

The background of the cover features a series of curved, parallel lines in shades of blue, purple, and grey, creating a sense of motion and depth. The WBSC logo is centered in the upper half of the image.

WBSC

WORLD
BASEBALL SOFTBALL
CONFEDERATION

Game Time!

Softball Technical Commissioners' Manual

5th December 2021

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1. What is a Technical Commissioner (TC)?

A Technical Commissioner (TC) is an individual selected by the World Baseball Softball Confederation (WBSC), Softball Division to represent WBSC at its official or sanctioned tournament or event.

Prior to being named a TC, the individual must be nominated and approved by WBSC.

It should be noted that TC's should have an ability to communicate in one of the two official languages of the WBSC (English and Spanish).

Upon approval, you will represent the WBSC at the assigned tournament or event.

Below is a consent letter you will receive from the WBSC Headquarters once you have been nominated and appointed by the WBSC.

I accept the appointment made by the World Baseball Softball Confederation (WBSC), Softball Division, to represent the WBSC in this competition for the position mentioned and in doing so, understand and accept the rules and responsibilities set forth in the WBSC Competition Rules.

Furthermore, I hereby fully and completely discharge the WBSC from all claims in any way resulting in injury or damage to my person or belongings including all travel itineraries and means used corresponding to this competition.

Upon signing this document, I agree to be filmed, televised, photographed, identified and otherwise recorded during this competition under conditions and for the purposes now or hereafter authorized by the WBSC and irrevocably consent to its use by the WBSC or anyone authorized by the WBSC or its designee for any purpose whatsoever without payment to me. I consent to the use of my name in connection with such images.

The images shall be the WBSC's sole property. I also release and discharge the WBSC for all claims whatsoever in connection with the use of such images and my name.

I agree that all photographs and moving images taken by me at this competition, including those of athletes competing within any competition venues, shall be used solely for personal and noncommercial purposes, unless prior written consent is obtained from the WBSC.

Finally, in the event of a discrepancy towards any decision made in the last resort by the legal bodies of the WBSC in relation to this competition, I agree that it may be the object of appeal solely before the Court of Arbitration for Sport, located in Lausanne, Switzerland, and accept the CAS total legal competence and I undertake to bring such a decision before the CAS and give up explicitly to do so before the ordinary courts or any other legal instances.

It is suggested that you make yourself familiar with the customs of the country you are about to work in. This will help you personally and will also help the WBSC officials understand the local people and language. You could go to the country's and city's websites to find information.

It is recommended to learn about host country. The more knowledge you have about the country or city the better you will communicate with local officials and volunteers.

The knowledge of a few words in local language such as “thank you”, “hello”, “how are you”, “what is your name” would help you establish good relationships and the local people would be appreciative.

It is also suggested that you regularly visit the WBSC website leading up to the tournament to gain basic information about the tournament.

2. Tools a TC needs and Dress Code

It is very important that a TC be well prepared before departing for the game assignment. The Director of the TCs will give most assignments to the TC the night before. TCs are usually grouped in 1-2 per game.

Therefore, it is a TC’s responsibility to check in the WBSC office or hotel lobby every evening or the following morning for their daily game appointment. The TC Director will assign and post the daily assignments on the official sheet at one of the above-mentioned locations. The assignments sheet will be also distributed via e-mail, therefore ensure the WBSC office has your correct email address.

Once you receive your assignment, you must check for your transportation departure time to the stadium. Depending on distance and travel time to the destination, you will depart your hotel anytime from two to four hours prior to your game.

If you have the first game of the day at that stadium, be sure to ask for the cell phone assigned to the TCs at the stadium. This should be available from the TC’s of final game day prior. Once your game is completed, make sure you give the phone to the TCs assigned to the following game. Phone shall be in the possession of one of the TCs at all times. The cell phones provided are strictly for official event business only. They are to be used for communicating with TC Director, Umpire Director, Assistant Umpire Director, hotels, WBSC staff and any tournament emergency.

Together with your partner, you are requested to review a checklist of items needed for the next day’s game. You can also determine who will be responsible for games reports and which ones.

Items needed

- Game report forms given to you by the TC Director

- Black Pens
- Pencils
- Watch with the exact local time, to be used if there is no clock on scoreboards or anywhere visible at the stadium. Game time should be based on the clock at the stadium if available.
- Note pad or notebook
- Umbrella is optional
- Light jacket due to rain or a cold front

Dress Code

TCs are required to dress appropriately as they officially represent the WBSC and yourself as an individual. As you prepare your work items for the following day, you should also prepare your work attire.

- WBSC Polo shirt
- WBSC cap, if provided
- Dress pants (no jeans or shorts allowed)
- Well groomed
- Gym shoes, dress shoes, must be properly cleaned (No flip-flops or sandals)

Gifts

If you are able to bring, but not mandatory, pins, stickers or little novelty items. Those are an excellent way of building relations with event personnel. Small things like this can be great tokens and souvenirs that people will take home of this wonderful experience you will have in the host countries.

3. Prior to arriving at host country

- Once you received your travel itinerary, make sure of your departure, arrival and return flight schedule is correct.
- You should print off and bring all information sent from the WBSC office pertaining to local contacts (email/phone numbers), hotel they will be staying at and all other information that can be of help should there be some delays in your travel.

- As a representative of the WBSC you are required to make yourself familiar with the WBSC Technical Code (WBSC Technical Organizational Norms) as well as the softball Rules of the WBSC. You will have to reference these rules throughout the event and it is necessary that a TC be able to go to a specific rule.
- You should understand your full travel itinerary including transit, the airport you are arriving in and how far that would be from the hotel. Make sure you have a phone number of a local person, so you can call in case someone is not at the airport to meet you. You may request the WBSC office to provide you cell phone numbers and e-mails for WBSC representatives and LOC.
- You may be requested to submit a picture electronically to the WBSC, to prepare your credential.

4. Arrival at Destination

A representative of the local organising committee (LOC) will pick you up at the airport. Please keep in mind that they may be volunteers and may not speak the same language.

They will take you to the hotel and in the hotel there should be an WBSC Office or check-in desk for the tournament. Check in with the WBSC representatives and LOC and they will give you a package of your daily meetings and assignments. Make sure of a meeting you might have the first day. Usually the first or second day there will be a tournament meeting with all officials. If there is no one at the WBSC office or check-in desk upon your arrival, it is your responsibility to make sure you alert an WBSC official of your arrival.

You will then check into the hotel and will be assigned a single room. Once you have checked in and arranged your room, cleaned up, try and contact your Director of TCs to notify him that you have arrived. If you cannot reach him leave a message in his room.

Make sure you wear your credentials at all times, especially if you travel around the host city and you do not speak the local language. If you have them on while you are at the hotel you will be recognized as tournament official. Please make sure they are visible and LOC officials do not have to ask to see your credential.

One day before the start of the event, there will be a pre-tournament meeting with team representatives, LOC and WBSC officials. At the end of the meeting, passport control will be conducted by TCs to ensure the eligibility of participating athletes. Documents will be provided by either WBSC office or Director of Technical Commission and each technical commissioner is required to verify all pre-registered information (e.g.: birthday, full name, etc.) is in accordance with the original passports.

5. Technical Commissioners daily meetings

TC meetings are scheduled every morning or evening. TC Director will decide the exact time of the meetings and communicate to TCs. The meeting is run by the Director of TCs and maybe attended by other WBSC officials. A representative of the Local Organizing Committee and the Director of Umpires and WBSC staff may also be in attendance.

At this meeting the Director of TCs will discuss any occurrence that may have happened the previous day and the happening so for the current day. If needed, tournament rules, requests from WBSC office and/or LOC, Umpire issues will be discussed and individual game requests and much more.

TC's will be asked to provide feedback on umpires on one of the forms you will fill out during the course of a game. TC's should only provide feedback/forms to the Umpire Supervisor and should not conduct individual discussions with umpires.

You should also come prepared with any suggestions, comments and questions. You should also come prepared with all your TC forms filled out and ready to hand into the TC chair, if you have not previously done that. This is a valuable time to share ideas with your colleagues and it will help improve your work. This is also time to review any WBSC specific rules in which you are not quite clear on at the time.

Check your departure time and come prepared with all your equipment, jackets, etc. to depart for your assignment as the meetings might take longer than anticipated and you may have to depart for your game right after the meeting.

This is also a time to pick up tournament forms and cell phone if available.

6. Prior to Departure of your assignment

A few hours before your scheduled time for departure, check with WBSC office and/or the tournament desk to make sure of the arrival of your vehicle.

- Please be in the lobby of your hotel, visible, 10 minutes prior to your departure time.
- Check in with the tournament desk in case they do not know who you are so if your car arrives early you may depart for your field.

You will always depart in time to arrive 2 hours before the start of the game. This is to make sure that there are no conflicts with batting practice, field maintenance to be done and to get familiar with the location of the field. This also allows you sufficient time for any unscheduled difficulties.

Before leaving, double check you have all your equipment you will need to do your job.

Try to prepare your paperwork before you depart for the field by filling in the details at the top of the forms so that when you arrive at the field you can worry about the field responsibilities.

7. Upon arrival of your game

Always make sure you have a phone with you in case something happens and you cannot arrive on time or you will be late. The phones should be programmed with all the key officials you may need to contact. Leave the hotel with plenty of time and take into account any happenings that may delay your arrival.

Make sure you have your credentials, so you can get into the stadium.

- When you arrive go directly behind home plate and see if your table, chairs, umbrella stand (in case it rains) is all set up. If this is not set up, contact the person in charge of the local organizing committee for that field or WBSC staff. They will be able to help you with anything you may need to fulfill your functions.
- Even if everything is set up, find the WBSC staff, the head of the local organizing committee for that field, groundskeeper, scorers and umpires. You will need to know whom they are, how to communicate with them at any time.
- Check to see if someone has a way to check the weather in case you need to make an adjustment in the game time. Very rarely will you change the game schedule. However, if you see that rain is forecast to come sometime during the game being played and this game is not on TV, no fans, LOC and teams are ok with a change, then you can start the game a little sooner, keeping in mind that the pitchers must be warmed up and umpires and scorers must be informed and prepared to have this take place. You also must consult the TC Director and WBSC Office before making this decision.

- Make sure that LOC staff for game operations, umpires, 20 Second clock operators, and scorekeepers are all present and adequately prepared before the game. They will also be the ones you will be working with if any problems arise. You can have one TC find these individuals and the other work on other TC responsibilities.
- One TC (if you have a two-man crew) should take a walk around the field to make sure it is all ready to be played on, Umpire Director should check for possible ground rule issues:
 - Check the mounds
 - Check bull pens
 - Make sure the field is all fenced in
 - Make sure there are no sponsors signs in the view of the hitter in center field
 - Make sure all signs are still tied firmly to the fence to not allow balls to sneak under or in behind them
 - If a game is televised, make sure no cameras are on the field. If covered/boxed properly, then cameras may be on the field.
 - Introduce yourself to the Managers
 - Keep an eye on the time schedule to make sure both teams are following the rules. Sometimes a team bus is late for warmup and you should make sure they stay on the time schedule and they do not take up the time of the other team
 - Make sure no one is on the field, in the dugouts, which is not authorized.

These responsibilities can be divided by the TCs working the game or done together if time allows.

TCs must insure that both teams are adhering to the pre-game procedures as outlined by the WBSC SD. Make sure that both teams are familiar with these procedures as outlined in Appendix A, Competitions Procedures Pre-Game

- No later than sixty minutes (60) before the start of the game (90 minutes if it is a TV game), the Technical Commissioner(s) shall obtain from each Team Manager a line-up and then distribute it to LOC to make copies for the scorers and other appropriate individuals.
A line-up form is composed of four (4) copies and each one is distributed as follows;

Copy 1 - White - umpire
 Copy 2 - Pink - scorers
 Copy 3 - Yellow - opposing team
 Copy 4 - Gold -retained by team

When the game is televised live, TCs are requested to obtain the lineups as soon as the teams arrive at the field.

- Confirm with WBSC and/or LOC personnel if there will be a first pitch ceremony. Make sure of pre-game protocol and inform umpires accordingly.
- Each team must have their bats checked by the umpires prior to the start of their first game, and thereafter, if necessary, in the tournament. All bats are normally check by the Umpire Director and umpires at the Technical meeting before the World Championship. All bats must conform to the rules of the WBSC-SD Equipment Standards Commission. A Bat must be on the WBSC-SD Bat list and have the 2005 ISF Approval Logo on the bat. ***A bat compression test machine must be present at all Championships and all bats must pass the WBSC-SD compression standard set by the WBSC-SD.*** Failure to meet any of the criteria above will result in the bat not being permitted for use at the Championship. Bats approved for use will be marked and any bat used that is not so marked will be considered an illegal bat.

8. Before the game starts

Thirty minutes before the game you should do the following:

- Review the lineups. You should check the player's numbers, names, and positions. This should be matched up to the official roster you received from the WBSC office. If an error or problem occurs, make sure you alert the team at once.
- The official lineup will be given to the Home plate umpire at the meeting at home plate immediately prior to the start of the game. Make sure with home plate umpire if there are any changes from the lineup. If any changes, immediately advise the scorers. Changes due to illness or injury during warmup are allowed: any others are regarded as substitutions.
- Once you receive the official line up from the umpire you can proceed and review the lineup cards with the official roster. Make sure you place an "X" next to the name of the player on the official lineup to show that he is adequately appearing.

9. During the game

As soon as the first pitch is thrown you should write down the official start of the game. Once the game begins you should be focused on the game. Split up the TC responsibilities with the following areas:

TC One:

- Check line up given to you by umpire
- Umpire Evaluation
- Score per inning
- Watch players in dugout and who is in the dugout

TC Two:

- Forms
- Offensive Time Outs
- Defensive Time Outs

Doping Control

As the event has the Doping control tests, you must be familiar with the doping rules mentioned in the WBSC Norms.

You have to prepare the draw-of-lot according to the procedure as established in the WBSC Norms. The Doping Authority may have a drawing system available. You need to have a player roster of both teams involved.

The main task of the TC is to assist in the process of the draw together with official(s) of the Doping Authority and, if present, the WBSC Doping official.

Normally the Doping Authority has staff available to inform the player and the Management of the teams at the end of the game. These personnel will be in charge of bringing the selected players to the Doping Station. The TC is only involved at the end of the game when there is a problem to get the player available for the doping control to the doping station.

10. After the game

- Write down the final box scores, runs, hits and errors
- Write down the end of the game time
- Fill out the WBSC tournament forms
- Visit the umpires and discuss any issues which occurred during the game
- Have all the umpires sign the WBSC umpire form
- Clean up the area in which you were sitting
- Thank the LOC volunteers for their help
- Thank the Scorekeepers, Umpires and LOC
- Find your driver and go back to the hotel

Once you arrive at the hotel:

- Make sure you signed and dated all forms before submitting to the Director of TC
- Put all WBSC official forms together along with the official line up cards and drop off to the Director of TC
- Give Umpire Evaluation Forms to the Umpire Director
- You can keep one copy of each official WBSC forms

In your TC folder you should have the following:

- WBSC Technical Organizational Norms
- All WBSC official forms filled out properly to be used as an example
- Clear WBSC official forms for all your games and some extras
- Event booklet with game schedules, personnel, phone numbers, etc.
- Final Team Rosters

Being a TC for the WBSC is fun, rewarding, gratifying and most of all extremely important. Technical Commissioners are the eyes, ears and mouth of the WBSC at its official tournaments.

If you have any questions, please contact the WBSC office (e-mail softball@wbsc.org).