IMPORTANT NEW INFORMATION BELOW
PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.
PLEASE SAVE THIS MEMO

Dear Official:

Your 2009 data applies to your 2010 certification. USTA umpire certification levels are active for a calendar year.

Enclosed in this mailing are:
1. **Your 2009 Data Card**
2. **Your 2009 Certification Card**
3. **NEW and IMPORTANT 2009 information from the USTA Officials Department**
4. **2009 US Open Information- Applications available only on-line- deadline March 31**

All information regarding USTA officiating can be found on the Officials Web Page at www.usta.com.

2009 SCHOOL REQUIREMENTS
The school requirements for 2009 are the same as in 2008.

1. National and Professional Line Umpires, Chair Umpires, and Referees are exempt from schools and tests in 2009 **UNLESS,** you hold an ITA certification or an additional certification at the USTA level or below.

2. If you have a certification level other than NL, NC, CN, NR, PL, PC, CP or PR you must attend a USTA school and pass the appropriate tests.

USTA SCHOOL DETAILS for 2009:

1. **ALL** tests are open book and offered on line. The tests should be taken at home **BEFORE COMING TO CLASS** and must be **BROUGHT TO CLASS** with you. **Please note that all questions on the test will be based on information found in the 2008 edition of Friend at Court.**

2. You **MUST PRE REGISTER** through your Sectional or District Chairperson in order to attend any school taught by a National Trainer-Evaluator.

3. School format: (Times may vary slightly depending on location)
   a. Saturday (8-12) USTA school for those certified 3 years or more
   b. Saturday (1-3) Referee school
   c. Saturday (3:15-5:15) ITA
   d. Sunday (8-1) USTA school for those not previously certified and those certified for less than 3 years.

Please note that no one should attend any schools on Saturday unless they have been previously certified.

If you have any questions regarding school requirements, please contact your Sectional Chairperson or the National Chairperson so that you can fulfill all requirements in a timely fashion.

As in the past, the following conditions apply to ITA and referee certifications:

1. **ITA-** any official who wishes to be certified as an ITA official must annually attend an ITA school and pass the ITA test. In addition, since USTA rules apply to anything not specifically superceded by ITA,NCAA,NAIA, or conference rules, officials applying for ITA certification must also attend a USTA school and pass the USTA test. Being versed in all sets of rules is vital.
2. **Referee-** Those officials who wish to be certified as referees must annually attend the referee school and pass the referee test. They must also attend the USTA school and pass the USTA test. The referee must be versed in all rules and accepted procedures and must be as knowledgeable, if not more so, than the officials they supervise or work with. We strongly recommend that those attending the referee classes have several years of umpiring experience.

Certification Cards
Enclosed is your 2009 USTA Officials certification card. Please review the card for certification level accuracy. If you have any questions regarding you certification levels, contact your sectional chair of officials immediately. An outline for appealing your certification level can be found in USTA Regulations XV.I of the 2008 Friend at Court. The deadline for appeals is **March 1, 2009 after which certification level changes will not be made.**

USTA Officials certification abbreviations are as follows:

PV- Provisional Umpire	PI- Provisional ITA	RP- Provisional Referee
IC- ITA Official	SE- Sectional Umpire	SC- Sectional Chair
SR- Sectional Referee	UL- USTA Line	UC- USTA Chair
UR- USTA Referee	***RU- USTA Roving Umpire**	CU- USTA Chief
NL- National Line	NC- National Chair	NR- National Referee
CN- National Chief	PL- Professional Line	PC- Professional Chair
PR- Professional Referee	CP- Professional Chief	

***- Please note the new USTA umpire certification level for Roving Umpire that began in 2008 will not appear on the certification card. If you think you have qualified for this Roving certification, check with your Section Chair and add the certification to your card.**

Vision Requirement

The 2009 Officials Data Card requires a Doctor's signature to attest to 20/20 vision, corrected or uncorrected. This must be completed by all officials in order to receive a 2010 certification.

2010 Certification

In 2010, the USTA will transition into a new data base. Starting in 2010, officials will register and maintain their work record on line. For many selected events, the referee and/or chief umpire will enter the work record of officials on line. For other smaller events, each official will enter their work record on line. 2009 will be the last year that officials will use a hard copy of the data card. (**NOTE: The 2009 Officials Data card must still be sent into the Section/District Chairs by October 15, 2009.)** Detailed information on the new data base and the method of registration and the maintenance of an officials work record will be sent to all certified officials by mid year, 2009. Support and training of the new data base will be available during the second half of 2009.

USTA Officials Department Update

At the end of 2008, Ryan Orner will no longer be with the USTA. Ryan moved to Las Vegas at the beginning of 2008 and continued to work with us at the USTA throughout 2008. For nearly a decade Ryan has worked for the USTA Officials Department contributing to the growth and development of USTA Officiating with his hard work and remarkable efficiency. All of us wish Ryan well with his future endeavors.

USTA Official's Code of Conduct

Over the past 2 years the USTA Officials Department has been working to achieve a more consistent form of communication and record keeping for addressing Official's Code of Conduct issues. All Chief umpires at USTA Pro Circuit tournaments, National Championships, or any other events that retain the services of USTA certified officials from multiple sections must complete a report form at the end of the event. The completed form is submitted to the USTA Officials Department.

The USTA Officials Department will collect and maintain data on Official's Code of Conduct issues that are reported, research these complaints, inform those individual USTA certified officials of patterns of behavior that are problematic, and make recommendations to the National Chairperson of the USTA Officials Committee when de-certification is deemed necessary. The goal is to ensure the fair and consistent handling of all USTA Official's Code of Conduct issues.

2009 US Open Information
The 2009 US Open application form is available on the USTA Officials web page and may be returned by e-mail: officiating@usta.com or by fax: 914 696-7008 or by mail:
Officials Department, 70 West Red Oak Lane, White Plains, NY 10604.

2009 US OPEN application forms will **NOT** be mailed out to officials.

Officials who held a USTA Line Umpire, USTA Chair Umpire or higher certification level in 2009 are eligible to apply directly for 2009 US Open. All other USTA Certified officials must receive a written or typed recommendation from either their Sectional Chairperson or a National Trainer/Evaluator. A recommendation should be sent directly to the USTA office by the T-E and/or sectional chair.

Congratulations:
At the 2008 US Open umpire awards meeting, several awards were presented to officials for their outstanding contributions to officiating. Our congratulations go to:

David Littlefield- winner of the prestigious McGovern Award for a lifetime of dedication, service, and expertise to tennis officiating.
Charlotte Dlugolenski- winner of the Nick Powel Award for recognition of outstanding contributions to grass roots officiating.
Kevin Labor- winner of the Jack Stahr Award for outstanding work as a line umpire in his first three years at the US Open.
Andrew Walker- winner of the Jr. McGovern Award.

Address Book
The USTA Officials Department will be providing a limited number of address books in 2009. These books are for those officials who travel extensively outside of their own section and are in need of a portable, national address book. The book will be a national alphabetical listing. Distribution of the address book will be handled by the Sectional Chairpersons. If you feel you are in need of a 2009 USTA Officials address book, please contact your Sectional Chairperson.

The 2009 Address Book is still available on-line for umpires at www.usta.com. The username and password will be mailed out to all certified officials. You can log on to the address book using the new password starting on Monday, January 5th.

Umpire Clothing
Please check the USTA Officials web page for ordering instructions and updates on new clothing options (i.e. women's shirt sizes and new material options for the USTA Officials shirt) in 2009.

USTA Officials Wild Card Assignments at ATP Tour events:
In 2009, the ATP Tour will again offer a few assignments to officials who lack ratings and/or experience.
To qualifying for consideration for these few assignments, all officials must enter their availability with the ATP for each event. Those not selected for an event will automatically be considered for a wild card assignment. The USTA will not accept individual requests for Wild Cards in 2009. To be considered, you must make yourself available with the ATP by filling out and sending in to the ATP the ATP Availability Form.

National Chairman Note from Lois Huggins
I am honored to have been asked to serve another two year term as your National Chair. We have made a lot of changes over the past 4 years- a new evaluation system, a shortened class schedule, on line testing, on line applications for Chair Academy, Fed Cup, Davis Cup, the US Open and various other umpiring opportunities, a new uniform, and a disciplinary reporting system, but there is still more to come

We anticipate that by 2010, we will have on line data cards and on line applications for many Circuits and other high level events. There should also be the possibility of your seeing your evaluations throughout the year on line. This is an exciting time in officiating and I am delighted to be a part of these developments. Bear with us, it might be a bumpy road to start but hopefully, you will all be pleased with this new technology.

As always, please feel free to call or E-mail me anytime with suggestions, concerns, or comments. I am always happy to hear from you and assist you anyway that I can to take you as far in officiating as your time and talents permit.

Best wishes for a healthy, happy 2009.
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