

POLICIES AND PROCEDURES OF THE PENINSULA UMPIRES ASSOCIATION

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Policies and Procedures for the Peninsula Umpires Association are promulgated in general terms in its Constitution and By-Laws. This Policies and Procedures document is provided to expand upon and explain Policies and Procedures stated therein. Should a discrepancy exist between statements in this document and statements in the Constitution or By-Laws, the Constitution and By-Laws take precedence.

Amendments to the Policies and Procedures of this Association shall be made by a simple majority vote of the Executive Committee and Board of Directors. Furthermore, at the next scheduled membership meeting amendments to the Policies and Procedures shall be made known to the membership at large.

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SECTION I EJECTION POLICY AND PROCEDURE

Section 1.1 - Ejection Policy.

Any umpire who ejects a player, coach or operating personnel from a game will notify the Association Assigner immediately upon conclusion of the contest in which the ejection occurred. Subsequent to the initial report of the ejection, the umpire must report the ejection in writing to the Assigner using the appropriate (WIAA or NON-WIAA) electronic version of the Incident Report Form (**Appendix "A"**).

Section 1.2 – Ejection Procedure.

The umpire who ejects a player, coach or operating personnel shall call the Assigner immediately following the conclusion of the game in which the ejection occurred. The umpire will follow up on this phone call with the written report to the Assigner for a permanent record of the incident using the appropriate (WIAA or non-WIAA) electronic form available within the assigning program or directly from the association website (<http://peninsulaumpires.org>).

Each umpire and/or umpire crew will fill out a **Standard Incident Form (Appendix "A")**, and submit an electronic version of the form to the Assigner, for each ejection that may occur during a contest. This written report will be completed and filed with the Assigner immediately following the contest in which the ejection has occurred, but no later than the start of the next calendar day. In the event that electronic submission is not available a hand written form must be delivered to the assigner within the same time parameters as established above.

Failure to adhere to this policy will result in severe penalties against the umpire, as to be determined by the Executive Committee.

SECTION II SECURITY AND BACKGROUND CHECKS

Section 2.1 - Security and Background Checks Policy.

The Association, because of its significant involvement with youth, deems it prudent to obtain a Security/Background Check on each member that may be assigned games involving youths. Members of the Association are precluded from officiating or umpiring any game that might include players under the age of 16 unless they have submitted to the Association an authorization for a **Disclosure and Consent to Criminal History Check Form (Appendix "B")** or the WIAA/WOA **Disclosure and Consent to Criminal History Check Form** (obtained from the Association's Secretary).

Child and Adult Abuse Information Act ([RCW 43.43.830-.845](#))

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Under the Child and Adult Abuse Information Act, requests for Criminal History Record Information (CHRI) are allowed by organizations licensed in the state of Washington that provide recreation to children under 16 years of age.

Criminal Records Privacy Act (Chapter 10.97 RCW)

Under the Criminal Records Privacy Act, conviction Criminal History Record Information (CHRI) may be made public to anyone without restriction and without the consent of the subject of the record.

Any initial information obtained through the Security/Background Check process shall remain strictly confidential with access limited to the Executive Committee and the member. Should the Executive Committee determine that some form of restriction, limitation, suspension, termination, or other action by the Association is appropriate, the Executive Committee shall address the member with the recommended action(s). If the Executive Committee and the member are unable to reach a satisfactory resolution to the matter, the information and the member may be brought before the Board of Directors for settlement.

Section 2.2 - Security and Background Checks Procedure.

Information obtained for Security and Background Checks will be strictly maintained Confidential in accordance with the Association's Security and Background Checks Policy.

Each member, re-instated members and new applicants for membership to this Association are required to submit an authorization for a **Disclosure and Consent to Criminal History Check Form (Appendix "B")** or the **WIAA/WOA Disclosure and Consent to Criminal History Check Form** (obtained from the Association's Secretary) to the Association prior to that individual officiating or umpiring any game that might include players under the age of 16.

The Association must submit either a Request for Criminal History Record Information (CHRI) Conviction Criminal History Record (using Form 3000-240- 569 or through the "WATCH" online Internet system) or a full set of the subject's fingerprints.

The Association's WATCH Online Internet System account with the Washington State Patrol Criminal History Record Information center will be accessible by no more than two (2) Association Executive Committee members. These two (2) committee members will be the President and the Secretary. Access to the Association's WATCH account by any other member of the Association is strictly prohibited.

Set up a WATCH account, request forms and fingerprint cards, or ask questions by calling a Washington State Patrol (WSP) customer representative at (360) 534-2000. Also, write to the Washington State Patrol at following addresses:

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crimhis@wsp.wa.gov

or

Identification and Criminal History Section
Washington State Patrol
PO Box 42633
Olympia WA 98504-2633

Include contact telephone number in case WSP has any questions.

WATCH Account Access Address: <https://watch.wsp.wa.gov>

SECTION III TOURNAMENT AND SPECIAL EVENT GAME ASSIGNMENTS

Section 3.1 - Game Assignment Policy.

It is the policy of the Association to recognize the performance and participation of its members through assignment to those tournaments they are qualified to officiate in both Baseball and Softball. WIAA tournaments and other tournaments involving levels above high school level Baseball/Softball will be restricted to those members who have completed the Association's mandatory training and testing in the sport(s) they qualify to officiate.

The selection of umpires for tournaments will be made by a committee chaired by the President consisting of the Secretary, Assigner, Training Officer, Evaluations Officer and the particular VP of the sport or sports being assigned (Baseball and/or Softball/Fast Pitch). The committee shall be guided by the general direction that tournament assignments should be restricted to the umpires who excelled during the current or most recently completed year in every aspect of officiating. Where appropriate preference shall be given to umpires who have **NOT** had a recent tournament game assignment. Participation in one sport does not preclude participation in the other. Participation in a previous year's tournament does not preclude assignment to an upcoming tournament.

For Collegiate and Advanced Level Tournaments, the committee shall base their selections on the following criteria:

A. College Level Tournaments

Umpires selected for college level tournaments, including community college tournaments, shall be chosen from the current year's Collegiate (D-1) level list for Baseball and/or Softball.

B. Other Advanced Level Tournaments

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Umpires selected for advanced level tournaments involving high school varsity equivalent or higher, but not as advanced, as college level baseball/softball shall be chosen from among those officials ranked as the current year's Journeyman (CC), Intermediate (A) or above.

C. WIAA Tournaments

WIAA tournament assignments involve State regional playoffs and State finals for the various high school classifications. The WIAA itself assigns umpires to the WIAA tournament games from lists submitted by the various statewide umpire organizations that support WIAA, including the Peninsula Umpires' Association.

Umpires selected for the Association list submitted to WIAA shall consist of those umpires who excelled during the current year in every aspect of officiating in Baseball and/or Softball as reflected in Formal and Peer Evaluations and/or direct observation. Said umpires must have successfully completed all training and testing required by the WOA and the Association as well as meeting the attendance requirements of one (1) excused absence per season as per By-Laws Section 8.2 and 2.5.

Umpires who officiate one sport must have officiated no less than ten (10) high school varsity level games for the Association during the current season. Umpires who officiate both Baseball and Softball must have officiated no less than ten (10) high school varsity level games during the current season for the Association with at least six (6) of them being in the sport in which they are selected to officiate. Also, said umpires shall have at least three (3) consecutive seasons of service with the Association. Where appropriate, preference is to be given to umpires who have **NOT** had a recent WIAA tournament game assignment. Committee selections for the WIAA tournament list shall be submitted to the Executive Committee for Approval.

SECTION IV EXTENSION OF CREDIT POLICY

Section 4.1 - Extension of Credit Policy.

The Association's policy is to not extend credit to the organizations that utilize the Association's services. It is recognized that this policy cannot be rigidly applied and is not totally practical, particularly insofar as school districts and other government bodies are concerned. Abridgment of this policy, in whole or in part, shall require Executive Committee approval and shall be relative to specific customers based on organizational identity and past payment history.

Implementation of this policy requires full prepayment by organizations desiring to utilize the Association's services except for those specific customers for whom other arrangements are approved in advance by the Executive Committee. In approving other arrangements, the Executive Committee shall be guided by who the customer is, source of funds for payment of the Association's fees, past payment history, and other considerations associated with credit risk assessment.

In the event that collection of accounts receivable is not accomplished for a customer, the Association shall seek retribution as allowed for by law, and if unsuccessful, the Association shall absorb the loss involved. The umpires who provided the services for which payment was not

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received, and the Treasurer and the Assigner, shall not be financially penalized for a customer's failure to pay.

SECTION V PAYMENT TO ASSOCIATION MEMBERS

Section 5.1 - General Policy.

Members of this Association are due payment for their services as soon after completion of the contest as possible.

Section 5.2 - General Procedure

It is generally accepted that the Association will honor payments due to officials at the end of the season and no later than the 30th of September (for spring and summer assignments) and no later than the 30th of November (for fall assignments).

Section 5.3 - Mid-Season Draws on Earnings

The Executive Committee may amend this policy at its discretion and in accordance with these procedures:

1. Members of this Association may take a mid-season draw on funds due them by making a written request to the Treasurer.
2. A member may not draw more than the member is due on the date of the funds draw.
3. The President and the Treasurer will not cause the distribution of funds for requested draws if the Association's account balance will fall in arrears as a result of that draw (i.e. account balance will go below \$0.00, resulting in insufficient funds and overdraft charges).

Section 5.4 - Overpayment to Member

Any overpayment to an official will promptly be remitted to the Association, either by payment directly from the member or withholding from the members earnings. Repayment of overpayments must be made within seven (7) calendar days from the date of notification of said overpayment to the member. Failure for not following this procedure will result in severe penalties against the umpire as to be determined by the Executive Committee.

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**SECTION VI
CONTROL AND DISBURSEMENT OF ASSOCIATION
FUNDS**

Section 6.1 – General Policy

It is imperative that the Association establishes and maintains the segregation of duties within the organizational structure of the Association to provide positive control, accurate accounting and disbursement of Association funds.

This procedure supplements and delineates specific functions and authorities for the Executive Committee, the Secretary, the Treasurer, and the Assigner to ensure positive control and accurate accounting of Association funds.

Section 6.2 – Authority of the Executive Committee and Treasurer

The Executive Committee will hold the exclusive authority for the disbursement of Association funds. The disbursement of Association funds will only be done as authorized by signature of the President, the 1st Vice President **OR** the 2nd Vice President **AND** the Association's Treasurer.

Under extraordinary circumstances, disbursement authorization may be made with the signature of the Treasurer only, in addition to specific authorization by recordable means from the President, the 1st Vice President **OR** the 2nd Vice President (i.e.: e-mail). Under no circumstances will verbal authorization qualify for this authorization requirement.

Section 6.3 - Failure to Follow

Failure for not following this procedure may result in expulsion from the Association as to be determined by the Board of Directors and the Association general membership.

**SECTION VII
TRAINING POLICY AND PROCEDURES**

Section 7.1 - Training Policy

Training will be conducted in accordance with the following classification levels: Collegiate (D-1) and Journeyman (CC) as one group, and Intermediate (A), Certified Apprentice (B) and Apprentice (C) as another group. Training will not be conducted by experience level, as a given experience level possesses many degrees of ability and maturity. It is the belief of the Association that training should target a person's ability level, maturity and ethical standard rather than their experience level.

The Training Officer and the Vice Presidents of Baseball and Softball shall determine the training requirements for each classification before the start of training each year. All Association members must attend the required training to remain certified at their current classification level and to be eligible for assignments to work ball games. **Umpires who have not completed their training for**

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certification or re-certification may or may not receive assignments until their training requirements have been met.

Individual umpires are responsible for meeting their training requirements (see Section 7.6). All umpires will be supplied with a copy of the master training schedule, and should umpires find themselves unable to attend a given date, it is up to that umpire to find an alternative date for attending a training session.

Failure to meet the training requirements may result in a demotion of classification for an umpire and require re-testing for promotion and/or suspension of game assignments until such time as training requirements are met (see Association's By-Laws, Section 7.2 for limitations).

Umpires joining the association after March 1 of the respective calendar year will be required to work two "evaluation games" in lieu of training. The umpire will be placed at an appropriate classification to receive future assignments.

Section 7.2 - Training Officer

The Executive Committee will appoint a Training Officer, who must be an active member in good standing with this Association in a classification level of Journeyman (CC) or higher. The Training Officer will be appointed to an open ended term of office and serve at the discretion of the Executive Committee. The Training Officer will be accountable to the Executive Committee and the Association's membership.

Section 7.3 - Duties of the Training Officer

The Training Officer's duties will include:

1. Ensure that administration and conduct of training is in accordance with these policies and procedures.
2. Coordinate with the Vice Presidents of Baseball and Softball for the conduct of the training program.
3. Maintain signed attendance rosters for each training session conducted by the Association.
4. Maintain an up-to-date and current training file on each Association member.
5. Recommend to the Executive Committee any changes to the training program.

Section 7.4 - Individual Training Files

Each Association member will have a training file maintained by the Training Officer or Executive Committee appointed individual. This training file will be accessible to the Association's Executive Committee members, the Training Officer, the Evaluations Officer and the individual member **exclusively**. Any member may review their file at their request.

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The individual training file will contain copies of the following information (as a minimum):

1. Current Individual Training Information Form for the umpire.
2. Current classification level for the umpire.
3. Initial and re-Certification documentation.
4. A listing of the training session attended by the umpire.
5. Copies of pertinent certifications from outside training courses.
6. All evaluations conducted on that umpire (original document).
7. Any letters of action or commendation from the Executive Committee and/or Board of Directors.

Other pertinent information may be added to the file as determined by the Training Officer and the individual member.

Section 7.5 - Training Program

The Association will have well defined training program. The purpose of the Training program will be to provide tailored educational experiences to meet the needs of the individual members, encourage self-development, provide feedback to individual umpires and promote the improvement of individual umpires and the Association.

Additionally, the Association's training program will consist of (a) Rules & Game Management, (b) Field Mechanics and (c) Plate Mechanics Clinics for each sport, Baseball and Softball. Additionally, for Collegiate level applications, 3-Umpire Mechanics (for Baseball) and all applicable NCAA Rule changes and points of emphasis for both Baseball and Softball shall be presented for members classified as Journeyman and Collegiate. The training clinics will be prepared and administered by the Training Officer and the Vice Presidents of Baseball and Softball, as appropriate.

The general curriculum for the Rules & Game Management Clinics will be conducted in three separate clinics. One clinic will be tailored to the Journeyman and Collegiate Baseball umpires, another clinic will be tailored to the Apprentice, Certified Apprentice and Intermediate Baseball umpires. The third clinic will be tailored strictly to the Softball umpires at all levels. The Field Mechanics will be conducted in two clinics; one for Baseball and one for Softball. The Plate Mechanics will be conducted for both Baseball and Softball at the same clinic. The following general topics can be used as a basis for development of an appropriate curriculum:

1. Plate Umpiring Mechanics (Slot, Knee & Scissors Stances)
2. Base Umpiring Mechanics (60 and 90 Foot Diamonds)
3. General Rules of Baseball and/or Softball
 - a. Intangibles of Umpiring (Dressing, Looking and Acting the Part)

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- b. Game Management (Game Flow and Keeping the Line-Up)
- c. Interpersonal Communications (Dealing with Managers, Coaches, Players, Spectators and League Representatives)

The Association will continue to evaluate its performance and make changes based on inputs from the membership, to make the training program the best it can be. The Association wants to emphasize the following points:

- 1. The Association is committed to ongoing development of each official, in both Baseball and Softball, with the benefits for the individual, the Association and the Association's customers.
- 2. The Association understands the need to establish and provide continued improvement in the quality of its members.
- 3. It is important to understand that within the training program, testing may be required.
- 4. Pertinent and mandatory Association training will be separate from the required annual WIAA/WOA training program.
- 5. Training activities do not necessarily have to be umpire related.
- 6. Activities not listed in Section 7.8 may be submitted for point consideration.
- 7. Game assignments will have no bearing on re-certification.

Section 7.6 - Umpire Training Requirements

The following individual umpire training requirements are established:

- 1. All members must attain Initial Certification and Re-Certification in accordance with Section 7.7.
- 2. Points will be awarded for training activities as defined in Section 7.8. (50 per clinic)

Section 7.7 - Initial Certification and Re-Certification—

Initial Certification - All members and perspective members must attend each of the three clinics as per Section 7.5, which will be conducted as training and will serve as Initial Certification or Re-Certification for all umpire levels on a yearly basis.

Re-Certification - A member must accumulate a minimum of 150 points annually to maintain their current classification level. Failure to accumulate a minimum of 150 points annually will require the umpire to attend a two-day session for continued certification at their current classification level.

Failure to meet the re-certification requirements will be addressed on a case-by-case basis by the Executive Committee, the Training Officer and the Evaluations Officer.

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Section 7.8 - The Point System

<u>Activity</u>	<u>Points</u>	<u>Description</u>
Two Day Training Course	100	Two-day session (16 hours). Pass with a test score of 80% or better, if applicable.
One Day Training Course	50	One-day session (8 hours). Pass with a test score of 80% or better, if applicable.
On Field Evaluation	20	Work with Evaluator, Plate and Base.
Attendance at Association General Meetings	10	Meetings with training session. (maximum 40 points per year)
Umpire Schools	10	Per day of training. Documentation required.
Local Association Work: Executive/BOD Committees Instructors Assistants Newsletter Web Site	10 for each	This recognizes a member's contribution to the Association beyond the field. (maximum 10 points per year)
Newsletter Articles	5	Rules, mechanics, etc. (maximum 15 points per year)
Related Course and Conferences	5	Per day. Must be pre-approved. Documentation required.
Years of Service	5	Per season of membership. (maximum 50 points)
National Recognized Organization	5	Per year. Copy of card must be on file.
Other Activities	TBA	Refer to Training Officer. Pre-approval recommended.

Section 7.9 - Classification Requirements

The following experience and training point requirements supplement the requirements for a specific classification as outlined in the Association's By-Laws, Section 7.1:

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Level	Experience	Points	Comments
Apprentice (C)	None	0 - 100 points	None
Certified Apprentice (B)	0-2 years documented	Accumulate a minimum of 100 points	Complete PUA Training, Two Satisfactory Field Evaluations
Intermediate (A)	2-3 years documented	Accumulate a minimum of 300 points	Complete PUA Training, Two Satisfactory Field Evaluations
Journeyman (CC)	Minimum 3 years documented	Accumulate a minimum of 400 points	Complete PUA Training, Three Satisfactory Field Evaluations, and One Outside Seminar is preferred. (2 day minimum).
Collegiate (D1)	Minimum 5 years documented	Accumulate a minimum of 500 points	Complete PUA Training, Four Satisfactory Field Evaluations, and a Week Long Umpire Clinic is preferred. (4 day minimum).

Section 7.10 – Instructors

All umpires assigned to be instructors for Association training programs must be classified at the Journeyman (CC) level classification or higher. The Association will strive to assign instructors from the group of umpires who have graduated from a professional weeklong training program as a minimum. This policy may be amended, as necessary, by the Training Officer with concurrence from the Executive Committee.

SECTION VIII EVALUATIONS POLICY AND PROCEDURES

Section 8.1 – Evaluations Policy

The purpose of the Association's Evaluation program is to define minimum standards of performance, establish criteria for promotion, provide feedback to individual umpires and promote the improvement of individual umpires and the Association.

The Association will continue to evaluate its performance and make changes based on inputs from the membership, to make the evaluation program the best it can be. The Association wants to emphasize the following points:

1. The Association has implemented a 5-point grading system.

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2. The Association has set minimum standards for written test scores, field evaluations, years of service and games worked for each classification.
3. The Association will continue to improve the quality of evaluators based on individuals' credentials.
4. Only Journeyman (CC) and Collegiate (D1) umpires and/or those umpires who have attended a special evaluations clinic conducted by the PUA or equivalent will conduct formal evaluations.
5. The Association will hold a special training session for evaluators to strive for consistency in grading practices.
6. Most evaluations will continue to be conducted through the partner evaluation process.
7. Umpires wishing to be evaluated must initiate the request through the Assigner.
8. The Training Officer and/or the Evaluations Officer may initiate at large evaluations and/or observations.
9. Apprentice (C) classified umpires will not participate in peer evaluations. Peer evaluations for Apprentice (C) classified umpires will be conducted by Intermediate (A) classified umpires and higher.

Section 8.2 - Evaluations Officer

The Executive Committee will appoint a Evaluations Officer, who must be an active member in good standing with this Association in a classification level of Journeyman (CC) or higher. The Evaluations Officer will be appointed with an open-ended term of office and serve at the discretion of the Executive Committee.

The Evaluations Officer will be accountable to the Executive Committee and the Association's membership.

Section 8.3 - Duties of the Evaluations Officer

The Evaluations Officer's duties will include:

1. Ensure that administration and conduct of the evaluation program is in accordance with these policies and procedures.
2. Coordinate with the Vice Presidents of Baseball and Softball for the conduct of the evaluation program.
3. File each evaluation online using the PUA website, which generates a copy to the Training Officer and the Assigner. A copy is provided to the umpire as soon as possible.

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4. All evaluations are filed by the Training Officer in an umpire's personnel file for review by the individual umpire upon request.
5. Recommend to the Executive Committee any changes to the evaluation program.

Section 8.4 - Evaluation Types

There are four types of umpire evaluations. These are:

A. Peer Evaluation

At the beginning of each season, an alphabetical listing of umpires will be provided showing what classification each member is in. Any umpire that is partnered with a member of their same classification, or in accordance with the below guidelines, should rate their partner from 1 to 5 for that game on the **Peer Evaluation Form (Appendix "D")**.

1. Certified Apprentice (B) level umpires will, in addition to Certified Apprentice (B) classification, grade Apprentice (C) level umpires.
2. Intermediate (A) level umpires will, in addition to Intermediate (A) classification, grade Certified Apprentice (B) and Apprentice (C) level umpires.
3. Journeyman (CC) level umpires will, in addition to Journeyman (CC) classification, grade Intermediate (A), Certified Apprentice (B) and Apprentice (C) level umpires.
4. Collegiate (D-1) level umpires will rate other Collegiate (D-1) level umpires as well as all lower classification umpires with whom they work.

Peer Evaluations are a valuable tool to assist the Training Officer, Evaluations Officer and the Executive Committee in classifying and assigning umpires to appropriate levels, as well as to help all umpires to improve their abilities, maturity and techniques. Umpires are encouraged to submit Peer Evaluations for any or all games, and especially when specifically requested by the Training Officer, Evaluations Officer or a member of the Executive Committee.

B. Formal Evaluation

Umpires may receive a formal evaluation by requesting such from the Assigner. This involves an evaluator sitting in the stands for an entire game, giving a thorough review, and providing a written report. Formal evaluations are included in the overall post-season assessment and will be restricted to no more than two per year or one Formal and one Blind evaluation. Game fees will be shared between the umpire and the evaluator.

Formal Evaluations will be documented on **Standard Evaluation Forms (Appendix "C")** as appropriate (i.e. Plate or Base).

C. Blind Evaluation

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At the request of the umpire, a Blind evaluation may be performed. This allows an umpire to be observed without knowing they're being evaluated. These are limited to two a year and are requested through the Assigner. If combined with a Formal evaluation, no more than one requested Blind evaluation will be provided for a total of two. It is also possible a blind evaluation may be given as a result of membership / coaches feedback or at the discretion of the Evaluations Officer, the sport VP and/or the Assigner.

Blind Evaluations will be documented on **Standard Evaluation Forms (Appendix "C")** as appropriate (i.e. Plate or Base).

D. Partner Evaluation

Lower level umpires when working with an umpire who is an evaluator, may request that umpire to provide them with a partner evaluation. These are not as thorough as formal or blind evaluations. However, a written evaluation report will be provided to the umpire.

Partner Evaluations will be documented on **Standard Evaluation Forms (Appendix "C")** as appropriate (i.e. Plate or Base).

Section 8.5 - Evaluations Officer, The Sport VP or Assigner Directed Evaluations

The Evaluations Officer or the Assigner may direct that a special evaluation be performed for a particular umpire. Most often, this type evaluation will be done when it is believed an umpire may be in an incorrect classification.

Section 8.6 - Requesting an Evaluation.

If an umpire wishes to be evaluated, they should phone or otherwise contact the Assigner, as soon as game schedules are available, and let him know of their wish to be evaluated. The Assigner will schedule an evaluating umpire to either evaluate a scheduled game (if a formal or blind evaluation) or work with the umpire to set up a partner evaluation game.

Section 8.7 - Performing the Evaluation.

For evaluations during a game, the evaluator will observe the umpire and after the game, spend as much time as necessary to go over what was observed. The evaluator will give a score in each of the categories on the **Plate and/or Base Evaluations Form (Appendix "C-1" and "C-2")**, even if the score is Not Applicable (N/A). The results of the evaluation will be shared with the umpire immediately following the game. The Evaluation Forms will be completed online using the PUA Website which in turn sends a copy to the Training Officer and the Assigner. A copy is provided to the umpire as soon as possible.

Evaluation Scoring - The scoring method for all evaluations is the same. The only difference is that in a peer evaluation, the umpire is scored on the game as a whole, where in written evaluations, the evaluator is scoring each individual category. The scores, and what they mean, are as follows:

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5. **Umpire performed at a level consistent with the next higher-level classification.** A score of 5 should only be awarded for a lower level umpire working at a higher-level game. Apprentice (C) or Certified Apprentice (B) classification umpires cannot be given a score higher than a 4 if the level of game being worked is consistent with an Apprentice (C) or Certified Apprentice (B) classification level game.
4. **Umpire performed at a higher level than expected for that classification** and the level of game being worked.
3. **Umpire performed at the level expected for classification** and the level of game worked.
2. **Umpire performed at a lower level than expected for the classification** and the level of game worked.
1. **Umpire performed at a level consistent with a lower classification** or is clearly not qualified to be working at the level of game assigned.

A score of 5 or a score lower than 3 requires a written explanation/comment on the evaluation form. Umpire ratings are compared only to umpires within their same classification.

It is important to note that an average score of 3 indicates the umpire is performing to a level expected for the level of game being worked. It is expected that most umpires will receive scores within that range. A score of 4-5 indicates the umpire performed higher than expected for the level of game being worked and should be recognized for consideration for promotion to the next level.

Section 8.8 - Post-Season Assessment

Evaluations will be heavily weighted for post season assignments and will be based upon formal, blind and partner evaluations only. An umpire's aggregate score will be 65% from formal and blind evaluations and 35% from partner evaluations.

Section 8.9 - Notification

Prior to the beginning of the new season, each umpire will receive a personalized report identifying his individual evaluation scores, peer score, and composite score. They will also receive a list of narrative comments (as applicable) that were reflected on their evaluations. They will also be able to see where their composite score ranks them among their peers at their classification level.

Section 8.10 - Limitations

An umpire may not receive more than a total of two blind or formal evaluations and two partner evaluations prior to July 1 of the current year. Special approval must be obtained for umpires desiring more than two formal/blind or two partner evaluations. Those umpires being granted more than the two allotted evaluations will forfeit a game fee to the evaluator to cover the cost of the evaluation.

POLICIES AND PROCEDURES OF THE PENINSULA UMPIRES ASSOCIATION

SECTION IX CLASSIFICATIONS

Section 9.1 - Five Level Classification System

Umpires of this Association will be classified in accordance with Section VII of the Association's By-Laws and as outlined in the table below. Umpires will meet the minimum tenure, written test score and field evaluation requirements, as outlined in this policy, for placement at a particular classification level or for advancement to the next classification level. The requirements of Section 7.9 may be amended as determined necessary by a majority vote of the Executive Committee.

Game assignments will be generally assigned according to the following general guidelines. All umpires in a given classification may work any level of game up to and including the level listed for their classification, as outlined in the following table:

<u>Classification</u>	<u>School Level</u>	<u>Summer Level</u>	<u>Exceptions</u>
Collegiate (D1)	All College Levels	All	
Journeyman (CC)	High School Varsity	Semi-Pro / Adult	Next level with D1 Official
Intermediate (A)	High School Varsity	Legion / Mack / BRSR	Next level with CC or higher official
Certified Apprentice (B)	High School JV	BRJR / Colt / Kolfax	Next level with A or higher official
Apprentice (C)	Junior High School	Pony / Bronco / Pee Wee	Next level with B or higher official

Section 9.2 - Classification Advancement

In order to be considered for promotion to the next higher classification, the following minimum requirements are established. (1) All umpires must have passed the state high school test (if applicable) and an Association administered test with a minimum passing grade which will be enforced starting at the mandatory clinics of the 2010 season, (2) Attend the Association's yearly mandatory training consisting of at least a Rules, Field Mechanic and Plate Mechanic Clinic, (3) meet the requirements for total number of games worked for the classification held and (4) satisfy the time requirement for Association membership, as indicated below. Supplement advancement requirements, if applicable, will be published by the Association's Training Program documents.

A. Certified Apprentice (B)

Tenure - have a minimum of one (1) year documented experience AND one (1) calendar year as an active member of this association.

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State High School Test – Minimum score of 70% (on line test).

PUA Test – Attend the Association’s Rules, Field Mechanic and Plate Mechanic Clinics once a year. Minimum score of 70% on the Association closed book test.

Field Evaluations - Plate and Base evaluation with an overall average score of three (3), on a scale of one (1) to five (5), for this level of classification.

Game Accumulation - Accumulation of a minimum of 40 games worked as an Apprentice C) for promotion.

B. Intermediate (A)

Tenure - have a minimum of two (2) years documented experience AND one (1) calendar year as an active member of this association.

State High School Test – Minimum score of 75% (on line test).

PUA Test – Attend the Association’s Rules, Field Mechanic and Plate Mechanic Clinics once a year. Minimum score of 75% on the Association closed book test.

Field Evaluations - Plate and Base evaluation with an overall average score of three (3), on a scale of one (1) to five (5), for this level of classification.

Game Accumulation - Accumulation of a minimum of 50 games worked as a Certified Apprentice (B) for promotion..

C. Journeyman (CC)

Tenure - have a minimum three (3) years documented experience AND one (1) calendar year as an active member of this association.

State High School Test – Minimum score of 80% (on line test).

PUA Test – Attend the Association’s Rules, Field Mechanic and Plate Mechanic Clinics once a year. Minimum score of 80% on the Association closed book test.

Field Evaluations - Plate and Base evaluation with an overall average score of four (4), on a scale of one (1) to five (5), for this level of classification.

Game Accumulation - Accumulation of a minimum of 60 games worked as an Intermediate (A) for promotion.

Advanced Training - Umpires are encouraged to attend a one (1) week Advanced Umpire Training Clinic at this level of classification (Western States Combined, Desert Classic, Florida Classic, Arizona Umpiring Academy or similar).

D. Collegiate (D1)

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Tenure - have a minimum of five (5) years documented experience AND three (3) calendar year as an active member of this association.

State High School Test – Minimum score of 85% (on line test).

PUA Test – Attend the Association’s Rules, Field Mechanic and Plate Mechanic Clinics once a year. Minimum score of 85% on the Association closed book test.

Field Evaluation - two (2) each Plate and Base evaluations with an overall average score of four (4), on a scale of one (1) to five (5), for this level of classification on each position evaluation.

Game Accumulation - Accumulation of a minimum of 200 games worked as a Journeyman (CC) for promotion. .

Advanced Training - Attendance and successful graduation from a one (1) week Advanced Umpire Training Clinic (Western States Combined, Desert Classic, Florida Classic, Arizona Umpiring Academy or similar) is preferred. Umpires are encouraged to attend a Professional Umpire Training Course at this level of classification (Academy of Professional Umpiring or Wendelstedt's Umpire School).

Successfully meeting all of the above criteria does not automatically guarantee promotion to the next level. Though classification levels Journeyman (CC) and below are normally limited only by the number of qualified members, the Executive Committee may, from time to time, consider it in the best interest of the Association to limit the number of available positions at a given level.

All promotions must be recommended by the Training Officer, concurred in by the Evaluations Officer and approved by a majority vote of the Executive Committee. If there is a disagreement between an Association member and the Training Officer or Evaluations Officer about a recommendation for or against promotion, that member may petition the Executive Committee directly. This petition must be in writing.

SECTION X UNIFORMS

Section 10.1 – General Policy

All umpires of the Association, while serving in the capacity as a baseball or softball umpire, as assigned by and under the direction of this Association, shall adhere to the following uniform policy.

Section 10.2 - Approved Uniform Items

SHIRT: Major League Style Shirt – default color is Navy.
Otherwise all Umpires shall match in color.
Honig's Model #HMLS or equivalent; Short or Long Sleeve

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- PANTS:** Major League Style Pants – Any Gray shade is acceptable;
Whenever possible, same color will be worn.
Honig's Model #B1, B1P, B2, B2P, B1A, B2A, B7 or equivalent.
- JACKET:** Major League Style Jacket – Default color is Navy.
Optional Color is Black body with White Stripes.
Honig's Model # K18A (2009 Catalog) Navy Body with red/white/blue trim.
- HAT:** Major League Style Hat – Default color is Navy.
Optional Color is Black. (Fitted Hats Recommended)
Honig's Model #K01, K02, K03, K04, K05 or equivalent
- UNDERSHIRT:** T-shirt or Turtleneck. Navy with Navy Shirt.
Otherwise all umpires shall match in color. White when wearing Light Blue or Black for Softball. Long Sleeved undershirt shall only be worn with a jacket or long sleeved shirt, not be worn under a short sleeve shirt with sleeves exposed.
- BALL BAG:** Black, Navy, or Gray
- GLOVES:** Primarily Black
- SHOES:** Primarily Black
- SOCKS:** Navy or Black
- BELT:** Black with simple buckle
- SHORTS:** Black, Navy, or Gray;
Honig's Model #K60 or equivalent
(Optional for Slow-pitch Softball contest only)

Section 10.3 - General Guidelines for Uniform Wear

Uniforms shall be kept clean, pressed (where appropriate) and in good condition. Shoes shall be shined and kept clean of dirt, mud and grass. Hats shall be clean and free of visible sweat stains.

If the **PLATE UMPIRE** wears a short sleeve shirt, the **BASE UMPIRE** (S) may wear either a short sleeve shirt or a jacket.

If the **PLATE UMPIRE** wears a long sleeve shirt, the **BASE UMPIRE** (S) may wear either a short sleeve shirt or a jacket. The Plate Umpire is the only Umpire who may wear a long sleeve shirt.

If the **PLATE UMPIRE** wears a plate coat or jacket, all **BASE UMPIRES** shall wear a jacket.

At no time shall the **PLATE UMPIRE** or a **BASE UMPIRE** wear a long sleeve undershirt or sweatshirt (even if color matched) under a short sleeve shirt, unless a jacket is worn to cover up the sleeves. The sleeves of long sleeve undershirts or sweatshirts shall not be visible on the field.

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BOTH UMPIRES in a two-umpire crew will dress in like COLORS.

All **BASE UMPIRES** assigned to a three or four umpire crew will dress in like COLOR and STYLE. They will wear the same color jackets or short sleeve shirts.

The **PLATE UMPIRE** in a multi-person crew may wear the complementary color of the **BASE UMPIRES**.

NAVY is the Association default color. It will not be mixed with other colors. When **NAVY** is worn, all umpires in the crew will wear **NAVY**.

All umpires shall enter the field together and will be completely dressed when entering the ball field; this includes the plate umpire and all of his/her protective equipment.

The umpire crew will enter the ball field and proceed directly to home plate five minutes before the scheduled start time for the contest and meet with the team managers / coaches for the exchange of batting line-ups and explanation of ground rules unique to that ball field.

The ball field arrival time may be adjusted for pre-game responsibilities that may exist at certain contests. Conduct of pre-game responsibilities shall begin early enough so as to allow the umpire crew sufficient time to arrive at home plate five minutes before the scheduled start time for the contest. When those pre-game responsibilities are complete, the umpire crew will proceed directly to home plate and meet with the team managers / coaches for the exchange of batting line-ups and explanation of ground rules unique to that ball field.

Uniforms and equipment bearing the ASA logo may only be worn in tournaments sanctioned by that organization.

Section 10.4 - Uniform Numbers

Umpires in good standing with the Association, may wear a uniform number(s) provided that number(s) is/are not already assigned to an Association umpire. The Association Assigner will maintain a listing of assigned uniform numbers.

Number(s) shall be worn on the right sleeve of a coat, jacket or shirt and shall be Honig's Model #MLT or equivalent.

Section 10.5 - Association Logo

The Association logo will be present on an umpire's hat, not on the uniform. New umpires will be issued one cap, gratis, at the start of the season. All established members can purchase caps with embroidered logos through the Assigner at the start of the season or through Team Sports Northwest in Bremerton. This requirement will exist for all regularly scheduled games during a season and may be amended as necessary to comply with WIAA / WOA requirements during post-season tournaments.

Section 10.6 - Collegiate (D-1) Level Umpire Uniforms

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The Collegiate (D-1) Level umpires of this Association have adopted the uniform standard of the NCAA, Black shirts and jackets (Navy, Light Blue or Cream shirt as alternate), Black hats, Black or Gray ball bags. The long sleeve plate shirt is an approved option. Numbers for umpire uniforms will be optional, but are **highly recommended**.

SECTION XI DISCIPLINARY PENALTY GUIDANCE POLICY

Section 11.1 – General Policy

The following penalty guidelines are established for this Association. All are subject to review by and/or appeal to the Executive Committee on a case-by-case basis.

Section 11.2 - Disciplinary Penalties.

1. First (1st) Occurrence Missed Game Assignment - A fine equal to the game fee for that contest. The Association's Assigner will charge this fee to the umpire's account.
2. Second (2nd) Occurrence Missed Game Assignment - No further game assignments will be allocated for the remainder of the season. Official will not be eligible for assignments until the next calendar year. No refund of dues will be issued.
3. First (1st) Occurrence Late to an Assignment - A fine equal to one-half (1/2) of the game fee for that contest. The Association's Assigner will charge this fee to the umpire's account.

Note: "Late to an Assignment" is defined as not being at home plate five (5) minutes before the scheduled game start time in full uniform and protective equipment (as appropriate) ready to start the game and conduct the contracted work.

4. Second (2nd) Occurrence Late to an Assignment - A fine equal to the game fee for that contest. The Association's Assigner will charge this fee to the umpire's account. Official will not be eligible for assignments to post season contest.
5. Third (3rd) Occurrence Late to an Assignment - No further game assignments will be allocated for the remainder of the season. Official will not be eligible for assignments until the next calendar year. No refund of dues will be issued.
6. Giving and Trading Assignments - An official may not trade or give away any assignment. An official who trades or gives away any assignment will have no further game assignments allocated for the remainder of the season. Official will not be eligible for assignments until the next calendar year. No refund of dues will be issued.
7. Turning Back a Game to the Assignor - If the game is one that the official has ALREADY ACCEPTED, there will be a \$5.00 charge assessed to that official for any game turned back in **and a full game fee penalty for any game turned back without justifiable cause**. This fee

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will be charged to the umpire's account with the Association's Assigner. The Assignor may waive this penalty for extenuating circumstances.

SECTION XII FALL BALL TRAINING PROGRAM

Section 12.1 - Fall Ball Training Program.

The Association's Fall-Ball training program is intended to familiarize and train members using the three-man umpire system and is open to all members in good standing. Membership participation in Fall-Ball training program is voluntary. A Director or other Executive Committee appointed member, with a Collegiate (D1) or Journeyman (CC) classification, will administer the Fall Ball Training Program. While participation in the Fall-Ball training program is not required for advancement, a member's participation is encouraged and such participation shall be a consideration in the Association's Evaluation program.

SECTION XIII BASEBALL AND SOFTBALL ASSIGNMENT PROCESS FOR COLLEGIATE OFFICIALS

Section 13.1 - Collegiate Qualified Umpires Roster

A Collegiate Qualified Umpire is to be interpreted and understood as an umpire in good standing with the Association who has met all the requirements for classification at the Collegiate (D-1) level as per Policies and Procedures Section 9.2. D; Classification Advancement. Ranking is no longer required since all D-1 umpires shall be required to re-qualify for classification each year. A new D-1 roster shall be established every year based on the qualification requirements having been satisfactorily met before the start of the collegiate season. It is hereby assumed that all D-1 level umpires have attained an equivalent level of performance within that sport. It is not always the case that a collegiate qualification in one sport guarantees the same qualification in the other. In addition, the Training Officer and the Vice President of each sport shall conduct an NCAA Rules and Field Mechanics Clinic for Baseball and Fast Pitch. Attendance shall be mandatory to be eligible for collegiate game assignments in addition to the qualification requirements.

Section 13.2 - Collegiate Officials Game Assignments

The decision of collegiate level assignments is the responsibility of the Assigner. Selection of assignment will be based on availability as entered in The Arbiter and where feasible, number of collegiate games officiated such that assignment equity is maintained.

An umpire qualified to officiate collegiate level Baseball and Fast Pitch may be assigned to both sports as needed by the Association schedule without bias. Collegiate contests shall by default (unless otherwise requested by the customer) be officiated with 3-Umpire crews (Baseball) and 2-Umpire crews (Fast Pitch).

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SECTION XVI CODE OF CONDUCT FOR SPORTS OFFICIALS

Section 16.1 - Code of Conduct for Sports Officials.

This Association adopts the following "Code of Conduct for Officials". All Association members are encouraged to be bound by this code.

Code of Conduct for Officials

- 1. Officials shall** bear a great responsibility for engendering public confidence in sports.
- 2. Officials shall** be free of obligation to any interest other than the impartial and fair judging of sports competitions.
- 3. Officials shall** hold and maintain the basic tenets of officiating which include history, integrity, neutrality, respect, sensitivity, professionalism, discretion and tactfulness.
- 4. Officials shall** master both rules of the game and mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.
- 5. Officials shall** uphold the honor and dignity of the profession in all interactions with student-athletes, coaches, school administrators, colleagues, and the public.
- 6. Officials shall** display and execute superior communication skills, both verbal and non-verbal.
- 7. Officials shall** recognize that anything that may lead to a conflict of interest, either real or apparent, must be avoided. Gifts, favors, special treatment, privileges, employment or a personal relationship with a school or team that can compromise the perceived impartiality of officiating must be avoided.
- 8. Officials shall** prepare themselves both physically and mentally; shall dress neatly and appropriately to, during and from a contest; and shall comport themselves in a manner consistent with the high standards of the profession.
- 9. Officials shall** not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments or to association membership. This includes selection for positions of leadership based upon economic factors, race, creed, color, age, sex, physical handicap, country or national origin.
- 10. Officials shall** be punctual and professional in the fulfillment of all contractual obligations.
- 11. Officials shall** work with each other and their governing bodies in a constructive and cooperative manner.
- 12. Officials shall** resist every temptation and outside pressure to use one's position as an official to benefit oneself.
- 13. Officials shall** never participate in any form of illegal gambling on sports contest, may never gamble on any sporting event in which they have either a direct or indirect involvement, and may never gamble on events involving high school athletics.
- 14. Officials shall** not make false or misleading statements regarding their qualifications, rating, credentials, experience, training or competence.
- 15. Officials shall** accept responsibility for all actions taken.

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**APPENDIX "A"
STANDARD INCIDENT FORM (Front)**

Date of Game: _____ Visiting Team: _____

Time of Incident: _____ Home Team: _____

Subject: _____

Was a Warning Given? Y N (circle appropriate)

Did an Ejection Occur? Y N

Ejected Individual's Position: Coach Manager Player Staff Spectator

Reporting Umpire's Position: Plate First Second Third Field

Game situation at time of incident:

Inning: _____ Outs: _____ Batter Count: _____ Score: _____

Describe the Incident and Your Subsequent Actions:

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**APPENDIX "A"
STANDARD INCIDENT FORM (Back)**

Describe any After-Effects that Occurred:

Crew Chief's Comments:

Time/Date this incident was first reported: _____

Reported by: FAX TELEPHONE (circle appropriate)

Date Mailed to Secretary-Treasurer: _____

Signature of Umpire: _____ Date: _____

Witnessed by Crew Chief (if applicable): _____

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**APPENDIX "B"
DISCLOSURE AND CONSENT TO CRIMINAL HISTORY CHECK FORM**

**PENINSULA UMPIRES ASSOCIATION
DISCLOSURE AND COSENT TO CRIMINAL HISTORY CHECK FORM**

I, _____ affirm that I have not been:

- (a) Convicted of any crime against children or other persons; which have been defined as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; fir, second or third degree assault; first, second or third degree rape; first, second or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future;
- (b) Conviction of crimes relating to financial exploitation if the victim was a vulnerable adult;
- (c) Found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor;
- (d) Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
- (e) Found in any disciplinary board final decision to have sexually or physically abused or exploited nay minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult; or
- (f) Found by a court in a protection proceeding under Chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult.

I understand that should I choose not to sign this statement and/or submit to a Washington State Patrol Criminal History Check I will be excluded from membership in the Peninsula Umpires Association.

I certify under penalty of perjury that the foregoing is true and correct and consent to a Washington State Patrol Criminal History Check at this time and any future time that the Peninsula Umpires Association deems appropriate.

Dated at _____, Washington this _____ day of _____, 2003 / 2004.

TYPE or PRINT LEGIBLY Complete Legal Name

Date of Birth

Signature

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APPENDIX "C-1" PLATE EVALUATION FORM

Umpire: _____
 Evaluator: _____

Date: _____
 Level: _____

Score	Item	Comment
	Appearance	_____
	Plate Stance	_____
	Mechanics	_____
	Hustle	_____
	Judgment	_____
	Pause/Read/React	_____
	Fair/Foul	_____
	Catch/No Catch	_____
	Set for Play	_____
	Angle Distance	_____
	Communications	_____
	1 st to 3 rd Theory	_____
	Double Play	_____
	Infield Fly	_____
	Tag Ups	_____
	Overthrows	_____
	Awards	_____
	Touch @ 3 rd	_____
	Appeals	_____
	Balks/Illegal Pitches	_____
	Time Plays	_____
	Catcher Interference	_____
	Interference	_____
	Obstruction	_____
	Rundowns	_____
	Explaining the Rules	_____
	Arguments	_____
	Aggressiveness	_____
	Ejections	_____
	Conduct and Cooperation	_____
	Average Evaluation Score	

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APPENDIX "C-2" BASE EVALUATION FORM

Umpire: _____
 Evaluator: _____

Date: _____
 Level: _____

Score	Item	Comment
	Appearance	_____
	Judgment	_____
	Hustle	_____
	Mechanics	_____
	Position - No Runners	_____
	Pause/Read/React	_____
	Communications	_____
	Fair/Foul	_____
	Catch/No Catch	_____
	Set for Play	_____
	Angle Distance	_____
	Pivot	_____
	Position - with Runners	_____
	Pick-Off @ 1 st	_____
	Steals	_____
	1 st to 3 rd Theory	_____
	Runner(s) Touch Bases	_____
	Watching the Ball	_____
	Glancing @ Runners	_____
	Double Plays	_____
	Infield Fly	_____
	Check Runner @ 2 nd	_____
	Tag Ups	_____
	Overthrows	_____
	Awards	_____
	Appeals	_____
	Balks/Illegal Pitches	_____
	Interference/Obstruction	_____
	Explaining the Rules	_____
	Arguments	_____
	Ejections	_____

Average Evaluation Score

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APPENDIX "D" PEER EVALUATION FORM (Front)

PEER EVALUATION FORM

Umpire _____ Date _____
 Classification _____
 Level of Contest _____
 Evaluator _____

<u>Evaluation Scale</u>	
5	Outstanding
4	Above Standards
3	Meets Standards
2	Below Standards**
1	Unacceptable**

** Ratings of 5 or below 3 must be accompanied by comments on reverse side.

PLATE WORK

Stability of Head and Body Position	1	2	3	4	5	
Timing	1	2	3	4	5	
Style / Mechanics of Calls		1	2	3	4	5
Judgment and Interpretation of Stride Zone	1	2	3	4	5	
Consistency of Strike Zone		1	2	3	4	5
Crew Mechanics		1	2	3	4	5
Crew Communications		1	2	3	4	5

BASE WORK

Style / Mechanics of Calls		1	2	3	4	5
Timing	1	2	3	4	5	
Judgment Calls		1	2	3	4	5
Mechanics		1	2	3	4	5
Reaction to Developing Plays	1	2	3	4	5	

GAME & SITUATION MANAGEMENT

Policies and Procedures		1	2	3	4	5
Playing Rules	1	2	3	4	5	
Situation Management / Ejections		1	2	3	4	5

EFFORT & PROFESSIONALISM

Focus		1	2	3	4	5
Hustle		1	2	3	4	5
Demeanor		1	2	3	4	5
Appearance		1	2	3	4	5
Mobility		1	2	3	4	5
Fraternization		1	2	3	4	5

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**APPENDIX "D"
PEER EVALUATION FORM (Back)**

PLATE WORK

BASE WORK

GAME & SITUATION MANAGEMENT

EFFORT & PROFESSIONALISM

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APPENDIX "E" EXPLANATION OF PEER EVALUATION FORM

PLATE WORK

Stability of Head and Body Position

Establishes "locked in" position, does not drift (side/side, up/down). Does not flinch. Feet remain stable, providing solid base. Maintains proper spacing from catcher. Eyes remain at horizontal with ground and do not dip as game wears on. Head at proper height. Works in the "slot".

Timing

Does not anticipate pitch; Allows everything that can happen, to happen, before making DECISION, then makes a call. Does not make a call as the ball is approaching the plate or crossing but after the catcher has caught the ball.

Style / Mechanics of Call

Gives clear authoritative signals; possesses smooth, relaxed styles that project confidence; coordinates voice and signals to give a professional appearance. Does not showboat or change the mechanics of his call during the course of a game. Voice is loud enough to be heard, but does not draw undue attention.

Consistency of Strike Zone Throughout the Game

Maintains the same zone throughout the game and is the same for both teams.

Judgment and Interpretation of Strike Zone

Interprets and calls the zone to it's written limits. Does not call "unhittable" pitches strikes nor does he have a zone that is too small.

Crew Mechanics

Has a good knowledge of proper mechanics, rotates in the proper situations and is alert enough to adjust if his partner misses coverage.

Crew Communications

Proper use of verbal and non-verbal communications. Good eye contact with partner during developing plays.

BASE WORK

Style / Mechanics of Call

Gives clear authoritative signals; possesses smooth, relaxed styles that project confidence; coordinates voice and signals to give a professional appearance. Does not showboat or change the mechanics of his call during the course of a game. Voice is loud enough to be heard, but does not draw undue attention.

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Timing

Does not anticipate the play; allows everything that can happen, to happen, before making DECISION.

Judgment of Calls

Is correct the vast majority of calls.

Mechanics

Has a good knowledge of proper mechanics and rotates in the proper situations and is alert enough to adjust if one of his partner(s) misses coverage.

Crew Communications

Uses proper verbal and nonverbal communications. Establishes eye contact with partners between hitters and during developing plays.

Reaction to Developing Plays

Exhibits knowledge and perception of how play will develop through correctly anticipating where, how and the speed at which the play will occur.

GAME AND SITUATION MANAGEMENT

Policies and Procedures

Adheres to all policies and procedures as outlined in the Association's Instructions to Umpires Guidebook.

Playing Rules

Adheres to and applies rules, accepted practices and interpretations detailed in the Baseball Rules Book.

Situation Management

Adheres to provisions of the Association's Instructions to Umpires Guidebook.

EFFORT AND PROFESSIONALISM

Focus

Consistent concentration on the crucial elements throughout the entire game. Includes being prepared for every pitch and play, and attention to developing plays and situations. Must possess an awareness of all that is going on within a game.

Hustle

Movement with a purpose during a play to get into proper position. The distance to be covered by the umpire will often dictate the speed or method the umpire uses to get into position (i.e., running vs.. jogging). Walking on the field is not an acceptable technique unless the distance is so

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short that running is not practical (e.g., moving into position for a force play or steal play; going out on a short fly ball or line drive; etc.).

Demeanor

Displays a conscientious and earnest desire to carry out on-field duties. Exhibits posture that reflects interest in the game. It is taken for granted that during certain times in the game (between innings, pitching change, etc.) an umpire's posture can be more relaxed, but not to the extent that a complete disinterest in the game is exhibited.

Appearance

Proper display of uniform and fit or athletic appearance within the uniform.

Mobility

Possesses physical ability to move into proper position on field.

Fraternization

Avoids excessive, casual and/or unnecessary conversation with uniformed personnel or spectators during the game.