

**Independent Baseball Officials Association
2001**

Handbook

**IBOA Policy and Procedure Manual
February 27, 2001**

Welcome to the Independent Baseball Officials Association.

This handbook will provide you with valuable information and important procedures that will assist you in fulfilling your umpiring assignments. IBOA expects its members to perform all aspects of their assignments -- from initial calendaring of a schedule to receiving compensation -- in a manner and style that reflects competency and professionalism. By acquainting yourself with the contents of this handbook and following the policies and procedures set forth, your membership and involvement with IBOA will be more enjoyable, rewarding, and that much less stressful.

ASSIGNING OF GAMES

Initial Assigning:

Prior to each season/tournament, you will submit an Availability Form. Based on your Availability Form, the Assignor will prepare a complete umpiring schedule for the season/tournament and give you a written schedule of your assigned games. You are to review your Assignment Sheet, note any games that you need to turn back, and return a signed copy of your Assignment Sheet to the Assignor.

Once your Assignment Sheet is returned to the Assignor, you become responsible for each assigned game.

Adding Games:

After the initial assigning, the Assignor may have additional games that you may accept. Any additional games that you accept carry the same responsibility as the assigned games you accepted during the initial assigning.

Unable to work a game:

If you are unable to work a game, you are to:

1. Try to find another IBOA member to take the game.
 - a. If another IBOA member will take the game:
 - (1) Have that member contact the Assignor and formally accept the game.
 - (2) Contact the Assignor and confirm that the game has been accepted by the other member.
2. If you cannot find another IBOA member to take the game, contact the Assignor immediately. The Assignor will try to find a replacement.
 - a. If the Assignor finds a replacement, you will be assessed, a fee of \$10.00 if your notification to the Assignor was made less than 24 hours prior to the game. If notification to the Assignor was more than 24 hours but less than 48 hours a fee of \$5.00 will be assessed.
 - b. If the Assignor cannot find a replacement, you will be assessed, a no-show fee and an additional fee of \$10.00 if your notification to the Assignor was made less than 24 hours prior to the game. If notification to the Assignor was more than 24 hours but less than 48 hours a fee of \$5.00 will be assessed.

No-Shows:

IBOA has the reputation of very few no show on baseball games. This is a reputation that we are very proud of and is one of our best sales tools. We count on the people working for us to continue this reputation.

Your failure to appear at an assigned game without giving prior notice reflects poorly on you and the entire IBOA membership -- not to mention that your partner will have to work twice as hard, or even worse, a game may have to be canceled. For these reasons, you will be assessed a fine of a game fee. After a second no-show, you will be suspended from further officiating until you meet the IBOA Officials Board of Review committee. At this meeting the board of review will rule on your continued tenure with IBOA.

If you accept an assignment, make sure you complete that assignment or get someone to umpire in your place. You must notify the assignor of your replacement to get his/her approval.

Note: The above no-show fees and Assignor fees are assessed, as a penalty, and to cover costs and reasonable

expenses. You may apply to the IBOA Officials Board of Review for a waiver of such fees based upon a showing of good cause.

Switching Assignments:

You may switch an assignment with another IBOA member only after:

1. Notifying the Assignor, and
2. You and the member with whom you are switching receive conformation from the Assignor that the switch has been approved.

It is imperative that the Assignor always knows the IBOA member(s) who are officiating each game.

Assignment Errors:

If you arrive at an assigned game and the Assignor has erred in the assigning (wrong location, wrong time), you will receive ½ of your game fee. You should attempt, whenever possible, to make reasonable adjustments in an effort to work the game (go to the correct location, wait until the correct game time, etc.). If your efforts consume more than one hour, you will receive a total of ½ of your game fee for working the game.

If you arrive at an assigned game and there are other members who also have been assigned, first try to contact the Assignor for a possible reassignment. If you cannot be reassigned, you may work the game with the other umpires. You will receive ½ of your original assigned game fee. If there is only one other umpire, you may work the game and receive the regular game fee.

Canceled Games:

It is the responsibility of the league to notify IBOA of the cancellation of any of your assigned games (rain-outs, except - see below). If you arrive at an assigned game which is subsequently canceled (non availability of the field, a no-show of a team) and IBOA has not been notified, you will receive your game fee.

Rain-Outs:

It is your responsibility to contact the league contacts person during periods of inclement weather. If you arrive at an assigned game that has been canceled due to inclement weather, and you have not called, you will not receive a game fee.

You should call the league contact person no more than two hours prior to game time. If the contact person tells you that the game is on and when you arrive at the field it has since been canceled, you will receive ½ of your game fee.

Rescheduled Games:

Any game assigned to you that is canceled for any reason, remains your game. It is the leagues responsibility to notify you of the make-up date and time as soon as it is known. If you cannot work the make-up game, it is the leagues responsibility to contact IBOA to secure a replacement. If you know of an IBOA member who is available, you may give the leagues the member's name and telephone number.

If you accept a game assignment from a leagues to work a make-up game that was originally assigned to another member, tell the leagues to contact the Assignor with the information, and contact the Assignor yourself to confirm that you will be working the make-up game.

Penalties and Appeals:

You may appeal any assessed fees, suspensions, and other official actions taken against you by any person or committee of IBOA, to the IBOA Board of Directors in accordance with the policies and procedures set forth in the IBOA Policy and Procedure Manual.

PREPARING FOR THE GAME

Dress Standards:

1. Heather gray slacks.

2. A navy blue or red T-shirts with Dark blue, Light blue or Red pullover IBOA short sleeve shirts.
3. A navy blue or black-fitted cap - - plate, bases, or combination - - a plain cap (no insignias) or with IBOA insignia
4. A navy blue or black belt.
5. Navy blue or black socks.
6. Black shoes appropriate for umpiring.
7. Navy blue, black, or gray ball bag(s).
8. A navy blue or dark blue jacket or pullover sweater (optional cold weather attire).

Dressing like a professional command respect from the coaches, players, and fans alike.

Appearance:

1. Clean shaven and neatly groomed (fresh breath).
2. Clean attire.
3. Shiny shoes.

Pregame Procedure and Conduct:

Plan your preparation, drive time, dressing time, and anything else you do prior to walking onto the playing field, to insure that you will be on the playing field -- not in the parking lot, not at the snack bar, not in the restroom, but on the playing field -- not less than 10 minutes prior to the schedule start of the game.

Although your officiating does not commence until you walk onto the playing field, your behavior as an official in general, and as an IBOA member specifically, starts when you enter the playing complex and ends when you exit it. You and your conduct are on display at all times and at all locations. Be professional.

Upon entering the playing field, find out whether there is a league official or officer-of-the-day present. If so, have that individual check in with you so that you will know how to get in touch with him/her should the need arise.

Locate the official scorekeeper of the game. Introduce yourself and go over any procedures pertinent to score keeping.

Ask the official scorekeeper and league official if they have any questions, comments, or concerns, that may provide you with some valuable insight and pre-game information that could better prepare you for your game.

Tell each manager that you will conduct a Pregame conference five minutes before the game. If either manager requests additional time, grant the additional time only if the opposing manager agrees, and only after you have told both managers that a late start will cut into the playing time.

Pregame Conference;

Your Pregame conference should be brief, to the point, and should include:

1. Asking the managers if their players are legally and properly equipped; and receiving a positive reply;
2. Going over the ground rules assessing an award of a definite number of bases for any unique situation;
3. Going over dead ball territory and plays made therein;
4. Asking the managers if there are any special league or local rules, and if so, going over only those special league and local rules that you decide to adopt for the game;
5. A comment that safety and sportsmanship are important elements of the game ejection is the penalty;
6. Going over the procedure for the requesting and granting of "Time"
7. Stating the number of innings in the game and the mercy rule;
8. Stating the time schedule of the game - - current time, scheduled start time, no new inning deadline (time from the scheduled start, time from actual starts, time before sundown, etc.); and,
9. Asking if there are any questions, comments, or concerns --if yes, address each accordingly.

Starting the game:

The game starts when you announce "Play." Start the game as close as possible to the schedule start -- earlier is

better than later. Note the time of the actual start of the game and give that time to the official scorekeeper.

THE GAME:

Whenever possible, encourage a quick pace for the game. Lead by example. Limit calling "Time" after plays -- not every request has to be granted.

Between innings, pay attention to what's happening. Team conferences should take place when the team comes off the field, not right before they go on the field. The defensive team should have someone immediately warming up the pitcher. Count warm-up pitches or note time so as to avoid delay between innings. Do not take this time to socialize either with fans, coaches, players, or even your partner.

In the event of a **protest or ejection**, make sure the official scorekeeper has properly noted and indexed the official score book. Inform both managers of the situation and have them acknowledge that the official scorekeeper has properly noted and indexed the official score book. Immediately after the game, but not more than 12 hours call the Vice-President Training and Vice-President Negotiations/League Liaison and within 24 hours, have a written report prepared for the league president and Vice-President Training.

ENDING THE GAME:

Other than a regulation game finishing within regulation time, you will call the game according to your time piece and the applicable time rule. You should announce at approximately 15 minutes, the time remaining to a no new inning deadline. If asked by a manager, how much time is left, you should respond, but do not allow repetitiously inquires to distract from the game.

When the no new inning deadline has passed, you will continue the game to the completion of the current inning (an inning begins when the third out is made in the previous inning), unless or until to continue play will not change the outcome as to which team will win. At the moment when to continued play will not change the outcome as to which team will win, you are to call time and call the game.