

Umpire Crew Chief Guidelines

- Upon being notified of your Crew Chief assignment, go to the Southeast Region website Tournaments Center to view (and print) the Manager's Tournament Information Package (MTIP). This document contains all of the contact and reporting information that is needed for check-in. Contact the Tournament Director to introduce yourself and to arrange for your hotel room accommodations (to be provided at no cost to you and your umpire partner, if applicable).
- Keep track of games worked by you and your crew. Make arrangements with the Tournament Director for umpire compensation payments.
- While communicating with the Tournament Director, confirm that the umpire room at the ballpark can be secured, is air conditioned, and is large enough to accommodate all of the umpires and their equipment and uniforms.
- Have the Tournament Director give you the names and contact information for the local umpires who are assigned to you. Arrange to meet those umpires and tour the facilities to learn the unique issues with the fields.
- You are required to attend the managers and coaches meeting the night of check-in. As Crew Chief, you will be the spokesperson for the umpires. This meeting is conducted by the assigned Southeast Region Representative and the Host Tournament Director. The Crew Chief is responsible to answer any rules and (or) situational questions by the managers or coaches. The umpire dress attire for the meeting is khaki style or dress slacks, polo style or dress shirts, and appropriate foot attire. Do not wear shorts, cut-offs, or sandals. Umpires must make a positive impression right from the start.

- Schedule a meeting with your crew to go over ground rules, mechanics, rules, situations, and uniforms. A three-person system will be used during the tournament for games played on 70-foot and 90-foot fields; two umpires will be used for games played on 60-foot fields.
- Remind your crew that any discussion regarding a play will only be among the team manager and the umpires. If a possible ruling is made incorrectly, assemble the field umpires to discuss and come to a resolution. The plate umpire is the umpire-in-chief of each ball game. Each umpire is responsible for their own calls.
- Baseballs for the entire tournament should be readily available to you on demand. Each pitcher may, upon request, be given one game ball to warm up with prior to his or her game. Be sure to use that ball in the game.
- Hustle by all umpires on all plays is imperative. Additionally, umpires should go out on all fly balls.
- The Crew Chief is in charge of the umpires and can change any game umpiring assignments as required. The Crew Chief can consult with the assigned Southeast Region Representative if needed. Under no circumstances can an umpire work the plate for a home park team that they may have called during the regular season.
- Establish with the Tournament Director someone to act as liaison between you and his or her tournament committee. This person should work directly with you regarding any needs that you may have.
- Extreme discretion should be used regarding the fraternization with team participants. The main purpose of this is to avoid any appearance of conflicts of interest and appearing to be friends with managers, coaches, players, and (or) spectators.

- All umpires are to wear the same type uniform while on the field (shirt, pants, and cap). Uniform pants are to be heather gray or charcoal gray; contact the umpire crew and discuss the shirts that will be used for the tournament. The Southeast Region provides SER Umpire ball caps and patches; the umpire patch is to be sewn or affixed in some manner to the left breast pocket of the shirt (i.e., double-sided tape, misc. adhesive, Patch Latch device). Shirts with the embroidered Babe Ruth or Cal Ripken logo above the shirt pocket are acceptable, but will not match the SER logo.
- Each umpire is expected to be at the ballpark for their assigned game no less than 45 minutes prior to the scheduled start time. One hour before the assigned game is preferred.

Do's and Don'ts:

- DO - clean and shine your shoes before each game.
- DO - display confidence, get the call right, put forth your best effort throughout the game and enforce the rules fairly for both teams.
- DO - place your cooler in the dugout area and not on the field of play.
- DO - remove visible jewelry, other than a wedding band or medical alert jewelry.
- DO - remove pagers, watches, and cell phones.
- DO NOT - use tobacco products while in uniform, including walking to and from the field.
- DO NOT – use alcoholic beverages in the umpire room or at the park.
- DO NOT - get involved with or entice hecklers.