approval for reinstatement the following year.

6. Theft of, or intentional damage to, property of the PAC or others.

Penalty: Subject to review by the PAC board. The offender must make full restitution.

7. Other offenses which may deemed detrimental to the PIU and PAC and/or its members as determined by the PAC Board of Directors.

8. The above listed penalties are a minimum and are not subject to appeal. Incidents involving conduct penalties may be reviewed by the PAC Conduct Review Committee. The policy is detailed in the PAC Handbook.

## GENERAL GUIDELINES

1. A PIU Association fee of \$25 is required to help offset Arbiter and enhanced training schedule costs. It is payable at Registration for the PIU Umpire Clinic or Pre-Season Meeting that you choose to attend. Fee is waived for Umpire Assigners and Umpire Supervisors.
2. Umpires must be at least 14 years old to work for PIU on PAC games. The umpire's age on 1/1 of the calendar year is the age of record for the entire year.
3. Umpires are expected to know the Official Rules of Baseball & Softball and the additional rules from the PAC Handbook. Review them each year for rule changes.
4. You should know the appropriate Assigner's contact information and contact him/her concerning all issues related to games, assignments, pay, partners, uniforms, & promotions, etc.
5. If you are ever in doubt about who you should contact, follow the Chain of Command. Your immediate supervisor/manager is the appropriate Division Umpire Assigner. One of them should always be your first point of contact on any issue.
6. Dress in the approved uniform(s) and present a professional appearance at the field.
7. Notify the appropriate Assigner if there are any unusual occurrences during a game. These include an ejection, a significant problem with the field or any of the coaches, players or spectators, or a major injury.
8. Complete and send a PIU Incident Report within 24 hours of an ejection or serious problem that occurs during a game. The report is available under **FORMS** on The Arbiter and under **HANDOUTS** on the PIU website.
9. Treat all players, coaches, managers, and spectators with respect at all times. They are the people paying your game fees.
10. Never forget that you are the only professional on the field and are expected to act like one no matter what occurs.
11. You are expected to be professional at all times. Profanity is NEVER acceptable from an umpire, regardless of the circumstances.
12. Be approachable and willing to discuss a call when asked in an appropriate manner.
13. Remember that the umpire will almost always be looked upon as the "bad guy" in any confrontation situation. It may not be fair or correct, but it's a fact.
14. Make sure you act professionally and that your actions do not escalate the situation.
15. PAC will reimburse PIU umpires for their PONY, ASA, and IHSA umpire registration fees after you have worked a minimum of 5 PAC games at any level or combination of baseball and/or softball. There is no age requirement for PONY Registration; however you must be 18 to work PONY Tournament games. Notify your Assigner and attach a receipt showing your payment of those fees to your Umpire Pay Card for payment.
16. Umpires under 16 years of age are required to have a current Illinois Work Permit prior to accepting any assignments. If you are not at least 16 by the current PAC Spring Season Opening Day, please mail the *EMPLOYER* copy of the authorized permit to the PIU Administrator at 21753 Ives Court, Plainfield, 60544.

## **SCHEDULE**

1. Normal game assignments are handled through the Self-Assign feature of the Arbiter scheduling site. The Assigner(s) may adjust the schedule manually, as required.
2. Verify your games daily and check the PAC website frequently during inclement weather to verify field conditions and game status.
3. Keep an accurate record of your schedule and report in a timely for your assignments.
4. Notify the appropriate Assigner ASAP if you cannot make a game. The Assigner needs 24 hours notification of the inability to meet your schedule. If a game is given back to the Assigner less than 24 hours before the contest is scheduled to be played, the umpire may be assessed a \$20 fine and Ratings Points deduction of 5 points by the Umpire Assigner.
5. Failure to show up for a scheduled contest will result in a fine of \$30 and 10 Ratings Points per occurrence. The fine will be deducted from your next pay distribution. Subsequent offenses may result in a full game fee fine, suspension, and/or forfeiture of future scheduled games at the discretion of the Assigner(s).

# PAY

## 1. Umpire Game Fees

# OF UMPIRES	8U, MAVERICK, & PINTO	10U & MUSTANG	12U & BRONCO	14U & PONY	16U & COLT	18U & PALOMINO
2	22	26	35	40	45	50
1	33	39	53	60	68	75

2. You're responsible for maintaining your Umpire Pay Card and presenting it for pay at the Ottawa St. drop box. Loss or destruction of this card will result in forfeiture of all pay due. You will not be paid without your card.
3. Turn in your Umpire Pay Card(s) every Saturday, even if it's not full. This will help both you and your Assigner(s) keep track of your pay.
4. Each Division worked should be on a separate card. Bronco & Bronco Travel is one Division, 12U & 12U Travel is one Division, Mustang & Mustang Travel is one, etc.
5. Pay will be remitted by a PAC check issued every two weeks for cards turned in and verified by your Assigner. Checks can be picked up between 7:30 AM-8:30 AM at Ottawa St. on the designated Saturday's. If you do not pick up your check, it will be mailed to you.
6. You're required to have a valid W-9 on file with the PAC Treasurer prior to any check being issued. It's your responsibility to keep the address and other information accurate and up to date. For those officials accruing in excess of \$600 in fees during a calendar year, the PAC will generate an IRS Form 10-99. Mail new and updated W-9 Forms to: Plainfield Athletic Club, Attn: Treasurer, P.O. Box 480, Plainfield, 60544.
7. You're required to have your Umpire Pay Card signed by the Home Team manager in ink prior to the start of each game. This includes all In-House & Travel games. Filling out and initialing the cards after the game yourself is not acceptable. The managers have been instructed not to allow the game to start until your pay card is signed, so don't go to the field without it. Pay cards are available at each PAC concession stand and from your Assigner.
8. Verify that your pay is accurate every pay day. Don't let a week, or several weeks go by to question the amount of one of your checks. Contact your Assigner immediately if you have a question about your pay check. They cannot help you if you don't let them know you have a problem.
9. The Show-Up fee for a game that is cancelled before it starts is half pay. The Show-Up fee is paid for games that are cancelled once the umpire(s) have shown up for a game at the scheduled location. The Show-Up fee is not paid if the subsequent game(s) of a multiple game set is not played and you worked any of the previous game(s).
10. For games cancelled or postponed after they begin, the umpire(s) will be entitled to the full, regular game fee after the game has reached the halfway point of the time limit or it is an official game (see softball and baseball matrix in the PAC Handbook for details.)
11. Whether or not you worked the first part of the game or not, if you work the resumption of a suspended game that will be shorter than an official game at that level, you will be entitled to the Show-Up fee, or half pay, for that game.
12. If you're asked to move to a different game due to a missing umpire after you've already started a game with a partner, both you and your partner will be paid the full, single umpire fee for the appropriate level game that you work.
13. It is your responsibility to notify the appropriate Assigner (s) when you're asked to change fields so that he/she can adjust your pay accordingly.
14. Pay notices will be posted on [www.arbitersports.com](http://www.arbitersports.com) (Home Page Announcements), at [www.leaguelineup.com/piu](http://www.leaguelineup.com/piu), the Plainfield Independent Umpires website, and at [www.plainfieldathleticclub.org](http://www.plainfieldathleticclub.org) the PAC website. Refer to these sites frequently for updates on pay and other important details. You are responsible for knowing and complying with the information posted.
15. The deadline for turning in Umpire Pay Cards for games worked during the 2010 season is 5:00 PM on Saturday, 11/6/2010. This is the last day you can turn in a pay card and be paid for games worked in 2009. Any cards not remitted by that date will be null and void.
16. Final Pay Day is Saturday 11/20/2010.

# UNIFORMS

Honig's & Between the Lines item numbers are for reference only. You are not required to buy there.

1. Baseball Primary Shirt Color:

- Navy (Honig's: HMLS-N, BTL US018)
  - Collar & Sleeve Piping: Red & White
  - Numbers: 2-color Red & White or 3-color Red, White, & Navy
  - Undershirt Color: Red

2. Softball Primary Shirt Color:

- Powder Blue: (Honig's HMLS-LB, BTL US021)
  - Collar & Sleeve Piping: White & Navy
  - Numbers: 2-color Red & White or 3-color Red, White, & Navy
  - Undershirt Color: Navy

3. PIU has also authorized these umpire shirt colors for wear during the 2010 season:

- Crème: (Honig's: HMLS-CR, BTL US438)
  - Collar & Sleeve Piping: Black
  - Numbers: 2-color Black & White
  - Undershirt Color: Black
- Red: (Honig's HMLS-R, BTL US015)
  - Collar & Sleeve Piping: White & Navy
  - Numbers: 2-color Red & White or 3-color Red, White, & Navy
  - Undershirt Color: Navy
- Black: (Honig's HMLS-B, BTL US341)
  - Collar & Sleeve Piping: Black & White
  - Numbers: 2-color White & Black
  - Undershirt Color: White
- Gray: (BTL US626)
  - Collar & Sleeve Piping: Cream & Black
  - Numbers: 2-color White & Black or 3-color White, Black, & White
  - Undershirt Color: Black
- MLB Polo Blue: (Honig's HMLS-PB, BTL US684)
  - Collar & Sleeve Piping: Black & White
  - Numbers: 2-color White & Black or 3-color White, Black, & White
  - Undershirt Color: Black

4. No graphics other than those on a designated officials shirt should be on the under shirt.
5. For every game, both umpires will wear the same color umpire shirt and undershirt combination. You should always have the appropriate primary color shirt with you when go to the park to officiate a game. An alternate color shirt may be worn by agreement of the umpires working the game, if both officials wear the same color.
6. Your assigned PIU umpire number should be affixed securely on the right sleeve of your umpire shirts.
7. PIU patches are no longer required, but may be worn if you already have one on your shirt(s) or jacket.
8. American flags are optional, but if worn, should be securely affixed to the left sleeve or centered near the collar on the back of the shirt.
9. Pony patched umpires will wear the Pony Umpire patch above their assigned PIU number on the right sleeve.
10. Gray umpire or dress-type slacks, a black leather belt, black socks, and black athletic shoes are mandatory. An umpire ball bag must be worn when working the plate. Steel toed shoes and a cup-type athletic supporter are highly recommended when working the plate. No steel spikes are to be worn by umpires at any level.
11. A black or navy PIU umpire hat is to be properly worn at all times when you are in uniform at or on the fields. Hats are **never** to be worn backwards or crooked at any time.
12. If one of the Assigners or Umpire Supervisors sees you on the field improperly dressed, they have the right to fine you \$15 and 2 Rating points per violation or remove you from the game.

13. Umpire Equipment Suppliers:

- Eich's Sports                      1-815-436-3771                      [www.eichssports.com](http://www.eichssports.com)
- Honig's                              1-800-468-3284                      [www.honigs.com](http://www.honigs.com)
- Between the Lines              1-866-716-1590                      [www.btlofficialsgear.com](http://www.btlofficialsgear.com)
- Gerry Davis Sports              1-800-916-9088                      [www.gerrydavis.com](http://www.gerrydavis.com)

## **RANK DESIGNATIONS**

1. All game assignments are based on an umpire's Rank. The chart below shows how the Rank corresponds to the various PAC Divisions.
2. Umpires may work games at or below the Divisions corresponding to their posted Rank.
3. The Arbiter Self-Assign functionality for each umpire is based on this Rank number.
4. A list of each umpire's Rank is posted on the PIU Website.
5. Rank is for assignment purposes only. Game fees are based on posted PIU Pay Rates for the assigned Division.
6. Umpires must be at least 3 years older than the players in the Division(s) they are officiating. The umpire's age will be as of January 1<sup>st</sup> of the upcoming Spring season and will apply to both the Spring and Fall seasons. The player's age is determined by the applicable PAC Rules.

SOFTBALL DIVISION	RANK	BASEBALL DIVISION
8U & 10U	500	PINTO/MAVERICK
10U TRAVEL & 12U	400	MUSTANG
12U TRAVEL	350	MUSTANG TRAVEL
-----	300	BRONCO
14U	250	BRONCO TRAVEL
14U TRAVEL, 16U, & 16U TRAVEL	200	PONY & PONY TRAVEL
18U & 18U TRAVEL	150	COLT
-----	100	COLT TRAVEL & PALOMINO

## **RATING SYSTEM**

1. Designed to quantify an umpires Association participation and readiness to be promoted to the next higher Rank.
2. Accumulation of all the minimum requirements for promotion is no guarantee of promotion.
3. Umpires are required to track their own Rating, which can be verified with the PIU Administrator. The PIU Administrator tally is the official record of an umpire's Rating.
4. Rating points zero out each Spring season except for 20 Game Points, which will carry over to the following Spring.
5. Points for each category are not cumulative. For example: Attendance at one Monthly Meeting earns the umpire 5 points. Attendance at 6 Monthly Meetings earns a total of 20 points in that category, not 25.
6. Rating Points

<b>WAYS TO EARN POINTS</b>	
5	ATTENDANCE AT RULES 101 SESSION
5	ATTENDANCE AT UMPIRE CLINIC
12	ATTENDANCE AT BOTH UMPIRE CLINICS
20	ATTENDANCE AT ALL 6 MONTHLY PIU MEETINGS
15	ATTENDANCE AT 5 OF 6 MONTHLY PIU MEETINGS
10	ATTENDANCE AT 3 OF 6 MONTHLY PIU MEETINGS
5	ATTENDANCE AT 1 OF 6 MONTHLY PIU MEETINGS
1	EACH GAME WORKED AT CURRENT RANK (MAX 50 PER YEAR)
5	IHSA, ASA, PONY UMPIRE REGISTRATION (MAX 5 PTS.)

<b>WAYS TO LOSE POINTS</b>	
10	FAILURE TO SUBMIT A PIU INCIDENT REPORT WITHIN 48 HOURS
10	NO-SHOW (PER GAME)
5	LATE CALL OFF FOR AN ASSIGNMENT (PER ASSIGNER)
2	UNIFORM VIOLATION (PER OCCURRENCE)
0-5	UMPIRE SUPERVISOR PENALTY POINTS (MAX 5 PER YEAR)
0-5	UMPIRE ASSIGNER PENALTY POINTS (MAX 5 PER YEAR)

<b>UMPIRE RATING POINT TRACKER</b>			
<b>ACTIVITY</b>	<b>POINTS</b>	<b>POINTS</b>	<b>POINTS</b>
RULES 101 MEETING ATTENDANCE			
CLINIC ATTENDANCE			
PIU MEETING ATTENDANCE			
SUPERVISOR BONUS POINTS			
ASSIGNER BONUS POINTS			
GAME POINTS EARNED			
POINT(S) DEDUCTED			
<b>TOTAL POINTS ACCUMULATED</b>			

## PROMOTION PROCESS

1. To be eligible for promotion umpires must have, as a minimum:
  - Appropriate Umpire Rating Points (see **MINIMUM RATING SCALE** chart).
  - Attended one Umpire Clinic (current year).
  - Attended one Rules 101 session (current year).
  - Attended one Monthly PIU Monthly Meeting (current year).
  - Primary Umpire Assigner recommendation.
  - Recommendation from two PIU Umpire Supervisors (other than Primary Assigner).
2. Once an umpire has accumulated the required number of Rating points to advance to the next Rank, they must apply via e-mail for promotion to their current primary Umpire Assigner.
3. Provided the Assigner is recommending the umpire for promotion, he/she will verify the umpires' Rating with the PIU Administrator and coordinate Supervisor Evaluations.
4. The primary Division Umpire Assigner will notify the umpire if their request has been approved. If it is not approved, the Assigner will provide feedback designed to allow the umpire to make performance improvements for future requests.
5. Permanent promotions will only be made prior to or during the Spring season.
6. Trial promotions may be made prior to or during the Fall season but the upper Rank games will be manually assigned. No Self-Assign will be allowed.
7. Promotions will be considered based on the umpire's current Rank, Rating, experience, age, Supervisor Evaluations, Assigner feedback and need at both the current Rank and the next higher Rank.
8. Consideration is given to a promotable umpire's maturity/skill level and their perceived ability to handle the added pressure, game speed, and playing skills of the players at the next Rank level. This is obviously a very subjective opinion and is considered strongly, along with other promotion criteria, during the promotion process.
9. No umpire will be promoted if that promotion would permit him/her to work games that violate the 3 year age gap from umpire to player requirement.
10. In the event that a promotion request is not granted, the umpire can request a trial promotion for the Fall season in an effort to gain experience at a higher level and increase their chances for a full promotion the following Spring.
11. Eligible umpires can only submit one promotion request per Spring season, regardless of the outcome of that request.

<b>MINIMUM RATING SCALE</b>				
<b>(POINTS REQUIRED TO BE CONSIDERED FOR PROMOTION TO THE NEXT LEVEL)</b>				
<b>Pts</b>	<b>LOWER RANK</b>	<b>LOWER LEVEL</b>	<b>HIGHER RANK</b>	<b>HIGHER LEVEL</b>
45	500	PINTO/MAVERICK/8U/10U	400	MUSTANG/10UT/12U
50	400	MUSTANG/10UT/12U	350	MUSTANGT/12UT
55	350	MUSTANGT/12UT	300	BRONCO
60	300	BRONCO	250	BRONCOT/14U
65	250	BRONCOT/14U	200	PONY/PONYT/14UT/16U/16UT
70	200	PONY/PONYT/14UT/16U/16UT	150	COLT/18U/18UT
75	150	COLT/18U/18UT	100	COLTT/PALOMINOT

## **GAME DAY**

1. When possible, contact your assigned partner in advance to coordinate officiating duties, uniforms, parking, etc.
2. Arrive 15-30 minutes before the scheduled game time. Talk to your partner to determine responsibilities. Verify signals to be used and points of emphasis. Special focus on coverage for fair/foul, fly balls, and tag/timing plays. This should take place every time you work a game, no matter how often you work with the same partner. This is critical in forming a working team that can effectively administer the game. Covering any questions about coverage or mechanics here can avoid a potentially embarrassing situation during the game.
3. Walk the field. Inspect the fences, bases and home plate for proper placement and security. Remember, we use several fields that have multiple base locations, so verify that the correct one is set up. Look for potential safety hazards and correct them before you allow play to start.
4. Monitor the team's warm-up activities for unsafe practices. Once you enter the field you are responsible. If you see something you don't like, ask the coaches to adjust the drill. Examples of things to look for would be a catcher in his squat with no mask and helmet on, players taking batting practice without helmets (no helmet when using wiffle balls is acceptable), hitting into unprotected players doing another drill, etc.

## **PRE-GAME MEETING**

1. 5-10 minutes before the scheduled game time, ask that both managers come to the plate for the Pre-Game Meeting. Move players away from this area for this meeting. Optimally, both teams should be in their respective dugouts. We realize this is not always possible with time constraints between games. But it is important to have the meeting at home plate whenever possible because a big part of this meeting is to set the tone that you are in control.
2. Get your Umpire Pay Card signed by the Home team manager. This should always be done before the game.
3. Game details: innings, time limit and run limits, if applicable. Identify the home team score keeper and verify with both managers that the home book will be the official record.
4. Standard ground rules: open gates, holes in fence, ball stuck in sign, etc. Also cover any ground rules specific to the particular field you're on. For example: the lack of side fencing at Renwick & Four Seasons 4 or the net on Four Seasons 3 & 7.
5. Official warnings about jewelry and intentional throwing of equipment.
  - a. Each team will receive one warning during game play for a player wearing jewelry, whether there was a warning issued at the meeting or not. All subsequent violations will result in the offending player being ejected.
  - b. Players may be ejected immediately without a warning if you see them intentionally throwing equipment for any reason.
6. Remind managers about sportsmanship, and their responsibilities in controlling their players, coaches, and fans.
7. Remind them that players must avoid contact on the base paths and in the field at all times. Tell them you'll call obstruction or interference, when appropriate. Any intentional contact by either offensive or defensive players, based solely on the umpire(s) judgment, results in automatic ejection.

8. Instruct them to keep all coaches and players in the dugout and remind their player to keep their helmets on until they return to the dugout. The team manager is allowed to stand in the dugout entry, but must remain in the opening. No other coach or any player may stand in the dugout entry.
9. Ask them to keep batting weights picked up and get any loose bats off the field as soon as it is safe to do so.
10. Cover the use of courtesy runners for the catcher (mandatory with 2 outs) and pitchers (optional, by Manager's agreement.) The courtesy runner for the catcher or pitcher should be the catcher or pitcher for the subsequent inning.
11. Instruct managers to remain in the dugout and off the field until time is granted by the umpire(s.) Remind them that only the manager, a coach in the coach's box, or a player in the game may request time.

## **GAME DUTIES**

1. Utilize the Home team scorer and score book as the Official record of the game. Check with both scorers and ask them to notify you immediately if a discrepancy arises. Settle any scoring, batting order or other issues immediately before resuming the game.
2. PAC rules prevent anyone from standing behind the backstop directly behind Home plate or outside the dugouts at all fields. You must enforce these rules at all times for both teams.
3. Only the manager, or in his absence, the coach that attends the pre-game meeting is allowed to discuss a call or ruling with an umpire.
4. Always give a PAC In-House or Travel Manager, providing he's not the one who's out of control, the chance to get his player, coach, or spectator under control before escalating the situation by ejections or calling the police. It's important that we give him/her that chance because we're stressing that they're responsible for those individuals in the pre-season meetings. If they fail to do so, please report that to your assigner promptly.
5. The game must be stopped immediately if a safety issues arise. These issues could include, but are not limited to, weather, fences, equipment, and field conditions. The game can be resumed when you are satisfied that the unsafe condition has been rectified (see below for specifics on handling inclement weather.) If a game has to be suspended for any reason, make sure that both books agree and remind the Home manager to notify his Division Commissioner of the suspension. You're required to notify your Assigner if a game is stopped prior to completion. Give the reason for suspension, the game status, and remaining innings.
6. Up until the start of the game, the PAC has the authority to determine if the game should be played. After that time, you have sole authority over the conduct of the game. If anyone attempts to overrule or affect your decision to stop a game for safety, notify your Assigner immediately.
7. Do not turn on the field lights (where applicable) before 6:15. PAC pays for lights at a rate of 2.5 – 5.5 cents per kilowatt hour after 6:15 PM. Lights turned on before 6:15 are charged at \$14+ (yes, that's dollars!) per kilowatt hour. That rate is charged for the entire time the lights are on when turned on before the 6:15 time, not just the amount of time that elapses until 6:15.

## **INCLEMENT WEATHER PROCEDURES**

1. When thunder is heard, or cloud to ground lightning is seen, the thunderstorm is close enough to strike your location with lightning. **Suspend play immediately.**
2. Instruct the managers to move their teams out of the dugouts and away from the field to a place of safety.
3. Notify umpires on nearby fields, in case they are not aware of the weather issue, then leave the field for a place a safety.
4. Thirty Minute Rule:
  - a. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
  - b. Any subsequent thunder or lightning after the beginning of the 30-minute count, the clock resets and another 30-minute count begins.
  - c. **There are no exceptions to this rule!**
  - d. 45 minutes will be the maximum time a game will be suspended if there are games to be played after the game suspended for inclement weather. After 45 minutes delay, the game will be suspended, cancelled, and/or considered complete based on the rules for the Division or league involved.

## **POST GAME DUTIES**

1. Resolve any questions about the final score, etc. before you leave the field.
2. Leave the field as soon as possible with your partner.
3. Notify the appropriate Division Umpire Assigner by phone as soon as possible if anything unusual happened during the game or if there were any ejections or disturbances.

## **PIU INCIDENT REPORTS**

1. If there is an ejection or any incident that merits the attention of your Assigner or the PAC Division Commissioner or President, you are required to fill out the PIU Incident Report and send it to Tim Lucas (Fax: (312)-214-6717 or E-Mail: [tlucas@usg.com](mailto:tlucas@usg.com)) within 48 hours. The PIU Incident Report can downloaded and printed from the PIU Website, [www.leaguelineup.com/piu](http://www.leaguelineup.com/piu) and The Arbiter [www.arbitersports.com](http://www.arbitersports.com).

## ARBITER SCHEDULING SYSTEM

1. If you are a new umpire, once you provide your personal information to the PIU Administrator, you will be entered into the Arbiter system.
2. Once that is done, you will receive a *WELCOME TO ARBITERSPORTS.COM* e-mail with your login information.
3. The system will send you an e-mail reminding you about game assignments 2 days before the scheduled day and time, notifying you about new game assignments as described below, and with general information from PIU management about pay, game openings, etc. **Do not REPLY to any of these e-mails.** They are generated by the Arbiter system and will not reach anyone that can respond to you. Contact the appropriate Division Umpire Assigner for assistance or to get a question answered.
4. You can select eligible games using the Self-Assign feature but only an Assigner can un-assign, or remove you from a game. You will need to contact the appropriate Assigner via e-mail or phone if you took a game in error or need to give back a game for scheduling reasons.
5. It is your responsibility to contact the Assigner if you have taken a game in error.
6. Go to [www.arbitersports.com](http://www.arbitersports.com) and sign in using the information you received in the *WELCOME TO ARBITERSPORTS.COM* e-mail.
7. Click the *SIGN IN* button and enter your User Name (your e-mail address) and Password from the Welcome E-Mail.
8. You can access the system from any computer, but you have to enter the e-mail address that you gave the PIU Administrator and was entered in the system.
9. You will be at the Arbiter *MAIN PAGE*. Here's a brief description of what you'll see on that page and how to use each tab across the top.

**ANNOUNCEMENTS** This is in the field of the *MAIN PAGE* and is used by PIU management to post important notices about pay, games, and a variety of other important information. You should get in the habit of frequently reviewing the information contained here.

**READY TO BE ASSIGNED** button should be checked if you did it in the *INFORMATION* screen. If not, go ahead and click it so the system knows you are ready to be assigned games.

A. **SCHEDULE** will give you access to three pages that are game schedule related.

- 1) **CALENDAR** shows the games you are currently scheduled to work or are waiting for you to accept. This is where you will go to accept or decline games when you get a message from the system that says you have "New games from the Plainfield Independent Umpires". These will most likely be games that you were scheduled to work that were postponed. When the game is re-scheduled, you will have the opportunity to remain on the game. Please select *ACCEPT* or *DECLINE* and then click *SUBMIT* to send your response(s) as soon as possible so that the Assigner knows whether the game has been filled. There are two sub-sections on the left side of this page:

a) **REPORTS:**

- ***SCHEDULE*** allows you to print your schedule from the current view selection on the screen. Selecting this will take you to a screen where you can select a date range and the export format of the report.
- ***OUTLOOK EXPORT*** will export your schedule into Microsoft Outlook, if you use that software for your calendar. I do not recommend using this feature unless you are a very experienced Outlook user.

- b) **DISPLAY** allows you to customize your schedule view. You can see it by Day, Week, or Month. Click the *SHOW ALL* box to see all of your games for the season or leave it blank to see only future games.

- **SAVE SETTINGS** will make the current view selections your default and they will appear the same every time you enter this page from now on.
- 2) **SELF-ASSIGN** is the screen where you will be able view games that you are eligible to work based on your Umpire Rank.
    - a) **START DATE** defaults to 'today' and you can only see games that are within 60 days of 'today' and you can only Self-Assign 12 games per calendar day. That means that you can take 12 games on Monday, sign back in and take 12 games on Tuesday, etc. This is done so that no one can go in the system and take 40-50 games at one sitting.
    - b) **SPORT & LEVEL** shows a list of all the Divisions PAC has. You can select *ALL SPORTS & LEVELS*, select *SEARCH* under the lower right corner of the *SPORT & LEVEL* box, and the result will be all games within 45 days that your Rank would allow you to work. You can also select individual Divisions or hold the CTRL key down and mouse click on multiple Divisions. For example, a 500 Rank umpire could select Pinto and Maverick to see all the baseball games he/she can work or do the same with 8U and 10U for the softball side. Selecting all 4 or the *ALL SPORTS & LEVELS* option will show all the games they're eligible for. Select the game you would like to work by clicking Go under the red Assign header and that game disappears off the list. You will receive an e-mail notifying you that you have new assignments. You do not have to Accept or Decline an assignment you picked in Self-Assign. You can now go to *CALENDAR* (see above for instructions) and see your games.
  - 3) **MASTER SCHEDULE** takes you to a listing of all the PAC/PIU games in the system. You can sort the games using the dropdown menus at the top of the page to see various combinations of games. This is a view-only area for information purposes only. You cannot do anything from this screen.
- B. **PAYMENTS** will take you to four pages that are pay related.
- 1) **REFPAY** Should we decide to use this feature, directions for its use are available at [www.refpay.com](http://www.refpay.com).
  - 2) **PAYSHEETS** allows you to view and print your Paysheets. Paysheets are created by the PIU Treasurer for each pay period after the Umpire Pay Cards are verified by the Umpire Assigners. Use the calendar (*By Date*) and magnifying glass (*By Level*) icons under the red *VIEW* header to view the sheets accordingly. Select the check box under the red *ALL* header on the left to print individual Paysheets or click on the *ALL* button itself to select all of the Paysheets for printing. Clicking the *CALCULATE* button will total up the selected Paysheets.
    - a) **PRINT PAYSHEETS** lets you choose the format for printing the selected pay sheets. You can choose from .PDF, EXCEL, WORD, etc, By Date or By Level, and what detail level you need. You will likely have to experiment with these settings to determine what level of detail works best for your needs.
  - 3) **INVOICES** We currently do not use this function.
  - 4) **1099's** We currently do not use this function.
- C. **BLOCKS** will take you to three pages that deal with limiting your availability.
- 1) **DATES** will allow you to block days or times that you cannot work. Since we do not use the Auto-Assign feature of *ArbiterSports.com*, it is not necessary for you to input your blocked days or times.
  - 2) **TEAMS** lets you to select up to 3 teams that you should not be scheduled to officiate. These could be teams that have a relative playing or coaching or for other reasons. Let your Assigner know if you need to block more than 3 teams.
  - 3) **SUMMARY** allows you to print a summary of the blocks you have entered.

- D. **LISTS** gives you access to our list of officials and the ***FORMS*** page.
- 1) **OFFICIALS** This is a roster of all of our umpires, listed alphabetically by last name. You can click on their e-mail address and send them an e-mail or click on their name and see their contact information. Do not use this system or anyone's personal information for any purpose other than PIU/PAC officiating purposes. Respect your fellow umpire's privacy.
    - a) **FILTER** allows you to do some minor filtering of the roster.
    - b) **ROSTER** lets you to print the PIU roster. You can customize the report with phone numbers, address, and choose the format for the report. Please remember that this information is intended for the use of the PIU for game assignment purposes and should not be distributed or used for any other purpose.
  - 2) **FORMS** is where you can download the PIU Incident Report.
- E. **MYREFEREE** is a source of information about softball and baseball. This information includes general rules, case situations, and other officiating topics.
- F. **PROFILE** gives you access to four pages involving your personal information and preferences.
- 1) **PREFERENCES** will permit you to select the defaults for Time Zone, Page Size, Date Range, and Printing Format that you prefer. These settings only affect your interactions with the system and have no effect on the other umpires. Make sure you click the *SAVE* button when you are finished to save the changes you have made.
  - 2) **INFORMATION** is where you fill in all your personal information (Name, Address, City, State, Zip, and Date of Birth) except your SSN. We do not want your SSN in this system. If you are a new official, you may not have received your Official Number yet, but please enter as soon as possible. Make sure you click the *PUBLIC* check box so other officials can see your contact information and the *SAVE* button to retain your changes.
    - a) **PHONES** Enter your cell and home phone, with the area code, and click the *PUBLIC* check box on each one so that your phone numbers are visible to your fellow officials. Put your primary contact number first on the list. Use the arrows on the right to move the numbers, as needed.
    - b) **CUSTOM FIELDS** We currently do not use this function.
    - c) **PICTURE** lets you add your photo to the system (this is optional). Any photo added should be a head & shoulders shot wearing appropriate clothes for an official.
    - d) **STATUS** Click the *READY* check box. This tells the system that you are ready to accept and Self-Assign games.
  - 3) **PASSWORD** Use this to change your password, as required. You should use this immediately when you sign in the first time to change the temporary password assigned to you by The Arbiter.Net.
  - 4) **SHARING** is used by officials that have access to more than one ArbiterSports.com systems through other organizations like Will County Officials, Chicagoland Football Assigners, Referee Services, etc.

## UMPIRE SUPERVISOR PROGRAM

1. Designed to establish a supervisory presence during PAC games, this program will utilize experienced PIU umpires empowered to act as mentors, trainers, and evaluators of PIU Umpires during the course of the season.
2. The Supervisors will also act as rules authorities and assist in addressing PAC Player, Spectator, Coach, Manager conduct issues as they relate to the playing of PAC baseball and softball games.
3. They will, along with the PIU Umpire Assigners, assist in the monitoring of PIU Umpires to insure compliance with PIU and PAC guidelines for uniforms, punctuality, conduct, and game management.
4. The minimum age for PIU Umpire Supervisors is 21 and they must be sufficiently experienced officials to carry out their required duties.
5. Authority Level: By their appointment, PIU Umpire Supervisors are granted authority to do the following:
  - a. Request PAC Spectators, Players, Coaches, &/or Managers adhere to the various rules and policies that govern PAC activities.
  - b. Eject, or request to leave, any PAC Spectators, Players, Coaches, &/or Managers who fail to abide by the various rules and policies that govern PAC activities.
  - c. Answer questions from any PAC Spectator, Player, Coach, &/or Manager about the contents of the PAC Handbook and the general playing rules of baseball or softball.
  - d. Review the PIU Umpires officiating PAC baseball and softball games for the purpose of enhancing their skills and consideration for promotion or demotion in Ranking.
  - e. Fine, replace, or remove PIU Umpires for infractions of PIU, PAC, Plainfield Park District, or other policy as outlined in the PIU Policies Memo & PAC Handbook.
6. The PIU Umpire Supervisors will be in uniform whenever possible and will always wear the designated PIU Supervisor hat.
7. The Supervisor will complete a PIU Supervisor Activity Report for each hour or game that he/she is acting in this capacity and turn it in at the Ottawa St. drop box for payment.
8. The Supervisor is required to send an e-mail to each umpire evaluated during the Supervisor's duty period outlining areas for improvement, if needed.
9. The PIU Umpire Supervisor will not get involved in a disagreement or rules discussion during a game unless there is a safety issue, the situation is beyond the ability of the umpire(s) working the game to handle it, or the assigned umpire(s) request their intervention.
10. They will not, except under very unusual circumstances, over-rule a call made during a game by the assigned umpires, even if that call is wrong.
11. The Umpire Supervisor may, at his/her discretion, enter the field to work with a new or less experienced umpire to provide on-the-job training.
12. The Supervisor can also choose to work an entire game with a less experienced umpire to provide more in-depth training.
13. The PIU Umpire Supervisors will be paid \$15 per hour for the time they spend monitoring game activities and training umpires.
14. For complete games worked with a less experienced umpire for the purpose of training, the Supervisor will be paid \$40 per game in lieu of the published rate for that level if the published rate is less than \$40.
15. 2010 Umpire Supervisors

Mike Andersen	Jim Harpole	Larry Newberry	Manny Villarrubia
Kevin Brown	Ray Hayen	Dan Newton	Anthony Vizek
Rich Cassidy	Steve Klett	Rich Rosemann	Denise Wojtkiewicz
Rob Denney	Tim Lucas	Chris Suffecool	
Pat Hanley	Rich McElmeel	Pat Sullivan	
Kevin Hanneman	Pete Nackovic	Dan Tringali	

## UMPIRE ASSIGNERS

1. Umpire Assigners are responsible for entering games, adjusting the status of games, coordinating scheduling with the PAC Commissioner(s), assigning umpires, and ensuring all games are covered with competent umpires for their assigned Division(s).
2. They're also responsible for verifying Umpire Pay Cards, communicating with the PAC Treasurer to resolve any pay disputes that arise, and monitoring the umpires working games in their assigned Division(s).
3. As part of their duties, the Umpire Assigners are also expected to act as a resource for the umpires that are working games in their assigned Division(s). This includes being the umpire's first point of contact for Arbiter training, information about games, PAC, Baseball, & Softball Rules interpretations, pay issues and errors, and any other issue related to their assigned Division(s).
4. The minimum age for PIU Umpire Assigners is 21 and they must be sufficiently organized to carry out their required duties.
5. Umpire Assigner Pay:
  - a. \$120 or \$12 per team (whichever is greater) for each season they assign. Spring and Fall are considered separate seasons.
  - b. Additionally, Assigners will be paid \$5 per team assigned in PAC sponsored tournaments (this does not include the Kledzik Tournament.)

## CONTACT INFORMATION

- PIU Division Umpire Assigners

DIVISION(S)	NAME	PHONE	E-MAIL
8U & 10U	DENISE WOJTKIEWICZ	815-733-0353	KDWOJ@SBCGLOBAL.NET
12U, 14U, 16U, 18U	RAY HAYEN	815-693-5427	4391913HAY@COMCAST.NET
PINTO & MAVERICK	RICH ROSEMANN	815-451-9663	R.ROSEMANN@SBCGLOBAL.NET
MUSTANG	JIM HARPOLE	815-207-0420	MU2007@COMCAST.NET
BRONCO	ANTHONY VIZEK	815-671-9447	AVIZEK44@YAHOO.COM
PONY	DAN NEWTON	815-603-4134	DANIEL.NEWTON29@YAHOO.COM
COLT & PALOMINO	LARRY NEWBERRY	815-293-3699	NEWBEL@MAIL.COM

- The information below is provided for emergency use only. The Umpires primary and first point of contact should always be their Division Umpire Assigner.

TITLE	NAME	PHONE	E-MAIL
PIU UMPIRE IN CHIEF & PAC RULES CHAIRMAN	ROB DENNEY	630-815-5593	RDENNEY@GLOBALINSTORE.COM
PIU ADMINISTRATOR	KEVIN BROWN	815-351-1992	GOLFERKAB@COMCAST.NET
PIU TRAINING/SUPERVISOR COORDINATOR	TIM LUCAS	815-483-7910	TLUCAS@USG.COM
PAC VP BASEBALL	KEN POTRAWSKI	815-514-5152	VPBASEBALL@COMCAST.NET
PAC VP SOFTBALL	DAN DEACON	815-274-5660	PAC_VPSOFTBALL@SBCGLOBAL.NET
PAC VP FALL BALL	ROB FOX	630-742-7438	VPFALLBALL@AOL.COM
PAC VP TRAVEL	SHAWN GARRITY	630-632-8407	SHAWNGARRITY@YAHOO.COM

## PIU SCHEDULE

DATE	EVENT	TIME	LOCATION
1/17/2010	RULES 101 CLASS	2:00-5:00	PCHS FRESHMAN CAFETERIA
1/31/2010	RULES 101 CLASS	2:00-5:00	PCHS FRESHMAN CAFETERIA
2/28/2010	UMPIRE CLINIC # 1	NOON-5:00	PSHS FIELD HOUSE
3/14/2010	UMPIRE CLINIC # 2	NOON-5:00	PCHS FIELD HOUSE
3/28/2010	PRE-SEASON MEETING	2:30-5:00	PCHS FRESHMAN CAFETERIA
3/29/2010	PRE-SEASON MEETING	6:30-9:00	PCHS FRESHMAN CAFETERIA
4/18/2010	PIU MONTHLY MEETING	7:00-8:00	OTTAWA ST. PICNIC AREA
5/16/2010	PIU MONTHLY MEETING	7:00-8:00	OTTAWA ST. PICNIC AREA
6/20/2010	PIU MONTHLY MEETING	7:00-8:00	OTTAWA ST. PICNIC AREA
8/15/2010	PIU MONTHLY MEETING	7:00-8:00	OTTAWA ST. PICNIC AREA
9/19/2010	PIU MONTHLY MEETING	7:00-8:00	OTTAWA ST. PICNIC AREA
10/10/2010	PIU MONTHLY MEETING	7:00-8:00	OTTAWA ST. PICNIC AREA

- **Rules 101 Classes – 1/17 & 1/31**

(Attendance at one of the two sessions is mandatory for all umpires with 5 years or less experience.)

- This is a review of the general rules of baseball and softball and special PAC rules for each Division.

- **Basic Umpire Clinics – 2/28 & 3/14**

(Umpires with 5 years or less experience must attend one of the clinics and should bring a mask and indicator.)

- 11:30-Noon           Registration
  - Noon-12:30       Welcome & Introductions
  - 12:30-1:00       Communication
  - 1:00-4:00       Breakout Sessions (3, 1 hour sessions)  
(Strike Zone/Balks/Illegal Pitches, Plate Mechanics, Field Mechanics)
  - 4:30-4:45       Field Presence
  - 4:45-5:00       Wrap-Up

- **PIU Pre-Season Meetings – 3/28 & 3/29**

(All umpires must attend one of these meetings.)

- PIU Umpire Manual Review
  - PAC Handbook Review
  - Rules 101 Test Review
  - Assigner's Break-Out Sessions




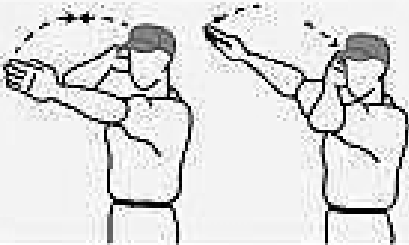
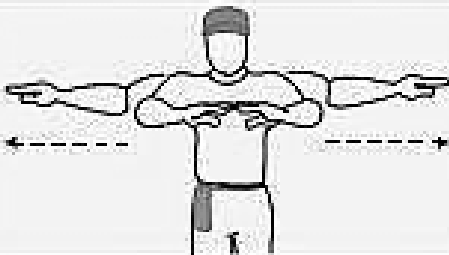
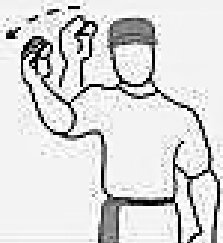



- **PIU Monthly Meetings – 4/18, 5/16, 6/20, 8/15, 9/19, & 10/10**

- Primarily designed for newer umpires, these will serve as rules & mechanics reviews, and play/situation discussions during the season.
  - Umpires are encouraged to e-mail questions about Rules, situations, and plays to their Assigner for discussion at these meetings.
  - Attendance is strongly encouraged. Umpires will earn Ratings Points for attendance.

## **BASIC UMPIRE CLINIC TOPICS**

- **COMMUNICATION**
  - Umpire to Assigner Communications
    - Schedule Issues
      - Turn-Backs
      - Partner Issues
      - Accept/Decline Assignments; Re-scheduled games
    - Game Situations
      - Ejections
      - Recurring Issues with Particular Teams, Coaches, Managers, Players or Spectators
      - Unusual Occurrences
    - Rules or General PIU Policy Questions
    - Pay Questions
  - Umpire to Umpire Pre-Game Communications
    - Game Timing Responsibilities
    - Coverages
      - Fly Ball
      - Rotations
      - Signals
    - Weather Issues
  - Umpire to Team Manager Communications
    - Pre-Game Topic Review (See Pay Card (reverse side) for complete list)
      - Jewelry
      - Weather
      - Manager/Coach Conduct
      - Courtesy Runners
    - In-Game Communications
    - Preventive Officiatin
  - Umpire to Umpire Communications
    - Appeal Plays
      - Missed Bases (Coverages Covered in Umpire Pre-Game)
      - Swing
      - Pulled Foot
      - Swipe Tag
    - Infield Fly
    - Trouble Balls
    - Base Coverage
    - Ball/Strike Count Verification
    - Putting the Ball In Play
    - When and How to Confer with Your Partner
    - Review Umpire Signals Chart

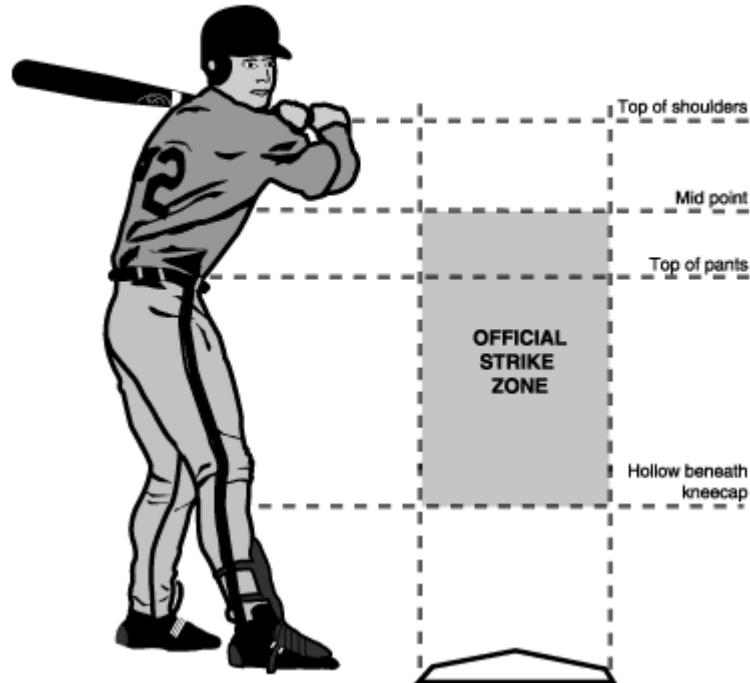
# Umpire Signals

			
Do Not Pitch	Play Ball	Time-Out, Foul Ball or Dead Ball	
			
Foul Tip	Fair Ball	Safe	
			
Strike or Out	Infield Fly	Count	Time Play

## CLINIC BREAK-OUT SESSIONS

- THE STRIKE ZONE, BALKS & ILLEGAL PITCHES

### The Strike Zone



1. Rule Book: *“THE STRIKE ZONE IS THAT AREA OVER HOME PLATE, THE UPPER LIMIT OF WHICH IS A HORIZONTAL LINE AT THE MIDPOINT BETWEEN THE TOP OF THE SHOULDERS AND THE TOP OF THE UNIFORM PANTS, AND THE LOWER LEVEL IS A LINE AT THE HOLLOW BENEATH THE KNEECAP. THE STRIKE ZONE SHALL BE DETERMINED FROM THE BATTER’S STANCE AS THE BATTER IS PREPARED TO SWING AT A PITCHED BALL.”*
2. Reality: Whatever the umpire calls.

#### THEORY/PHILOSOPHY OF CALLING BALLS & STRIKES

1. “Pitcher’s Umpire” or Zone – Generous zone that gives the pitcher both corners and the low part of the zone.
2. “Hitter’s Umpire” or Zone – Tighter zone that only gives the pitcher “one side” of the zone.
3. Must be fair to both teams.
4. Must be consistent – first Inning to last inning.

#### DEFINING THE ZONE – ONE PHILOSOPHY

1. Minimize walks and promote the ball being put in play.
2. Get batters swinging early and they’ll swing the rest of the game.
3. Use a slightly wider zone in the 1<sup>st</sup> inning for both teams Approximately 2-3 inches is enough. Always use “normal” upper and lower zone limits.
4. Call borderline pitches a strike on the 3-0 pitch, but only the 3-0 pitch. The pitcher has to earn their strikes for the rest of the at-bat.
5. Call borderline pitches a strike when the offense steals, except if there are already two strikes on the batter.

6. The strike zone is defined by a 3 dimensional block of wood and any pitch that “touches” any part of the block is a strike.
7. Work the slot with your eyes at the top and inside edges of the zone for each batter. This applies to anything on the inner and upper parts of the strike zone. If you follow this philosophy, all you have to judge is the outside and bottom edges of the strike zone. Using this technique, you’ve virtually eliminated the need to judge a pitch for 50% of the strike zone.
  - Look Up: BALL!
  - Look Left (RH batter): BALL!
  - Look Right (LH batter): BALL!
  - No eye movement: STRIKE!

### **PLATE FUNDAMENTALS**

1. Gross Misses: Avoid them as much as possible – these are pitches or checked swings that both teams know you missed. A single gross miss undermines the confidence of both teams and your partner. Multiple gross misses can turn into an ugly situation.
2. Missing Pitches: Understand before you call the first pitch that you will miss some close pitches and that you cannot let those misses destroy your confidence. Learn from them and move on. Not to be confused with gross misses, we’re talking about close pitches and you will miss a few during every game. This will not be noticed by most people unless you frequently miss on 3<sup>rd</sup> strikes.
3. Zone Foundation: Define your zone around the “low” pitch. Getting these pitches right and being consistent here is critical. Umpires have more problems with low pitches than high ones, even very experienced umpires that have called hundreds of games. Low pitches are also the most easily judged by the coaches and players.
4. Checked Swings: Get help from your partner, if you have one, on checked swings. Even if they are in B or C position, they likely will have a better chance of avoiding a gross miss on a checked swing. Unless you are 90% sure that you have it right, ask for help. Seeing checked swings on pitches that end up low and outside are the toughest because you should be following the ball all the way to the mitt.
5. Head Position: Keep your head still and your chin should always be higher than the top of the catcher’s head in order to see the outside corner. Follow the ball all the way to the catcher’s mitt with your eyes.
6. Vocalization: Be loud, decisive, and consistent with the timing of your calls. Wait a count after the pitch strikes the mitt to call the pitch. Always vocalize strikes. Vocalizing balls is your choice. Whatever you decide, being consistent throughout the game is critical to creating the image of confidence.

### **AGE SPECIFIC STRIKE ZONE FOR PAC GAMES**

1. Upper & Lower Limits:
  - 8U/10U/Pinto/Maverick – chin to mid-shin
  - 12U/Mustang – shoulders to mid-shin
  - 14U/Bronco – arm pits to mid-shin
  - 16U/Pony – letters to upper shin
  - 18U/Colt/Palomino – bottom of the letters to bottom of the knee
2. Inside & Outside Limits:
  - One ball inside and 1 - 2 balls outside.

## **Balks (Baseball) & Illegal Pitches (Softball)**

1. Purpose of Balk Rules
2. When Do Balk Rules Apply
3. Pitcher vs. Infielder
4. Key Tenets of the Balk
  - Intent
  - Deception
  - Advantage
5. Common Balks
  - Dropping ball when engaged to pitcher's plate.
    - Exception: Ball rolls across foul line.
  - Entering mound area without the ball.
  - Failure to come to complete stop after stretch.
  - Turning shoulder first base once set
  - Faking throw to occupied 1<sup>st</sup> base or faking and/or throwing to unoccupied base.
  - Failing to step toward occupied base during pick-off attempt.
  - Going directly from wind-up to set position without stepping off.

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6. Purpose of Illegal Pitch Rules
7. When do Illegal Pitch Rules Apply
8. Key Tenets of the Illegal Pitch
  - Advantage
  - Safety
9. Common Illegal Pitches
  - Pitcher's Plate Framework Violations
    - Body Direction & Landing
  - Pivot Foot Airborne
  - Crow Hop
  - Re-Plant of Pivot Foot
  - Hand-Arm Orientation at Delivery

- **2 UMPIRE FIELD MECHANICS**

These are highlights of the mechanics and should not be considered a complete 2 umpire system reference. This document was created to help you understand and reinforce the training you will receive from experienced PIU umpires. All of these situations should be discussed in your umpire pre-game with your partner to confirm coverage. They can be adjusted to fit the umpires and circumstances involved in the upcoming game.

**Important Note:** One umpire **MUST** always have the ball and the other has the batter-runner and runner(s) for touches, obstruction, interference, etc. Make sure you know who has what in your umpire pre-game. The umpire that has the ball should call out “I HAVE BALL” so there is no confusion during play. Two umpires watching one ball is a very, very bad thing.

Since a large percentage of the mechanics are the same for both the large and small fields, the below instructions will include both. For points where the mechanics vary for the field size they will be noted as below:

**Large Field-** Applies to baseball divisions Colt, Palomino, Pony, & Bronco.

**Small Field-** Applies to baseball divisions Mustang, Pinto, Maverick, & all softball divisions. It will be noted below the main text if it varies from the large field mechanics.

**Softball-** It will be noted in the rare instances where the softball Mechanics differs from the small field baseball mechanics.

## **PLATE UMPIRE – GENERAL KEYS AND NOTES**

### **CLEARING THE CATCHER**

- On all batted balls you will have to clear the catcher, one very effective way to do this is to take one step toward 3B and then bust out to the 45' line (half way point between home and first base for small fields) or wherever you need to go. To clear the catcher on bunts or batted balls that the catcher will attempt to field you will move in the opposite direction of the ball first (this gives you the angle) then work on gaining distance to the ball.
- On passed balls, wild pitches, and pop-ups it will be necessary to clear the catcher but in a different way. The best way to clear the catcher in these situations is to simply drop step and move in the opposite direction than the catcher. If he moves toward the 1B dugout with a right hand batter open up with your right foot, if he moves toward the 3B dugout with a right hand batter open up with your left foot. This is called opening your gate.

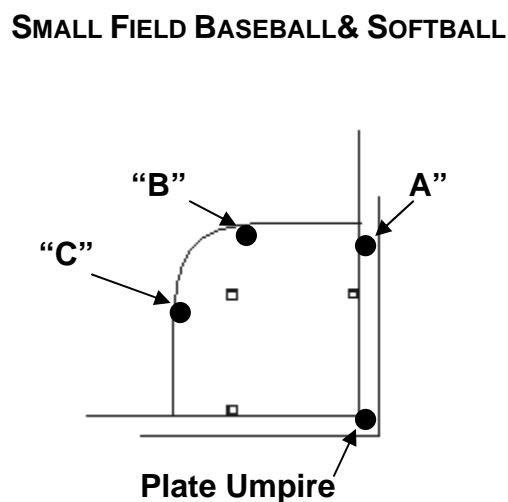
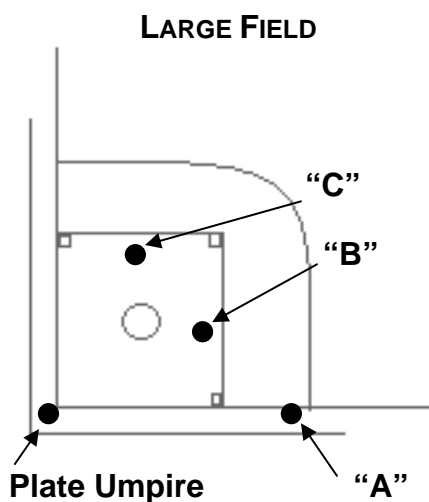
### **CLEARING THE BAT**

- With runners in scoring position, it may be advisable to remove a bat that may inhibit a runners slide or deflect a thrown ball to the plate. This is **STRICTLY A COURTESY** and not required mechanics. Your primary concern is to get in position for a play at the plate. If time permits, you may pick up the bat, and slide it forcefully from the field of play.
- Simply bend over, grab one end of the bat, and slide it forcefully from the field, do not kick or toss the bat in the air because people have been injured this way. Remember the acronym NAP that stands for **NECESSARY, AVAILABLE, and POSSIBLE**. Ask yourself is it necessary, available, or possible to move the bat.

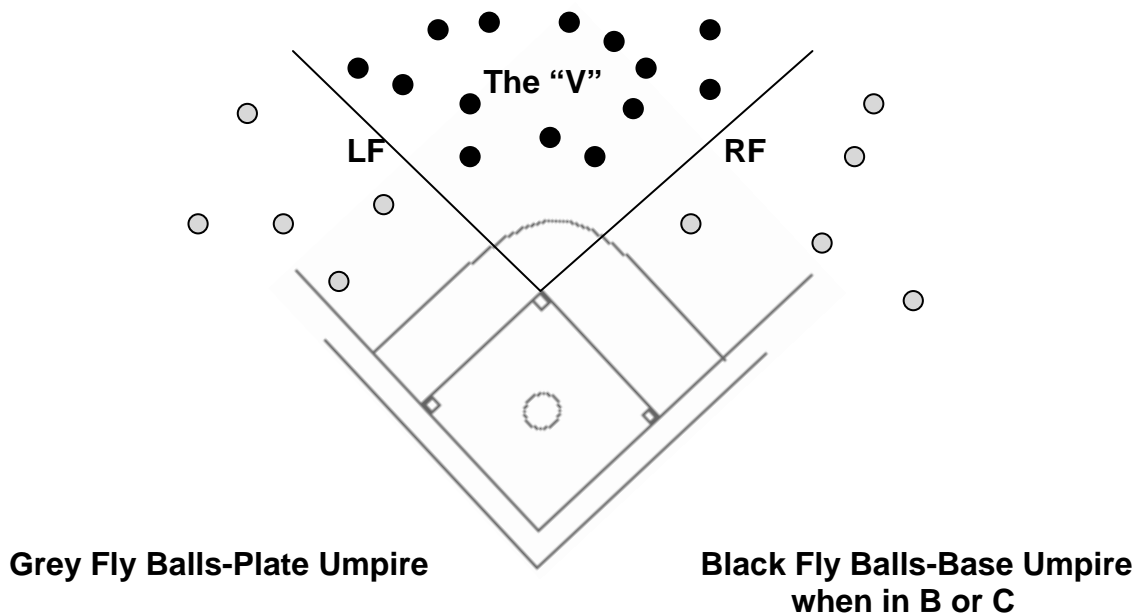
## **BASE UMPIRE – GENERAL KEYS AND NOTES**

1. On plays in the infield never watch the ball in flight to 1B. Once the infielder releases the throw and you read a true throw, focus immediately on the base. Following the ball will cause your eyes to be moving when a close play develops. You are apt to see nothing but a blur or an explosion at the base.
2. The ideal distance for a play in the infield is 15'-18' feet away from 1B. Remember Angle and Distance are always important factor when calling plays in the infield, but if you have to choose, sacrifice distance in favor of angle. Getting the proper angle should always be your first priority.
3. On plays at first, you should always get a 90° angle except for groundballs to the 1<sup>st</sup> and 2<sup>nd</sup> baseman (only about 2 or 3 feet in fair territory) or pressure situations.
4. Pressure Situations– the main criteria for you to move into foul territory to make a call at 1<sup>st</sup> is if you feel pressure from the 2<sup>nd</sup> baseman. Pressure is a batted ball that the 2<sup>nd</sup> baseman is moving hard toward the 1B foul line to field and the throw will put you in a awkward position to make a call.
5. If you have a bang-bang play, sell the call by being vocal and emphatic. It might save you an argument or ejection.

### **INITIAL POSITIONING OF UMPIRES**



## ILLUSTRATION OF THE "V" (LARGE FIELD APPLICATION ONLY)



### No RUNNERS ON BASE (BASE UMPIRE: POSITION "A")

#### PLATE UMPIRE

1. Fair/Foul, Catch/No-Catch, and then everything else is the order of precedence on any given play. Balls and Strikes are your number priority, whether or not you make it as an umpire depends on how well you call balls and strikes. On batted balls you will always decide if the ball was fair or foul before you make any other decisions. When you have made your decision then give a fair/foul mechanic and then start on the catch/no-catch. Do not make any prejudgments, watch the play in its entirety then check for **firm and secure possession**. After the dust settles and you have watched the play in its entirety and you have determined if the fielder had or did not have **firm and secure possession** then give the appropriate mechanic.
2. Your fair/foul responsibilities are from home plate to 1<sup>st</sup> base (NOT INCLUDING 1<sup>ST</sup> BASE). On the 3<sup>rd</sup> base side you are responsible for home plate all the way to the left field foul pole.

**Small Field-** Responsible for all fair/foul calls.

3. On groundballs to the infield you bust out to the mid-way point between home and first. Your main responsibilities are the runner's lane for interference and an overthrow to 1<sup>st</sup> base. A pulled foot at first base is not your primary responsibility, but if your partner would happen to ask you for help, be prepared to tell him/her what you saw.
4. On clean base hits to the outfield your only responsibility is to follow the direction of the ball about 30' into fair territory. Stand there, remaining **chest to ball** until the play is over.
5. On fly balls to the outfield your responsibilities will be all foul territory down the 3<sup>rd</sup> base side all the way to the RF. The exception will be when your partner goes out, you will take the runner all the way if necessary. Do not leave the runner until your partner has entered the immediate area and has acknowledged responsibility for the runner. You have all line drives that take the infielders away from the 1<sup>st</sup> baseline.

6. Plate umpire has catch/no-catch responsibilities on all pop-ups to the infield except those that take the 1B or 2B toward the outfield or towards the RF line. Plate also has catch/no-catch responsibilities on all fly balls to the outfield except to the RF moving toward RF line.

**Small Field-** Responsible for catch/no-catch on all fly balls and pop-ups.

#### **BASE UMPIRE**

1. Your starting position will be hands-on knee set approximately 10-12' behind the 1<sup>st</sup> baseman.
2. The biggest key to base umpiring is learning to **pause**, **read** the play, and then **react**. Your order of importance is fair/foul, catch/no catch, and then anything else that might happen.
3. Fair/foul responsibilities are from the bag and beyond and all of the area from the RF toward the foul line, including foul territory. Remember the three B's (ball, base, beyond) or B cubed.

**Small Field-** No fair/foul responsibilities.

4. On ground balls to the infield you will pause, read, & react. Your reaction will be to move toward the bag, find the 90° angle and settle in between 15-18' from 1<sup>st</sup> base. You measure the angle from the point of origin of the throw, remembering that there is a built-in 90° on 1<sup>st</sup> base. Before setting yourself for the call, make sure you have a true throw. Be ready to take a read step on the swipe tag or pulled foot. If you are in correct position, you will see the pulled foot and swipe tag. You should almost never go to the plate man for help on this (do your job and he won't have to).
5. On clean hits to the outfield you pause, read, and react, then come in and pivot. When the ball is hit, your eyes are on the ball and glancing at the runner. When you read the runner back to 1<sup>st</sup> gain some distance back to the midpoint between home and first for a better angle in case of a throw back behind the runner.
6. Trouble balls to RF – This is a situation where pause, read, and react is a key fundamental for positioning. With no runners on, you are responsible for any batted ball that might present a problem to the CF coming in, going back, converging with another fielder or a possible trap and the RF coming, going back, converging with other fielders, in foul territory, or a possible trap. You will notify your partner you're going with the verbal communication "I'm going out" and tap the top of your hat. Then go out, get an angle on the play and be set for any catch/no catch situations. If the ball goes to the fence stay out there until it's on its way back to the infield. On plays when a batted ball is not caught, as soon as the ball is on its way to the infield, hustle in to get back and cover home plate. If the runner pulls up and stops at a base, get in there and pick him up, letting your partner know that you have the runner when you get close enough to make a call if needed. The proper communication is "Bill, I've got the runner," it's that simple. You have catch/no catch responsibility for all lines drives that take the 2B or 1B toward the 1B foul line or straight back. These are also considered trouble balls.

**Small Field-** If you believe a ball to RF will be a trouble ball notify your partner with the verbal communication "I'm going out", tap the top of your hat, then go out and get an angle on the play. Be set for any catch/no catch situations. The remaining mechanics are as listed above.

## **RUNNER ON 1<sup>ST</sup> (BASE UMPIRE: POSITION "B")**

### **PLATE UMPIRE**

1. With a runner on first, there are some potential situations you must be aware of: a pick-off attempt, a steal of second, a rundown, and a batted ball.
2. On a pick-off attempt at first, you have the ball on an overthrow. The only thing you need to do on this play is take one step toward the 1<sup>st</sup> base dugout and stay **chest to ball**. In case of an overthrow, get as close as the play will allow and then stay with it. When the throw comes from the catcher the same thing applies, except you must be aware of possible batter interference.

**Small Field-** There will be no pitcher pick-off plays.

3. On a steal attempt, you must be aware of possible batter interference. Do not forget to call the pitch when the runner steals. Do not get in the catcher's way and remember to stay with your rhythm and step back and relax when you have called the pitch.
4. If a rundown situation develops bust your butt and  $\frac{3}{4}$  down the line usually toward 1<sup>st</sup> wait on the appropriate time to enter the rundown. Basically after getting down the line you wait until the runner is moving away from you and bust into position. When and only when you are in position tell your partner that you have that end. The proper communication is "Bill, I've got this end." Your responsibilities on this play are split 50/50 with the base umpire, but always remember that there is a gray area where you have to work with your partner and decide who is responsible for the tag. This is done by eye contact with your partner and someone stepping up and telling the other that they have it. The proper communication is "Bill, I got it" while tapping yourself on the chest.
5. On all batted balls you will clear the catcher and get up the line  $\frac{3}{4}$  of the way to 3<sup>rd</sup> base. On balls hit in the infield do not communicate and on balls hit to the outfield you tell your partner you coming. The proper communication is "Bill, I've got 3<sup>rd</sup> if he comes," when you get to the high post and you have ball and runner you get into the cut-out and say "I've got 3<sup>rd</sup>, I've got 3<sup>rd</sup>". On balls hit to RF that you have catch/no catch responsibility for (which is basically fly balls near the RF line and foul territory) tell your partner that you're on the line and you won't be at 3<sup>rd</sup>. The proper communication is "Bill, I'm on the line."
6. Plate Umpire has fair/foul responsibility on both foul lines all the way.
7. Plate has catch/no catch responsibility for all fly balls hit outside the V, all infield pop-ups, and foul territory.

**Small Field-** All catch/no-catch responsibilities.

### **BASE UMPIRE**

1. Starting position will be half way between the mound and 2B on an imaginary line that extends from home plate through the 1<sup>st</sup> base side of the mound.

**Small Field-** Starting position will be a depth 8' to 12' behind the 2<sup>nd</sup> baseman and 6' to 8' to the first base side of 2<sup>nd</sup> base.

2. Be ready for pick-off attempts at first, and steals of second. In case of an overthrow at 1<sup>st</sup> the plate umpire will be responsible for the overthrow and you will be responsible for the runner. On pick-off attempts step up and toward the 45' line to increase your angle and square up to the base. On steal attempts you need to keep the throwing lane from the catcher to 2B open, drop step and move in a direct line toward 2B keeping your eyes on the ball and when it passes you settle in and get set.

**Small Field-** On a steal move in a direct line to 2B keep eyes on ball until the throw is half way to the base then settle in at a 90 degree angle and get set with eyes focused on the bag.

3. The double play, you step and face the ball, do not move toward 2B. See the play from that position and make the call on the move drop stepping and gaining some distance toward the 45' lane, to increase your angle, and get set before the play happens (You should only make it two or three strides). On ground balls to the infield you will step up and face the ball (pause, read, react) if you read a throw to 1<sup>st</sup> don't commit to early and when the throw to 1<sup>st</sup> is released don't over-commit to 1B. Always remember that you have a runner behind you, be in a position to make a call at second on a throw back if you have to. Always stay **chest to ball**.

**Small Field-** The double play, you step and face the ball, do not move toward 2B. See the play from that position and make the call on the move drop stepping and gaining some distance toward the first base, to increase your angle, and get set before the play happens (You should only make it two or three strides). if you read a throw to 1<sup>st</sup> don't commit too early and when the throw to 1<sup>st</sup> is take two to three steps toward the infield. Always remember that you have a runner in front of you, be in a position to make a call at second on a throw back if you have to. Always stay **chest to ball**.

4. You have no fair/foul decisions with runners on base, but you do have catch/no-catch on all fly balls to the outfield within the V. On trouble balls to the outfield move up to the inside grass line (never cross a runner's path) and work to find the best angle on the play, your first priority in this case is catch/no catch on balls within your area of responsibility

**Small Field-** Base umpire does not have any catch/no-catch responsibilities unless you go out on a trouble ball. You have all tags at first base.

5. When rundowns occur you have the entire play until the plate umpire notifies you that he has one end at either 1<sup>st</sup> or 3<sup>rd</sup>. You have all plays on the bases except when the plate umpire notifies you that he has 3<sup>rd</sup>.
6. Remember that Angle is primary to Distance. It is great to get close to tough plays but it is virtually impossible to do in the 2-umpire system. Additionally, it's very dangerous to over-commit to one base when you have multiple runners.

### **RUNNERS ON 1<sup>ST</sup> AND 3<sup>RD</sup> (BASE UMPIRE: POSITION "B" OR "C")**

#### **PLATE UMPIRE**

1. You have ALL fair foul decisions. You have all touches of 3<sup>rd</sup>, no responsibility for runners touching 1<sup>st</sup> or 2<sup>nd</sup>. All tag ups of 3<sup>rd</sup>.
2. You have catch/no catch for all fly balls in the outfield outside the V and everything in the air in the infield and in foul ground. Good communication with your partner is important on grey area plays.

**Small Field-** Plate umpire has all catch/no-catch responsibilities.

3. You have 3<sup>rd</sup> base on all fly balls, line drives, and ground balls to the outfield. Look over your shoulder to see the touch of home on your way to 3<sup>rd</sup>. Use proper communication with your partner, if you have a fair/foul down the RF line tell your partner your on the line so he knows you will not be there. On fair/foul's down the LF line tell him you have the ball and stay with it until it is on the way back to the infield and if you still have time go

ahead and tell him you have 3<sup>rd</sup> if he comes. Make sure you can make it back for a play at the plate, if you read a potential play on R1 at the plate tell your partner you're going home.

4. You will make all of your calls on plays at the plate from either the 1<sup>st</sup> base line extended or 3<sup>rd</sup> base line extended.

### BASE UMPIRE

1. Your starting position will be half way between the mound and 2B on an imaginary line that extends from home plate through the 1<sup>st</sup> base side of the mound.

**Small Field-** Starting position will be a depth 8' to 12' behind the shortstop and 6' to 8' to the third base side of 2<sup>nd</sup> base.

2. Be ready for pick-off attempts at first, and steals of second. In case of an overthrow at 1<sup>st</sup> the plate umpire will be responsible for the overthrow and you will be responsible for the runner. On pick-off attempts step up and toward the 45' line to increase your angle and square up to the base. On steal attempts you need to keep the throwing lane from the catcher to 2B open, drop step and move in a direct line toward 2B keeping your eyes on the ball and when it passes you settle in and get set.

**Small Field-** On steal attempts, move in a direct line toward 2B keeping your eyes on the ball until it is half way to second base then you settle in and get set at your 90 degree angle to the play.

3. You have no fair/foul decisions with runners on base. You have all fly balls to the outfield that are in the V. On trouble balls to the outfield move up to the grass line and work to find the best angle on the play, your first priority in this case is catch/no catch.

**Small Field-** Base umpire does not have any catch/no-catch responsibilities unless you go out on a trouble ball. You have all tags at first base.

4. Remember that Angle is primary to Distance. It is great to get close to tough plays but it is virtually impossible to do in the 2-umpire system. Additionally, it is very dangerous to over-commit to one base when you have multiple runners.
5. The double play, you step and face the ball, do not move toward 2B. See the play from that position and make the call on the move drop stepping and gaining some distance toward the 45' lane, to increase your angle, and get set before the play happens (You should only make it two or three strides). On ground balls to the infield you will step up and face the ball (pause, read, react) if you read a throw to 1<sup>st</sup> don't commit to early and when the throw to 1<sup>st</sup> is released don't over-commit to 1B. Always remember that you have a runner behind you, be in a position to make a call at second on a throw back if you have to. Always stay chest to ball.

**Small Field-** The double play, you step and face the ball, do not move toward 2B. See the play from that position and make the call on the move drop stepping and gaining some distance toward the first base, to increase your angle, and get set before the play happens (You should only make it two or three strides). if you read a throw to 1<sup>st</sup> don't commit too early and when the throw to 1<sup>st</sup> is take two to three steps toward the infield. Always remember that you have a runner in front of you, be in a position to make a call at second on a throw back if you have to. Always stay **chest to ball**.

## RUNNERS AT 1<sup>ST</sup> AND 2<sup>ND</sup> (BASE UMPIRE: POSITION "C")

### PLATE UMPIRE

1. Possible INFIELD FLY scenario. Be prepared and signal your partner.
2. You have ALL fair foul decisions. You have all touches of 3<sup>rd</sup>, no responsibility for runners touching 1<sup>st</sup> or 2<sup>nd</sup>. You have the tap up at 2<sup>nd</sup> and any ensuing play at 3<sup>rd</sup>.
3. You have catch/no catch for all fly balls in the outfield outside the V and everything in the air in the infield and in foul ground. Good communication with your partner is important on grey area plays. Make sure on possible infield fly/foul ball situations near either foul line to vocalize "Infield fly, if fair - the batters out."

**Small Field-** Plate umpire has all catch/no-catch responsibilities.

4. This is a time play situation be ready to line up the out on the bases with the runner scoring and sell it if you have to. Make sure that you communicate to your partner that you will be staying home before the play starts.

### BASE UMPIRE

1. Your starting position will be half way between the mound and 2B on an imaginary line that extends from home plate through the 3<sup>rd</sup> base side of the mound. Be ready for pick-off attempts at first or second, and steals. In case of an overthrow at 1<sup>st</sup> the plate umpire will be responsible for the overthrow and you will be responsible for the runner. On pick-off attempts at 1<sup>st</sup> step up and toward the 45' line to increase your angle and square up to the base. On pick-off attempts at 2<sup>nd</sup> drop step with the pitchers move to 2<sup>nd</sup> get square to the bag see the play and make the call.

**Small Field-** Starting position will be a depth 8' to 12' behind the shortstop and 6' to 8' to the third base side of 2<sup>nd</sup> base.

2. On steal attempts read the catchers throw (but don't cheat on this play or you will be out of position), and then react to the appropriate base.
3. You have no fair/foul decisions with runners on base. You have all fly balls to the outfield that are in the V. On trouble balls to the outfield move up to the grass line and work to find the best angle on the play, your first priority in this case is catch/no catch.

**Small Field-** Base umpire does not have any catch/no-catch responsibilities unless you go out on a trouble ball. You have all tags at first base.

4. If an infield fly occurs and all the criteria are met, point up when the ball is at its highest point and you are positive it can be caught by an infielder with reasonable effort. This signals the plate umpire to vocalize "Infield Fly-Batter's Out."

**Small Field-** Base umpire has runners on first and second.

5. The double play, you will hear people refer to double play in this situation as a drift. When the ball is hit you will step up and face the ball and when you read that the fielder throwing to 2B you drift a few steps toward 1B and square up to the bag in a standing set in time to see the play. Drop step toward the 45' line and make the call at 2<sup>nd</sup> on the move, then get set in time for the play at 1<sup>st</sup>.

**Small Field-** Same as above except you will move toward the infield 2 to 3 steps toward the midpoint between home and first base.

## RUNNERS AT 1<sup>ST</sup>, 2<sup>ND</sup>, AND 3<sup>RD</sup> (BASE UMPIRE: POSITION "B" OR "C")

### PLATE UMPIRE

5. Possible INFIELD FLY scenario. Be prepared and signal your partner.
1. You have ALL fair foul decisions. You have all touches of 3<sup>rd</sup>, no responsibility for runners touching 1<sup>st</sup> or 2<sup>nd</sup>. You have the tag up at 2<sup>nd</sup> and any ensuing play at 3<sup>rd</sup>.
2. You have catch/no catch for all fly balls in the outfield outside the V and everything in the air in the infield and in foul ground. Good communication with your partner is important on grey area plays. Make sure on possible infield fly/foul ball situations near either foul line to vocalize "Infield fly, if fair - the batters out."

**Small Field-** Plate umpire has all catch/no-catch responsibilities.

3. With two outs this is a time play situation be ready to line up the out on the bases with the runner scoring and sell it if you have to. Make sure that you communicate to your partner that you will be staying home before the play starts. It is possible for this to become a time play with less than two outs.

### BASE UMPIRE

1. Your starting position will be half way between the mound and 2B on an imaginary line that extends from home plate through the 3<sup>rd</sup> base side of the mound. Be ready for pick-off attempts at first or second, and steals. In case of an overthrow at 1<sup>st</sup>, the plate umpire will be responsible for the overthrow and you will be responsible for the runner. On pick-off attempts at 1<sup>st</sup> step up and toward the 45' line to increase your angle and square up to the base. On pick-off attempts at 2<sup>nd</sup>, drop step with the pitcher's move to 2<sup>nd</sup>, get square to the bag to see the play and make the call.

**Small Field-** Starting position will be a depth 8' to 12' behind the shortstop and 6' to 8' to the third base side of 2<sup>nd</sup> base.

2. You have no fair/foul decisions with runners on base. You have all fly balls to the outfield that are in the V. On trouble balls to the outfield move up to the grass line and work to find the best angle on the play, your first priority in this case is catch/no catch.

**Small Field-** Base umpire has catch/no-catch responsibilities unless you go out on a trouble ball. You have all tags at first base and second base.

3. If an infield fly occurs and all criteria are met, point up when the ball is at its highest point and you are positive it can be caught by an infielder with reasonable effort. This signals the plate umpire to vocalize "Infield Fly-Batter's Out."

**Small Field-** Base umpire has runners on first and second.

4. The double play, you will hear people refer to double play in this situation as a drift. When the ball is hit you will step up and face the ball and when you read that the fielder throwing to 2B you drift a few steps toward 1B and square up to the bag in a standing set in time to see the play. Drop step toward the 45' line and make the call at 2<sup>nd</sup> on the move, then get set in time for the play at 1<sup>st</sup>.

**Small Field-** Same as above except you will move toward the infield 2 to 3 steps toward the midpoint between home and first base.

**RUNNERS ON 2<sup>ND</sup> AND 3<sup>RD</sup> (BASE UMPIRE: POSITION “C”)**

**PLATE UMPIRE**

1. With two outs this is a time play situation be ready to line up the out on the field with the runner scoring and sell it if you have to. Make sure that you communicate to your partner that you will be staying home before the play starts.

**BASE UMPIRE**

1. With two outs, vocalize all outs on the bases to assist the Plate Umpire with administration of the timing play.
2. On plays at first be ready to bounce back for the runner/runners on 2<sup>nd</sup> or 3<sup>rd</sup>.

**RUNNER ON 2<sup>ND</sup> ONLY (BASE UMPIRE: POSITION “C”)**

**PLATE UMPIRE**

1. With two outs, this is a time play situation be ready to line up the out on the bases with the runner scoring and sell it if you have to. Make sure that you communicate to your partner that you will be staying home before the play starts.
2. When the Base Umpire has a close catch/no catch and he moves up to get a better look at it, plate takes R2 tagging up and any ensuing play at 3<sup>rd</sup> (**THIS SHOULD ONLY BE DONE WITH EXPERIENCE UMPIRES**).

**Small Field-** Plate umpire will have all catch/no-catch responsibilities.

**BASE UMPIRE**

1. With two outs, vocalize all outs on the bases to assist the Plate Umpire with administration of the timing play.
2. On plays at first, be ready to bounce back for the runner on 2<sup>nd</sup> or 3<sup>rd</sup>.
3. Be ready for the steal of 3<sup>rd</sup>. Do not forget to peak at the runner when you see the pitcher commit to home. If the runner goes then you will gain some distance toward the 45' line (to improve your angle), square up to the bag, and get set in time to see the play.

**Small Field-** If the runner goes, move toward third, then square yourself to the bag, and be set in time to see the play.

4. You have both R2 and the batter-runner on any plays on the bases except when you have a close catch/no catch then the Plate Umpire will take the tag up and the play at 3<sup>rd</sup>. Do not over-commit and remember to split the distance on plays in the infield.
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- **PLATE MECHANICS**

- 1. PHYSICAL POSITIONING

- Slot (preferred position)
- Hands behind back or legs.
- Chin should never be lower than the top of the catcher's head.
  - You should be able to see the front outside corner of the plate.
- Eyes set at the top and inside edges of the strike zone.
- Be ready to adjust your position in-out or up-down, depending upon batter and /or catcher's position. You may have to adjust every pitch.
- You should always be able to follow the ball all the way to the catcher's mitt.

- 2. CALLING PITCHES

- Wait 2 counts after the pitch hits the mitt before making the call.
- Vocalize pitches after straightening up.
- Called strikes should be accompanied by a hand signal.
  - Called 3<sup>rd</sup> strike should be accompanied by a hand signal that is different than your normal signal for a called strike.
- Swinging strikes –
  - Non-third strikes
    - Vocalize them or not???
    - Consistency is the key, no matter what you decide.
  - Third strike
    - Must be vocalized.
- Signaling/vocalizing "Batter's Out".

- 4. BATTED BALLS

- Move opposite the balls' direction of flight.
  - Ball hit right, move left.
  - Ball hit left, move right.
  - Ball near either baseline, move to that foul line extended.

- 5. PASSED BALLS

- Step back with the foot closest to the path of the ball.
- Split your focus between the ball and the runner(s).
  - Watch for ball going out of play.

- 6. GROUND BALL RESPONSIBILITIES

- Fair/Foul
- Running lane interference.
- Appeal of pulled foot or swipe tag at 1<sup>st</sup> base – Technique agreed upon during umpire pre-game.
- Plate umpire has take-out at 2B on double play.
- Obstruction/Interference and base touches of following runners, including batter-runner.
- Possible coverage of 3B, depending on situation.
- Rundown coverage's.

## 7. FLY BALL RESPONSIBILITIES

- Fair/Foul
- Catch/No-Catch
- Running lane interference.
- Obstruction/Interference and base touches of following runners, including batter-runner.
- Rotations, as agreed on in umpire pre-game.
- Rundown coverage's.
- Tag-ups on runners at 3B.

## 8. DROPPED 3<sup>RD</sup> STRIKE (WHEN APPLICABLE)

- Don't call "Batter Out" until you're sure that the ball has been caught cleanly.
- If you're not sure, ask your partner for help. The mechanic should be agreed upon during the umpire pre-game.

## 9. PLAYS AT THE PLATE

- Position, position, position
- You must be in position to see the plate, the ball, the player(s), and the tag on all tag plays at the plate.
- Move as needed to get in the best position to see everything as you see the play developing, but make sure you are set at the time the play is made on the runner.
- Third baseline extended is the best play for tag and slide plays but adjust as necessary.

## 10. WHEN TO ASK YOUR PARTNER FOR HELP

- When your view of the play is blocked.
- When there is a question in your mind about ball possession.
- Partial swings if you're not 90% sure whether the batter swung.
- Possible foul ball or hit batter.
- If your partner signals with the "hat" signal that he has information you need to make the call.

## 11. WHEN NOT TO ASK FOR HELP

- On bang-bang plays.
- When you're positive about what you saw.
- When you see that your partner is not in position to help.

## 12. Making an Appeal for Help

- If you verbally ask or are verbally asked for help, give an honest answer about what you saw.
- If you feel that it would be in both officials' interest to discuss the play before responding, come together for a brief conference. Either official can make the move to initiate a conference, not just the official being asked for help.
- The official who asked for help should indicate the call after the conference is concluded.

### 13. GENERAL TIPS

- Keep your head and body still.
  - Protect your hands by putting them behind your back or legs.
  - Don't rest your hand on the catcher.
  - Indicator goes in your left hand and is a back-up for the count and outs.
    - Practice with it so that you can adjust it without looking down constantly.
    - Make sure the at-bat is over before you reset your indicator. It's easy to mistakenly reset it during a pitching change or injury delay in the middle of an at-bat.
  - Signal & vocalize the count when you reach a pitch of decision – 0-2, 1-2, 3-1, and 3-2.
  - Signal & vocalize the count after a delay of any kind – time-out, injury, mound trip, foul ball, pitching change, etc.
  - Signal & vocalize the number of outs after every out.
  - Don't "make-up" calls. If you miss one, let it go.
  - Respect your partner and his/her calls.
  - Communicate throughout the game with your partner to ensure good coordination. Remember, you're the third team on the field.
  - Come together to discuss unique situations.
  - Make the tough call. Don't wimp out!
  - Be fair, consistent, impartial, and professional at all times.
  - Understand the intent of the rule, as well as the letter of it.
  - Call the pitches, don't analyze them. Don't indicate visually or verbally where a pitch was unless asked.
  - Players and/or coaches can ask where a pitch was, but that should happen very seldom and usually only early in the game.
    - If it becomes repetitive, excessive, or they are using these questions as a tool to make you look bad, simply tell them it wasn't a strike.
    - Ignore them after that – no one is allowed to argue or question ball & strike calls.
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#### • **FIELD PRESENCE**

##### **PRESENCE (FIELD AND BEYOND)**

An umpire's field presence starts with your dress and appearance when you first walk on the field. The mannerism used while checking equipment and in addressing the pre-game managers meeting: your positions; between innings, taken prior to a pitch and for every call. The hustle when moving to make a call, the signals used (both verbally and arm), and above all the communications used with players, coaches, and partners. Be precise! Don't belabor a point or make excuses. State what you've seen, and if it involves a rule, explain it precisely. A quick, concise, and courteous response will soon gain the coach's confidence.

When involved in confrontations, the mannerism used in listening and responding to questions should be positive. The umpire should watch his/her attitude and any body language used. The umpire should be prompt and accurate on calls when partners request help.

## ATTRIBUTES OF GREAT UMPIRES

The relentless pursuit of perfection can be applied to five skills areas if an individual is determined to achieve distinction as an umpire.

### 1. RULES KNOWLEDGE

- An intimate knowledge and understanding of the rules and their accurate and clear implementation.
- You're strong in some areas of the rules, not so strong in other areas; it's a fact of life with each of us. Pick those rules where you are weakest and learn them cold. Remember learning the rules and gaining a thorough understanding takes patience and time.
- Adopt a working knowledge of the rules in terms of advantage\disadvantage. Understand the intent of a rule not just the ability to recite it word for word.

### 2. TIMING AND JUDGMENT (*This means continuous refinement*)

- Make a conscious effort to slow down, make this a part of your pre-game check off list.
- Read, pause, react - allow plays to develop **and** come to an end **before** making your decision.

### 3. MECHANICS

- Are all about your **behavior** and your **willingness** to put forth a focused, continuous, effort for the entire game.
- Be **crisp** in all of your actions.
- **Hustle** all the time. This always-overlooked behavior on the part of umpires creates respect from all and keeps coaches in the dugout on close calls.
- Hit your spots on the field (**positioning**) with accuracy; know where you are supposed to be and where your partner is supposed to be. Learn to make immediate adjustments when your partner is out of position. You can talk about what should have been done when you and your partner do a post-game review.

### 4. GAME MANAGEMENT

- It's your game to run.
- You are the final authority on the field, this means you have a duty to remain calm and in control at all times.
- Learn to be professional and approachable but not fraternizing.
- Raise the level of awareness in your game. Defuse potential situations before they have a chance to develop.

### 5. APPEARANCE

- Dress impeccably as an umpire; it speaks volumes about how you accept your professional duties.
- If you look ruffled you will be treated with disrespect, you single handedly compromise your own authority. Fact: The higher the level of play the more profound this becomes. You earn respect by dressing the part. Remember **more than 50%** of how you are judged by on-field personnel centers on your appearance.

## ARROGANT VS. CONFIDENT

There are many times through the course of a game, or season for that matter, when our judgment is challenged. This challenge may come from a player, coach, manager, or our partner. In my mind, the greatest strength needed to handle these situations comes from within you. That is not to say that we should ignore questions or concerns that are thrown towards us on the field. On the contrary, it is up to each individual to be confident in himself and his judgment to respond to these concerns to the best of his ability. To be arrogant is not the answer.

Below are some examples of the differences between an arrogant official versus a confident official. Arrogant is (A) below and Confident is (C).

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**A** - He (after arriving at the field 3-4 minutes before game-time) storms onto the field, barks out the ground rules without introductions, avoids any communication with his partner, and runs the game with what he thinks is an iron fist.

**C** - He gives himself plenty of time to travel to the game, and enjoys the camaraderie of going over the dynamics of the fields with his fellow official. He establishes a cordial yet professional relationship with the managers as he knowingly explains the ground rules.

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**A** - His games linger, because he spends too much time between innings telling anybody within earshot what a great official he is.

**C** - He communicates with his partner before, during, and after the game, and runs the game with a crisp, focused manner.

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**A** - His calls are abrupt; his mechanics are nondescript, as he sort of moves his feet, but not his entire body, to get into position to make a call.

**C** - His calls are thoughtful and precise, his mechanics are sharp and defined, and he hustles on every play to get into proper position for a call.

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**A** -He responds to players coaches, managers, and fellow officials with a "How dare you ask me a question," defiant attitude. He is a totally self-centered umpire.

**C** - He responds to players, coaches, managers, and fellow officials with a thoroughness, which belies his knowledge of the situation. He is a relationship umpire.

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**A** - He is rude and has the attitude that it is "my way or the highway."

**C** - He is patient and has an attitude of "let's talk about that play."

The arrogant official **talks and hears**, while the confident official **speaks and listens**. That is not to say that there will not be times in our profession when we temporarily lose it and start screaming; but if you take a confident knowledge of the rules, and the strategies you learn from the PIU with you on the field, that will be the exception rather than the rule. The arrogant official instigates rharbs because he thinks he knows it all, the confident official uses his inner knowledge and patience as a defense against rharbs. Now it is your choice, be confident.

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## TEN COMMANDMENTS OF UMPIRES

1. Keep your eye on the “ball” and focus on today’s game.
2. Keep personality clashes or bias from previous issues out of your work. Forget and forgive.
3. Avoid sarcasm. Don't insist on the last word.
4. Never charge aggressively at a player or coach. No finger pointing or yelling.
5. Hear only the things you should hear - be deaf to others.
6. Keep your temper. A decision made in anger is never sound.
7. Watch your language and remain calm, no matter what.
8. Take pride in your work at all times. Remember, respect for an umpire is created off the field as well as on.
9. Review your own work with a critical, unbiased eye. You will find if you are honest, that 90% of the trouble is traceable to loafing or poor mechanics.
10. No matter what your opinion of another umpire, never make an adverse comment regarding him. To do so is despicable and unacceptable.

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### TIME LIMIT APPLICATION GUIDELINES

Once the appropriate Time Limit is reached, the following scenarios govern play in both in-house softball and in-house baseball:

- **Visitors Leading & At Bat**
  - Play continues until the completion of the inning or until the home team takes the lead, at which point the game is over.
- **Visitors Trailing & At Bat**
  - Play continues and if they still trail at the end of their half inning, the game is over. If they tie or take the lead during their half inning, then play continues through the completion of the home half of the inning. The game is over, regardless of who is leading, at the end of the home half inning or if the home team takes the lead.
- **Home Team Leading & At Bat**
  - Game is over at the time limit.
- **Home Team Trailing & At Bat**
  - Complete the home half inning or until the home team takes the lead, at which point the game is over.
- **Teams Tied**
  - Complete the inning in progress or if the home team takes the lead in its half inning, the game is over.
- **Softball Only – All In-House Divisions**
  - There is a 2 hour time limit on all games. Once you reach 2 hours, the game is over and the score will revert back to the last completed inning.



**SEASON CALENDAR**

**FEBRUARY 2010**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
VALENTINE'S DAY	PRESIDENT'S DAY					
21	22	23	24	25	26	27
28						
CLINIC #1 - PSHS						

**SEASON CALENDAR**

**MARCH 2010**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
CLINIC #2- PCHS  DAYLIGHT SAVINGS TIME BEGINS						
21	22	23	24	25	26	27
28	29	30	31			
PIU PRE- SEASON MEETING	PIU PRE- SEASON MEETING					

**SEASON CALENDAR**

**APRIL 2010**

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
					GOOD FRIDAY	
4	5	6	7	8	9	10
EASTER						IN-HOUSE BASEBALL OPENING DAY
11	12	13	14	15	16	CARDS 17
						IN-HOUSE 8U, 10U, & 12U SOFTBALL OPENING DAY
18	19	20	21	22	23	PAY DAY 24
PIU MEETING						
25	26	27	28	29	30	

**SEASON CALENDAR**

**MAY 2010**

SUN	MON	TUE	WED	THU	FRI	SAT
						CARDS 1
2	3	4	5	6	7	PAY DAY 8
9	10	11	12	13	14	CARDS 15
MOTHER'S DAY						MAVERICK OPENING DAY
16	17	18	19	20	21	PAY DAY 22
PIU MEETING						
23	24	25	26	27	28	CARDS 29
					KLEDZIK TOURNAMENT	KLEDZIK TOURNAMENT
30	31					
KLEDZIK TOURNAMENT	KLEDZIK TOURNAMENT MEMORIAL DAY					

## SEASON CALENDAR

### JUNE 2010

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	PAY DAY 5
6	7	8	9	10	11	CARDS 12
13	14	15	16	17	18	PAY DAY 19
20	21	22	23	24	25	CARDS 26
FATHER'S DAY						
PIU MEETING						
27	28	29	30			

**SEASON CALENDAR**

**JULY 2010**

SUN	MON	TUE	WED	THU	FRI	SAT
				<b>1</b>	<b>2</b>	PAY DAY <b>3</b>
				PIT (9, 10, 11, 13) & FIRECRACKER (16-19) BASEBALL TOURNAMENTS	PIT (9, 10, 11, 13) & FIRECRACKER (16-19) BASEBALL TOURNAMENTS	PIT (9, 10, 11, 13) & FIRECRACKER (16-19) BASEBALL TOURNAMENTS
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	CARDS <b>10</b>
PIT (9, 10, 11, 13) & FIRECRACKER (16-19) BASEBALL TOURNAMENTS	PIT (9, 10, 11, 13) & FIRECRACKER (16-19) BASEBALL TOURNAMENTS			PIT (12 & 14) BASEBALL TOURNAMENT	PIT (12 & 14) BASEBALL TOURNAMENT	PIT (12 & 14) BASEBALL TOURNAMENT
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	PAY DAY <b>17</b>
PIT (12 & 14) BASEBALL TOURNAMENT						
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	CARDS <b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	PAY DAY <b>31</b>

**SEASON CALENDAR**

**AUGUST 2010**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	CARDS 7
8	9	10	11	12	13	PAY DAY 14
15	16	17	18	19	20	CARDS 21
PIU MEETING						
22	23	24	25	26	27	PAY DAY 28
29	30	31				

## SEASON CALENDAR

### SEPTEMBER 2010

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	CARDS 4
5	6	7	8	9	10	PAY DAY 11
	LABOR DAY					
12	13	14	15	16	17	CARDS 18
19	20	21	22	23	24	PAY DAY 25
PIU MEETING						
26	17	28	29	30		

**SEASON CALENDAR**

**OCTOBER 2010**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	CARDS 2
3	4	5	6	7	8	PAY DAY 9
10	11	12	13	14	15	CARDS 16
PIU MEETING	COLUMBUS DAY					
17	18	19	20	21	22	PAY DAY 23
24	25	26	27	28	29	CARDS 30
31						
HALLOWEEN						

**FINAL PAY CARD TURN-IN: 11/6/2010**

**FINAL 2009 PAY DAY: 11/13/2010**

