Beau Rugg, Assistant Commissioner

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*If you’re a photographer, they give you a camera. If you’re a writer, they give you a typewriter. If you’re an umpire, they give you an unseen object and they call it a strike zone, and nobody seems to agree with you no matter what you call.*

*Doug Harvey*
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Introduction

Very few issues that arise during a baseball game are rules related. (This not to say that a through understanding of the rules is not necessary, its required!) Most however, can be linked to umpire mechanics. There are holes in 2-umpire mechanics no matter how good you are or how long you have been officiating.

Three and four-umpire mechanics help reduce the holes in officiating but at a cost. The mechanics in this manual help minimize those gaps but in no way will be able to eliminate them. Experience, training and general baseball knowledge help us overcome those hurdles that arise during the course of the game.

The two-umpire mechanics has not changed from the last issue. The feedback from our umpires has been very favorable to the previous changes and I see no need to mess with something that is working.

This manual will only have the two-umpire system included. The shear size of the three and four-umpire mechanics makes it impossible to print and mail out. All three mechanic illustrations will be on OHSAA.org under the DOD web page.

One issue that was brought to light last year was tobacco. Yes, tobacco, but not by a coach or player. An umpire had dip during the game and it was reported. We all know that we are to eject a coach or player who is using tobacco but what about the official? In this case it was brought to the attention of the office after the game and that official is on probation. No tobacco is a rule for all those participating which includes us.

I would like give special thanks to Frank Grubb, Jon Saphire, Mark Kuhn, Mike Dame, Anthony Sheets and Daniel McGinnis for their help in putting this manual together. We needed to make sure that any changes that were made could be performed by all levels of officiating and made sense.
General Umpire Mechanics

Having read numerous baseball umpire manuals one thing became very clear. There is a lot of mechanics that we have passed down that are not written in any manual. We all watch baseball both live and on TV but do we really take note of the little things that make for good umpiring.

A few years ago, after the third week of new umpire class, I asked the class to watch the umpires carefully and I would ask them some questions the following class. They had already begun reading the NFHS Mechanics Manual and had been working on the rules. What I found was quite interesting and started me thinking about how to address this in OHSAA.

Here are a few of the questions I asked the class after they watched a professional game on TV. What hand did the umpire take his mask off with? What hand did the plate umpire carry his indicator? Did the umpire put the ball in play after a foul ball? .......

There are many aspects that we have learned that were passed down from veteran umpires that need to be written down so that we are all on the same page. So here we go:

- Always clean your shoes prior to each game
- Once you enter the confines of the field, never lay your mask down, hang it on a fence or put it on the bench.
- When there is a pop up that the catcher is fielding, the plate umpire should keep his mask on until the catcher throws his.
- The plate umpire should clean the plate off with the brush, before each half inning and his butt facing the pitching mound.
- Plate gear to be worn under your uniform
- Always take the mask off with your left hand.
- Carry your indicator in your left hand
- Appeal with your left hand. “Did he go?”
- Both umpires wear their hat with the bill facing forward at all times.
- Base umpires do not carry plate brushes or wear ball bags.
- During defensive conferences, the base umpire should go to the outfield
- During pitching changes, the base umpire should count the pitches and tell the plate umpire when they have had 5 warmups.
Partners should only meet during a game only if it is important and never right after a controversial call.
Always walk on and off the field with your partner.
Always put the ball in play after it has been declared dead.
Keep track of both defensive and offensive conferences.
Do not point to first base with right hand to award a base.

Veteran umpires will laugh at many of the above items but take it from me, I have seen many if not all of them in practice. If you can think of any other unwritten mechanics issues, please send them to me and I will add them to the list.

Officiating Code of Ethics

- Must devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and creditable service in a fair and unbiased manner.
- Must work with fellow officials and the state association in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of issues.
- Must resist every temptation and outside pressure to use one’s position as an official to benefit oneself. Under all circumstances, officials must avoid promoting the special interest of any person or group of persons other than the athletes we serve.
- Must constantly uphold the honor and dignity of the officiating industry in all personal conduct and relations with student-athletes, coaches, athletic directors, school administrator, colleagues and the public, to be worthy example of the athletes under one’s jurisdiction.
- Be prepared both physically and mentally, dressed according to expectations of sport standards, and maintain a proper appearance that is befitting the importance of the game.
- Avoid the use of tobacco and tobacco products at the contest site.
- Shall not consumer alcohol (or any illegal/illicit drug or controlled substance) prior to or during the game.
- Must remember and recognize that it is important to honor contracts regardless of possible inconvenience or financial loss. Every member to the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.
Required Uniform

- Gray pants (either Heather Gray or Charcoal) for the regular season, sectional and district tournament. For regional and state games, Charcoal Gray pants are required. All umpires on a crew for any regular or post season games are to be dressed alike.
- MLU navy shirt with the OHSAA embroidered or sublimated logo. If you wear a short sleeve MLU shirt, it is not permissible to wear a long sleeve garment under it.
- Undershirts or t-shirts shall be red.
- Black socks are to be worn.
- Predominately black plate or base shoes with black laces.
- Black leather belt 1 ½ to 2 inches wide with plain buckle.
- Navy cap with the OHSAA logo embroidered on the crown.
- The jacket shall be the “red shoulder stripe” model. Navy with red/white trim on the shoulder. The OHSAA logo shall be properly placed on the jacket.
- No other logos, patches, emblems or numbers are permitted on the official uniform. An American Flag patch/emblem is optional and if worn it is to be on the left sleeve with the star field facing to the front.
- No Jewelry except wedding band or medical alert necklaces or bracelets. A religious medallion which is not visible is permitted. A watch is permitted only if an official has a duty for timing during the contest.
- All umpires on a crew are to dress alike.
- The plate umpire shall wear all protective equipment as specified by rule (plate shoes are required). Dark blue or gray ball bags shall be used.

General Reminders

- Each year go over the rule and casebook and note any changes for that year.
- Make note of any mechanics changes.
- You get one chance at first impressions. Make sure that your uniform is in good order and that you have cleaned or polished your shoes before each game. Hats do wear out and need to be replaced from time to time.
- A good month prior to the season, try on all your gear. This will allow you time to have either new gear purchased or alterations made.
- Chest protectors need to be snug up under your chin. The collar bone needs to be covered at all times and this adjustment should be made prior to the first pitch. During the course of the game, the protector should not be shifting, if it is, tighten it up.
• The shoes we wear are very important. For the plate we need hard toed shoes with metatarsal protection. Both plate and base shoes need to have golf type spikes or a ripple bottom for traction.
• One or both umpires should carry an indicator.
• Do not carry a plate brush when doing the bases.

Game Day

• Verify with the home school the start time, location and any accommodations they may have (locker room!).
• Arrive approximately 30 minutes prior to start time. Notify game management that you have arrived.
• Examine the playing field closely, making sure that it is properly marked, the pitchers plate is legal and familiarize yourself with the boundaries.
• Coordinate with your partner where to meet. If dressing in the parking lot, try to do so away from other cars and remember there are laws we have to follow.
• Once you have decided who is working where, go through a pre-game so that you are on the same page. Make note of any special issues that this field might present.
• Walk up to the field together and arrive at the plate approximately 5 minutes prior to the start time.

Pregame

• Five minutes prior to the start of the game meet with both head coaches at the plate.
• The plate umpire is standing at the point of the plate facing the pitching mound.
• The base umpire is standing directly across from the plate umpire facing the back stop.
• Both umpires are to introduce themselves to the coaches and any captains.
• Plate umpire is to check the home team lineup first followed by the visiting team. Make note of any DH on the card and verify that is what they’re using.
• Ask both coaches if all players are legally and properly equipped and that all equipment is legal. Both coaches must answer “yes”. If they don’t know then they need to verify and respond “yes”.
• Share your expectations about exhibiting good sportsmanship. During the game, if they have a question, you are more than willing to answer them. Not long distance!
• Ask the home team coach to take you around the diamond starting at the back stop. They need to explain the boundaries and any local rules that need to apply. If you don’t agree or don’t understand, now is the time to get it straightened out.
• Once conference is over, if there is a national anthem, the base umpire should stand at the right of the plate umpire (two man) behind the plate.
• At the conclusion of the meeting, the base umpire is to jog down the baseline into the outfield.
• Now is a good time to get ready for the game, the plate umpire should take 6 or so pitches behind the catcher and the base umpire should watch the throws from the infield to first base.
During the game

- The plate umpire is designated as the umpire-in-chief and is responsible for announcing “Play” and giving the hand signal to start the game or resume play.
- The umpire-in-chief shall determine if lights are to be turned on and this should be done prior to the start of an inning.
- With no runners on base, the base umpire shall position himself 10-12 feet behind the first baseman with both feet in foul territory. (right foot next to the foul line)
- If a fly ball is hit to an area in the outfield that the base umpire is responsible for and is deemed a trouble ball, he will go out to rule on fair/foul and catch/no catch.
  - A trouble ball is
    - Fair/foul decision down the right field line.
    - Home runs.
    - Balls off the wall.
    - Diving catches by the outfielder.
    - Catches with the fielder running to the wall.
    - Catches below the waist.
    - Players converging on a fly ball.
- The base umpire will communicate with his partner “I’m going out” and the plate umpire now has the batter-runner. **NOTE: Pause, Read and React – then BE DECISIVE! Decide to go out or come in and stick to it. Indecision puts both umpires at a disadvantage. Suddenly nobody gets a good look at a ball/play that’s can require the most attention.**
- The base umpire will get the best angle and be completely stopped when there is a play made or fair/foul decision.
- The plate has all bounding balls up to third and first base. If the base umpire is stationed at that base, then he will have the ruling on fair/foul once it passes the front edge of that base.
- Any umpire may call a balk and/or signal a delayed dead ball or call time.
- Be completely stopped prior to any play being made. Your head is like a camera if the head moves so does the lenses.
- Always strive to get the best angle when making a call. Too close and everything blends together and distorts your vision. Too far and you don’t seem credible.
- If you have the proper angle and distance then your eyes will lead to proper timing and judgement.
- **There are no rotations if the batted ball does not leave the infield. Base umpire has all bases.**
- **Get the call right:** A call needs to be made on every play. When a coach asks if the calling umpire can get help, you need to get together (no coaches or players around) and discuss what you have. The emphasis is put on getting together and discussing. It is still up to the calling umpire to make the final decision on the call and can use the information from the other umpire in making the final decision. In years past, we used to point to the other umpire and ask what he has! It looks really silly when he says “I have nothing”. Once you have the decision the
calling umpire makes the call and if a coach wants to discuss, politely tell him what you have and the discussion is over.

Plate Umpire

- The important parts of the job are your stance, tracking the pitch, calling it a ball or strike, using the indicator and finally plays at the plate.
- The three plate stances are, The Box, the Scissors and the Knee. You need to find the one that works best for you but we recommend the Box and will discuss this stance.
  - Feet are spread slightly more than shoulder width apart and placed in a heel-toe configuration, with the slot foot (left foot for a right-handed batter) slightly ahead of your back foot and your weight evenly distributed on the balls of your feet. Your hands for a right-handed batter, your right hand is on your right knee helping you feel locked in, your left hand can be behind your thigh or tucked so that your left elbow is on your thigh and your hand is between your legs.
  - No matter which plate stance you use your head height should be the same. Your chin should be at the top of the catcher’s head.
  - Positioning behind the catcher should also be the same. The ideal location is the “slot”. The slot is the area between the batter and the catcher. By being in this area you have a good view of the entire plate and if your head height is correct, you have a good view of the down and out pitch. A good starting point for getting into the slot is (for a right-handed batter) to place your right foot in the middle of the catcher’s body, swing your left foot toward the catcher about shoulder width and slightly ahead of the right foot. Adjust your height by spreading your feet.
- Tracking the pitch
  - From the moment the pitcher releases a pitch until the ball arrives in the catcher’s mitt, your head should remain absolutely still.
  - Track the pitch with your eyes only, all the way into the mitt. You might hear someone say you have tunnel vision or you’re not tracking the ball all the way in. We have a tendency to track the ball until about 3 feet in front of the plate and with breaking balls this will cause you to miss a lot of good pitches.
  - Visualize the strike zone on each batter. A good rule of thumb is if a pitch comes across the plate below the front elbow of the batter, then it is at the top of the strike zone.
- Calling the pitch
  - Timing is critical on the pitched ball. Watch the ball with your eyes all the way into the mitt and watch the catcher catch the ball. Quickly replay the pitch in your mind to make sure that you saw what you saw and then make the call.
If the pitch did not cross through any part of the strike zone and the batter did not swing, it is a ball. To call a ball, remain in your stance and call, “Ball”. The call should be loud enough for the pitcher, catcher and batter to hear. After you made the call, you should come out of your stance.

If the pitch did cross through any part of the strike zone and the batter did not swing, it is a called strike. To call a strike, stand straight up out of your stance and call “Strike”. With the calling of strike an arm movement is required. It can be the hammer (like you are calling an out) or pointing out to the side. If you go out to the side, make sure that your eyes stay on the playing field and not follow your finger. **Tip: If you’re a “pointer” and struggle keeping your eyes forward, try pointing towards the dugout. This will help keep your head and eyes forward.**

It is a good habit to give the count on a regular basis. One idea is to give the count after the 3, 5, 7...pitch. Your left hand is the balls and the right hand is the strikes. Make sure that you are using your indicator (in your left hand) to keep tabs on the count. Do not rely in the scoreboard to be correct!

If a batter swings at a pitch there is no need to call a strike. Do not call the obvious. Foul balls going directly over the backstop, to the backstop or dugout do not need to be called foul. Everyone knows it.

If a batted ball hits the batter who is in the batter’s box, call time and rule it a foul ball.

Call ‘em, don’t explain ‘em. Your pitch calling is not to be routinely explained, such as, “Ball Low”, “Ball Inside” or “strike caught the corner”.

- The mask is to be removed by the left hand and kept there during the play. The mask should be snug but also adjusted in order to remove the mask without taking your hat off. With your left hand (which also has the indicator in it) grab the bottom of the mask, pull down and out and then up. This takes a bit of practice and also a plate hat that is snugly fit.

- Clean the plate off with your plate brush, your butt facing the pitching mound and your mask in your left hand. Whenever the plate gets dirty, call time and clean it off. Always clean the plate before the start of a half inning. If the coach asks for time to talk to his pitcher, here is another good time to clean the plate off after noting the conference on your line-up card.
GAME DAY MEETING

I. ARRIVAL AT THE GAME SITE:
   a. Arrive at least 30 minutes prior to game time
   b. Upon arrival notify game management and confirm starting time.
   c. Ask who is the “Official” site administrator and where they’ll be located. If no
      “official” site administrator, the Head Coach is considered the administrator.

II. PREGAME WITH PARTNER: DISCUSSION TOPICS (2-MAN MECHANICS)
   a. Fair / Foul
      i. Bases empty – PU has left field line; and all bounding ball between home
         and first base (up to bag)
      ii. w/runner – PU has all fair / foul calls
   b. Outfield Fly Balls
      i. Bases empty – PU takes all routine fly balls: talk about ball to right
      ii. w/runner – PU has the lines and left/right fielder moving towards the foul
         lines: base umpire has all the fly balls in the “V”.
   c. Infield Flies / Line Drives – discuss with partner
      i. Bases empty – split the field in half
      ii. w/runner – BU takes all except down the lines
   d. Tag-Ups / Base Touches – keep it simple
      i. PU take home and third (help @ first)
      ii. BU take first and second
      iii. Communicate if there is going to be an appeal
   e. Calls at Third Base – BIGGEST POTENTIAL FOR SCREW UPS –
      discuss all potentials
      i. Bases empty-Batter/Runner goes for triple
      ii. Runner on second tries for third after throw to first on Batter/Runner
      iii. Runner tags at second
      iv. Runner from first goes to third on a base hit
      v. Pitcher’s pick-off throw at second goes into center field.
   f. Check Swing – discuss with partner
      i. PU ump asks- “Did he go?” and point at BU with open left hand.
      ii. BU answer- “YES he did!” with the OUT signal or “NO he didn’t!” with the
         SAFE signal
      iii. Potential check swing/dropped third strike
   g. Dropped Third Strike – discuss with partner on signal used
i. BU Fist clenched – catch
ii. BU Open hand – no catch (trap)

h. Batted Ball Hits Batter
   i. First thing is to kill the play – “DEAD BALL!”
   ii. Second thing to determine if batter was hit in the box (foul ball) or out of the box (out)

i. Getting Help
   i. On what plays – check swing, possible pulled foot/swipe tag
   ii. When? Ask after you make the call

j. Signals
   i. Infield Fly
   ii. Time play
   iii. Outs/count
   iv. Rotations
   v. Umpire going out

k. Positioning
   i. During anthem, between innings
   ii. PU help insure proper positioning of BU prior to pitch

l. Arguments
   i. When to get involved as a partner
   ii. Keep it one-on-one

m. Rundowns
   i. Who is going to be, where
   ii. Need both ends of the play covered

n. Interference/Obstruction – how to handle

o. General
   i. After dead ball – verbally put the ball back in play and point to the pitcher.
   ii. **COMMUNICATE! COMMUNICATE! COMMUNICATE!** – “I’ve got the ball”, “I’m at third” etc...
   iii. Mirror your partner on infield fly, time, balk

III. ARRIVAL AT THE FIELD (DIAMOND) – 10 MINUTES BEFORE THE GAME
   a. Umpire jurisdiction begins
   b. Examine playing field as a crew for potential dead ball obstacles, safety concerns, etc...

IV. PREGAME W/COACHES AND/OR CAPTAINS – 5 MINUTES BEFORE THE GAME
   a. Meet at home plate to check line-ups (home team first); permit inspection by coach/captain before line-ups become official (when PU receives)
   b. Home team coach will decide whether the grounds and other conditions are suitable for starting the game: discuss ground rules; (home team); if visiting team agrees these shall be in force. If teams cannot agree, umpires shall formulate ground rules.
   c. Discuss any other matters pertinent to the game: i.e. DH’s, time limit, run-rule, speed-up rules, etc...
   d. Ask coaches whether all their players are legally and properly equipped.
e. Provide copies of the official line-ups to the official scorer
f. Briefly discuss w/official scorer such matters as the proper batting order, appearance of pinch runners/hitters and substitutes.
g. Ask the home team coach, “who is game management”? if he says there is no one, then he is it.

V. GAME TIME

a. PU check to make sure BU ready
b. Game begins when PU call “PLAY!”

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<tr>
<th>Base Runners</th>
<th>Position</th>
<th>Number of Outs</th>
<th>Hand Signals</th>
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<tr>
<td>None</td>
<td>A</td>
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<td>NONE</td>
</tr>
<tr>
<td>First</td>
<td>B</td>
<td>0,1,2</td>
<td>Number of Outs &amp; Normal Rotation</td>
</tr>
<tr>
<td>First and Third</td>
<td>B</td>
<td>0,1,2</td>
<td>Number of Outs &amp; Normal Rotation</td>
</tr>
<tr>
<td>First and Second</td>
<td>C</td>
<td>0,1</td>
<td>Number of Outs, Infield Fly, Caught fly ball to OF- Plate Umpire has play at third (unless fly ball is down RF foul line)</td>
</tr>
<tr>
<td>First and Second</td>
<td>C</td>
<td>2</td>
<td>Number of Outs, Timing Play, Plate Umpire Staying home</td>
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<tr>
<td>Second and Third</td>
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<td>Number of Outs, Plate Umpire Staying home</td>
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<td>Second and Third</td>
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<td>C</td>
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<td>Number of Outs, Timing Play, Plate Umpire Staying home</td>
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<tr>
<td>Second Only</td>
<td>C</td>
<td>0,1</td>
<td>Number of Outs, Plate Umpire Staying home</td>
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<tr>
<td>Second Only</td>
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<td>2</td>
<td>Number of Outs, Timing Play, Plate Umpire Staying home</td>
</tr>
<tr>
<td>Third Only</td>
<td>C</td>
<td>0,1,2</td>
<td>Number of Outs, Plate stays home (S16)</td>
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Hand Signals

Number of outs- Given with either right or left hand out to the side for partner to see
Normal Rotation- Hang Ten/Hang Loose sign, thumb and pinkie extended, move wrist back and forth
Infield Fly- Give the number of outs at the front of bill of cap, fist for 0 outs, index finger for 1 out
Timing Play- Index finger of right hand point and touch left wrist (where a wrist watch would be worn)
Plate Umpire Staying home- point with both hands straight down
Caught Fly Ball to OF- Baseman Signal- Make a fist with right hand, tap the top of the fist with the palm of left hand, move up and down once or twice. Then point with index finger of left hand to third base, tapping the top of your right hand that’s still in a fist.
Caught Fly Ball to OF - **Plate Umpire Signal** - Make a fist with left hand, tap the top of the fist with the palm of right hand, move up and down once or twice. Then point with index finger of right hand to third base, tapping the top of your left hand that’s still in a fist.