



# Catawba Umpires Association – Umpire Policy Manual

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## 1. Arbiter

- a. Ensure “Ready to be assigned” is checked
- b. Create calendar blocks early and keep them up to date
- c. Upload professional photograph
- d. Check arbiter and email accounts daily
- e. Accept games when assigned, within 24 hours
- f. When you accept a game, you are expected to work the assignment

## 2. Uniform

- a. Mandatory
  - i. CUA logo black hat – Always worn properly
  - ii. Black jersey
  - iii. Black jacket with white stripes
  - iv. Charcoal grey pants
- b. Optional
  - i. Black long sleeve jersey (plate only)
  - ii. MLB polo blue jersey
- c. DO NOT
  - i. Wear jewelry
  - ii. Wear a watch
  - iii. Have coins/keys/etc. in pockets
  - iv. Have cell phone on field
  - v. Place sunglasses on hat

## 3. Equipment

- a. Plate Gear
  - i. Uniform – Fitted hat, 4 or 6 stitch
  - ii. Mask
  - iii. Inside chest protector
  - iv. Cup
  - v. Shin guards
  - vi. Charcoal grey plate pants
  - vii. Black belt
  - viii. Black socks (not ankle length)
  - ix. Plate shoes
  - x. Plate brush
  - xi. Indicator (2)
  - xii. Pen/Pencil (2)
  - xiii. Black ball bag(s)
- b. Base Gear
  - i. Uniform – Fitted hat, 6 or 8 stitch
  - ii. Stop watch
  - iii. No indicator on bases
  - iv. Charcoal grey base pants
  - v. Black belt
  - vi. Black socks (not ankle length)
  - vii. Base shoes



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## 4. Prior to Game

- a. Communicate with your partner(s) at least 48 hours prior to game time
  - i. Confirm assignment
  - ii. Location
  - iii. Arrival time
  - iv. Parking
  - v. Uniform
- b. Clothing
  - i. Jersey, jacket and pants are to fit properly, be neat and free of wrinkles
  - ii. Shoes are to be shined and free of dirt
  - iii. If shoes have white, the white must be clean
  - iv. Hats are to be neat and clean, replace when necessary
- c. Always bring plate and base gear to each assignment
- d. Arrive at game site 45 minutes prior to game time
- e. Park away from fans, coaches and team bus
- f. Undress/Dress discretely and know someone may be watching
- g. Never approach a game in progress wearing any part of your umpire uniform
- h. Have a meaningful pre-game conference with your partner
  - i. Fair/Foul responsibilities
  - ii. Fly Ball responsibilities
  - iii. Rotations
  - iv. Communications
  - v. Mechanics
  - vi. Signals
  - vii. Exit plan

## 5. Plate Meeting

- a. Arrive promptly at 10 minutes prior to game time, no earlier, no later
  - i. Exception: If game is delayed, arrive promptly after field is ready for play
- b. Proceed directly to home plate - Do not check bats/helmets or fraternize with coaches/players
- c. Receive supply of game balls from home team. Timing may vary from site to site, but ensure you have them before National Anthem.
- d. Positions
  - i. Plate umpire – Point of plate facing pitcher's mound
  - ii. Base umpire – In front of plate back to pitcher's mound
    1. 3 Man crew – both base umpires in front of plate with back to pitcher's mound
- e. Meeting
  - i. As coaches arrive introduce yourself to each coach and remember their names.
    1. Call them by first name the remainder of the game
  - ii. Receive home team line-up
  - iii. Receive visitor team line-up
  - iv. Ensure both coaches have copies
  - v. Verification of each line-up (Home team first)
    1. All players have unique names, numbers, positions
    2. Have 9 or 10 players listed depending on DH role
    3. Clarify DH position and defensive player he is hitting for
    4. Listing of substitutes is a courtesy, not required
    5. Both coaches acknowledge all players are legal and are properly equipped
    6. Ask home coach to go over ground rules
    7. Clarify with home coach



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- a. Location/Identification of game administrator
- b. Introductions of players
- c. National Anthem
- d. Any special events (i.e. Ceremonial First Pitch, Senior Night, etc.)
  - i. If special event, clarify with home coach where umpires can position themselves to be out of the way
8. Finish plate meeting with all items clarified
- vi. Player Introductions
  1. Both umpires point of plate facing pitcher's mound
  2. Pay attention as players are introduced, look for tobacco, jewelry and other illegal equipment
- vii. National Anthem
  1. Same position as introductions
  2. Remove hat, feet together, stand up straight, right hand with hat over heart
    - a. If there are technical difficulties, remain at attention, don't look around
  3. No talking, spitting, laughing, etc. Show respect and be professional
  4. Remain at attention until the last note of the anthem is played/sung
    - a. If color guard is on field, remain at attention until they clear the field
- viii. Special Event/First Pitch
  1. Crew proceeds to designated area
  2. Remain quiet and stay out of pictures if possible
- ix. Once Introductions/National Anthem/Special Events are complete, base umpire(s) leaves for his position

## 6. Before First Pitch – Each Team

- a. Plate umpire
  - i. Introduce yourself to the catcher. Call him by name during the game
  - ii. Remain engaged
  - iii. Take position behind catcher and watch minimum of 4 pitches, 2 from each side
  - iv. If pitcher brought ball in with him, check ball before play begins
  - v. Stand on hitter's baseline, just outside dirt circle
  - vi. Count the 8 or less pitches
  - vii. Inform catcher and 1<sup>st</sup> batter when 2 pitches remain
  - viii. Remind 1<sup>st</sup> batter when 1 pitch remains
  - ix. Clean plate, assume position
  - x. When catcher, pitcher, batter and partner(s) are in position, call Play
- b. Base umpire(s)
  - i. 2 man crew – U1 position is in outfield grass halfway between 1B and 2B
  - ii. 3 man crew – U3 position is in outfield grass halfway between 2B and 3B
  - iii. Remain engaged, count the pitches
  - iv. U1 take minimum of 3 throws to first base from this position
  - v. When catcher throws ball to 2B - U1 hustle to A position, U3 to D position



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## 7. Between Half Innings

- a. Plate umpire
  - i. Stand on hitter's baseline, just outside dirt circle (Exception: Issues with offensive team)
  - ii. Remain engaged, count the pitches 5 or 8
  - iii. Inform catcher and 1<sup>st</sup> batter when 2 pitches remain
  - iv. Remind 1<sup>st</sup> batter when 1 pitch remains
  - v. Clean plate, assume position
  - vi. When catcher, pitcher, batter and partner(s) are in position, call Play
- b. Base umpire(s)
  - i. Move to position in outfield grass
  - ii. Remain engaged, count the pitches
  - iii. When catcher throws ball to 2B - U1 hustle to A position, U3 to D position

## 8. During Game

- a. CUA Expectations
  - i. Always remember you are in the public eye and recording devices are almost everywhere
  - ii. Professional attitude, actions, body language, etc. at all times
  - iii. DO NOT enter any team area (e.g. dugout) at any time before, during or after a game
  - iv. Hustle at all times
  - v. Knowledge of rules and their application
  - vi. Ready position before every pitch
  - vii. Set before every call
  - viii. Proper positioning and mechanics
  - ix. Communicate with your partner
  - x. Do not fraternize with any players or coaches. A polite introduction or brief conversation if approached is all that is allowed
- b. Fans
  - i. Under no circumstance is a CUA umpire to engage any fan at any time
  - ii. Do not acknowledge any fan's comment, criticism, gesture, etc.
  - iii. If an issue with a fan develops, handle it via the home coach or game administrator
- c. Food/Beverage
  - i. If water is desired, politely ask home team to bring it to you between half innings
  - ii. No sunflower seeds, no tobacco of any kind
  - iii. If gum is consumed
    1. Do not blow bubbles
    2. Do not smack
    3. Dispose of properly
  - iv. No food is to be consumed on the field
  - v. Do not ask for food, but if offered it may be accepted after the game is complete
  - vi. Consumption of all food is to be at your vehicle/locker room
- d. Game delayed by weather, field conditions, etc.
  - i. At sight or sound of lightning, remove players from field, wait 30 minutes from last sight or sound before resuming play
  - ii. Crew documents the game situation when play is stopped
  - iii. Go to a designated area for the delay, preferably not a dugout
  - iv. Stay engaged
  - v. Work with home team and game administration to complete game when safe
- e. Call Challenged by head coach
  - i. Turn coach to facing the crowd



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- ii. Calling umpire clarifies with coach his disagreement with call. Allow coach to explain, do not interrupt and hear him out
- iii. If calling umpire does not need help from partner, then no huddle
- iv. If calling umpire desires to get help from partner
  - 1. Explain to coach umpires decision is final once huddle is complete
  - 2. Return coach to his dugout or coach's box
  - 3. Huddle with partner(s)
  - 4. Discuss play
  - 5. If call not reversed
    - a. Quick communication from calling umpire to coach from a distance, he must remain in the dugout or coach's box, no more discussion
  - 6. If call is reversed
    - a. Confirm game situation: count, outs, runners, batter, players, etc. before breaking huddle
    - b. Calling umpire has discussion with opposing coach
    - c. Opposing coach returns to dugout or coach's box
    - d. Calling umpire announces the corrected call, positions base runners if necessary
- f. Escalating argument with head coach
  - i. By rule, assistant coaches are not permitted to argue with an umpire
  - ii. Calling Umpire
    - 1. Turn coach to facing the crowd
    - 2. Do not touch coach
      - a. Suggestions for hands
        - i. Grasp mask with both hands
        - ii. Both hands at side
        - iii. Both hands in back pockets
    - 3. Allow coach to voice his argument, do not interrupt and hear him out
    - 4. Give coach your perspective on play/rule
    - 5. End discussion in a timely manner
    - 6. Escalation steps
      - a. Warn coach, verbalize the word "Warning"
        - i. Best effort to issue 2 warnings
      - b. Restrict coach to dugout
      - c. Eject as a last resort
      - d. Note: If coach is flagrant in aggression (i.e. charges, bumps, throws hat, kicks dirt, etc.) Ejection may occur without warning/restriction
  - iii. Non-Calling umpire responsibilities
    - 1. Stay Engaged
      - a. Observe entire field
      - b. Keep additional coaches and players in their positions. Do not allow one umpire with multiple coaches/players
      - c. Do not come into the argument, stay in vicinity
    - 2. If ejection occurs
      - a. Get between umpire and coach
      - b. Calling umpire leaves in opposite direction
      - c. Escort coach to dugout



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- iv. After Incident is complete
  - 1. Umpires huddle
  - 2. Record facts surrounding game situation on line-up card
  - 3. Document any warnings, restrictions or ejections that occurred
  - 4. Ensure count, outs, runners, batter, players are all correct
  - 5. Resume game
- g. Argument with player
  - i. Warn player immediately he is not allowed to argue with an umpire
  - ii. If argument escalates and a player ejection occurs
    - 1. Player is sent to dugout and may remain there until game ends
      - a. DO NOT make a player leave the dugout
      - b. No problem if player leaves dugout on his own
    - 2. Umpires have same on field responsibilities as coach ejection
- h. Pitching change
  - i. Plate Umpire
    - 1. Quickly document visit
    - 2. Allow coach time with pitcher
    - 3. If coach remains
      - a. Walk with purpose to pitcher's mound
      - b. Direct coach to break meeting or make change
      - c. Pitcher remains
        - i. Ensure meeting is completed, hustle back to position
      - d. Pitcher removed
        - i. Proceed to offensive team's foul line
        - ii. Stay engaged
        - iii. Ensure warm-ups are progressing in a timely manner
        - iv. Quickly document and confirm change is legal
        - v. Indicate change to press box
        - vi. If double switch, communicate to offensive team
        - vii. Watch at least 4 pitches
        - viii. Resume play after 8 or less pitches, no catcher throw down
  - ii. Base Umpire
    - 1. Proceed to defensive team's bull pen side of outfield grass
    - 2. Remain engaged
    - 3. If pitcher is removed, bring pitcher in from bull pen if applicable
    - 4. Return to position on outfield grass, count pitches
    - 5. Return to position when last warm up pitch is complete
- i. Player substitutions - Plate Umpire
  - 1. Ensure time is out
  - 2. Quickly document and confirm substitution is legal
  - 3. Announce change to press box
- j. Baseball Supply - Plate Umpire
  - i. Ask for additional baseball before you deplete your supply
  - ii. Home team should bring them to you – do not go to dugout to get them
  - iii. Each baseball must be checked when received
  - iv. Foul balls hit to backstop
    - 1. Ensure on-deck batter or home team personnel retrieves balls
    - 2. Do not wait for foul ball to be returned to you, use your supply of baseballs and keep game moving
    - 3. Ensure retrieving personnel has vacated the backstop area before putting ball in play



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## 9. End of Game

- a. Plate umpire
  - i. Return any remaining balls to home team, do not roll, throw them or leave at home plate
  - ii. Do not engage any fans/players/coaches
  - iii. Move quickly to field exit established during pregame
- b. Base umpire
  - i. Do not engage any fans/players/coaches
  - ii. Move quickly to field exit established during pregame
- c. Once both umpires are at the field exit, leave together and walk quickly to vehicles/locker room
  - i. DO NOT HANG AROUND, LEAVE FIELD ASAP
  - ii. Do not speak to press. If asked any questions, your only comment about anything is to advise them to contact CUA management via email/phone/website
- d. Post-Game
  - i. If situation dictates, leave game site immediately, have post-game meeting and dress later
  - ii. Ensure nobody is within hearing distance
  - iii. Review game together - Strange plays, unusual rulings, etc.
  - iv. Each umpire provides feedback to partner
- e. Undress/Dress discretely and know someone may be watching
- f. Ensure each vehicle is starting properly and leave together
- g. Do not stop for food/drink/restroom/etc. in vicinity of ball park
  - i. Drive a reasonable distance first, then stop if necessary
  - ii. Do not go into any establishment wearing umpire clothing
- h. If there was anything unusual in game (i.e. restriction, ejection, extreme controversy, field conditions, etc.)
  - i. Call CUA Management in the following order
    1. Greg Chance 704.574.6934
    2. Gary Keller 704.506.9520
  - ii. If call is not answered, always leave a voice mail and call next CUA Management personnel
- i. Ejection report – Ejecting umpire
  - i. Call CUA management
  - ii. Complete form ASAP
  - iii. Form can be completed by:
    1. Logging in to Arbiter: SCHSL/Main/All sports ejection form
    2. Go to: [http://www.schsl.org/football/online\\_ejection\\_form.htm](http://www.schsl.org/football/online_ejection_form.htm)
  - iv. Complete form – DO NOT SUBMIT until directed by CUA Management
    1. Be professional
    2. Ensure all crew members are in sync
    3. Only state facts, not opinions
    4. Use proper grammar and spelling, then double check for errors
    5. If quoting a player/coach/etc. use exact words
    6. DO NOT SUBMIT TO SCHSL until directed by CUA Management
    7. Email copy of completed form to [catawba.umpires@gmail.com](mailto:catawba.umpires@gmail.com)
    8. Await instructions