

# COLLEGIATE OFFICIATING SCHOOL MANUAL

## AGENDA C1

- I. Introduction and Purpose (Hand in Test Verification)
  
- II. Collegiate Officiating
  - A. Structure
  - B. Officials
  - C. Day before the match
  - D. Official's duties (Video-Job of ITA Official)
  - E. ITA Regulations Changes for 2011 [www.itatennis.com](http://www.itatennis.com) Click coaches tab, then Rules
  - F. ITA Rules (Video Part 1)
  - G. ITA PPS
  - H. Court Restrictions
  - I. Medical Timeout
  - J. Rest Periods
  - K. Players must leave court
  - L. Coaching in the ITA
  - M. Weather Restrictions [www.weather.com](http://www.weather.com)

### III. Scenarios

### IV. Test review

#### Handouts

- C1 Agenda
- C2 ITA Rules and Regulations Differences Between ITA & USTA Rules
- C3 Checklist for ITA Solo Chairs

## DIFFERENCES BETWEEN ITA & USTA RULES AND REGULATIONS C2

1. There are no lets in college tennis except for a let cord, an interruption by an official or a spectator, or if play is interfered with by an outside object. An official may call a let if the player is unaware of an invading object and is endangered by it. (I.B.12). There are no service lets in Men's Div. I tennis. (I.B.12)
2. A coach (or player) may request an official and may physically go get the official. Play will not be suspended more than 5 minutes. (I.B.13)
3. A player shall not call a foot fault on an opponent. All foot faults must be called by an umpire. (I. B.14)
4. If a player is overruled twice, each subsequent overrule will be penalized under the Point Penalty System. (I.B.19)
5. A solo chair/rover shall not overrule a call unless it is challenged **verbally** at that moment (not at the end of the point) by the opposing player. The official shall not prompt the request for an appeal. (I.B.17)
6. During a game, each player must be ready to begin the next point within 20 seconds but each has the right to the full 20 seconds. (I.C.1)
7. Faults, first serve or second, played as good must be questioned by server before the service return is played. All challenges must be **verbal**. If the receiver returns the ball, the server is allowed to make a first volley or half volley before appealing. If server remains in back court, the appeal must be made before hitting the ball. If the appeal is granted, the server gets a second serve. (I.C.2)
8. ITA Medical Timeout rule: Only one MTO may be taken per match (An additional MTO may be taken in warm-up) A player can be treated on any changeover.
9. The referee has sole power to default players. If there is a chair umpire or roving umpire, they are empowered to give point and game penalties, but must inform the referee to stand by in case a default must be given. (II.H.2)
10. Carry-over penalties: Review ITA II. H.3 for the five separate time segments
11. Bathroom visits for Men's Division I – The men will have 90 seconds during the changeover, 120 seconds during set break, to use the bathroom. After 90/120, seconds the player will be subject to time violation penalties (Warning, Point, Point, etc.) If no bathroom is available within a reasonable distance from the courts, it is the responsibility of the coaches and referee to determine prior to the start of the match, how much time will be allowed. Bathroom visits for medical problems are to be treated as a Medical Timeout. Women's bathroom visits must be taken at changeover or set breaks and have reasonable time. Penalty would be the same as for men.
12. Two (2) separate Time Violation Schedules. One (1) for unintentional delay and one (1) for toilet breaks.
13. A collegiate match begins with the start of the warm-up.
14. It is mandatory to warm-up with the opponent or doubles team.
15. The ball change in Div I singles is a new can of balls for each set. (4 balls are for double, all divisions)
16. Heat rule applies to both individual and team competitions.
17. Lateness penalties: If there has been no direct communication with the team arriving late, the following should be applied: A team not ready to begin the match within 15 minutes of the specified starting time will lose the doubles point(s). A team not ready to begin within 1 hour of the specified start time will forfeit the remaining singles matches. Under extenuating circumstances both coaches may agree to start the match at a later time.

## CHECKLIST 101 for ITA SOLO CHAIR UMPIRES

1. Bring the necessary equipment to court. For example: (a) court bag with pencils, stopwatch, tape measure scissors, net ties, a tossing coin; (b) tennis balls (c) scorecard; (d) jacket, glasses (as needed).  
Be professionally attired.
2. Arrive to the court in time to:
  - A. Clean the court of debris
  - B. See that the court is playable
  - C. Check the net for holes, etc., and repair if needed
  - D. Properly install singles sticks (if warranted)
  - E. Measure the net strap
  - F. Check for holes in the net
  - G. Open and check the balls for compression, rattles, broken balls, numbers
  - H. Arrange the official's and players' chairs as needed
  - I. Check for towels and water if necessary
3. Pre-Match
  - A. Make the pre-match brief
  - B. Guideline: "We're using 3-balls, new balls every set. Make your calls and signals clear to me and your opponent. Make all appeals verbal."
  - C. Coin Toss
    - i. After the player chooses heads or tails, repeat the choice
    - ii. After the toss, indicate who won the toss with your arm
    - iii. Give the players the balls
    - iv. Determine who is serving / receiving before retrieving the coin
4. Warm-Up
  - A. Immediately get in the chair following the pre-match
  - B. Record the coin toss results after getting in the chair
  - C. Warm-up your eyes as players warm-up
  - D. Count down the warm-up (i.e., "**2 minutes, 1 minute**" in a dual; "**3 minutes, 2 minutes, 1 minute**"
5. Announcements
  - A. After announcing "**1 minute**" begin the introduction of the players and the match
  - B. Announce:  
**-8-game pro set with a tie-break at 8 games all**  
or  
**"Ladies and gentlemen, this -match will be the best of three tie-break sets**  
or  
**-match will consist of two tie-break sets with no-ad scoring. A 10 match tie-break will be used at one set all.**

**To the left of the chair for (school), (full name). To the right of the chair for (school), (full name).  
(School) won the toss and elected to serve."**

Properly announce each server before their first service game in the first set (e.g., "**Ashe to serve.**")

C. When using a Deciding Match Tie-break, at one set all announce:  
**"A 10 point match tie-break will now be played to decide the match."**

D. If a player defers, your announcement may be:  
**"Ashe won the toss. Connors to serve."**  
or  
**"Ashe won the toss and deferred. Connors elected to serve."**

6. Match Procedures During the Match

- A. Correctly record the receivers of serve (in doubles)
- B. Check the receiver before **every** serve
- C. Make a ruling **after** a verbal appeal
- D. Make prompt decisions
- E. Look at the point loser after every point, while announcing the score and starting your stopwatch
- F. Follow the loser of the game to their seat on changeovers
- G. After a service fault, look at the server, then check the receiver
- H. Announce score in the direction of the loser
- I. Keep your head out of the card
- J. Make announcements of scores, games and sets, CVs and TVs, loud and clear and in the right format.
- K. Check the center strap before each set
- L. Timekeeping: 20 seconds between points, 90 second changeover (announce "**Time**" at 60 seconds), 120 second set breaks (announce time at 90 seconds).
- M. Announce the end of the match in the correct format  
e.g., "**Game, set and match Rodriguez, 6-4, 5-7, 6-0.**"
- N. Scorecard Marking:

/ = Winner of the point . = Fault A = Ace D = Double Fault

X = Break of service C = Code Violation – written in the winner's box

T = Time Violation (Warning-written in the offender's box)

(T) = Time Violation (Point Penalty) – written in the winner's box)

7. After the Match

- A. Shake hands with the players (if the players make an effort to shake your hand)
- B. Clean your court (collect used balls, change score tenders, etc.)
- C. Leave the court ASAP and complete card off court

## GENERAL TIPS

8. Application of the PPS (Point Penalty System) - Use to:
  - A. Maintain continuous play
  - B. Control unsportsmanlike behavior
  - C. Insure fair play
  - D. Use "cautions" as needed
  
9. Communication
  - A. Listen and answer questions. Players have a right to be heard and answered.
  - B. If there is no obvious question, don't attempt to answer. Sometimes a player is just venting.
  - C. Be calm in your communication with a player.
  - D. Be courteous, not sarcastic – don't talk down to a player.
  - E. Don't start conversations.
  - F. Confirm or overrule calls immediately if appealed to.
  - G. After the match limit conversations with players. Avoid detailed conversations with spectators, especially about on court decisions