



**2021 NCAA Division I Baseball Championship
Umpire Crew Chief Checklist for Regionals and Super Regionals**

1. Contact NCAA site representative.
 - a. Exchange contact information, hotel information, tournament manager information.
 - b. Confirm initial date, time, and location for COVID-19 on-site testing, and game dates and times, including the if necessary game.
 - c. Discuss ground rules meeting and the meeting between umpires and the site representative(s).
2. Contact Short's Travel Management to arrange arrival, departure, and reserve rental car(s). There should be two umpires per rental vehicle for the regionals and super regionals.
3. Contact assistant crew chief (applicable only for the Regionals).
 - a. Exchange contact information.
 - b. Direct to call Short's Travel Management for their travel and rental car reservation.
4. Contact all crew members.
 - a. Exchange contact information.
 - b. Direct to call Short's Travel Management for travel reservations. Have them contact you with arrangements. Make efforts to match arrival times close to the crew chief and assistant crew chief (if applicable). Ensure crew arrives in time for the initial COVID-19 testing on the practice day.
 - c. Make arrangements for airport pick-up and local transportation.
 - d. Remind crew of information such as ArbiterPay submittal; copy Game Officials Manual; confirm Smitty Official's Apparel online form has been submitted for the regionals by the May 26 deadline. Joe DeRosa joe@smittyapparel.com
 - e. Airline luggage charges.
 - f. Inform them that they need to bring their own personal hygiene products, as these should not be supplied by the host institution.
5. Contact host institution tournament manager to confirm arrival, hotel information.

6. Notify National Coordinator of Umpires of cell phone contacts, email contacts, locker room phone number, press box phone number, and hotel phone number.
7. Regular communication by telephone and written report throughout the tournament with the National Coordinator of Umpires, including ejection/suspension situations. Also, report any umpire crew issues on or off the field.
8. Umpire crew chief and assistant crew chief to complete and submit an online evaluation form for each member of the crew. Each crew member, including the crew chief and assistant crew chief, to submit a self-evaluation form. Please emphasize to crew the importance of completing the evaluation. In addition, remind all umpires to complete any online survey received from the NCAA National Office.
9. Review and bring:
 - a. **2021 NCAA Division I Baseball Game Officials Manual** (located on the ArbiterSports website).
 - b. **2021 CCA Baseball Umpires Manual.**
 - c. **2021 and 2022 NCAA Baseball Rules Book.**
 - d. Stopwatch/Timer.
10. Other business.