



BASEBALL UMPIRES MANUAL

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INTRODUCTION

This Southern Intercollegiate Athletic Conference (SIAC) Umpires manual has been prepared to compliment and support the NCAA rule book and the CCA mechanics manual. As a member of the SIAC conference roster, umpires should be aware of its content and committed to the goal of assisting self-improvement and upgrading the quality of umpiring for collegiate baseball.

INSTRUCTIONS TO UMPIRES

Appearance and Conduct: SIAC baseball umpires are reminded that they are in the public eye. Each umpire should be reminded that they are an official representative of the SIAC, both on and off the field. An umpire should dress in a manner becoming his/her profession. Shorts are not acceptable dress to the ballpark. Umpires are not allowed to wear any cap, shirt, jacket or pants that have another NCAA institutions logo.

Traveling: For all SIAC games, all members of the umpiring crew are to arrive at the ballpark at least one hour prior to game time. Lateness or missing an assignment is a serious breach of obligation. You are to make contact with your partner(s) by phone or email prior to the date of your game. The crew chief is to contact the host institution to confirm start times.

Injury to Umpire: If an umpire working a game is injured or becomes ill and is unable to continue working the series, the following procedure will be followed:

1. If another SIAC umpire is present in the stadium and able to work, then advise that umpire that he is to work on the field. If the plate umpire is injured, the umpire who is working the bases will go behind the plate.
2. If an umpire is injured in a two-man crew, then you will either work one umpire from the best position available or place a team representative on first and third base, rotating them not to be at first when their team is at bat.
3. At no time are you to use an umpire who is not a member of the SIAC umpires.

Baseballs: The home club may deliver a supply of regulation official baseballs to the umpires prior to the start of the game to be rubbed up by the crew. Umpire crews not having the proper mud for rubbing is not acceptable. Should the home team send baseballs over to the crew they will rub them.

At Home Plate Before a Game: All umpires are to enter the field together and proceed to home plate for the pre game meeting 10 minutes prior to the start of the game. In the event that a double header is played, the crew will begin the home plate conference 5 minutes prior to the start of the second game. The plate umpire will stand behind home plate and the base umpire(s) will stand facing the plate umpire. Remove sunglasses for coaches meeting.

Ground Rules: Be very sure that you are familiar with the ground rules before the game is started. Crews working a park for the first time should survey the park in ample time prior to the game to acquaint themselves of all peculiarities of the park. Do not hesitate to ask questions in the pre-game conference if you have any doubts or do not understand one of them. Remember, no ground rule may supersede or be in direct conflict with an official rule.

National Anthem: During the national anthem, the umpires may stand together at home plate with their cap in right hand over the heart. The plate umpire should have his toes on the back line of the right handed batter's box. The base umpire should have his toes on the back line of the left handed batter's box. It is permissible for the catcher to stand with the umpires. If the national anthem is played after the players take the field, it is permissible for the umpires to observe the national anthem at their position. For teams that play God Bless America, the umpires should stand together, remove their caps, and face the flag.

During the Course of the Game: During the course of the game, umpires are not allowed to enter any team area, except for an emergency or illness. Entering the dugout for water is not acceptable or professional. It has been the policy of most institutions to provide liquids at regular intervals. If you should desire liquids, summon the team manager or trainer to bring it out to you. At no time are you to summon a player to bring water out to you. If it is an extremely hot and humid day, you should arrange, prior to the game for the home team trainer to provide liquids and ammonia towels at scheduled intervals.

After the Game: After the completion of the game, the umpires will leave the field together. If the team attendant is waiting, the plate umpire may give him the remaining supply of baseballs. If a team attendant (not coach or player) is not waiting, then the plate umpire will take the remaining baseballs to the dressing room, where they will be left for the manager to pick up or to use for the next day. At no time will the plate umpire stop and return the baseballs to the dugout or toss them across the field. Immediately after the last out the umpires will wait for all crewmembers and leave the field together.

Location of Grounds Keeper: The Crew Chief will check with the grounds keeper or home team management to request where they can be located if needed to turn on the lights, repair the field, or bring out the tarp. In the event of threatening weather, the crew chief will stay in close contact with the Game Management Director and Head Grounds Keeper. If available, and if it does not delay the game, the Crew Chief should also get a weather report or radar viewing.

Official Watch: The crew chief will carry the official watch if he is not working the plate, in the event the crew chief is working the plate, the other crewmember will carry the official watch. Carry, NOT wear. Remember; once the umpires are in control all contests require a 45-minute waiting period before a decision can be made to call the game.

Fraternization: Umpires are not to carry on idle conversations with coaches or players during the progress of the game or with other umpires, unless the proper officiating of the game requires it.

Appearance and Hustle: All umpires should take pride in being an umpire for the SIAC. Slacks and shirts should be neat and pressed, caps should be clean and shoes shined. Your other uniform items should be neatly kept. Hair length and facial hair should be in a manner consistent with your profession. Hustle should be maintained on every play. An umpire should never be out of position because of poor hustle.

Rule Book: You should read some portion of your rule book each day. Good umpiring means knowledge of the rules, the application of good common sense and an ever-constant review of NCAA baseball rules. In addition, each umpire should carry the NAPBL Rules and Interpretations and study it as often as possible.

Between Innings: Between innings during the game, the base umpire should go to the shallow outfield near first base. The plate umpire is to go to the line of the team that is in the field, unless there has been a particular problem with the other team. Always be sure to stand. Resting on a knee is not permitted. Never go into the dugout, unless you need to use the rest room or are ill. Never go to the stands to converse with spectators. At no time will an umpire enter the dugout for water. Ask the trainer or manager.

Ejections: Call Ted Miller after the game. All ejection's that occur during the season must be e-mailed to the coordinator within 12 hours after the game. In completing the report, state only the time of the ejection, the player(s) or coach(s) involved and the situation. Give only the facts and not your opinion of what the outcome should be. In addition to the e-mail report being submitted, the ejection must be phoned to the assigner. Make sure that you work as a team during an argument, ejection or fight. Keep coaches and players not in the argument away. Do not attempt to physically break up a fight once it has broken out. You will only run the risk of injury and the coaches and players will usually help you restore order.

Media Relations: Umpires in the SIAC are to abide with the following when dealing with the media. The crew chief may speak to a pool reporter to clear up a certain play or rule. At no time will a crew chief or umpire make derogatory statements about a player, coach, manager, or institution. Violations of these rules will not be tolerated.

Uniforms: The following list is the official uniform adoption of the SIAC and is not to be altered by any crew chief or umpire.

Black sized plate hat with **SIAC logo** (Combo or base style is acceptable behind the plate)

Black base hat with **SIAC logo**

MANDATORY SHIRTS – NO NUMBERS

Black shirt with black undershirt

Polo blue (powder) with black collar with black undershirt

OPTIONAL SHIRTS – NO NUMBERS

Long Sleeve black shirt (plate umpire only).

MANDATORY JACKET – NO NUMBERS

Black two small white stripes (NCAA) with

Pullovers – Honig's K17 B

Gerry Davis JK2114-22

Hudson51 BJCK

OPTIONAL JACKET – NO NUMBERS

Convertible nylon shell jackets. Solid black.

Charcoal grey plate slacks (not to be worn on the bases)

Charcoal grey base slacks (not to be worn behind the plate)

Black leather belt. No elastic belts

Black socks

Black ball bags

Black Dress Coat (Not mandatory)

Black gloves

Black protective plate shoes

Black base shoes

Sunglasses are permitted on the bases and on the plate

Rain Situations: After the plate umpire has received the home team lineup cards, the umpires are in charge of the game. Use extreme caution when dealing with rain. If you remove the players from the field because of heavy rain you must wait 30 minutes before making a decision to postpone the game. Lightning in the area is immediate cause for delaying a game. Remember: It is the crew's responsibility to make every effort to complete a game. Never make a decision prematurely or discuss your plans with players or coaches. Do not try to predict the weather.

Crew Chief: The crew chief is responsible for the final resolution of any rule conflict during a game and he has the final judgment in postponing or suspending a game as well as removing the players from the playing field for rain or other conditions. In no way does this relieve the other crewmembers of the responsibility to provide clear and adequate information and opinions before a decision is made. As a crew chief, you will have certain responsibilities to insure that the internal workings of the game of baseball run smoothly. The crew chief will be held responsible for making certain that the duties below are performed.

1. After final consultation with the crew, give final approval for removing the players from the field, suspending or postponing the game in the event of rain or lightning.
2. Handle with dignity and courtesy any matters with institution officials or press.
3. Insure appearance and conduct of the crew and compliance with NCAA policy.
4. Conduct the pre-game conference
5. E-mail in the game report and insure that the umpire ejecting a participant calls in a verbal phone report, in addition to the e-mail report.

Pre-Game Meeting: Prior to the start of the first game of the series, the Crew Chief will conduct the pre game conference and in accordance with the Pre-Game section of this manual.

The Crew Chief and Crew may also add other pertinent items to the pre-game, however: no umpire has the authority to change or alter any official CCA mechanic. The SIAC will use the NCAA mechanics manual for its basis. Only authorized SIAC umpires are allowed in the room for the pre-game conference. As a courtesy, school administrators should be allowed to listen in if they wish. At no time are visitors allowed in the umpire's dressing room for the pre-game conference.

Items to be discussed for Pre-Game:

1. Fair and Foul coverage up to the base will be covered by the plate umpire. Any batted ball from the front of the base on will be called by the base umpire when he is on the line. Only the umpire making the call will signal.
2. Discuss line drives and trap catches to all infielders, including the pitcher. Know who will call them for each possible position the base umpire may be in.
3. Discuss the infield fly signal, infield flies and who will call them when they are near the line or not near the line.
4. Discuss check swings. Know which umpire to check with.
5. Discuss foul tip third strikes that may or may not be caught by the catcher. Know which mechanics you will use. Know how to wait for the foul tip signal on this play.
6. Discuss coverage of overthrows and foul fly balls near dead ball territory and dugouts. Discuss any unusual ground rules.
7. Discuss the rotation and coverage when the first base umpire goes out to cover a trap catch or line drive.
8. Discuss the plate umpire's responsibilities on covering third and covering plays back into first. On rotations know who is responsible for which plays into and back into bases.
9. Discuss outfield coverage when there are no runners on base.
10. Discuss the slide rule at any base on a force play
11. Discuss appeal plays and who is responsible for watching the touching of bases and tag ups.
12. Discuss the Designated Hitter and the P/DH rule. Always carry a DH card on the field.
13. Discuss the rule concerning the numbers of trips to a pitcher and offensive conferences.
14. Discuss how ejections and warnings will be handled.
15. Take a few minutes after the game to discuss any unusual situations that may have occurred. Strive to improve each game.

Pitching Changes: If the manager goes to the mound and does not make a pitching change, you should always obtain a position on the opposite foul line he will cross. If he asks how many trips he has, tell him from there. Always umpire ahead of the game. Avoid simple errors that can lead to major problems or ejections. You are not there to make friends, only to umpire the game to the best of your ability. When a manager makes a pitching change, it is not necessary or proper for an umpire to go to the mound to obtain the pitcher's name. If you are not certain, point the player in the game and then ask the catcher or wait for the announcement. If you still do not get his name, use his number instead until you can obtain his name. You are not to go to the mound to inform the pitcher of the count or the outs. You may simply inform the catcher if the new pitcher inherits a count or you can signal the count and outs. This will go a long way in avoiding trouble and speeding up the game. After the

completion of an inning, if a player tosses you the ball, you are to check the ball for damage and then immediately roll the ball towards the mound. You are not to wait and throw the ball to the pitcher or another player, unless the ground is extremely wet or it is raining.

Substitutions: When an offensive or defensive substitution is made, you need only write down the proper substitution and then point him in to the official scorer. Do not go to each dugout to give substitutions. If a manager has a question, he will come to you. This should go a long way in avoiding problems and speeding up the game.

Umpires Locker Room: The home team may provide you with a secure locker room for the entire series. The locker room is for the exclusive use of the umpiring crew. Visitors are allowed for a brief period of time and only after the crew chief has approved any visitors. The only visitors that are allowed in the locker room for the pre-game are school and SIAC personnel. The crew chief will coordinate security and the locker room keys. Soap and towels will be provided for you. It is recommended that valuables not be left in your locker room, as the institution cannot be held responsible for valuables that could have been left elsewhere or taken with you. Always be respectful of the University facilities, keep the locker room clean and in good order. Be respectful of your partners. There is no tobacco allowed in the locker room. Watch what you say and the language that you use. You should not make any comment about players and/or coaches in the locker room. Walls are thin and unwanted comments just leads to trouble.

Press Box-Dressing Rooms: The press box as well as players dressing rooms are off limits to all members of the umpiring crew at all times.

Assignments: All SIAC crew assignments are made by the coordinator. The rotations are set by the coordinator and are not to be changed except in the event of an injury or emergency. Crews are not allowed to randomly change assignments or rotations.

Protests: Any protest by the manager of a competing team must be made at the time of the action or incident and before play is resumed. All protests must be made to the crew chief and then properly announced. The plate umpire will write down all pertinent information at the time of the protest. If the protest occurs in a game-ending situation the protesting team has 20 seconds after the completion to voice their intentions. No protest shall be allowed, that involves a judgment decision by an umpire. No replay of any part of a game will be allowed even if the protest is upheld, if the play in question did not directly affect the outcome of the game. NCAA policy requires that all protests must be settled at the game site. The crew chief in consultation with the crew, may attempt to

contact the coordinator, or the, NCAA Rules Editor, if they are unable to rule on the protest from the NCAA baseball rule book, the NAPBL umpires manual or the professional rule book. After the protest, the crew chief, along with the other members of the crew will e-mail a written report of the situation to the coordinator within 12 hours.

Tobacco Products: The use of all tobacco products by umpires is prohibited at all times in the locker room or on the playing field. In addition, umpires will be directly responsible for policing the use of tobacco by participants before and during the game. Consult your NCAA rule book for applications and penalties.

Ejections and Suspensions: Arguments are an inevitable part of the game. However, when they do occur you must be firm, fair and impartial. Keep sarcastic comments to yourself and confine your answers to the question in front of you. The more you talk the more you open the door for further argument. If a manager, coach, or player commits an act that by rule is cause for ejection, he should be ejected. If a manager, coach, or player commits an act that by rule results in a suspension, you are to notify the manager of the suspension.

Arguing of judgment calls: The NCAA prohibits managers, coaches and players from leaving their position on the field, coaches' box or dugout to argue judgment calls, including but not limited to checked swings or balls and strikes, and if after warning by the umpire that they may not do so, they will be ejected.

1. **Checked swings.** Check swings are judgment calls concerning balls and strikes. The arguing of check swings will not be tolerated.
2. **Balls and strikes.** Balls and strikes are not to be argued and will not be tolerated in accordance with rule 3-6e and if, after warning that they may not do so, continue they will be ejected.
3. **Balks:** Balks are judgment calls and are not to be argued in accordance with rule 3-6e, in particular no team personnel is allowed to leave his position to argue a balk concerning a pitcher stepping to a base, specifically the left handed pitcher stepping to first or the right handed pitcher stepping to third or any balk called because the pitcher' entire free foot crossed the plane of the back edge of the rubber or any part of his stride leg breaks the plane of the back edge of the rubber and the pitcher does not throw to home or throw of feint a throw to second base. If the manager comes out to argue he will be informed that he is not allowed to do so and must leave immediately or be subject to warning and ejection if he so continues. Ejected personnel must leave the playing field and dugout area immediately and will not be allowed any further contact with their team. They are not allowed to stand in any runway or behind the plate in the scout area at any time.

Turning on Lights: The crew chief, at the request of the crew, or on his judgment, shall order the playing field lights turned on whenever in his opinion darkness makes further play hazardous. After a game has been started, the crew chief is to be the sole judge as to when field lights are to be turned on. In the event that the crew chief is not the plate umpire and if the plate umpire so needs the lights turned on to avoid hazardous play, he may do so. The turning on of lights should be called for before the beginning of a full inning unless some extraordinary condition or abnormally long inning prompts otherwise. Umpires are instructed to use good judgment when asking for the lights.

Mascots: NCAA policy allows for mascots to be on the field and in front of their home team dugout during pre game ceremonies, home team introductions and during the seventh inning stretch. A mascot may be on top of their home team dugout during the game. In the event that a team has a special promotion at any other time during the game, the use of the mascot being on the field must be cleared by the crew chief in advance of the start of the game. All acts performed should be with good taste and not intended to embarrass or ridicule the visiting institutions, players or coaches. Any institution's mascot found in violation of this policy, may be removed by the crew chief for the remainder of the game or series.