

The background of the cover features a series of curved, parallel lines in shades of blue and grey, creating a sense of motion and depth. The WBSC logo is prominently displayed in the center, with the letters in a bold, gold-colored font. Below the logo, the text "WORLD BASEBALL SOFTBALL CONFEDERATION" is written in a clean, black, sans-serif font, and the phrase "Game Time!" is written in a stylized, cursive script.

WBSC

WORLD
BASEBALL SOFTBALL
CONFEDERATION

Game Time!

Baseball 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) to represent WBSC at its official or sanctioned tournament or event. WBSC Technical Commissioners are essentially game directors/field managers who ensure the WBSC protocols and baseball rules/operations are performed properly for each game they are assigned to run.

Technical Commission Assignments

Prior to being named a TC, the individual must be nominated and approved by WBSC. The TC role is highly distinguished at WBSC events. TCs essentially run the field and oversee stadium operations so must be well versed in baseball rules/operations, game/field management, working with a diverse group of people and a positive approach to leadership.

It should be noted that TCs should have an ability to communicate in one of the two official languages of the WBSC (English/Spanish).

Upon approval, you will represent the WBSC at the assigned tournament or event. You will be expected to work either one or two games daily while you are at the event and be available for the full event. If you cannot commit to the full schedule, please communicate with the WBSC before accepting the assignment. Below is a consent letter you will receive from the WBSC Headquarters once you have been nominated and appointed by the WBSC.

Your assignment is considered confidential information until announced officially by the WBSC. Do not post on social media until the official announcement is made public by the WBSC.

As of 2021, all TCs who agree to work WBSC events must return an acceptable Medical Conditions and Physical Examination form completed by a physician within a year of submission. Also note that you must hold international medical insurance that covers your travels from your home to the host site and back home, as well as for any non-official activities at the WBSC event and any follow-up treatment once back in your home country. WBSC event insurance will cover you for official events and games starting from the time you arrive at the host site until the time you depart, but it will not/may not cover you for any non-official sightseeing or activities you choose to add on yourself.

I accept the appointment made by the World Baseball Softball Confederation, 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 Technical Norms and communicated by WBSC office.

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 authorised by the WBSC and irrevocably consent to its use by the WBSC or anyone authorised 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 non-commercial 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.

Signature

Date

C/c: National Federation/LOC

The WBSC/LOC will cover the following costs for your assignment:

- Economy flight (typically includes 2 pieces of luggage and they will book this for you);
- All transportation to/from the arrival airport at the event host site, to/from games and to/from any official WBSC events will be provided, unless otherwise noted;
- 3 meals per day once on site provided as per event plan (you will need to cover any meal/incidental costs while in transit to/from the event as well as any snacks you wish to add during the event); and
- Per diem (to cover incidental expenses including laundry).

The WBSC does not cover the following costs for your assignment unless otherwise noted/approved:

- Visa/passport/individual country immigration/departure/entry costs;
- Transportation or mileage costs to/from your departure airport;
- Parking for your vehicle at departure airport; and
- Laundry costs for game day apparel.

If you have any questions regarding these items, please email the WBSC representative who sent your assignment letter.

Preparing for Your Assignment

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 and city's websites to find information.

It is recommended to learn about the 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 the 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.

The appointed Technical Director (TD) that is assigned to the tournament/event that you are going to may contact you and all the other appointed TCs before your arrival to the host city. The TD is likely to provide you further information regarding the tournament/event, meetings you are required to attend and tournament regulations/protocol, etc. We strongly recommend that you check your email on a regular basis the week before leaving for your event.

Hi all,

Congratulations on your appointments as a Technical Commissioner (TC) at the 2019 U12 Baseball World Cup, Tainan, Taiwan.

I look forward to meeting and working with everyone at the World Cup; catching up with some old friends and making some new friendships.

I hope that you have already received Victor's email below regarding some information on the U12WC tournament.

TOURNAMENT INFORMATION

WORLD CUP OFFICIALS:-

Tournament Director
Joan **GARCIA** (WBSC)

Umpires Director
Lisa **TURBITT** (CAN)

Scorers Director
Fabio **ZACCARIA** (ITA)

Event Leader
Victor **ISOLA** (WBSC)

Event Coordinator
Aki **HUANG** (WBSC)

TC Director
David **NAGY** (AUS)

U12WC Website
<https://u12bwc.wbcs.org/en/2019>

TC OFFICIALS:-

1	Giuseppe GUILIZZONI (ITA)	6	Glenn WILLIAMS (AUS)
2	Stephen LESFARGUES (FRA)	7	Shih-Ming (Alex) CHANG (TPE)
3	Mitsuyoshi SATO (BRA)	8	Ken HUANG (TPE)
4	Nicky TO (HKG)	9	Calvin YEH (TPE)
5	Gerald LEBLANC (CAN)		

DOCUMENTS:-

To make it easier for everyone, I have placed many appropriate documents regarding U12WC in Droxbox. I hope that you are able to access these documents, if not, please let me know.

1. U12WC Welcome Guide.
2. U12WC Schedule.
3. WBSC Baseball World Cups – Tournament Regulations (June 2019).

2. Prior to Arriving at Host Country

Once you receive your travel itinerary, make sure your departure, arrival and return flight schedule is correct.

You should print off and bring all information sent from the WBSC office pertaining to assignment letter, local contacts (email/phone numbers), hotel you will be staying at and all other information that can be of help should there be delays in your travel or in case you need to provide the information as part of entering the country you are traveling to. Ensure you follow all immigration and customs regulations for the host country, any country you transit through and your home country.

You should understand your full travel itinerary including transit airports, layovers, 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 mobile numbers and emails for WBSC and LOC representatives.

You may be requested to submit a picture electronically to the WBSC to prepare your credential.

Prior to you departing your country, the WBSC will email you a copy of the tournament **Welcome Guide**. This booklet will provide you the following information:

- Programme - Meeting Schedule/Competition Dates;
- Contacts;
- Tournament Information - Rules, Format, Schedule, Media Protocols, etc.;
- Service Information - Accommodation, Transportation, Laundry, Security, etc.; and
- General Information - Host Country/City Info and Useful Info including Currency, Electricity and Emergency Numbers.

As a representative of the WBSC you are required to make yourself familiar with the following WBSC official regulations/protocols. Either print them out to have a copy with you during the competition or download them onto your tablet/smart phone so that you can access them anytime (with or without Wi-Fi).



- WBSC Baseball World Cup Tournament Regulations;
- Appendix 1: Specific Regulations for Each WBSC Baseball World Cup;
- WBSC Certified Bat List;
- WBSC Tournaments Umpire Video Review Guidelines & Protocols;
- WBSC Baseball Tournaments Game Management Clocks Regulations;
- WBSC Media Policies;
- WBSC Official Social Media Guidelines; and
- Official Baseball Rules (*MLB - Recommend that you download the most current version*).

You may also be given access to the following to support your work:

- WBSC Umpire Manual

You will need to reference these regulations/protocols throughout the event, and it is necessary that a TC be able to go to a specific regulation/protocol.

3. Arrival at Destination

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

Please note you will not receive your per diem money (which will be in US dollars) until later in the competition. You may wish to utilise the currency exchange kiosk or an ATM at the airport to ensure you have local currency for any spending money. Also, the hotel may be quite a distance from the airport, so you might want to pick up a bottle of water at a convenience store in the airport for the drive.

The LOC representative will take you to the hotel where you will check in at the front desk and be assigned to a single room. You will typically be given an information package with vital information when you check in. Otherwise, there may be a WBSC Event desk set up to assist you.

Once you are checked into your room and settled, contact your Technical Director to notify him/her that you have arrived. You can reach him/her through email, WhatsApp or the hotel switchboard.

Next, head down to the WBSC office to confirm your meeting times/places for your TC and Pre-Competition Technical Meetings. You will also receive your official WBSC apparel (you will typically be given two WBSC polos) and your accreditation, if not already received in your information package. If the WBSC office is already closed, then head down to the WBSC office before your morning meetings start to receive your accreditation and WBSC polos.

Make sure you always wear your credentials, 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 recognised as a tournament official. Please make sure they are visible and LOC officials do not have to ask to see your credential.

4. Technical Commissioner Meetings

TC Welcome Meeting

All TCs will be required to attend a TC meeting as soon as possible after everyone has arrived into the host city. You will be notified of the details of this meeting prior to you departing your country (suggest you confirm with WBSC office ASAP after your arrival). This meeting is typically held the morning before the competition begins. Please dress in your TC work clothing/apparel (sports slacks/WBSC polo). The meeting will be run by the TD and may be attended by other WBSC officials. A representative of the Local Organising Committee and the Director of Umpires and WBSC staff may also be in attendance.

At some events both the TD and the Umpire Director may gather all umpires and TCs to have a brief meeting to discuss particular regulations and ground rules for that event. That might either occur before your TC Welcome Meeting begins or you may be asked to stay for the first part of the Umpire Welcome Meeting after your meeting concludes.

Meeting Agenda (Sample)

- Introductions
- Tournament Regulations/Protocols
 - Changes to rules/protocols
- Assignments
- Forms/Paperwork
- Venue Highlights
 - Ground Rules at each venue
 - Lights (Time it starts to get dark)
 - BP - on field, separate field or tunnels
 - Challenges/work being completed
 - TC Area
- Transportation/Meals/Laundry/Mobiles
- All-World Team & Individual Awards
- Weather forecast
- Pre-Competition Tournament Technical/Organisational Meeting duties (Passport/Bat checks)

Forms

- Technical Commissioner Report
- Umpire Report

- Ejection & Suspension Report
- Protest Form
- Appeals Form
- TC Checklist (optional)
- TC Game Worksheet (optional)
- Pitch Count Sheets/Game Runs Sheets (optional)

Pre-Competition Technical Organisational Meeting

One day before the start of the event, there will be a Pre-Competition Technical Organisational meeting with National Team representatives, LOC and WBSC officials. The meeting will be run by the WBSC Tournament Director, Technical Director and Umpire Director. The TC Team will be assigned to tables off to the side or at the back of the room to attend the meeting. You will not need to present anything, but it is good to take notes of any vital information shared.

At the end of the meeting, passport control will be conducted by TCs to ensure the eligibility of participating athletes. Each team's roster will be provided by either WBSC office or the Technical Director and distributed to various TCs to check. You will split up and check the teams assigned to you. Each Technical Commissioner is required to verify all pre-registered information is correct in accordance with the passports provided at the meeting. You will signify each entry is correct with a checkmark beside each name/entry. If there are any changes like updated passport numbers, mistakes in data entered (name, birth date, etc.), you will update the information on the roster and initial beside each change. If there are updated passports, you will need to also take a photo or secure a photocopy of the newly entered passport page and forward it to the WBSC office representative.

Passport Information to Check

- Full name
- Citizenship (ensure it is the proper passport)
- Passport #/expiry (it must be currently valid)
- Date of birth

Next, ask the National Team Delegate/Manager to check the roster for proper Bats/Throws (L/R/S) information for each player. This is vital information on the Final Team Roster and is key for opposing teams when making game day decisions.

Once you have verified the information on the roster form, you will add the following to the bottom of the form, along with your signature and the signature of the National Team Delegate.

Checked by:	<u>(Your Name)</u>	<u>(National Team Delegate Name)</u>
	<u>(Your Signature)</u>	<u>(National Team Delegate Signature)</u>
	<u>(Date Signed)</u>	<u>(Date Signed)</u>

If any of the required passports are not available, find out when that athlete will arrive and sign off on the bottom of the form, noting the player(s) who still need to be verified. That athlete's passport will then need to be checked before being allowed to play and the roster form will need to be signed off once complete by the respective TC. In this event, please inform your Technical Director right away. The TD will ensure the right TC has the roster form to conduct the passport check before their first game, or when the athlete is scheduled to arrive. The confirmed eligible players will be added to the Final Team Roster distributed in Daily Report 0.

At some events you may be required to do a bat check of all teams' bats. These bats must comply with the events' WBSC Certified Bat List and with WBSC specifications as written in the Tournament Regulations. This may occur after the Pre-Competition meeting, on the playing field and sometimes during the event. Any required bat checks must be completed before a bat is allowed into competition. Work with your Technical Director to understand the protocols for that event.



**WBSC U-12
Baseball World Cup 2019
in Tainan City**

**Technical Commission
Meeting
25 July 2019**



AGENDA

<ol style="list-style-type: none"> 1. Welcome 2. Contact Information 3. Tournament Schedule 4. Competition Rules 5. Ground Rules/Game Conduct 6. Speed-Up Rules 7. Extra Inning Rules 	<ol style="list-style-type: none"> 8. Protests/Ejections 9. Coach Comm. Project 10. Safeguarding 11. Ceremonies 12. LOC Information 13. Q&A 14. Final Rosters/Passport Control
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Other TC Meetings (As required by your TD)

TC meetings may be scheduled every morning/evening or every few days. The TD will decide the exact time/venue of these meetings and communicate with all TCs. Again, these meetings will be run by the TD and maybe attended by other WBSC officials. A representative of the Local Organising Committee and the Umpires Director and WBSC staff may also be in attendance.

At this meeting the TD will discuss any occurrence that may have happened the previous day and the priorities or changes for the current day. If needed, tournament rules, issues, requests from WBSC office and/or LOC and individual questions will be discussed.

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

Check your departure time and come prepared with everything you need 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 TC Mobile, if available.

In today's world of technology, your Technical Director may also set up a WhatsApp TC Group to share any new information, challenges and solutions throughout your event. This may take the place of face to face group meetings. Be sure to check your WhatsApp communications regularly as most stadiums/fields have Wi-Fi access for you to stay up to date.

All-World Team & Individual Awards Meeting

All TCs and the Scoring Director (or Coordinator) are required to attend a meeting (most likely the night before the Medal Games) to select and finalise the All-World team and Individual awards. The Scoring Director (or Coordinator) will provide the list of names for the players in contention and the final stats for the competition.

Individual awards (*determined strictly by stats*):

- Leading hitter
- Pitcher with best earned run average
- Pitcher with best won - loss average
- Most runs batted in
- Most home runs
- Most stolen bases
- Most runs scored

Individual awards (*selected as per WBSC protocols*):


- Outstanding defensive player
- Most valuable player

All-World Team (one per position, unless noted; selected as per WBSC protocols):

- Best Starting Pitcher
- Best Relief Pitcher
- Catcher
- First baseman
- Second baseman
- Third baseman
- Shortstop
- Outfielder (3)
- Designated hitter

5. Tools a TC Needs and Dress Code

It is especially important that a TC be well prepared before departing for the game assignment. The WBSC Office (via the TD) will email and post each day's game assignments by end of the previous day. TCs are usually assigned with 2 TCs per game and typically at least one of the TCs will be an International TC. TCs will be assigned to work either one or two games per day.



**BASEBALL
AMERICAS QUALIFIER**

DATE: June 4, 2021

OFFICIAL'S ASSIGNMENTS

TIME	#	Visitor	vs	Home	DEP	UMPIRES	SCORERS	TECHNICAL COMM.
13:00	13	Dominican Rep.	vs	Venezuela	10:30	10:30	08:45	
Palm Beach VENUE					HP	Edwin Hernandez PUR©	Michael Craig USA**	Shari Reiniger CAN**
					1B	Julio Tibabijo COL	Gabriel Almaraz MEX**	Frank Marcos USA**
					2B	Christian Madero MEX**	Brian Moore USA**	Enrique Burgos PAN**
					3B	Fabrizio Fabrizi ITA	COMMENTATORS - 10:30	
					CO	Jair Fernandez MEX**	Craig Durham**	Jefferson Quintero**
					-		Tyler Maun**	Palma Orlando**
** 12 STAY - 3 BACK TO HOTEL / ** 12 SE QUEDAN - 3 REGRESAN AL HOTEL								
19:00	14	Canada	vs	USA	16:30	-	-	
Palm Beach VENUE					HP	Elvin Jimenez VEN©	Gabriel Almaraz MEX	Shari Reiniger CAN
					1B	Ramiro Alfaro COL	Michael Craig USA	Frank Marcos USA
					2B	Ruben Ramos PUR	Brian Moore USA	Enrique Burgos PAN
					3B	Jair Fernandez MEX	COMMENTATORS	
					CO	Christian Madero MEX	Craig Durham	Jefferson Quintero
					-		Tyler Maun	Palma Orlando
EVERYBODY BACK TO HOTEL / TODOS REGRESAN AL HOTEL								

legenda:

NAME ©	means >> CREW CHIEF
NAME**	means >> STAY AT STADIUM / SE QUEDAN EN EL ESTADIO
NAME	means >> NO TRANSPORTATION NEEDED BECAUSE IS ALREADY AT STADIUM / NO NECESITA TRANSPORTE PORQUE YA ESTA EN ESTADIO

Therefore, it is a TC's responsibility to check their email or to check the WBSC office or hotel lobby every evening for their daily game assignment.

When you receive your assignment, it's vital to check for your transportation departure time to the stadium/venues. Your departure time will depend on the distance and travel time to the stadium/field. You will typically arrive at least 20 minutes before BP is scheduled to start.

If you have the first game of the day at that stadium/venues, be sure to ask for the mobile assigned to the TCs at that stadium/venues. Once your game is completed, make sure you give the mobile to the TCs assigned to the following game. TC mobile shall be in the possession of one of the TCs at all times. The mobile provided is 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.

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 (TCs may wish to coordinate to wear the same colour polo e.g. White or Grey - this is up to the TD);
- Dress Pants/Sport Slacks (NO jeans or Shorts allowed);
- Be well groomed;
- Gym shoes/dress shoes - must be properly cleaned (no flip-flops or sandals); and
- WBSC cap (optional, If provided)

Gifts

If you are able to, bring pins, stickers or little novelty items as small gifts of appreciation and global friendship. Even little candies from your home country can be a nice sweet treat for people you work with. This is an excellent way of building relations with event personnel and your WBSC teammates. Small things like this can be great tokens and souvenirs that people will take home as memories of this wonderful experience you will have in the host countries.

6. Prior to Departure of Your Assignment

Check with the WBSC office and/or the tournament desk to confirm the time of your transportation to the venue well before your scheduled time for departure.

Please be in the lobby of your hotel, visible, 10 minutes prior to your departure time. In case of an emergency, be sure to reach out to your TD and TC partner. Also, if you are traveling to the venue to watch an earlier game, please ensure that the WBSC Transportation Coordinator and your TC partner is advised.

Check in with the tournament desk, in case they do not know who you are so if your car/bus arrives early you may depart for your field.

You will always depart on time to arrive approximately 30 minutes before the start of the pre-game practice. 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, documents and forms you will need to do your job. Also ensure you have your WBSC accreditation as you will not be able to access the field/stadium without it.

You might wish to prepare your paperwork before you depart for the field by filling in the pre-set details at the top of the forms. This allows you to focus on the field responsibilities when you arrive at the field. If this is the case, communicate with your TC partner once assigned to determine who will fill out which form(s).

- Write the Game # on the top of all game forms you fill out;
- Use the information from the Daily Report to fill in the WBSC officials assigned to the game, as required on each report

Please review a checklist of items needed for the game. Prior to leaving the hotel check the TC and WBSC WhatsApp groups/emails for any updates or issues as well as the weather forecast and radar for the stadium.

Items Needed

- Accreditation
- TC Mobile from WBSC office (if first game of the day)
- Game Reports/Forms & Spare Line-Up Sheets given to you by the TD and/or WBSC Office - notify TD if you need additional line-up cards
- Official Rosters/Daily Report
- Tournament Regulations/Umpire Video Review Regulations/Timeclock Regulations/Official Baseball Rule book
- Notepad/iPad/Notebook/Laptop
- 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
- WBSC Cap (optional)
- Umbrella (optional)
- Sunscreen
- Light jacket due to rain or a cold front
- Gifts (*optional*)

7. Upon Arrival of Your Game

If possible, have a mobile with you in case something happens, and you cannot arrive on time or you will be late. The mobile 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 (this will be arranged for you unless there are extenuating circumstances). If your transportation to the field is not ready to leave on time, advise your TD before leaving the hotel.

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

Stadium/Venue Operations Management

- When you arrive at the stadium/venue go directly to the TC area and see if everything has been set up correctly. If this is not set up, contact the person in charge of the local organising committee for that field or WBSC staff. They will be able to help you with anything you may need to fulfil your functions.
- Next, find the WBSC staff, the head of the local organising committee for that field and the head groundskeeper. You will need to know who they are and how to communicate with them at any time.
 - One TC can then take charge of the field management/pre-game practice pieces while the other TC can look after the stadium/venue operations piece, collect line-up cards and meet with the scorers/umpires once they arrive at the stadium.
- Check where the Umpires' Room, Scorers' Room and Doping Office are (in case you need to report there for Doping Control measures). Also check where the WBSC Broadcast room is as well as the announcer's booth in case you need to provide them with any updated information.
- Make sure that LOC staff for game operations, umpires, 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.
- Check where the game time clock control (to be run by an assigned umpire) is located and ensure it is working.
- 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.
- Umpires - Check where they are located and introduce yourself. Confirm if there are any changes in umpires. Update them with any new information or field issues. Confirm times for Pre-Game Ceremony, Game Start Time, between inning/5th inning break and whether a TV Game (if so, who to look for to ensure TV is ready to start the game and to resume after inning break).

Pre-Game Field Management

- Upon arrival, at least one TC should take a walk around the field to make sure it is ready for play.
- Check the playing field to ensure it is set up correctly and in good playing condition.

- the mound/plate/baselines/infield playing surface should be firm and level;
- the outfield and warning track should be firm with good footing and no standing water;
- the fences, dugouts, home run fence, time clocks and sponsor banners should be in a good state of repair;
- bullpens are properly prepared and in good condition; and
- tarps located off field in case of rain.
- Ensure the field is set up properly on time for pre-game BP.
 - Turtle, Hitting Mat, L-Screen, Pitching Mat, plus Protective Screens (one down each baseline and one behind 2B, if possible).
- Check to see if someone at the venue has a way to check the weather.
 - If you have your own smartphone, connect to the stadium Wi-Fi to check the local weather forecast and keep your eye on the weather radar. Any recommendations to changes in game times must be taken directly to your Technical Director. We very rarely change the game schedule unless we need to move a game time back due to field conditions or weather delaying the start. You must always consult with your TD on this decision and then inform all individuals impacted from the teams, WBSC staff and LOC staff working the game of any delays or changes.
- Make sure there are no sponsors signs or low flying flags in the view of the hitter in centre field and make sure all signs are still tied firmly to the fence to not allow balls to sneak behind.
- Ensure the proper team's national flags are flying properly in the outfield.
- Ensure only appropriate Media will be allowed on the field or in restricted media areas before, during and after the game as per WBSC media protocols.
 - Confirm if security is in place to manage this. If not, you may need to manage this and work with your WBSC team to find a solution. Media is NOT allowed in the clubhouse or dugouts unless granted special permission by WBSC.
- Check where the video review headset is located and ensure the technology and review process is set up. If the headset is located close to a dugout, your TD may ask one TC to always go down to the field during the reviews to create a buffer between the umpires and the dugout.
- Confirm that dugouts are cleaned and refurbished with water/sports drinks for teams and ground rules are posted.
- Once closer to game time, ensure adequate number of game balls delivered, bat/ball boys/girls are ready (proper age/in uniform and helmet), water/sports drinks for umpires provided and towels for baseballs/bases/plate if wet weather is expected.
- Check dugouts to ensure National Flags are hung inside the dugout and are not in play (no other team/sponsor banner may be hung in dugout).
- Ensure production crews are set up properly off the field.
 - No cameras are allowed on the field during the game (except for WBSC videographer after a homerun);
 - Check to be sure production crews do not alter/lift/cut the backstop fencing - if they do, this must be dealt with for player/fan safety;

- Camera wells must be boxed properly and any equipment such as microphones or digital screens must be set up out of play. If they are deemed a potential safety hazard, ensure they have padding installed around them. Confirm with your Technical Director, if unsure.
- Make sure only authorised personnel are on the field or in the dugouts at all times and no fans enter the field or dugout at any time.

Communication with National Team Managers

- Introduce yourself to the team Managers/staff as soon as they arrive and explain the game day protocols as well as timelines for BP, pre-game infields, the Pre-Game Ceremony and game time.
 - Confirm all players on the roster are at the field. If any are missing, find out where they are and why they are not there (at hotel with illness, in hospital with injury, etc.). They are still eligible for Doping Control measures. If any players are missing, be sure to note this on your Technical Commissioner's Report and alert your TD immediately.
 - Confirm Uniform/Jersey colours to be worn for that game. If the jersey is not on the approved list for their home/visitor game or if there is a conflict with both teams wearing the same jersey, immediately notify your TD to help resolve the issue, if possible. If there is an issue, be sure to mark this on your Technical Commissioner's Report.
 - Confirm 1B/3B coaches will wear jerseys to coach on the field (Manager and Pitching Coach may wear team jackets).
- TCs should ensure that teams announce to the other team whether they will start a right-handed or a left-handed pitcher.
 - Such information will sometimes be provided to each team through the TC and should be communicated no later than 90 minutes before the start of the game to give the other team time to finalise their starting line-up. It is common courtesy to provide this information as soon as both teams are at the field. In some upper level WBSC events, the starting pitchers might be declared the night before through WBSC's media so be sure to check your WBSC Tournament Regulations or TD for such changes.
- Before the first game for each team, check to ensure that the Final Team Roster (FTR) is complete. If a player arrived late or did not have their passport checked, you will need to check their passport and approve their entry onto the Final Team Roster before they are eligible to compete. There may be times when players arrive even beyond the first day - your TD will alert you if you need to check a passport.
- Before the first game for each team, TCs assigned to the game will inspect baseball bats to be used at the game.
 - For U18 Men's events and above, the bat specifications need to be in accordance with the WBSC Baseball World Cup Tournament Regulations and Appendix 1. They also need to be included in the WBSC Official Wooden Bat Approved List (distributed from the WBSC office).

- For youth and Women’s events, bats need to be inspected based on the WBSC Baseball World Cup Tournament Regulations and Appendix 1.
- Once approved, TCs place stickers (provided by WBSC office) on each bat and sign them for the sign of approval. TCs should also take a note of all bats approved and disapproved for future reference during the event.
- Teams must notify the TC if they are adding any new bats during the competition and must be approved as per above process before being allowed into the competition.

Manage Pregame BP and Infields

- The TC managing the field will typically manage the pregame practice (if hosted on the field of play).
- Teams may warm up prior to their BP either off the field or in their respective outfield.
 - If the visiting team warms up in their outfield corner, they must provide players to act as fielders to protect their team from balls hit during the other team’s BP.
- Communicate with teams when field is ready for their BP.
 - If the field is ready early and they wish to start early, they may do so but can still only hit/train on the field for the predetermined amount of time. The home team may decide to hit early and the other may still choose to hit on time, their choice.
 - Some teams may choose not to use their BP time. In this case, the other team can still only use their allotted time to hit/train on the field.
 - Sometimes a team bus is late for batting practice so make sure they stay on the time schedule and do not take away from the other team or from field prep/infield time. If the LOC is responsible for a late arrival of the first team’s bus, then shorten both teams’ BP to allow each to hit for an equal amount of time. If this happens, alert your TD so they can work with the LOC to ensure it gets resolved.
 - If BP time is delayed due to field preparation/weather, then split the remaining time equally between both teams or you may need to cancel BPs (discuss with your TD).
- Either use the stadium time clock or your own timer to determine start/finish times for BP and infields.
 - It is preferable to keep a running time with minutes/seconds either on your own watch, your smartphone or other hand held timer if the stadium time clock is not available.
 - Keep an eye on the time to make sure both teams are following the rules. Give each team a 5-minute and/or 2-minute warning when they are nearing the end of their BP then call time when their time runs out and ensure they leave the field. If there are any issues with them adhering to protocols, speak to the Manager and your TD then note it in your TC Report.
 - Also directly monitor infield times to ensure teams start/finish their pregame infield practice on time.

- If the field needs additional work to start the game on time, you may reduce both teams' infield times as long as they are equal, or you may also remove the ability to take infields.

Preliminary Line-ups

- No later than ninety (90) minutes before the start of the game, the TCs shall obtain the preliminary line-up from each Team Manager (collect the entire intact line-up card - do not split it apart unless advised differently by your TD).
 - Best practice for TCs is to request the line-ups be handed in as soon as they are ready. Team managers may need a bit of time once learning whether their opposition is starting a LHP/RHP to finalise their line-up.
 - Even if a team decides to not take BP, they must still arrive in time to turn their line-up card in 90 minutes before game time. If they are not at the field by that time, work with your TD to contact the team.
- A preliminary line-up card is composed of five (5) copies as follows and each one is marked for distribution once official at the plate meeting (unless advised differently by your TD):

White	Home Plate Umpire
Green	Opposing Team
Yellow	Official Scorers
Pink	TC
Blue	Own Team
- A TC must now check each preliminary line-up with Final Team Roster (FTR) to ensure the following:
 - All players on the roster are properly listed with their full names and numbers;
 - Line-up card is filled out correctly with game information, positions 1-9/DH and signed by the Manager;
 - Starting pitcher is a LHP/RHP as originally identified by the team upon arrival (or night before for events where that is required);
 - Starting pitcher is eligible to pitch based on pitch count regulations for that event;
 - All copies are legible; and
 - If you notice a mistake on the line-up card or it is incomplete, hand it back to the Team Manager and ask him/her to fix it before making copies and distributing.
- The TC then either hands both line-up cards over to the LOC liaison responsible for making copies and distributing to the required people below (or you may be asked to make the copies of the line-up and distribute yourself).
 - Line-up cards are set side by side so copies show the visiting team line-up on the left and the home team line-up on the right (copied in landscape).
 - Make sure copies are made/delivered to Scorers (4)/Announcers (2)/TC's (5)/Broadcasters (2) with additional copies left by LOC for WBSC/Media/Scouts.
- Once the copies are made, return the entire line-up card and a photocopy of both team's line-ups to each respective team. They will then take their line-up card to the plate meeting where it will become official. (See Shari's comment as per Koji's feedback and please provide your response as a comment.)

- Communicate to the National Team Managers that they must advise a TC if they need to make a change to their line-up. As per our WBSC Tournament Regulations, this is not to be abused and changes should only be made for legitimate purposes (player ill, injured, long delay in game start time after warming up a starting pitcher, etc.).
 - If a change is made, especially a switch to their starting LHP/RHP, the TC Team may allow the opposing team to change their line-up. Use your good baseball judgment and work with your TD, if possible, to make the best decision.

8. Before the Game Starts

Pregame Field Prep

Oversee the pregame field preparation to ensure the field is in good condition, dragged/levelled and lined according to baseball rules and international standards.

It is your responsibility as a TC to ensure the field is safe to play and prepared according to baseball rules and regulations. If there is an issue, work to resolve it with the grounds crew/LOC before the game begins. If issues remain, advise your TD and work together to create a plan to bring it up to minimum standards.

Pregame Ceremony

- Each TC will be stationed at the home/visiting team's dugout.
 - Review process with manager and ensure teams ready for Introductions - only manager/coaches/players in uniform to be announced to line up on the baseline;
 - Ensure the home team's pitcher will be ready to take the field immediately after plate meeting; and
 - TC on side where umpires enter - welcome umpire crew, advise of any issues, identify who to look to for between inning timing (if tv game) and ensure umpires know where TCs will be located during the game. Wish the umpires a good game and make sure they are ready to be announced to home plate for the pregame ceremony.
- Once field is ready, umpires are at field and LOC flag bearers are lined up, lead TC signals a thumbs up for start of Pre-Game Ceremony.
- TC ensures only approved team members enter the field for the Pregame Ceremony and ensures only approved media is on the field.

Plate Meeting and Start of the Game

- The official line-ups will be given to the Home plate umpire at the Plate Meeting immediately prior to the start of the game.
 - TC should stay back during the plate meeting until Home Plate umpire exchanges line-ups;
 - Then the TC moves in to collect the TC/Scorer copies to confirm if any changes to line-ups. If so, notify Scorers/Announcers ASAP; and
 - One TC delivers official line-ups to scorers and returns to the TC area for the start of the game.
 - Ensure you mark the starting time of the game on the TC Report.

- Start of the Game
 - The other TC stays on the field until game time to ensure the game starts according to set time (especially for tv broadcast games).
 - If the umpire appears to be starting the game early, do your best to discreetly get their attention to slow down and check the time clock. It is imperative that tv games start right on time, and never early.

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 and any stadium operations that might impact the game. Split up the TC responsibilities with the following areas. You can decide as a TC Team who will do what duties.

TC One Sample Duties:

- Technical Commissioner Report
 - Be sure to identify any issues encountered in the notes sections as well as rain delay/restart times; and
 - Mark game start time.
- Watch dugout to ensure authorised personnel, technology and communication rules are being followed.
- Ensure only authorised personnel are in the dugout.
- Manage any field, stadium or game issues (security, media, grounds crew, lighting, protests, etc.)
- Manage 5th inning break on field.
- Manage the field after the game.

TC Two Sample Duties:

- Check line up given to you by umpire.
 - Once you receive the official line up from the umpire you can proceed and review the line-up cards with the official roster. Make sure you place an “X” next to the name of the player on the official line-up to show that they are adequately appearing. You have already made the initial check so should only need to check for any changes.
 - For U18 levels and up - also check the Bats/Throws (L/R/S) for fielders/batters throughout the game and ensure they are consistent with the FTR
- Umpire Report (Score per inning and box score)
- Offensive Meetings
- Trips to the mound
- Ensure new pitchers are eligible to pitch based on pitch count regulations for that event and previous days’/current day’s pitch count (refer to Daily Report for eligible pitchers).
- Doping Control

Dugouts

During the game you are required to monitor both team dugouts that they do not have more than their maximum numbers that are allowed as per WBSC protocols (check Tournament Regulations for your specific event).

Also look for unauthorised access or anyone sitting near the dugout communicating with anyone in the dugout.

Security

Ensure the field and dugouts are secured with no access to unpermitted persons and that stadium security maintains access behind home plate to only properly accredited media.

Game Management

- In case of issues, contact TD immediately to advise, note on TC Report and advise TC Team through WhatsApp group, if applicable.
- Keep an eye on the game in case of protest.
- Ensure time clock and video review being run according to protocols.
- Ensure game announcer, music, video board and scoreboard run according to protocols.
- Ensure bat/ball boys/girls are wearing double ear flap helmets and doing their jobs according to protocols/guidelines.
- Manage any issues pertaining to field/lighting conditions/weather as directed by the umpire crew and communicate any changes/challenges to appropriate WBSC and LOC staff/officials.
 - If there is a game stoppage/delay, be sure to note the time the game stopped and then re-started on the TC Report. The actual game time does not include stoppage time.
 - Manage rain/weather delays.
 - In the event of rain, ensure tarps are put on the field as soon as play is called by the Home Plate Umpire;
 - Ensure teams, officials, volunteers, and fans are directed to a safe place to wait out the storm - advise your TD if there are any issues;
 - Meet with the grounds crew immediately to ensure you have a plan for once the rain stops or tapers; check the weather radar to get a sense of what you might expect and communicate with the National Team Managers;
 - Once the rain stops/tapers, work with the grounds crew chief to obtain an approximate amount of time needed to repair the field to a playable state; communicate updates or walk the field to view the situation with the Crew Chief, National Teams as well as WBSC/LOC representatives;
 - Set an agreed to restart time with National Team Managers and Umpire Crew Chief and then communicate to appropriate WBSC/Stadium/LOC/Production

- representatives; ensure you provide teams an appropriate amount of time to warm their players/pitcher up, if necessary; and
- If the field is not able to be repaired to restart the game within an adequate time (as per WBSC protocols), the Crew Chief will make a final call at a meeting with the National Team Managers and TCs as per the situation and the Official Baseball Rules/WBSC Protocols.
 - If game is regulation, it may be deemed a complete game.
 - If the game is not regulation, it will be postponed and then resume from the point it stopped; the TD along with the Tournament Director will determine when the game restarts; in this case, be sure to mark where the game was stopped in terms of the line-up via our WBSC scoring team on the TC Report (pitcher/defensive line-up, batting line-up, batter at the plate/count, runners on base, outs).
- Manage the field during 5th inning break to ensure grounds crew finishes their work on time (one TC can be on field during the break)
 - Allow umpires to leave the field, if needed, and return with 2 minutes remaining (if applicable).
 - Bring defensive team back onto field with 2 minutes remaining.

Doping Control

Some of our events require Doping Control tests so you must be familiar with the doping rules mentioned in the WBSC Regulations.

If your game is selected for doping control, a WBSC Doping Control liaison or the Doping Control Officer will alert you in the bottom of the 4th inning. One TC will either accompany the liaison to the Doping Control Office, or the DCO will come to your TC area (if secure) for the drawing of lots. The other TC will remain at the field with their eyes on the game.

You must provide the DCO a copy of the line-ups with all players listed and confirm that all players are at the field. If players are not present, you must identify where they are as they are still eligible for testing. The DCO will prepare the drawing of lots, which you will assist with and ensure it is done according to protocols set by WBSC.

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. The players to be tested will be noted on the line-up and you will sign to signify you verified the selection. This information is confidential, and you are not to discuss which players were selected.

The Doping Authority will inform and escort the player along with their team delegate 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 doping control to the doping station. If a player leaves the game due to illness or injury, you must notify the Doping Control Officer/WBSC Liaison immediately.

Game Issues

As a TC you must keep your eyes open for issues that could impact the game on the field. This might include weather/field conditions, stadium lighting, stadium operational issues, stadium/dugout/field security or disciplinary issues.

Be ready to assist solutions where needed and if any unforeseen problems do occur, work with your TD, TC partner and WBSC/LOC teams to find the best possible solutions.

Forms

- Update TC Report and Umpire Report throughout the game then finish off after final out.
 - Both TCs sign the TC Report and all umpires must sign the Umpire Report and indicate any issues.
 - Submit both forms along with the official line-up cards to your TD by the next day and alert your TD if any issues occurred.
- Ensure any additional forms used in the game are properly filled out and submitted immediately following the game as some actions must be taken within a set timeframe after occurrence.
 - Protest Form - if applicable;
 - Ejection Report - filled out and signed by umpire;
 - Appeals Form - if a team requests a form and submits to you.

Game Attendance

Late in the game, advise the WBSC scorer of the approximate attendance at the game. The Stadium Manager/LOC may provide an official attendance number based on ticket sales.

10. After the Game

- Complete the Umpire Report.
 - Write down the final box scores, runs, hits and errors.
 - One TC takes the Umpire Report to the Umpire Room to gather signatures from all umpires.
 - Discuss any field or technical issues which occurred during the game that need to be addressed; DO NOT provide umpires with your feedback on their performance - this is exclusively the role of Umpires Director.
- Ejecting umpire(s) must fill out and sign an Ejection Report(s), if necessary - you will also turn this in as part of your reports.
- Complete the Technical Commissioner Report.
 - Write down the end of the game time, add any final notes and both TCs sign and date the form.
- Ensure umpires are able to leave the field safely and that they leave the field as soon as the game is over.
 - If needed, ensure security escorts them off the field and to their umpire room.
- Ensure no ongoing issues on the field (no issues between teams, field is secure and teams packing up/clearing dugouts for next game).
- Only eligible media is allowed on the field after the game - check your WBSC Media Protocols.
- Check with Team Managers to see if they experienced any technical/operational issues that need to be addressed.
 - Thank them for their cooperation.
- Confirm the grounds crew is doing the appropriate field work and/or shutting down the field/bullpens for the night (tarps on).
- 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.
 - If you are not going back to hotel with WBSC provided transportation or wish to change your transport plan (to watch another game), please contact Tournament Coordinator in charge of transportation first for permission and advise your TC partner of your plans.

11. Once you Arrive at the Hotel

- Make sure you signed and dated all forms before submitting to the TD.
- Put all WBSC official forms together along with the official line up cards and drop off to the TD.
- Drop off mobile/charger at the WBSC office or hand off to next TC team working your field (plug in to charge, if necessary).
- You can keep one copy of each official WBSC form, if desired though these are confidential forms and not to be shared with anyone other than your Tournament Director/WBSC Tournament Staff (photocopy or take a photo).

In your TC folder you should ensure you have the following ready for your next day of work:

- WBSC Tournament Regulations and Protocols;
- A sample of all WBSC official forms filled out properly (optional);
- Copies of all WBSC forms you will need to work your games;
- Welcome Guide with game schedules, personnel, phone numbers, etc.;
- Daily Report (either printed or saved on your smartphone/tablet);
- Extra Line-up Cards; and
- Final Team Rosters (found in Daily Report 0).

Conclusion

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—events.baseball@wbsc.org.