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Dear Traveling Baseball Directors;

It's almost baseball season so we're just trying to do our part to make sure we have all of our I's dotted and T's crossed to minimize any issues which will cause both you and us headaches and wasted time.

Lighting Issues and Back-to-back game Issues

One issue that seems to be an issue from year to year is the lighting on fields, particularly White 14, as well as issues regarding the back to back games on a field. To that end we have put together a memo which we have used in the past to clearly articulate the issues, the rules and protocols. I would ask that you review this, then give me your feedback then once the final approved version is completed I will email it back to you to send to all of your coaches.

Additionally we will be asking all coaches to verify their schedules on our system, and evaluate our younger umpires. We also send them out our protocols for rescheduling games. The info below is written in 3rd person, it will be 2nd person in the coach's version. Please review the items below and give us your feedback, comments or requested additions. Your help is greatly appreciated.

COACHES SCHEDULE VERIFICATION

All of umpire scheduling and emailing is done through arbitersports.com. Coaches will be sent an invitation by the arbitersports.com site to join Pro-Am Umpires group as well as to sign in to the site. As such it is important that they sign into the website so they will be able verify their schedules to what Pro-Am shows for them.

Why we have them verify games

When they sign into the site, they should provide us three things:

1. Cell phone number – we may need to contact them regarding the umpire situation – Important updates may be sent by text message to them.
2. Home phone number.
3. Please upload their photo with a good headshot so we can match faces with names.



Schedule verification Takes about 2 minutes)

The website schedule verification is important to allow the following:

- Every year we have 6-8 fields which end up with 2 games scheduled at the same time. This helps us sort out the mess before it become a real mess.
- Making sure teams have an umpire for their game.
- Making sure we don't send an umpire to a non-existent game. The association will be billed if this occurs.
- Allowing coaches to evaluate the umpire. Feedback, positive or negative helps us to train and provide top quality umpires.
- So your coaches can receive our "You make the call" game situations with rule clarifications to help your teams learn the rules, rather than baseball myths.
- Allows your coaches and us to easily reschedule the game with a game number.
- **If there are any differences in their schedules they should email Jordan or me or call me ASAP.**
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 - (651) 222-3399

When the coach signs in to the right of his name is "Games". They will "click" on "Games" and then they will see their games.

Game Cancellation Protocol

- **More than 2 days in advance**
Should you need to cancel a game, even if it is to be rescheduled later, please email us if the game date is more than 2 days in advance, so we can let the umpire know in plenty of time.
- **Less than 2 days notice**
If you are cancelling a game within 2 days of the game, please let us know by texting Jordan **AND** Barry or calling one of them. Jordan's phone number is (651) 968-7178 – Barry's phone number is (651) 222-3399. This will allow us to contact the umpire to make certain he does not show for the game. Please be sure to have the game number included and the field.
- **Less than 6 hour notice but more than 1 hour notice**
Please let us know by texting Jordan **AND** Barry or calling one of them. Jordan's phone number is (651) 968-7178 – Barry's phone number is (651) 222-3399. This will allow us to contact the umpire to make certain he does not show for the game. Please be sure to have the game number included and the field.
The home team would be assessed one half game fee, as umpires are not likely to be able to do another game, and have given us commitments to fulfill our games that day. This is their job.
- **If the game is cancelled, for any reason other than weather, with more than 6 hour notice, there will be no fee assessed. This will give the umpire who was assigned to your association time to try to get another game.**



Raining

Should it be raining, unless your association has received a notice from the city cancelling all fields, **Coaches are NOT to assume that we know your game is cancelled.** Some fields are playable while others might not be. If you do not call – the umpire is told to assume the game is being played and will show up. That means he is paid for a game he did not do and when the game is rescheduled another umpire will get paid. That will only serve to increase everyone's fees. If in the event a game needs to be canceled due to weather and we are not notified 30 minutes before game time and the umpire shows up to the game you will be assessed a \$30 game fee. Coaches should use courtesy and common-sense – please. With rare exceptions are games truly canceled at the last minute. We reserve the right to make that decision.

Rescheduling Protocol

If a coach is rescheduling a game for any reason, please note – **we NEVER take reschedules over the phone.**

Please email us – the following:

Game number – It will be on your coach's schedule on the arbiter

If a coach does that we know all the original game information

New Game night and time

New Game field

If the head coach will not be there, please put your assistant coach's information in the email.

The coach should email us that information as soon as possible and give us at least 3 days prior notice to insure we can find the coach a qualified umpire.

Umpire Evaluations (Takes about 2 minutes per game)

For 10 and 11 year games coaches may have younger umpires who have acquired certain required proficiencies and experience, but are still learning the skills needed to become a great umpire. While we try very hard to train our umpires, it is difficult to teach them all the nuances of the great, but complex game of baseball, so unfortunately there is not a substitute for experience. The coach's help is critical in helping us:

- To identify issues or things the umpire needs to focus on in order to improve
- Provide the umpires with encouragement if they did a great job

Contacting Us

- Coaches can contact us at proamumpires@gmail.com. This goes to both Jordan (Assistant Umpire in Chief and umpire scheduler) and to Barry, Umpire in Chief.

If you have an immediate and important rule question on the field you may call or Text Barry's cell number to get the correct answer – (651) 222-3399, then if you cannot get ahold of Barry, text or call Jordan's phone (651) 968-7178.

If you should have any questions, please don't hesitate to call me at (651) 222-3399.

Thanks and **Let's Play Ball !!!**

Sincerely,

Barry Schalkle
Pro-Am Umpires

Jordan Voit

