

ADMINISTRATION:

The Coordinator of Baseball Umpires makes all institutions umpire assignments. This includes all games conference and non-conference. All schedules are filed and maintained at the Conference Offices. The Coordinator of Baseball Umpires is advised and assisted by several local assigners.

INDEPENDENT CONTRACTOR STATUS:

The Conference and the Coordinator of Baseball umpires are not required or obligated to offer assignments to any baseball umpire. Umpires work at the pleasure of the Conference and the Coordinator of Baseball Umpires and may be relieved of their duties at any time should they demonstrate insufficient competence, poor mechanics ability, unsatisfactory judgment, poor conduct or behavior, or conduct unbecoming an NCAA or Conference official or representative.

ASSIGNMENTS:

All assignments are published on line on www.arbitersports.com or ZebraWeb for CAA. All umpires, institutions and the Conference office have access to the assignments and schedule at all times. These schedules provide each institution with the names, addresses, social security numbers, phone numbers, and game fees due each official. Umpires are responsible for providing the Coordinator of Baseball Umpires any address or phone number changes immediately.

If the umpire cannot accept an assignment, he must call the Coordinator immediately. This must be done by phone to insure that a replacement is secured. **TURNBACKS CANNOT BE MADE BY FAX OR EMAIL.** Schedule conflicts should be resolved as soon as they occur. No umpire should switch or replace his own dates. John Porter must approve all schedule changes.

IRS W-9 Form & Annual Physical:

All umpires that will work any games in the (Conference or Non-Conference) must fill out and sign an IRS Form W9 for each conference they are assigned. Forms are provided at the Clinics and are available on line at www.umpires.org. All officials must submit documentation that they have passed a comprehensive physical examination by a medical physician each season. Forms are available at www.umpires.org. Please submit your W-9 and physical forms via USPS regular mail to: John Porter at 8805 Southlea Court, Fairfax, VA 22031

UNIFORMS:

Uniform Requirements for both Conference and Non-Conference Home Games

- Black Conference Logo Short Sleeve Shirt (required)
- Black Conference Logo Jacket (required acceptable for both plate and bases)
- Black Conference Logo Hat (required) MEAC Hats are New for 2016
- Black Conference Logo Long Sleeve Shirt (optional)
- Light Blue (Black Collar) Conference Logo Short Sleeve Shirt (optional)
- Black Conference Logo Short Sleeve Shell (optional)
- Pleated Dark Gray Pants similar to Honig's (required)

Non-Conference games only, if all umpires in a crew do not have an official Conference shirt or jacket they may wear plain or non-logo shirts or jackets of same style or color.

No umpire may wear a hat, garment or equipment with any logo or patch of any other umpire association, the NCAA, or a professional league or team.

Price Sheets and Ordering information can be found on our website www.umpires.org.

UMPIRE DRESS CODE:

Umpires must wear slacks and shirts with collars to and from game sites or campus. Tennis shoes, tank tops, T-shirts, and shorts or cut-offs are not allowed as outerwear when umpires are not in uniform. Umpires may not wear any parts of their Conference logo umpire uniforms, including hats and jackets, on campus and when not on duty as a game official. This policy is for all Conference and Non-Conference games.

CONFERENCE WEEKEND ASSIGNMENTS:

A Crew Chief will be assigned in **BOLD** for each series on the Arbitrator. Crew chiefs may vary from week to week. The crew chief is responsible for the leadership of the crew in all areas both on and off the field. Crew Chief is also responsible for submitting on line ratings forms within 48 hours following series using the latest official rating form.

Before game day, the entire crew must have communicated with one another their understanding of the date, time, meeting time, and meeting site of the game. If a partner has not been confirmed by one or more of his crew the Coordinator of Umpires must be notified at least the day before the game. The crew chief must take responsibility for checking the game status with the SID.

The Crew Chief is responsible for all activities, preparations, travel planning and coordination for the weekend. He is responsible to insure the smooth and efficient execution of all activities both on and off the field. Unless a specific exception is made, the crew chief for the series is expected to work the opening series game as the plate umpire.

For a conference weekend everyone on the crew should be in the game city at least 2 hours prior to the first game of a 3 game series and at the ballpark 1 hour prior to game time. The crew chief should notify the home coach that the crew is at the site and where the crew will be dressing. The home coach should be reminded where the crew is staying. The crew chief must conduct a pre-game with the crew to insure that all members of the crew follow proper CCA mechanics and procedures.

The crew chief is responsible for obtaining the proper ground rules for the game before the start of the meeting with coaches at home plate. Any umpires working at the site for the first time should go to the field well before game time to familiarize themselves with the park and physical layout of the fences, bench areas, and bull pens. The crew must ask questions at the plate conference if clarifications of the ground rules are needed. The crew chief must insure that all coaches and umpires are all in agreement with the ground rules before the game is started.

Crews are responsible for knowing Conference Weekend schedule policies.

Conference Tournament Eligibility

To be considered for the postseason championship: Umpires must attend a NCAA Clinic; pass the annual on line rules exam, complete NCAA background check and gambling questionnaire by the NCAA deadline. Umpires wishing to be considered are required to pay the NCAA Arbitersports.com registration fee.

Non-Conference Games:

The Crew Chief is in bold on the schedule in arbitersports.com. **He is responsible for completing all game reports and evaluations.** Game notes may include specific position assignments. These position assignments must be followed if assigned.

RAIN AND POSTPONEMENTS:

Each umpire is responsible for insuring the game status for each game he is assigned. In the case of inclement weather, he must call the SID, Coach, or AD prior to departure for the game. If the home team cancels the game too late to stop the umpire from arriving on site, they will be required to pay ½ the game fee. The umpire is responsible for staying in touch with the home team.

FEE PAYMENTS:

Game Fees will be current on the Arbitersports assignments. The CAA pay will be made by each individual College or University. The MEAC Conference office will make all payments for MEAC games. **Payments will be made only to those umpires whose contests have a COMPLETED GAME REPORT.** Game Reports should be done IMMEDIATELY after the contest. Umpires should make sure to notify the home team if they were not the original umpires assigned the game.

ILLNESS OR INJURY TO AN UMPIRE:

Call the Coordinator of Umpires if an umpire becomes incapacitated before or during a game. If the Coordinator of Umpires is not immediately available, leave a message and give a phone number that will be monitored for a return call. Unless there is another Conference umpire in attendance, the base umpire or the next umpire in a three-man rotation will dress for the plate if the plate umpire cannot continue.

FRATERNIZATION:

All Umpires are required to adhere to the NCAA fraternization policy. From the time that the umpires arrive at the park until they leave the park at the end of the game they are not to engage in unnecessary or unprofessional dialog with anyone. Guests are not allowed in the dressing facility from 30 minutes prior to game time to 30 minutes after the game. While on the field in public view, no umpire will approach the stands or player areas nor shall they engage in verbal or non-verbal communications with fans or spectators. Umpires will restrict or limit conversations with coaches, players, or game day staff to a minimum.

Pre-game Conference:

Umpires must enter the field at least 10 minutes before the scheduled start time. Crew should conduct the plate conference 10 minutes prior to scheduled start time. Although a formal bat check will not take place before a game, the plate umpire must make certain that both head coaches know the bat and helmet policy during the plate conference.

THE NATIONAL ANTHEM:

During the National Anthem, the umpires must stand at attention (heels of feet together, left hand straight down to the side, hat in the right hand, and right hand with hat over the heart) without moving or talking.

INCIDENTS:

Any serious incident should be reported to the Coordinator of Umpires by phone as soon as possible. The crew chief should follow up with a written report by Monday of the following week to the Coordinator of Umpires. All ejections and suspensions should be reported immediately after the game. Ejection Reports and/or Suspension Reports must be submitted in writing within 24 hours.

RATINGS and EVALUATIONS:

Crew chiefs must complete the rating form on line within 48 hours after the series is over. The Coordinator of Umpires, and other designated evaluators, will be evaluating throughout the season.

Internet Social Networking Websites:

Umpires shall not post personal photos that include any LOGO Uniform items. Posting should not include any discussion of game related incidents or issues (i.e. ejections, arguments, schools, and personal opinions of partners, players or coaches). These sites include but are not limited to Facebook, Twitter, Linked In, and Myspace.

CONTACT INFORMATION:

Coordinator of Umpires John Porter

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