

COLONIAL ATHLETIC ASSOCIATION BASEBALL UMPIRE STAFF POLICIES (Jan 2012)

ADMINISTRATION:

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

INDEPENDENT CONTRACTOR STATUS:

The Colonial Athletic Association 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 CAA 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 a NCAA or CAA official or representative

ASSIGNMENTS:

All assignments are published on line on www.arbitersports.com. All umpires, institutions and the CAA 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 CAA 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. **TURN BACKS CANNOT BE MADE BY FAX OR EMAIL.** After Coordinator accepts turn back notify crew chief of change. Schedule conflicts should be resolved as soon as they occur. No umpire should switch or replace his own dates. Coordinator of Umpires must approve all schedule changes.

IRS W-9 Form:

Please note that CAA institutions require a current year IRS W-9 (IRS Request for Taxpayer Identification Number and Certification) be on file in order to process official payments.

- 1) The CAA requires that you submit a new IRS W-9 form each officiating season. Please complete and sign the IRS W-9 form and mail your form to the CAA IMMEDIATELY:
Pamela Stone, CAA, 8625 Patterson Avenue, Richmond, VA 23229
or you may fax your completed form to Pamela's attention at (804) 754-1830 (please call or email pstone@caasports.com to make sure your fax was received and your form is legible).
- 2) Please complete the IRS W-9 form regardless if you currently have been assigned a game. Forms are scanned pre-season and sent to CAA business managers for changes that occur during the season.
- 3) Also, please indicate which sport on your envelope or cover fax as the CAA is receiving other W-9 forms for sports other than baseball.
- 4) TO AVOID ANY DELAYS IN PROCESSING CHECKS, PLEASE CHECK THAT THE NAME (Legal name and not nick name) AND ADDRESS SHOWING ON THE ARBITERSPORTS.COM SITE MATCHES EXACTLY THE NAME/ADDRESS SHOWN ON YOUR CURRENT IRS W-9 FORM.
- 5) IF you move during the SPRING season, please notify the CAA and submit a new IRS W-9 form to the CAA office.

UNIFORMS:

Uniform Requirements for both Conference and Non-Conference Home Games

Black CAA Logo Short Sleeve Shirt (required)
Black CAA Logo Jacket (required acceptable for both plate and bases)
Black CAA Logo Hat (required)
Black CAA Logo Long Sleeve Shirt (optional)
Light Blue (Black Collar) CAA Logo Short Sleeve Shirt (optional)
Black CAA Short Sleeve Shell (optional)
Pleated Dark Gray Pants similar to Honig's (required)

All uniforms may be purchased through Prep-Star. 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 CAA 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 Arbiter. 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 the on-line game report and ratings forms within 48 hours following series using the latest NCAA 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.

All colleges will provide two nights lodging in two rooms if needed. Coordinator of Umpires will make all lodging arrangements. Lodging arrangements will be placed in the first game's notes for each conference weekend. Umpires must pay for any additional rooms, services, food, in room movies, etc. to the hotel. Out of town umpire crews should check in at the hotel before working the first game of a series.

Wives, girl friends, or other family members may not accompany umpires or stay in hotels provided by the colleges on CAA Conference series without prior approval from the Coordinator of Umpires.

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 CAA Conference Weekend handbook policies.

Conference Tournament Eligibility

To be considered for the CAA postseason championship: Umpires must attend a NCAA Clinic; pass the annual on line rules exam, complete NCAA background check and gambling questionnaire by the February 13, 2011 deadline. Umpires wishing to be considered are required to pay the \$100.00 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.

TRAVEL FEES AND TOLLS:

For conference weekends, the home team is responsible for paying a travel fee based on mileage for the umpire(s) with the longest drive(s), not to exceed the IRS standard rate as of February 17, 2011. In most cases, one umpire will be local and the two more distant umpires will be able to drive together. Travel fees and tolls will be made available when needed even on non-conference games. Umpires traveling in corridors where tolls are common must alert the Coordinator of Umpires well ahead of the game day so that the appropriate reimbursements can be made.

RAIN AND POSTPONEMENTS:

Crew Chief 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 crew chief is responsible for staying in touch with the home team and notifying his crew of any changes.

FEE PAYMENTS:

The home college athletic department will make all payments. Checks will be mailed directly to the umpires. Umpires should make sure to notify the home team if they were not the original umpires assigned the game. Usually the umpires will have to sign a voucher at the game site and they should expect a 1099 from the home institution at the end of the year. Neither the CAA nor the local assignor will issue 1099 forms. ALL schools will pay the umpires directly. This payment may be made at the game, but usually will be mailed shortly after.

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 CAA 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 CAA 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, CAA umpire will not 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.

VCU LOCKER ROOM:

The umpire dressing facility at the Diamond may not always be available for umpire use. **DO NOT DRIVE IN THE TUNNEL AT THE DIAMOND**

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 and the CAA office. 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.

Internet Social Networking Websites:

CAA umpires shall not post personal photos that include any CAA 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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