



**2017 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 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).
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).
 - c. Make arrangements for airport pick-up and local transportation.
 - d. Remind crew of information such as ArbiterPay submittal; copy Game Officials Manual; confirm Honig's clothing order form sent in if desired; uniforms (no numbers); dress code.
 - e. Airline luggage charges.
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. 2017 NCAA Division I Baseball Game Officials Manual (located on the ArbiterSports website).
 - b. 2017 CCA Baseball Umpire Manual.
 - c. 2017 and 2018 NCAA Baseball Rules Book.
 - d. Stopwatch.
10. Other business.