



Windsor Royals Sports Club Inc.

Proudly presents the 2023 Edition

Club Umpires Guide



Contents

Introduction

-

How to Become a Windsor Royals Umpire

-

Umpire Mentor Program

-

Blue Cards for Working with Children

-

Umpire Training

-

Umpire Responsibilities

-

Game Assignments

-

Game Day Tips

-

Holloway Field Rules

-

Incidents

-

Weather

-

Umpire Room and Equipment

-

Umpire Payments

-

Umpires Resources

-

Accreditation Requirements

-

Join our Umpire WhatsApp Group



Are you considering becoming an Umpire for Windsor Royals? Whether you're a player, parent, or supporter, you are all welcome to join our Umpire community and we're here to support you every step of the way.

You'll have the opportunity to attend an accreditation session, which typically lasts 2-3hrs. Additionally, you'll need to complete a short online Community Umpire Exam and Community Sports Officiating course to solidify your knowledge.

We take pride in the diversity of our umpire team, with accredited male and female umpires of all ages. Umpiring truly is an experience for everyone, and we encourage individuals from all backgrounds to get involved.

We'll pair you with an experienced Umpire Mentor who will offer positive support and valuable insights during your first few games. Their role is to provide guidance, foster growth, and create an encouraging atmosphere. They won't judge, score, or offer negative criticism.

Our club is committed to supporting our accredited umpires by providing payment for both plate and base umpires. Additionally, we also provide equipment (safety gear) for home plate umpires. In collaboration with Queensland Baseball Umpires Association (QBUA), we ensure that you have access to rule books and an official QBUA Umpire Shirt, which you will wear at each game as your uniform.

We hope that umpiring is a new and exciting venture for you, and we're thrilled to have you join our team. Together, we'll make the game enjoyable and fair for all.

How to become a Windsor Royals Umpire

Step 1

Email our [Umpire Coordinator](#) and let them know you are interested

Step 2

[Register](#) as a Club Volunteer Umpire

Step 3

Complete the [Community Officiating General Principles course](#)

- Email certificate of completion to the [Umpire Coordinator](#)
-

Step 4

Complete the [Queensland Baseball Community Umpires Exam](#)

- Score 70% to pass
 - Unlimited attempts
 - Email certificate of completion to the [Umpire Coordinator](#)
-

Step 5

Attend an Accreditation & Practical Instructional Seminar

- Check the Club [facebook](#) for news or contact the [Umpire Coordinator](#) for more information on Dates/Times.
 - The QBUA requires the Community Umpires exam to be completed as soon as possible after the seminar. Should this not be completed the attendee will be removed from the list of attendees, and regarded as non-accredited, even if the club has already paid for them to complete the seminar.
-

Accreditations are funded by the Club with the expectation that Accredited Umpires participate in the current Club Baseball Season.

Eligible to ages 13+

Cost to the club:

Course Fee (incl Accreditation) \$50.00

Shirt Included

Manual Included

Total \$50.00

Upon completion you will be Accredited as a Community Umpire (lvl 0) and issued a unique Umpire Number. You are now accredited to umpire Junior Division Games.

Check the [Accreditation Requirements](#) section for more info.

Back to CONTENTS

Umpire Mentor Program

The Umpire Mentor Program aims to connect experienced umpires with newer umpires to offer guidance, support, and knowledge.

As part of this Initiative, Windsor Royals would like to recognize and reward those who demonstrate improvement and commitment to their Umpire development with the classification of “Experienced Umpire”.

Experienced Umpires are

- # Confirmed by the Umpire Coordinator
- # Have 20 games officiated in current and/or previous season
- # Confirmed willing to mentor new umpires
- # Confirmed willing to aid umpire training sessions
- # Recognised as an Umpire Mentor in the Club website
- # Eligible for sponsored **Windsor Royals Club Umpire Jacket**

QBUA will also participate in evaluating and guiding Club Umpires during scheduled weekends.

Contact the [Umpire Coordinator](#) for more information

Back to CONTENTS

Blue Cards for Working with Children

People who **DO NOT** require a blue card:

- Person volunteering who is under the age of 18.
- Parent volunteering where their child plays for Windsor Royals, not necessarily their game.

People who **DO** require a Blue Card are:

- Person volunteering, who is over 18, who is not a parent of a child playing at Windsor Royals (ie. A grandparent, player, supporter).

[More information](#)

Blue Card Application process

- Free to Club Volunteers.
- [Create an account](#) to obtain your unique Blue Card Number.
- Email your unique Blue Card number to the [Windsor Royals Blue Card Officer](#); necessary to waive application fees.
- Complete your [Application](#)
- [Video Guide](#)

Even though our club pays Umpires for officiating games, it is determined the payment is for reimbursement of costs (e.g. fuel, equipment) and not considered as paid work.

[Back to CONTENTS](#)

Umpire Training

Umpire Training sessions are held weekly with our Senior League Teams (Under 16's)

Thursday nights 5:30 - 6:30pm at Holloway Field.

1. Practice calls in the BullPen with proper Pitchers

Wear protective gear or make your calls behind a net.

Refine your strike zone and positioning.

Get used to having a ball thrown at you in a safe environment.

2. Practice positioning/pivots on a live Ball Field

3. Ask our Coaches and Mentors Questions

Check the [Umpire WhatsApp Group](#) for updates

or

Contact the [Umpire Coordinator](#) for more information.

Back to CONTENTS

Umpire Responsibilities

First and foremost, umpires are Game Managers. The Plate Umpire or Umpire-in-Chief is the manager, and the Base Umpires are the assistant managers. They aren't dictators, but impartial decision makers whose job is to keep the game safe and positive for everyone.

Home Plate Umpires make the Strike, ball, and Foul calls behind home plate and assists the Base umpire with in-field safe/out calls.

Base Line Umpires monitor the batter at home plate for check swings, make safe/out calls on runners in the in-field and catch/no-catch fly balls in the out-field.

Both Umpires must maintain control over, and dictate, the flow of the game; ensuring the conduct of participants is appropriate and time constraints are followed (eg. Pitch timers).

It's important to maintain awareness of the playing field, ensuring game activities are conducted safely (ie. gates closed, 1 batter on deck, Junior players inside dugout etc.) It is your responsibility to police the behavior of Players and Coaches, ensuring respectful play.

Good Umpires are good communicators; things can happen fast and it's easy for participants to miss what happened; that includes the Spectators!

Make sure you are verbalizing loudly and signaling clearly. Players and Spectators will be observing your complete demeanor, put on a show and see how much more everyone engages with the game.

To ensure each game is a positive experience for all who play, coach, manage and watch, umpires need to:

- # Maintain a calm demeanor, don't lose your cool even if others are.
- # Be confident in calls and give yourself plenty of time to make each call. Don't rush.
- # Communicate positively, players will pick up on your mood and adopt it, especially if it's negative.
- # Be consistent, it's your strike zone, keep it tidy.
- # Ensure each game, the equipment and the environment are safe for all participating.

Where two junior age umpires are officiating a game, the home club must appoint an adult as game coordinator and must be present at all times during the game. The adult game co-ordinator must not be the coach or manager of either team. The game co-ordinator has the authority to disqualify any player, coach, manager or adult spectator for unsportsmanlike conduct from the game location.

Back to CONTENTS

Game Assignments

Use the [Game Assignments](#) link to view your assigned games as determined by the Umpire Coordinator, and also to keep an eye on any open game slots in case of last-minute opportunities.

All Umpire assignments are facilitated through this website.

Coordinator reserves right to remove/add umpires from/to games

Games will typically be allocated 2 weeks prior

Check for updates on **Washed-Out games**

If a Games Signup is open then all accredited Umpires are welcome to pick the Game, providing for age restrictions .

NOTE: Junior aged Umpires, both Community, and Association level, can umpire grades up to one level below their natural age group. Approval can be sought from the QBUA for Juniors to umpire teams at or above their natural age group.

Game Assignments

Make sure to join our [Umpire WhatsApp Group](#) for updates on game assignments, wet weather and other notices.

Back to CONTENTS

Game Day Tips

Dress Code

Other than your QBUA Umpires shirt, Windsor Royals does not enforce a dress code:

However, we strongly recommend the [Standard Baseball Umpire Uniform and Equipment](#) for your safety and comfort.

Arrival

Try to arrive **at least 30 minutes early**:

- # Inspect the field
- # Meet with assistant umpires
- # Check for Home Ground Rules
- # Check & put on umpire's safety gear (located in the Umpire change room)
- # **2 free bottles of water** and Biscuits are available at our canteen for game Umpires who forgot their own water (Please do not abuse this policy).

Starting a Game

Plate Umpire Calls "Coaches meeting"

5 minutes before the game start time:

- # Be on time, better to be early.
- # Plate umpire stands behind the plate, Base umpire is opposite standing just on the infield.
- # Introduce yourselves (both Umpires) to the Coaches / Managers.

Take the Home Team line-up card:

You are now in control of the field and are responsible for the health and safety of players and participants on the field and in the dugouts.

Take the Away Team line-up card.

Check the line-up cards:

- # Check for obvious errors
- # All positions are filled
- # Pitcher is listed
- # Any duplicate names are identified by an initial
- # Ensure duplicate copies are identical
- # Retain the original copies. **This is the official line-up**
- # Give the coaches a copy of the opposition line-up.

[Back to CONTENTS](#)

Starting a Game...

Game Balls

Make sure that you have sufficient supply (3-4) for the game

Home Team should provide

Playing Field

Eyeball the entire field, including the dugouts.

Make sure there are no hazards that will impede play or pose a risk to players.

If unsure, ask the home team Coach if there are any issues with the field.

Go over any home ground rules

As the Plate Umpire you have the final decision on any disputed home ground rules.

During a Game

Substitutions

Player Substitutions go through the Plate Umpire

Coaches must come to you with changes

Record the changes in your notepad or Lineup page.

It can be confusing, take it slow and get it right, then communicate the changes to the scorers.

Do not let coaches rush you.

Your copy of the Lineup is the Official Game Record and the one that matters.

Side Away

Teams should make an innings change within 90 seconds.

Teams have 90 seconds from the **third out to the pitcher being told to "play"**.

If the batting team is at fault, a strike shall be called and if the fielding team is at fault then a ball shall be called.

This should happen only after a warning is given in the first instance.

Finishing a Game

Game Times

Keep in mind game length times vary from juniors to seniors

Be aware of "Overtime Rules" (Resources/Competition Rules)

End of the Game

Your Umpire role doesn't end until teams leave the field of play

Give teams opportunity to thank you after the game

Score Cards

Sign Scorers Cards and return Gear into mesh bag back in Umpires room

Make sure to keep the team lists from the game for future reference in case of an issue

Back to CONTENTS

Holloway Field Rules

Windsor Royals has a few unique rules specific to our Home ground, Holloway Field.

1. A. Junior players must stay in their dugouts during timed play.

(Rule 3.0 - Game Preliminaries 3.17)

B. The area behind the Steel/net barricades is not considered part of the Dugout.

2. In all Club Games held at Holloway, play involving the steel/net barricade will adhere to the following rules:

- A ball coming off the front is alive and in play
 - A thrown ball entering from the sides and going behind is a dead ball and bases are to be awarded accordingly.
-

3. A. The field tarps rolled up in Foul left field territory are not to be stood upon.

B. If during play a batted ball first lands fair and then rolls behind the tarps or a thrown ball goes behind the tarps, then the umpire shall call time, declare the ball dead and award bases accordingly.

4. During Masters Monday night Games:

- No new inning to start within 5 minutes of the game finish time, regardless of starting late.
 - A hard finish is imposed at 1:40 game time
 - If a hard finish is imposed, the score would revert to the previous completed inning.
-

Refer to relevant Divisions Umpire Manual for resolving Dead Ball scenarios

[Association Umpire Manual](#)

[Juniors Umpire Manual](#)

[**Back to CONTENTS**](#)

Incidents

If, in the Umpire's opinion, a player, team official or spectator:

- (a) Abuses an umpire;
- (b) Displays dissent towards an umpire;
- (c) Argues judgment decisions (e.g. balls/strikes, out/safe, fair/foul etc.); or
- (d) Otherwise shows disrespect towards any of the umpires,

That individual should be ejected from the game. This is a recommendation only and umpires need to use their best judgment when dealing with game management and behavior issues.

In all Junior Competition games, umpires are encouraged to first attempt to use team coaches to resolve behavior issues prior to ejecting any player

In this event, or any other incident you wish to report,
all participating umpires must complete an
[Incident Report Form](#).

When completing an Incident report please include a CC copy to the [Umpire Coordinator](#)

If a player is ejected for any reason and the head coach does not attempt to placate the situation, then the head coach shall be ejected from the game with the player.

Ejected individuals must complete an Incident Report Form and submit it via the Club to the GBL Chair by 5 pm the business day following notification of the ejection to the Club Secretary by the GBL Competition Administrator.

Back to CONTENTS

Weather

Once a game has commenced, if the umpires consider that play is unsafe due to the field condition or lightning, play shall be temporarily suspended.

Any time, in which there is a temporary suspension in play due to inclement weather, is included in the overall time allowed for that game.

The umpire can end a game due to inclement weather in two situations:

- 1.** If play is temporarily suspended for 30 continuous minutes due to inclement weather, and the umpire-in-chief believes a Regulation Game cannot be completed in the remaining time.
 - 2.** If, after consulting with the grounds crew and team coaches, the umpire-in-chief determines that playing conditions won't allow for the completion of a Regulation Game within the remaining time.
-

Heat

In the case of extreme heat play shall be suspended immediately if the temperature reaches or exceeds:

38° Celsius for Senior, Masters and Women's

36° Celsius for Junior Competitions

Play shall not resume until the temperature falls below

37° Celsius for Senior, Masters and Women's

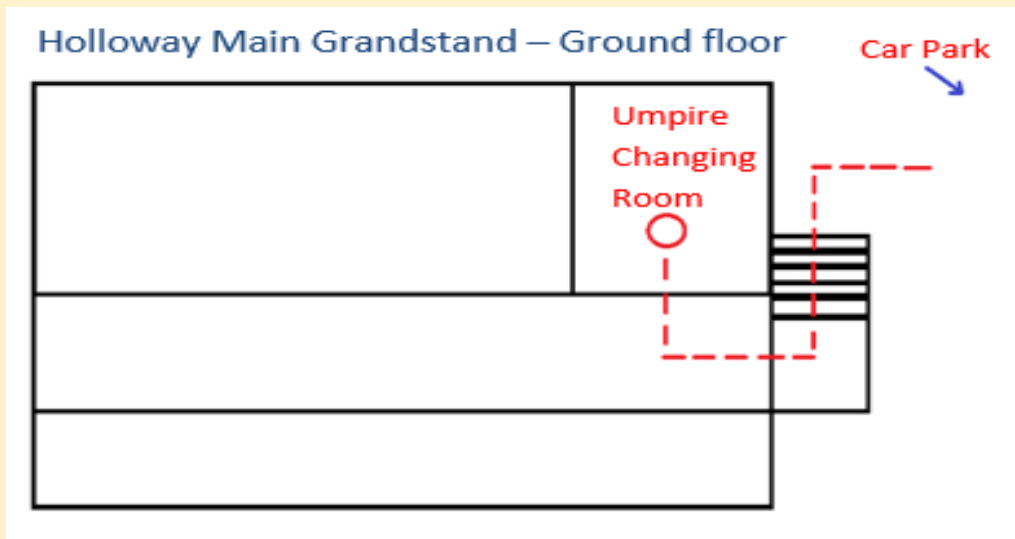
35° Celsius for Junior Competitions

A temporary break in play for any reasonable period is permitted where the umpire considers the conditions could be injurious to the participants' health.

Back to CONTENTS

Umpire Room and Equipment

Our Umpire Changing Room is located under the main grandstand



Lockers are installed for umpires to securely store personal belongings (Locks Provided)

There are 4 complete Umpire equipment sets available, each set includes

Chest piece
Leg Piece x 2
Helmet
Ball Bag
Score Indicator
Base brush
Carry Bag

[Back to CONTENTS](#)

Umpire Payments

The Umpire Coordinator will keep a record of all games officiated.
However, it is a good idea to keep your own record of games you officiate.

[Submit](#)

Bank account and BSB details

Complete Australian Tax Office [Statement by Supplier](#)
email it to the [Club Treasurer](#)

[More Info](#)

- # Make sure to mark the box indicating this is a private recreational pursuit or hobby.
- # A new Statement must be provided at the beginning of each Baseball Season

Current Umpire Payment schedule

Home Plate - \$50 (per game)
Base - \$30 (per game)

Player Levy Payments

If an Umpire is a player themselves and has levy hours to be used, they will be accredited with those first, once 6 hours (3 Games) have been accrued they will receive their \$150 Player levy back, after which they will be eligible for umpire payments.

If Non-Player Umpires wish to nominate volunteer hours towards a players levy and therefore do not want to receive payment for certain games please contact the [Volunteer Coordinator](#).

[Back to CONTENTS](#)

Umpire Resources

Rules and Manuals

[GBL Competition Rules 2023](#)

[Little League Rule Book App \(free!\)](#)

[Association Umpire Manual](#)

[Juniors Umpire Manual](#)

Training Aids

[Umpire field positions, calls and signals](#)

[Interference Cheat Sheet](#)

["Umpire Bible"](#)

Other

[Umpire Development Pathway](#)

[Incident Report Form](#)

[Back to CONTENTS](#)

Accreditation Requirements

UMPIRE LEVEL	ACCREDITATION
Community Umpire	All Junior Baseball
Community Umpire + Online Association Course	Div 2 Masters Div 2 Ladies Seniors Divisions 5,6 (Base only) for – U20's, Masters Div 1, Ladies Div 1
Association Umpire	All levels of baseball
NOTE: (Junior aged Umpires, both Community, and Association level, can umpire grades up to one level below their natural age group.) Approval can be sought from the QBUA for Juniors to umpire teams at or above their natural age group.	

Contact the [Umpire Coordinator](#) for more information.

Online Association course

Email certificate of completion to the [Umpire Coordinator](#)

Completing the 'Online Association Course' **DOES NOT** accredit you as an Association Umpire.

[Back to CONTENTS](#)

Umpire WhatsApp Group

Organise Game Assignments.

Updates on Wet Weather.

Ask questions about rules and Game Scenarios!

Share your thoughts and Game Experiences!

[Join us!](#)

[Back to CONTENTS](#)