

**SAMPLE EMAIL FOR YOU TO UPDATE & SEND TO  
EVENT STAFF/A.DIRECTOR/COACHES**

**DELETE ALL THIS BEFORE YOU SEND**

Bold highlighted areas need to be REPLACED for each game/series.

Use single or DH BUT ERASE THE ONE YOU DON'T USE

Email Subject Line: **(School Name)** Softball **Game/Series** on **(Date/Dates)**

**Event Manager/Coach,**

**(USE THIS FOR SERIES/DOUBLE HEADER)**

This is **(Crew Chief Name/Plate Umpire)** and I am confirming the softball game(s)/series scheduled at **(School Name)** on **(Date/Dates)** with the first game starting at **(time)**. The Umpire Crew will consist of Plate Umpire : **(your name)**

**CELL #**

Base Umpire : **(partners name)**

**CELL #**

Base Umpire: **(partners name)**

**CELL #**

**(USE THIS FOR SINGLE GAME)**

This is **(Crew Chief Name/Plate Umpire)** and I am confirming the softball game scheduled at **(School Name)** on **(Date)** with the game starting at **(time)**. The Umpire Crew will consist of

Plate Umpire : **(your name)**

**CELL #**

Base Umpire : **(partners name)**

**CELL #**

Base Umpire: **(partners name)**

**CELL #**

**CHANGES TO GAME TIME:**

Please contact us via text/call on cell if there are any weather issues or other changes to game time. We plan to leave 2-3 hours prior to game time to deal with traffic during weather issues.

**ARRIVAL TIME:**

The Umpire Crew will arrive on site no later than **(time = 1 hour before game time)** and will check in with you upon our arrival. We will arrive at the field approximately 20 minutes prior to game time to inspect the field and conduct the required bat checks utilizing the most recent NCAA Approved Bat list dated **(date)**.

**PARKING:**

*Please provide me with our parking location and where parking passes can be picked up,* if required. If there is a dressing facility, please provide its location and directions from the parking area. Also, let me know if there are any other administrative requirements that need to be resolved.

**COVID PROCEDURES:**

The umpire crew will be wearing masks at the university site & during the game contest.

*Additionally, please provide me with the most up-to-date Covid-19 Protocols for the college & local city/county* so that the crew can arrive in full compliance.

*If the crew is required to be Covid-19 tested prior to the game,* please advise me of the time, location and the point of contact.

**BAT LISTS:**

Each team should have the bat list filled out with bats to be used highlighted. The most recent NCAA Approved Bat List can be obtained from the link below <http://www.ncaa.org/playing-rules/softball-rules-game>

**PRE-GAME WITH COACHES:**

The Pregame with coaches will be held prior to game time. In order to adhere to social distancing, the umpires/coaches will stand outside the batters box lines. Please advise if there will be any pregame events.

**WE ARE LOOKING FORWARD TO OFFICIATING THESE CONTESTS.....**

**Lead umpire that day**