



## Little League Umpire Guide

### League Staff:

- Brandon LaRosa – Little League President – 616-403-5754
- Mandee Matzke – Youth Sports Coordinator – 616-886-6223

### Helpful Links:

- [Master Schedules – Team Sideline](#)
- [League Rules](#)
- [Umpire Resources](#)
- [Field Locations](#)
- [Weather Policy](#)
- [Incident/Injury Report](#)

### Site Lead Responsibilities:

- Setup fields (balls, cones/flags, stop watches, whistles).
- Greet and manage umpire and coaching staff upon arrival.
- Ensure games start and end on time.
- Continuously manage all fields and assists/guide coaching staff with managing game flow and helping coaches with basic skills.
- Manage/administer basic first aid/safety protocol, manage site issues (parent/guardian concerns, coach questions/misconduct/etc), communicate any incident/injuries to the League President/Coordinator.
- Clean-up all field equipment/lost & found/etc., lock up shed.

### Attire

- Black ZRec Staff shirt (provided) – must be worn and visible during shift
- Dark colored shorts or pants
- All protective umpire gear (located in the shed at each location)
- Ball/Strike Indicator, game balls, and first aid supplies (located in the shed at each location)
- Tips and Advice:
  - Dress for the weather!
  - Your staff shirt should always be the top layer and clearly visible.
  - Early season games may be chilly in the morning, but heat up fast. Layers are recommended.
  - Cleats and are recommended but not required
  - Bring a water bottle and quick snacks for between games to stay hydrated and alert.
  - You're welcome to leave personal items in the shed during the day, but the shed is left unlocked and sometimes unattended.



## On-Site Game-Day:

- Arrival:
  - Shed code: 7676 (2026 Season)
  - Arrive at least 15 minutes before game start time.
  - Review the UMPIRE CARD for the division you are umpiring.
  - Plate Umpire Needs (provided in the shed):
    - Indicator, mask, chest protector, and shin guards
    - (2) NEW game balls
    - (1) used game ball
  - Set-up Fields/Check the fields
  - Greet Coaches
    - "Hi my name is \_\_\_. I'll be the plate/base umpire today. Do you have any questions or are there any concerns I should be aware of? Let's have a great game"
  - Player Equipment Check
    - Cleats are not required but are highly recommended
      - NO Metal cleats are allowed
- During the Game
  - Announce and record the start time of the game to ensure time limit rules are enforced correctly.
  - Make calls with confidence and keep things moving!
    - Not everyone will be happy with or agree with your call - that's ok.
    - You will make mistakes - that's ok.
    - You will second guess your decisions - that's ok!
  - Be an extension of the coach.
    - Encourage positive play and offer basic instruction if appropriate
    - Remember - Rec leagues are about development, fun and learning the game, not just winning and losing. Teach the game, encourage effort, offer corrective instruction, and keep the game moving!
- Post Game
  - Collect all equipment and return all items to the shed
    - Check the dugouts for any left equipment, personal items, and trash
      - Lost and found items can be put in the shed
      - Please collect trash and throw away in the site bins
  - Lock shed
    - Even if you're unsure if you're the last one on site, the shed should always be locked when you leave.
  - Be sure to report any facility issues, injuries, incidents asap!



## **Non-Game Situations (Dealing with Spectators, Coaches, and Adversity)**

- Dealing with difficult situations and/or people is an inevitable part of the job
  - Stay calm and listen, but remain confident and direct.
  - Ask clarifying questions if needed, but don't delay game play to argue or engage in lengthy conversations.
  - Explain a call or decision briefly, then move on.
  - Admit fault if appropriate, but don't reverse a call.
  - You will make mistakes. Own them, learn from it, and move on.
  - **If someone becomes a persistent problem or is making you uncomfortable let your site supervisor know IMMEDIATELY! They are there to be your advocates.**
    - **Do not engage in argumentative behavior or back and forth confrontation. This is your cue to involve a site supervisor or coach.**
  - Coaches can be advocates for parent/spectator problems - please use coaches whenever possible and/or appropriate