

SECTIONAL REFEREE SCHOOL

AGENDA SR1

- I. Introduction (Hand in test verification)
- II. Agenda
- III. Purpose of School
- IV. Rules and Regulation Changes
- V. Referee Overview (Video)
- Break
- VI. Questions & Open Discussion
- VII. Referee Scenarios (Video)
- VIII. Test Review

USTA Tournament Regulations require that every sanctioned tournament have a Referee. While USTA makes no stipulation that this person must hold a current Referee certification, except in the case of National level tournaments, many sections do have such a requirement.

In order to hold and maintain Referee certification, an official must attend and pass an annual school taught by either a Sectional or National Trainer-Evaluator. These schools are important to the referee not only for the chance to receive the most up-to-date information on rules and regulations, but also as a networking opportunity in which officials can have a free-flowing discussion on effective procedures for running tournaments.

Top-level referees know that simply attending an annual school and passing tests are not sufficient for maintaining their skills. As with any activity, regular review of applicable rules, regulations, techniques and procedures will not only ensure the necessary base of knowledge, but will also give the referee the confidence that such knowledge can be applied promptly, correctly and effectively.

The qualities and skills held by good referees cover a broad spectrum. Apart from basic knowledge of rules and regulations, a referee needs to develop these particular traits:

- Leadership. A referee must be able to have the respect of all officials, tournament staff and, most importantly the players.
- Organization. A smooth-running tournament is the product of preparation and constant attention to detail.
- Communication. Knowledge of rules and regulations must be effectively communicated. Being right isn't enough. A good decision that you don't sell well undermines your credibility.

A. BASIC PRINCIPLES

Some of the basic principles that every referee should know and demonstrate in their referee assignments are:

1. Exercise general supervision over all aspects of play. This includes the responsibility to work with the Tournament Director to ensure that there are sufficient referees' assistants (Deputies, Roving Officials, Court Monitors, on-court Officials, etc.) to supervise play on all courts and the orderly assignment of players to courts and recording of match scores.
2. Be present at all times. Do not accept an assignment as a referee unless you can, with the exception of brief breaks, such as for meals, be at the tournaments. You must also wear the official USTA uniform (Official's Code of Conduct #1) while serving as a referee. The uniform makes you instantly recognizable to players, coaches, parents, etc.
3. Appoint a Deputy Referee who must be present whenever the Referee is away from play. There must be clear line of authority of who is performing the duties of the referee whenever the referee is unavailable for immediate on-site rulings.
4. Meet with the chair umpires, roving officials, tournament staff, etc. Discuss the tasks of each official and the proper use of the players Code of Conduct and Point Penalty System.
5. Keep players, officials, and tournament staff aware of the daily plan, including number of courts in play and system of calling matches. This is especially important in inclement weather situations.
6. Utilize good judgment in situations not covered by the rules. This entails the referee having a detailed knowledge of the tournaments regulations and tennis rules to determine when the situation is not covered by the rules. When a situation isn't specifically covered by the rules and regulations your word becomes final, which increases the importance of being able to "sell" your decisions
7. Make the draw publicly with the assistance of committee members. Always ensure that the one official copy of the draw is kept up-to-date and is the only draw copy with official match times. While the regulations require that the draw be made in public, most draws now are made by District or Sectional offices, or by using the TDM program. Still, the time and place for the draw must be published on the entry form.

8. Make substitutions or changes in the draw when necessary. Make player substitutions or match rearrangements or time changes in accordance with the rules and regulations, always balancing the issues of fostering play while being fair to all concerned.
9. Designate a check-in area and tournament clock. It is important that reporting players and players awaiting their matches have a single place and time that will not cause player confusion.
10. Schedule matches and assigns courts. The referee or tournament staff needs to have a plan for when and how the matches are assigned to courts. While a computer program can be of major assistance, the referee must be prepared to make decisions on scheduling and court assignments.
11. Check all courts and nets. Do not leave this important task to the last minute when players point out unplayable courts or nets or improperly measured nets or singles sticks.
12. Call all matches; post the results and record time of match completion. Whenever players have more than one match in a day, it is important that times of match completion are recorded to allow for proper rest periods. While you may delegate some duties to non-certified tournament staff, this area still remains your responsibility.
13. Suspend, postpone, and reschedule matches. On-court officials and roving officials can suspend matches, but only the referee can postpone or reschedule matches.
14. Determine the ball change pattern. Also, check to determine that there are enough balls of the type and brand being used to complete the day's play and ensure that all officials and staff know the ball change pattern.
15. Assign and replace officials. The referee or referee-designated Chief of Umpires makes officials' assignments
16. Make decisions on points of law in accordance to the rules of tennis and tournament regulations. Remember, you do not rule on "points of fact" when called to the court by players or other officials. You are to rule on "points of law" or tournament regulations only. The referee should possess a good awareness of rule or regulation differences for the specific level or type of tournament being run.
17. Determine who may enter the playing area. The referee must not allow spectators or others to affect the play of matches.
18. Handle infractions observed in non-officiated matches. This may include imposition of the Point Penalty System, Time Violations, foot faults or overrules of bad calls.
19. Be patient, fair, knowledgeable, tactful, prepared, and be a good listener. This about says it all.

B. REFEREEING A TOURNAMENT

Now let's look at the process of refereeing a tournament from the beginning to end (for specific details on any particular aspect of operating a tournament, consult *Friend at Court* or the *Referee Manual* available online at USTA.com).

The Early Stages:

Generally the first thing that happens is for a Tournament Director to contact you seeking your help as referee for his tournament. Hopefully, this is at least a couple of months in advance, giving you the time to organize properly and recruit officials. This is the time to get things started right so as to avoid future problems. **DO NOT** accept any assignment as referee until you are in complete agreement with the Tournament Director about his duties, your duties and working conditions. Obviously you need to know the scope of the tournaments (dates, site, level, age groups, draw size, etc.), as well as local District and Sectional Regulations.

Beyond that you need to discuss and negotiate items such as officiating staffing levels, compensation and non-certified assistance (i.e., tournament desk help). Get these ironed out early. An understaffed, under organized tournament is unfair to participants and officials alike. In determining staffing needs, pay particular attention to the number of courts being used each day and the number of matches you will need to play each day.

Be particularly reluctant to accept an assignment in which you are the only certified official and the Tournament Director expects you to be at the desk fulltime. Except in the case of extremely small tournaments (i.e. one or two courts), this is tantamount to having an un-officiated tournament.

Tournament Regulations (see Friend at Court) lay out the pre-tournament processes for such things as appointing a Tournament Committee (you are on it) and a Tournament Appeals committee (you're not on this). Creating and Distributing entry blanks, handling those entries, seeding and making the draw. While much of this is second nature for experienced referees, you cannot go wrong if you simply follow the procedures in FAC.

A Few Pre-Tournament Pointers:

- Learn to use the new TDM computer program from USTA; while a member of the tournament staff may have the duty to input data, it remains your responsibility. Also, the program is quite extensive and can make your job so much easier if you know how to take advantage of its capabilities.
- Using TDM in association with online entry streamlines that process considerably.
- Develop your plan for operating the Tournament Desk, check-in procedures, ball handling (new and used), posting matches in progress, draws, match times. Make sure there is a clear chain of command and that your assistants, both certified and non-certified, know the limits of their authority. Posting first-match times online is a great recent development.
- Develop your plan for court coverage by officials. At which stage will you rove? Will you be using solo chairs? Line umpires? Do you have a communications plan (e.g., walkie-talkies)? If you have more than a handful of officials, you will probably want to appoint a Chief Umpire and discuss with them their duties and responsibilities.
- In scheduling your tournament, start with the finals and work backward. Schedule heaviest on your first days to give yourself some wiggle room in the event of inclement weather or a spate of long matches. Have a master scheduling plan for the entire tournament. Sure, you will have to adapt and modify, but it helps immensely to have the basic roadmap. The Garman System, when used with TDM, takes much of the mystery out of scheduling and can help your tournament run smoothly, keep waiting time to a minimum and keep you players, parents and coaches happy. TDM is able to accommodate the diverse rest requirements of various junior and senior age divisions.
- The Cardinal Rules of Scheduling are:
 - 1) Never post a time of a match unless there is certainty that the time being posted is correct.
 - 2) Once posted, never change the time, unless weather or darkness causes a change to be made.

Once Play Begins:

Tournament Regulations cover procedures for handling a number of problems that may arise as your tournament gets under way, including such things as players omitted from the draw and defaulting players for lateness. Do not hesitate to consult your Friend at Court when such situations arise. Remember that as referee you must always balance the two goals of fostering play and being fair to all parties (thus, you may accept into the draw a late entry who would as be unseeded, but not one who would be).

Daily Routine

Get to the tournament in plenty of time each day to:

- *Make sure courts are clean and set up properly (nets measured, singles sticks, water, etc.).
- *Post updated draw sheets and match schedules.
- *Ball supply is adequate.
- *Meet with tournament desk staff to discuss the day's plan.
- *Meet with officials to discuss coverage plan and review any issues that arose the previous day.

During the Day:

- *Don't get trapped behind the tournament desk, Spend time roving the courts.
- *Monitor progress of matches and adjust scheduling as needed.
- *Oversee the Medical Timeout or Bleeding Timeout.
- *Be prepared to rule on the appeal of a default issued by one of your officials.
- *Post match results and ensure that next-match times are made available.
- *Make decision with regard to suspending matches for inclement weather or darkness.
- *At the end of the day, make your official match schedule for the following day and post it.

Closing out the tournament:

- Make sure all draw sheets are complete and forwarded to the proper sanctioning body.
- Post results online, if possible.
- Make sure your officials are paid promptly.
- Forward to the proper authority Point Penalty reports that may result in suspension system action.
- Restock you Referee's Survival Kit for you next tournament.

C. SURVIVAL KIT

*Develop your own Referee's Survival Kit and make sure you kept it complete from tournament to tournament. A tournament can easily get off track for want of easily obtainable items such as a spare net strap.

Tournament supplies needed include:

- *An adequate supply of balls, new and used.
- *Singles sticks
- *Water and system for replenishing it.
- *Benches or chairs courtside for players.
- *Umpires' chairs as needed.
- *Court-clearing tools such as squeegees and rollers.
- *Scorecards
- *Draw sheets and Schedule Sheets.
- *Friend at Court.
- Tournament Clock (prominently displayed at Tournament Desk).
- Net-measuring device (and a crank to raise and lower nets is nice, too).

In your Referee's Survival Kit you will probably want:

- *First-Aid Kit, including latex gloves and a 10% bleach solution for clearing up blood.
- *Pens and pencils (and pencil sharpener).
- *Twist ties and duct tape for making temporary court/net repairs.
- *Spare net straps.
- *White-Out.
- *Push pins and Scotch tape for posting information.
- *Portable bulleting boards.
- *Scissors, stapler, rubber bands, paper clips, etc.
- *Sunscreen, bug repellent and rain gear.
- *Signage (i.e., "Tournament Desk," "Check In Here," "Turn Off Cell Phones").
- *Stop watch

SCHEDULING LOCAL TOURNAMENTS SR3

I. Objectives of Scheduling

- A. Ensure fairness to all players
- B. Use available courts efficiently

II. Limits on Scheduling

- A. Duration of tournament (Days)
- B. Courts available
- C. Size of draws expected
- D. Average length of matches (early vs. late rounds)
- E. Restrictions on matches per day for different age divisions
- F. Offering consolation events:
 - 1. First Match Losers (FMLC)
 - 2. Feed-In Consolation (FIC)

III. Pre-schedule the Entire Tournament

- A. By Referee and some Committee members
- B. As soon as possible after draws are made
- C. Why?
 - 1. Be sure sufficient courts are available to complete tournament on schedule
 - 2. Help in assignment of officials
 - 3. Allow notification of player's first match time

IV. Two Approaches to Pre-Scheduling (Choose one)

- A. Start with all finals on last day and work backwards (Small draws may finish before the last day)
- B. Schedule all available courts the first days so that (5 day event for instance) finals for smaller draws are finished early
 - 1. Allows flexibility in case of rain delays
 - 2. Playing some finals early may enhance news coverage

NOTE: Often small draws will have to start later than the first day in order to utilize courts for the larger draws

V. Scheduling guidelines

- A. Normally player's singles precedes their doubles, but not mandatory
- B. Don't bunch matches one day, then leave open days
(Consider lodging and meal costs for out-of-town players)
- C. Schedule play as early in the day as possible on all available courts
- D. Balance the brackets in each draw so that players have equal time before next round matches (strive for equal rest time between matches)
- E. Avoid back-to-back singles (Back-to-back doubles less a problem)
- F. When scheduling late day matches, try to avoid earliest time slot for the following day for those late matches
- G. Know the Section and District Regulations for maximum matches per day per player
 - 1. Juniors "playing up" and seniors "playing down" must comply with all regulations of the division in which they play
 - 2. Players competing in two divisions may have to play the maximum matches for both divisions in a single day
 - 3. Players allowed to compete in more than one age division often cause scheduling problems. Players must understand the risk of playing back-to-back-to-back matches all day long

SCHEDULING LOCAL TOURNAMENTS RS3 PAGE 2

- H. When scheduling courts try to allow "catch-up-time" throughout the day to avoid long delays. Leave a court unscheduled from time to time.
- I. Rest Periods. Review Tables 11 & 12
- VI. Referee's Scheduling Responsibilities During a tournament
 - A. Post next match times early, long before players need to know
 - B. Assign competent/reliable person to post match times, if you delegate this
 - C. NEVER POST A MATCH TIME UNLESS YOU ARE CERTAIN IT IS CORRECT. DOUBLE CHECK "CHANGED" MATCHES TIMES
- VII. Weather rescheduling nightmares and player control during weather delays
 - A. CONTROL THE PLAYERS
 - 1. Do not let them scatter
 - 2. Always be specific:
 - a) "All matches are postponed one hour"
 - b) "Your match is re-scheduled for (time)"
 - c) "Your match will not be played before (time)"
 - d) Never allow a player to leave the site saying- "I'll be right back" Always specify a time
 - B. Catching up after weather delays
 - 1. Use authorized alternate match formats for your Section/ District. Players usually enter tournaments for ranking possibilities
 - 2. Some considerations
 - a) Enforce warm-up times and rest periods
 - b) Switch to no-add scoring
 - c) Move matches or change court surfaces
 - d) Begin play earlier the following day(s)
 - e) Cancel part of the tournament
 - Consolation rounds
 - Doubles before singles
 - Certain draws
 - C. For tournaments not totally completed
 - 1. Matches completed are reported on official draw sheets
 - 2. Incomplete/partial matches are not reported - just shown as "canceled due to weather"
 - 3. For matches not started or completed it is permissible to allow players to play off-site and report the results
- VIII. As with other aspects of a tournament, the following also applies to scheduling:
"The Referee shall use best judgment in all situations not specifically covered by the rules and regulations."

ITF vs USTA SR4 Page 1

	ITF	USTA
Rest between matches	<p>If played less than 1 hour –½ hr rest If played between 1 & 1.5 hours – 1 hr rest If played more than 1.5 hours – 1.5 hrs rest</p>	<p>Junior - 60 minutes -singles 30 minutes - doubles</p> <p>Senior 35-45 & Parent/Child – 60 mins</p> <p>Senior 50-90/Sr Parent-Child/ GParent-GChild - 90 mins</p> <p>Wheelchair 30–90minutes, depending on length of match</p> <p>NTRP 35-45/NTRP without age restrictions - 60 minutes</p> <p>NTRP 50-90 - 90 minutes</p> <p>All other division 30 minutes Differs for pro-sets</p>
Rest between 2nd and 3rd sets		
Juniors	No rest breaks for ITF Under 18 or Under 16	Mandatory 10 minutes for B/G 12-18 age groups. 3 min rest period before match tie-break
Seniors	10 minutes permitted for all senior age categories	Seniors- all except Men’s Open/25/30 10 minutes...NTRP
Wheelchair	W/Ch...15 minute heat break (if late...Time Violations)	All W/Ch Divisions except Open –10 minutes at option of any player
Coaching	No coaching or medical treatment is permitted.	Coaching is permitted (off court) during an authorized rest break.
Bleeding Timeout	5 minutes	Maximum of 15 minutes
Duration of MTO (in it’s entirety)	“Reasonable” – a limit of 3 minutes treatment	3 minutes treatment with a maximum time of 15 minutes

ITF vs USTA SR4 Page 2

	ITF	USTA
Warm up	5 minutes	5 minutes, unless otherwise decided by the event organizers
Warm up after suspension of play (but not after an authorized rest break)	Play suspended from: 0 to 15 minutes – no warm up 15 to 30 minutes – 3 minutes 30 + minutes – 5 minutes	Play suspended from: 0-15 minutes – no warm up 15 + minutes – same as original warm up
Lateness	Possible default after 15 minutes, at discretion of Referee	0–5 min – loss of toss & 1 game 5-10 min – loss of toss & 2 games 10-15 min – loss of toss & 3 games More than 15 minutes – Default
Lateness after an authorized rest break	<p>For ITF Men’s and Women’s Circuit Events Time Violations, (may be cumulative)</p> <p>For Junior Events (Heat Rule) Time Violations (may be cumulative)</p> <p>For Senior Events – <5 minutes...warning 5-10 minutes...point penalty >10 minutes...game penalty each subsequent 5 minutes...game penalty</p>	<p>1 player <5 min-Game Penalty 1 player >5 min-Default Both players <5 min-No Penalty Both late/different times-Starts on arrival of 1st player Both late >5 min-Ref’s decision</p>
Late from “heat” break	Time Violations after 10 minutes (Jrs’, Women’s Circuit) WCh...15 minute heat break. If late...Time Violations	Same as USTA Regs. on 10 minute break (see above)
Changing seeds	Replace with next player who would have been seeded	Fill with person not in draw who won’t affect seeding Remake the draw Relocate seeded player as per USTA Reg II.C.1.a.iii Replace with next player who would have been seeded
Clay Court matches without officials	Players may cross net to check mark If player incorrectly calls ball “out” he loses the point	Players may not cross net to check mark.

ITF vs USTA SR4 Page 3

	ITF	USTA
Point Penalty System	1st...Warning 2nd...Point 3rd...Game 4+...Game/Def (Ref Decision) Ref Default non-appealable Flagrant default...Referee discretion	1st...Point 2nd...Game 3rd...Default “ Flagrant ” default appealable to TAC (if unilateral Def by Ref) “ Flagrant ” default final (if Ref upholds Def by Chair Umpire or Rover)
Toilet Breaks	Women – 2 per 3 set match Men – 1 per 3 set match/2 per 5 set match M/W Doubles – 2 per team “Reasonable” time	No limit unless announced in advance. Must be “Genuine” need, 15 minutes maximum
Change of Attire (Women)	Must be at Set Breaks Same number as TB’s (above) Can change attire during Tie Break’s	No limit...should be at Set Break or Odd Game Changeovers
Foot Faults	Cannot be called from outside court	When in “direct observation” of court
Overrules (from off court)	Official may not make from off court. Go to court and advise player that incorrect call constituted hindrance to opponent and must replay the point.	Can be called from off court if in direct view
Clothing ID Manufacturers/Commercial	Varies...specific restrictions	Should be listed on entry form
Nomenclature	“Assistant Referee”	“Rover”
Duties of Solo Chair Umpire	Call all lines from chair	Overrule players’ clear mistakes
Scoring Disputes	Replay from score of agreed upon points	1) Replay disputed points from proper court 2) Play from mutually agreeable score, or 3) Spin a racket
MTO Cramping	Must be determined by trainer. May give up points and games to get to changeover	One heat related per match