



OFFICIALS EDUCATION PROGRAM

# GAME MANAGEMENT AND HANDLING GAME SITUATIONS



## OFFICIALS EDUCATION PROGRAM

### *INTRODUCTION*

1. Arriving at the field.
2. Conduct and Behavior of an Umpire.
3. A list of Don'ts.
4. Bench and field Conduct.
5. Procedure for ejection from the game.



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### *MEASURABLE OUTCOME*

“At the conclusion of this unit the individual should be able to.”

1. Name at least ten behaviors to model as an umpire.
2. Write down 6 acts of unsportsmanlike conduct.
3. Learn the procedure for filing a Disqualification Form with the PIAA.



## OFFICIALS EDUCATION PROGRAM

### *ARRIVING AT THE FIELD*

1. Various issues include teams or coaches with previous bad conduct, game level and importance, threatening weather, and your own and your partner's reputation with the teams.
2. Determine if weather is a potential factor in the game and discuss at the pre-game conference how situations with the weather will be handled.
3. During the pre-game conference with the managers, discuss how a disputed call will be handled. Tell them that the manager must ask for "Time", have it granted, and then he and he alone can enter the field and approach the umpire. Ask him to remain civil, and he will be respectfully received.



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### *ARRIVING AT THE FIELD*

4. Close the pre-game conference by reading the PIAA Sportsmanship message.



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### *CONDUCT AND BEHAVIOR OF AN UMPIRE*

1. Keep all personalities out of your work. You must be able to forgive and forget. Every game is a new game.
2. Remain calm, confident, and non-confrontational in order to maintain an appearance of fairness and impartiality.
3. Co-operate with your partner. Don't hesitate to ask for help if you are blocked out of a play. The main objective is to have all decisions ultimately correct.



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### *CONDUCT AND BEHAVIOR OF AN UMPIRE*

4. Work hard at learning what comments you need to respond to and what you should ignore on the field. When it is necessary to respond, do it in a manner that does not intensify the situation.
5. Avoid sarcastic comments. Don't insist on having the last word. If after an argument, a player is walking away, let him go.
6. Keep your temper. A decision or an action taken in anger is never sound.
7. Never charge a player or coach, or follow him if he is moving away; and do not point your finger or use violent gestures.



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### *CONDUCT AND BEHAVIOR OF AN UMPIRE*

8. Watch your language. Never use foul or disrespectful language towards a player or coach.
9. Be a steady influence on the game. You must be able to sort out complex and important situations and you should not hesitate to make unpopular decisions.
10. Vary your level of intensity based on the situation. Avoid escalating an argument.
11. If a manager has a legitimate point to argue, it is your duty to listen to him. You are impartial judges and should maintain a calm dignity becoming the authority you have.





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### *CONDUCT AND BEHAVIOR OF AN UMPIRE*

12. Keep the game moving. A ball game is often helped by energetic and earnest work of the umpires.
13. Be careful where you stand between innings. Do not stand on the baseline in front of a dugout when trouble can be expected from that dugout.
14. Keep active and alert on the field at all times.
15. Always remember that you are an official representative of baseball and the PIAA, on and off the field. Always act, dress, and work in a way befitting your fine profession.



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### *A LIST OF DO NOT'S*

1. Call them, don't explain them.
2. Do not allow a coach to criticize your strike zone.
3. Do not allow a manager to engage in a lengthy or irrelevant objection. Keep the conversation focused and shut it down when either party begins repeating themselves.
4. Do not invite a coach or manager out to argue a play with you.
5. Do not be overly friendly...no joke telling or politicking. Just stay very professional about your business.
6. Don't trouble Mr. Trouble until Mr. Trouble troubles you.



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### *BENCH AND FIELD CONDUCT*

1. Have everyone open their rule books to page 27, RULE 3, SECTION 3.
2. Review 3-3-1: A coach, player, substitute, attendant or other bench personnel shall not: Review a thru f and the associated penalty.
3. Commit any unsportsmanlike act to include, but not limited to, REVIEW g 1 thru 6.
4. REVIEW h thru I and associated penalty.
5. REVIEW m thru q and associated penalty.
6. REVIEW Article 3 and associated penalty.
7. REVIEW Article 4.



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### *PROCEDURE FOR EJECTION FROM THE GAME*

1. PIAA terms this is a “Disqualification”.
2. When you eject or “disqualify” a coach, player, or other team personnel from the game, **GET HIS NAME** and write it down. You will also need to know other incidental information such as home and away teams, final score, and a detailed explanation for the reason for disqualification.
3. Within 24 hours, you must submit an Officials Disqualification Form to the PIAA. This is easiest done by completing the form online. Here’s how:



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## DISQUALIFICATION FORM

1. <http://www.piaa.org/>
2. Sign into the website

The screenshot shows the PIAA website interface. At the top left is the PIAA logo (Pennsylvania Interscholastic Athletic Association, Inc.). To the right of the logo is a search bar with a search button. Below the logo is a navigation menu with categories: ABOUT, SPORTS, SCHOOLS, OFFICIALS, STORE, RESOURCES, and PIAA FOR. A red arrow points to the 'Account Sign In' link located above the search bar. Below the navigation menu are three main content sections: 'PIAA Championships' with a 'CLICK HERE FOR INFO. ON PIAA CHAMPIONSHIPS.' link, 'GENERAL CALENDAR' with a list of dates and events, and 'PIAA SPORTS' with a grid of sport categories including Baseball, Basketball, Bowling, Cross Country, Field Hockey, Football, Golf, Gymnastics, Indoor Track & Field, Lacrosse - Boys, Lacrosse - Girls, Rifle, Soccer, Softball, Swimming & Diving, Tennis, Track & Field, Volleyball, Water Polo, and Wrestling. A 'more >' link is also present under the sports section.



## OFFICIALS EDUCATION PROGRAM

# DISQUALIFICATION FORM

3. Enter your access code.
4. Sign in

PIAA Pennsylvania Interscholastic Athletic Association, Inc. [Account Sign In](#) | Search  [Search ▶](#)

ABOUT SPORTS SCHOOLS OFFICIALS STORE RESOURCES PIAA FOR

ACCOUNT

- Account Center
- Sign In
- Sign Out

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### Have an Access Code?

If you have an access code, please enter it below. You will be able to log into the web site and access the tools you need.

**NOTE:** If you are an Official, or previously accessed the Official Directory, you may continue using that access code here.

The officials' access code is the first four (4) letters of your last name (IN CAPS) and the last four (4) numbers of your tax identification number-no spaces.

Your Access Code:

Remember me on this computer

[SIGN IN](#)



## OFFICIALS EDUCATION PROGRAM

# DISQUALIFICATION FORM

4. From the tabs on the screen, select Officials.

The screenshot shows the PIAA website interface. At the top left is the PIAA logo and the text "Pennsylvania Interscholastic Athletic Association, Inc.". To the right is a "My Account" link and a search bar. Below this is a navigation bar with tabs: ABOUT, SPORTS, SCHOOLS, OFFICIALS, STORE, RESOURCES, and PIAA FOR. A red arrow points to the "OFFICIALS" tab. Below the navigation bar is the "ACCOUNT" section with links for Account Center, Sign In, and Sign Out. The main content area is titled "Account Center" and includes a welcome message for "RICHARD!", a description of the account center, and a list of "Account Tools" including "Update Profile Information" and "Submit Disqualification Form".

PIAA Pennsylvania Interscholastic Athletic Association, Inc. My Account | Search Search ▶

ABOUT SPORTS SCHOOLS OFFICIALS STORE RESOURCES PIAA FOR

ACCOUNT

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## Account Center

**Welcome RICHARD!**  
You are now logged into the PIAA site!

The PIAA account center allows you to update your personal and organizational information to help the PIAA serve the athletic community in Pennsylvania. Click on a link below to perform tasks that pertain to your role in the athletic community.

### Account Tools

Use the tools below to manage your profile and other information you can change.

- **Update Profile Information**  
Update your personal information such as your name, e-mail address, contact information and password.
- **Submit Disqualification Form**  
Submit a disqualification form from a recent athletic event.



## OFFICIALS EDUCATION PROGRAM

# DISQUALIFICATION FORM

5. Select Officials Forms.

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[ABOUT](#) | [SPORTS](#) | [SCHOOLS](#) | [OFFICIALS](#) | [STORE](#) | [RESOURCES](#) | [PIAA FOR](#)

**OFFICIALS**

- Become an Official
- FAQ
- Official Ball List
- Officials Directory
- Officials' Convention
- Officials' Forms
- Officials' Examination Schedule
- Officials' Merchandise
- Rules Interpretations
- Sportsmanship
- Sports Dates

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### Officials



- OFFICIALS DIRECTORY** 
- RULES INTERPRETATIONS MEETINGS' SCHEDULE**
- OFFICIALS' MANUAL** 
- SPORTSMANSHIP INFORMATION** 





# OFFICIALS EDUCATION PROGRAM

## DISQUALIFICATION FORM

6. Disqualification Form.

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### Officials' Forms

**Disqualification Forms**  
The sports disqualification forms are now available in both online and printable formats located here.

**Evaluation Forms**  
Click here for the Officials' Evaluation forms.

**Injury Report Forms**  
Injury report forms are now available in both online and printable formats. Click here to access the online submission forms.

**Additional Forms for Officials**

FORMS	TYPE	SIZE	LAST UPDATE
<a href="#">Officials' Application - New!</a>		17 KB	1/5/2010
<a href="#">Contract for Officials Under PIAA Rules</a>		24 KB	8/11/2009



# OFFICIALS EDUCATION PROGRAM

## DISQUALIFICATION FORM

7. Sport "BASEBALL".

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### Disqualification Forms

#### Online Disqualification Forms

Please select the sport for which you are filling out a disqualification form for.

#### Printable Disqualification Forms

Printable versions of sport disqualification forms are also available in the list below.

DOCUMENTS	TYPE	SIZE	LAST UPDATE
There are currently no documents for this category. Items will be posted here when available.			



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# DISQUALIFICATION FORM

8. A form now appears on the screen for you to fill out.

### Sport Disqualification: Baseball

During the 2010 baseball Regular Season and Postseason, a disqualified baseball player, coach, and/or Team personnel shall not be permitted to participate for the remainder of the day and in all Contests on the next Contest day of the same level (varsity, junior varsity, or otherwise) of competition from which the player, coach, and/or Team personnel was previously disqualified. For a coach, participation in the next Contest includes any contact by the coach with members of the Team, including other coaches, between the time that the Team arrives at the Contest site and the conclusion of the last Contest of the day. The Principal shall direct the coach not to attend all of the Contest(s), in accordance with ARTICLE XIII, Section 8, of the PIAA By-Laws; and NFHS Baseball Rules 1-5-1, 1-5-1 Pen, 1-5-9,10, 2-27-1, 3-1-1 Pen, 3-3-1g, 3-3-2, 4-4-1e, 6-2-1 Pen, 6-2-2, 6-2-3 Pen, 7-4-1h, 10-3-1, and/or 10-2-3c. The umpire must complete and file this form, as soon as possible, but no later than 24 hours following the completion of the Contest in which the disqualification took place by forwarding it to the above address.

#### Disqualified Person Information

Type  First Name  Middle Name  Last Name

School

Name of Umpire Who Issued Disqualification



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# DISQUALIFICATION FORM

9. After you fill out all the pertinent information hit submit. Recommend you keep a copy for your records and submit a copy to your assigner to keep him in the loop.

### Additional Information

Reason for Disqualification

### Your Information

Name

Email

Phone

District

SUBMIT





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# QUESTIONS



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### *SUMMARY*

1. We discussed what you do when you arrive at the field. At pre-game, discuss weather related issues if there is a potential threat. Discuss time limits for middle school games. Advise managers of the process for a disputed play.
2. What can be said about conduct and behavior of an umpire. Always conduct yourself as a professional; be confident, stay calm, act decisively, don't look for trouble, but don't allow yourself or your partner to be abused. Don't engage in unnecessary conversation, keep the game moving, and vary your level and intensity based on the game situation.
3. We discussed the book rules for bench and field conduct.
4. We reviewed the procedure for reporting an ejection.



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### *POST TEST*

1. This is an open book test. Write the 6 acts of unsportsmanlike conduct as outlined by rule 3-3-1g.
2. Write the associated penalties for the above offenses.
3. Give 10 minutes for the group to do this exercise, then randomly solicit them for their answers. (no more than 5 minutes).