

# GREATER DALLAS BASEBALL UMPIRE ASSOCIATION, LLC.

## POLICIES AND PROCEDURES MANUAL



**CHANGE - 1**  
**22 NOVEMBER 2023**

### Proprietary Information Statement

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## RECORD OF CHANGES

<b>CHG/REV</b>	<b>DATE</b>	<b>PAGE</b>	<b>SECTION</b>	<b>CHANGES</b>
Change 1	22 November 2023			

Contents

<b>RECORD OF CHANGES</b> .....	2
<b>1. PURPOSE</b> .....	5
<b>2. POLICIES</b> .....	5
<b>A. CONDUCT AND ETHICS POLICY</b> .....	5
<b>B. FAN UNSPORTSMANLIKE CONDUCT POLICY</b> .....	5
<b>C. FRATERNIZATION POLICY</b> .....	6
<b>D. MEMBERSHIP AND DUES POLICY</b> .....	6
<b>MEMBERSHIP YEAR</b> .....	6
<b>MEMBERSHIP APPLICATION</b> .....	6
<b>MEMBERSHIP DUES</b> .....	6
<b>E. UNIFORM POLICY</b> .....	6
<b>F. UMPIRE TRAINING &amp; DEVELOPMENT POLICY</b> .....	8
<b>ANNUAL STAFF CLINIC</b> .....	8
<b>CONTINUATION TRAINING</b> .....	8
<b>G. UMPIRE EXAMINATION / EVALUATION POLICY</b> .....	8
<b>EXAMINATION</b> .....	8
<b>EVALUATION</b> .....	8
<b>H. GAME ASSIGNMENT POLICY</b> .....	8
<b>I. UMPIRE COMPENSATION</b> .....	8
<b>J. DISCIPLINE POLICY</b> .....	9
<b>3. PROCEDURES</b> .....	9
<b>A. PAYROLL DISTRIBUTION</b> .....	9
<b>B. ARBITERSPORTS UTILIZATION</b> .....	9
<b>PROFILE</b> .....	9
<b>AVAILABILITY</b> .....	9
<b>SCHEDULING</b> .....	10
<b>C. ACCEPTING/DECLINING, TURNING BACK GAME ASSIGNMENTS</b> .....	10
<b>ACCEPTING / DECLINING GAME ASSIGNMENTS</b> .....	10
<b>TURNING BACK GAME ASSIGNMENTS</b> .....	10
<b>D. STANDBY UMPIRE</b> .....	10
<b>E. ARRIVAL AT GAME SITE</b> .....	10
<b>F. UMPIRE FACILITIES</b> .....	10
<b>G. CREW CHIEF DESIGNATION AND RESPONSIBILITIES</b> .....	11

<b>H. EJECTION REPORTING .....</b>	<b>11</b>
APPENDIX A.....	12
APPENDIX B.....	16

## 1. PURPOSE

The Greater Dallas Baseball Umpire Association, LLC. (GDBUA) Policies & Procedures Manual has been developed to clearly document the standards established for members, to maximize operating efficiency, and ensure the association meets or exceeds customer expectations. Member compliance with these Policies & Procedures is mandatory.

## 2. POLICIES

### A. CONDUCT AND ETHICS POLICY

It is the policy of the GDBUA that members shall:

- Hold and maintain the basic tenets of umpiring: integrity, neutrality, respect, and professionalism.
- Exercise authority in an impartial, firm, and controlled manner.
- Uphold the honor and dignity of the profession in all personal and public interactions with players, coaches, colleagues, and the public.
- Avoid any appearance of impropriety or any actions that may be perceived as a conflict of interest.
- Prepare both physically and mentally and dress professionally.
- Not make false or misleading statements regarding their experience or qualifications.
- Ensure communications among umpires is for learning purposes is conducted in private and not through use of social media.
- Refrain from criticizing the on-field performance and conduct of any umpire.
- Display control, respect, dignity, and professionalism to all involved with the game and encourage other members to demonstrate the same qualities.
- Refrain from making any comments or committing any action that undermines the association
- Be a positive role model and always be aware that you are a representative of the association.
- Be fair, but not overbearing; courteous, but not ingratiating; positive, but never rude; dignified, but never “cocky”; friendly, but not companionable; and calm,
- Make a commitment to continuously seek self-improvement by studying the rules and accepted mechanics of umpiring.
- Handle conflicts quickly and with dignity for all involved.

### B. FAN UNSPORTSMANLIKE CONDUCT POLICY

1. Under no circumstances is an umpire to engage the fans.
2. In the event a fan is demonstrating unsportsmanlike conduct and needs to be removed, the Crew Chief shall contact the on-site Tournament Director and request the fan be removed.

3. Unsportsmanlike conduct is defined as follows: Inciting or attempting to incite, by word, sign or actions a demonstration by spectators or the use of offensive or threatening language or gestures directed at an umpire, coach, player or spectator.

## C. FRATERNIZATION POLICY

From the time the umpires arrive at the park until they leave the park at the end of the game they are not to engage in unnecessary or unprofessional dialog with anyone. While on the field in public view, umpires shall not approach the stands or player areas nor shall they engage in verbal or non-verbal communications with fans or spectators. Umpires will limit conversations with coaches and players to a minimum. Umpires are not to enter a team dugout for any purpose.

## D. MEMBERSHIP AND DUES POLICY

### MEMBERSHIP YEAR

The membership year shall run from 1 January to 31 December.

### MEMBERSHIP APPLICATION

Individuals wishing to become a member of the GDBUA shall complete and submit an online Membership Application ([www.gdbua.org/become-a-member](http://www.gdbua.org/become-a-member)).

### MEMBERSHIP DUES

Annual membership dues are \$45. For returning members, annual membership dues shall be paid no later than 15 January. For new members, annual dues shall be paid at the time of registration. Annual dues are utilized to cover GDBUA management and operating costs to include office supplies, website and domain costs, clinics, training materials, rules books, marketing expenses, etc. Annual membership dues will not be prorated and are non-refundable.

Members whose dues are not current will not receive game assignments.

## E. UNIFORM POLICY

The GDBUA has a strict uniform policy. Members shall maintain a professional appearance and **only wear approved uniform items** identified in the table below. Uniform items shall be clean and free of stains, wrinkles, excessive wear, and tear, fraying or fading. **Members found to be violating the uniform policy will be subject to disciplinary action.**

ITEM	DESCRIPTION	NOTES
HAT	Black hat with GDBUA logo	<ul style="list-style-type: none"><li>• The hat shall be creased and worn squarely on the head and never worn backwards</li></ul>
SHIRTS	Blue Major League Style Panel Shirt w/Black Inserts (Figure 1)  Black Major League Style Panel Shirt w/Grey Inserts (Figure 2)  Long Sleeve Black Major League Style Panel Shirt w/Grey Inserts (Figure 3)  Long Sleeve Blue Major League Style Panel Shirt w/Black Inserts (Figure 4)	<ul style="list-style-type: none"><li>• The crew must be in the same uniform</li></ul>

Greater Dallas Baseball Umpires Association

<b>PANTS</b>	PLATE: Charcoal gray plate pants (Figure 5)  BASE: Charcoal gray base pants	<ul style="list-style-type: none"> <li>• Plate pants shall only be worn when working the plate</li> </ul>
<b>BELT</b>	1 ¾" Black Patent Leather	
<b>BALL BAGS</b>	Black (Figure 6)	<ul style="list-style-type: none"> <li>• Ball bags shall be clean and in good repair</li> <li>• Ball bags shall never be worn on the bases</li> </ul>
<b>SOCKS</b>	Black	
<b>SHOES</b>	Predominately black with black shoelaces	<ul style="list-style-type: none"> <li>• Shoes shall be cleaned and shined</li> <li>• Plate shoes shall be worn when working the plate</li> </ul>
<b>UNDERGARMENTS</b>	Black	<ul style="list-style-type: none"> <li>• Long sleeve undergarments or hoodies, regardless of color, shall not be worn under the short sleeve shirt</li> </ul>
<b>PULLOVERS</b>	Black with black and white trim (Figure 7)  Black convertible (full or half-sleeve) pullover (Figure 7 and 8)	<ul style="list-style-type: none"> <li>• Pullover shall not be worn when working the plate</li> <li>• Hoodies shall not be worn under a shirt or jacket</li> </ul>
<b>INCLEMENT WEATHER GEAR</b>	Must be all black in color	
<b>SHOES</b>	Black	<ul style="list-style-type: none"> <li>• Plate shoes are required to be worn when working as the Plate Umpire</li> </ul>

**Figure 1**



**Figure 2**



**Figure 3**



**Figure 4**



**Figure 5**



**Figure 6**



**Figure 7**



**Figure 8**



## F. UMPIRE TRAINING & DEVELOPMENT POLICY

All GDBUA members shall attend an annual staff clinic and scheduled continuation training events to ensure they possess and maintain the knowledge and skills required to effectively umpire the game of baseball.

### ANNUAL STAFF CLINIC

The annual staff clinic shall consist of academic instruction and practical training. Academic instruction shall be presented in a classroom setting utilizing a blended approach of lectures, presentations, and video review.

Practical training shall be conducted on a field and in batting cages and cover signals, 2-umpire mechanics, and plate work.

### CONTINUATION TRAINING

Continuation training shall be conducted throughout the year, to include the offseason. It shall consist of in person meetings or Zoom calls and cover a variety of topics to include rules review, film review of plays/situations.

## G. UMPIRE EXAMINATION / EVALUATION POLICY

### EXAMINATION

Annually, each member shall be administered a 30-question open book examination and achieve a minimum passing score of 85%. Should a member fail to achieve an 85% they shall be administered a second examination. Members must achieve a minimum score of 85% in order to receive game assignments.

### EVALUATION

During each season (i.e., spring, summer, fall) each umpire shall receive an on-field evaluation. The evaluation will be conducted using defined evaluation standards and criteria (Appendix A).

An umpire must achieve a rating of “SATISFACTORY” in all performance areas. In the event the umpire fails to achieve an overall SATISFACTORY rating they shall be re-evaluated after receiving any recommended remedial training.

## H. GAME ASSIGNMENT POLICY

Umpires shall be assigned games commensurate with their knowledge, skills, and performance.

## I. UMPIRE COMPENSATION

Umpires will be compensated according to the following table.

Age Group	Time Limit	# of Umpires	Game Fee	Total
8 and under	1:00	2	\$40	\$80
9U-12U	1:30	2	\$55.00	\$110
13-14U	1:45	2	\$65.00	\$130
High School	1:50	2	\$75.00	\$150



## J. DISCIPLINE POLICY

The GDBUA discipline policy defines the action leadership will take to address violations of GDBUA policies and/or procedures.

Offense	Failure to Show for a Game Assignment *	Arrive Late to a Game Assignment	Turn Back a Game Assignment (Less than 24 hours prior to game start time) *	Make an Improper Rule Interpretation Resulting in a Protest Being Upheld	Violation of Code of Conduct	Violation of Uniform Policy
1 <sup>ST</sup>	A fine equal to the game fee	A verbal warning	A fine equal to 1/3 the game fee	A fine equal to ½ the game fee	Verbal warning	Verbal warning
2 <sup>ND</sup>	A fine equal to the game fee - and - Suspension for 7 calendar days	A fine equal to ½ the game fee	A fine equal to ½ the game fee	Suspension for 14 calendar days	Suspension for 7 calendar days	Suspension for 7 calendar days

\* - Exception: Actual emergency

## 3. PROCEDURES

### A. PAYROLL DISTRIBUTION

The Coordinator of Umpires shall dispense payroll using ArbiterPay within three (3) calendar days following tournament completion.

### B. ARBITERSPORTS UTILIZATION

#### PROFILE

Members shall create/update their ArbiterSports profile to reflect the following information:



- First and Last Name
- Address
- Phone Number
- Experience Level
- A professional looking head and shoulders photo.

#### NOTE

A profile photo is required.

#### AVAILABILITY

Members shall ensure their availability is always accurate.

## SCHEDULING

Game assignments will be made using ArbiterSports. Unless absolutely necessary, no umpire shall be scheduled/assigned to work more than five (5) games per day. In the event a field has six or more games, a crew of three umpires will be assigned to that field and they will rotate two games on and one game off.

### C. ACCEPTING/DECLINING, TURNING BACK GAME ASSIGNMENTS

#### ACCEPTING / DECLINING GAME ASSIGNMENTS

Members shall accept/decline their game assignments within 24 hours of assignment notification. Failure to do so may result in loss of assignment and place future assignments at risk.

#### TURNING BACK GAME ASSIGNMENTS

Except in the case of an emergency, turning an assignment back less than 48 hours prior to the scheduled game start time may place future assignments at risk.

### D. STANDBY UMPIRE

A standby umpire will be assigned to each tournament site. The standby umpire shall be responsible for supporting umpires assigned to that site and filling in should an umpire be late, fail to show or is injured.

The Standby Umpire shall be paid the standby umpire fee or the game fee(s) if he is needed to umpire, whichever is greater.

### E. ARRIVAL AT GAME SITE

1. Umpires shall arrive at the game site no later than 45 minutes prior to the scheduled game start time. This is to ensure the crew has sufficient time to dress and conduct a thorough pre-game.
2. If an umpire knows they cannot arrive at the game site a minimum of 45 minutes prior to the scheduled game start time, they should not accept the game assignment.
3. Upon arrival, umpires shall check in with the Tournament Director.
4. Failure to arrive a minimum of 45 minutes prior to the scheduled game start time may subject the umpire to disciplinary action (See Discipline Policy).

### F. UMPIRE FACILITIES

The Waxahachie Sports Complex has an Umpire Room located in the concession stand adjacent to fields 8, 9, and 10. Trinity View Park has an Umpire Room located in the concession stands adjacent to fields 3, 4, 5, and 6 and another one located in the concession stand adjacent to the red, blue, yellow, and green fields.

1. Umpires are to use the Umpire Rooms to dress in and retire to between games or during weather delays. Umpires should not be changing clothes in the parking lot or hanging out with fans when in uniform.
2. Only umpires and Tournament Directors are allowed in an Umpire Room.
3. An umpire schedule will be posted in each Umpire Room

4. Umpires are responsible for ensuring the room is cleaned prior to their departure. Do not leave trash or personal items in the room.

## **G. CREW CHIEF DESIGNATION AND RESPONSIBILITIES**

The umpire identified as the Plate Umpire in ArbiterSports shall serve as the Crew Chief for the assigned game.

The Crew Chief shall be responsible for fulfilling the following responsibilities:

- a. Contacting their partner to coordinate arrival time and uniform that will be worn.
- b. Notifying the tournament/site director of crew arrival at the game site.
- c. Conducting a pre-game meeting with their partner. The pre-game meeting shall cover all the items identified in the GDBUA Pre-Game Meeting Guide (Appendix B).
- d. Notifying the Coordinator and Tournament Director of any ejection(s) immediately after the game.

## **H. EJECTION REPORTING**

In the event of an ejection, the Crew Chief shall be responsible for ensuring an Ejection Report is submitted within 12 hours. An electronic version of the Ejection Report is available on the GDBUA website ([www.gdbua.org](http://www.gdbua.org)) Members Only page.

Both umpires should review the report for completeness and accuracy prior to submission. Once the report is submitted you will not have the opportunity to make changes.

APPENDIX A

**Greater Dallas Baseball Umpire Association Plate Umpire Evaluation Form**

Umpire \_\_\_\_\_ Evaluator \_\_\_\_\_ Date \_\_\_\_\_

**Standards and Criteria**

5	OUTSTANDING	Never deviates from standards.
4	EXCELLENT	Seldom deviates from standards.
3	SATISFACTORY	Adheres to an acceptable level of standards.
2	MARGINAL	Occasionally deviates from standards.
1	UNSATISFACTORY	Consistently deviates from standards. Does not demonstrate described behaviors.

PLATE UMPIRE	5	4	3	2	1
a. Sets up "in the slot" and not over the top or behind the catcher					
b. Establishes "Locked In" position on every pitch; follows the pitch all the way to the glove					
c. Demonstrates consistent judgment of strike zone throughout the game					
d. On batted ball clears the catcher and moves toward the ball or down the 1 <sup>st</sup> base line to assist with swipe tag or pulled foot					
e. Rotates as required					
f. Demonstrates an understanding of how to work plays at the plate					
g. Takes care of responsibilities between innings					
h. Communicates pre-pitch signals					
i. Utilizes proper mechanics and signals. Possesses smooth, relaxed style that projects confidence.					
j. Knows and adheres to fly ball responsibilities.					
k. Maintains situational awareness; does not ignore occurrences that require attention to maintain order and control					
l. Does not exacerbate situations with overly aggressive or arrogant actions.					
m. Aware of confrontational situations which may arise later in the game due to previous incidents					

Greater Dallas Baseball Umpires Association

<b>PLATE UMPIRE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
n. Employs proper protocol when dealing with coaches, issuing warnings and ejections					
o. Uniform meets standards set forth in association Uniform Policy					
p. Hustles when moving from one position to another; moves with a purpose and does not walk					
q. Remains focused and aware during dead ball periods.					
r. Is prepared prior to every pitch, play, developing play and situation.					
s. Avoids casual and unnecessary conversation with coaches and players.					
t. Stays out of the dugouts throughout the game.					
u. Does not engage in conversation with spectators					
v. Is not on the phone between innings					
w. Realizes when conversation is becoming noticeable due to length; takes steps to end it by using distance as a barrier.					
<b>COMMENTS</b>					

### Greater Dallas Baseball Umpire Association Base Umpire Evaluation Form

Umpire \_\_\_\_\_ Evaluator \_\_\_\_\_ Date \_\_\_\_\_

**Standards and Criteria**

<b>5</b>	<b>OUTSTANDING</b>	Never deviates from standards.
<b>4</b>	<b>EXCELLENT</b>	Seldom deviates from standards.
<b>3</b>	<b>SATISFACTORY</b>	Adheres to an acceptable level of standards.
<b>2</b>	<b>MARGINAL</b>	Occasionally deviates from standards.
<b>1</b>	<b>UNSATISFACTORY</b>	Consistently deviates from standards. Does not demonstrate described behaviors.

<b>BASE UMPIRE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a. Is in proper A position and comes to a standing set position as pitcher engages the pitcher's plate. Observes the pitcher for illegal actions and balks and transitions focus to the bat prior to delivery of the pitch. Is prepared to assist PL umpire with check swing, foul ball, dropped third strike					
b. Is in proper B position and comes to hands-on knees set position when the pitcher engages the pitcher's plate. Observes the pitcher for illegal actions and balks and transitions focus to the bat prior to delivery of the pitch. Is prepared to assist the PL umpire with check swing, foul ball, dropped third strike					
c. Is in proper C position and comes to the hands-on knees set position when the pitcher engages the pitcher's plate. Observes the pitcher for illegal actions and balks and transitions focus to the bat prior to delivery of the pitch. Is prepared to assist the PL umpire with check swing, foul ball, dropped third strike					
d. Knows and properly executes rotations					
e. Let's the ball take him/her to the play					
f. Knows and adheres to fly ball responsibilities.					
g. Attains appropriate angle and distance on plays. Works to get angle over distance when appropriate					
h. Adjusts position for poor throws or unusual play.					
i. Observes runners touching bases					
j. Keeps abreast or ahead of batter/runner as he continues on base path.					
k. Is stopped and set before making a call					
l. Has sound judgment; gets the call correct					

Greater Dallas Baseball Umpires Association

<b>BASE UMPIRE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
m. Utilizes proper mechanics and signals. Possesses smooth, relaxed style that projects confidence.					
n. Maintains situational awareness; does not ignore occurrences that require attention to maintain order and control					
o. Does not exacerbate situations with overly aggressive or arrogant actions.					
p. Aware of confrontational situations which may arise later in the game due to previous incidents					
q. Employs proper protocol when dealing with coaches, issuing warnings and ejections					
r. Hustles when moving from one position to another; moves with a purpose and does not walk					
s. Remains focused and aware during dead ball periods.					
t. Is prepared prior to every pitch, play, developing play and situation.					
u. Uniform meets standards set forth in association Uniform Policy					
v. Avoids casual and unnecessary conversation with coaches and players.					
w. Stays out of the dugouts throughout the game.					
x. Does not engage in conversation with spectators					
y. Is not on the phone between innings					
z. Realizes when conversation is becoming noticeable due to length; takes steps to end it by using distance as a barrier.					
aa. Assumes proper position between innings					
<b>COMMENTS</b>					

## APPENDIX B

### GREATER DALLAS BASEBALL UMPIRE ASSOCIATION

#### 2-UMPIRE PRE-GAME MEETING GUIDE

1. Notify Tournament/League Director of arrival
2. Confirm start time
3. Review Tournament/League rules
4. Plate Meeting – Conducted by PU; U1 is not to interject
  - a. Introductions
  - b. Lineups; home team lineup first
  - c. Ground Rules
  - d. Players Properly and Legally Equipped – Get a verbal response not just a head nod
5. Check/Half Swing Responsibilities and Signals
6. Swipe Tag / Pulled Foot
  - a. Make the call. If not 100% sure and coach wants you to get help then get help
7. Fair/Foul Responsibility
8. Flyball Responsibilities
9. Tag Up and Touch Responsibilities
10. Non-verbal signals
  - a. Infield fly
  - b. Standard rotation
  - c. Timing Play
  - d. Trap/Catch by catcher on third strike
  - e. Outs and count
11. Force-Play Slide Rule
  - a. PU has responsibility at 2nd base after ball is thrown
12. Overthrows/Awards
  - a. PU has all overthrows; know where runners are at time of throw. TOP or TOT?
13. Infield Fly
  - a. Either umpire can call; other will echo
14. Balks
  - a. Make sure it's something you can see and explain
15. Rundowns
  - a. Communicate; let partner know you are there once play is going away from you
16. Appeals
  - a. If you are going to take it, tap your chest
17. Arguments/Ejections
  - a. Use prescribed protocol.
  - b. Provide an official warning first if possible "Coach this is your official warning; if you continue you will be ejected."
  - c. 1 on 1 until ejected but within hearing range
  - d. When to step in and when to leave them alone
  - e. Rodeo
18. Handling dugouts
  - a. Arguing balls and strikes
  - b. Bench jockeying
19. Fights
  - a. Try to stop before it starts
  - b. If you can't stop them, step back and take numbers of participants
20. Closing
  - a. Communicate
  - b. Good eye contact