



Procedures for USTA New England Officials for Amateur Events
Roving Umpires at Junior Level 3, 4, and 5 Tournaments
Please keep this information for reference May 2009

• **Assignment**

- Confirm assignments as requested by the Assignor
 - **Tom Fayed – CT, WM, VT**
(860) 966-0101 tomfayed@cox.net
 - **Marie Collyer – EM incl. Worc. County, NH, ME**
(508) 586-7475 mtc21@aol.com
- Notify the Assignor immediately if you become unavailable after accepting an assignment
- Notify the Assignor if you are assigned to an event for which you are not properly certified or have a personal conflict

• **Before the Tournament**

- Review tournament information on TennisLink
 - www.ustanewengland.com > juniors > tournament schedule
Tournament director contact information is listed on the tournament home page. For most Level 4 and 5 tournaments the registration closes Sunday midnight; competitors & seeds are posted Monday; and draws with start times are posted Tuesday
- Confirm assignment with tournament director Wednesday by noon (not required if the Assignor has communicated the assignment to the TD)
- Review USTA New England junior tournament regulations applicable to the tournament
 - www.ustanewengland.com > juniors > regulations
- Review USTA New England Player Development Committee expectations regarding Friend at Court regulations:
 - **Excessive Overrules** (*FAC Com. IV.D-14*) – PDC requests that after two overrules during the same set, the player will be cautioned, and penalized on subsequent overrules
 - **Penalties for Lateness and Default** (*FAC Table 14 and Reg IV,D.20*) – PDC requests that lateness penalties be strictly enforced, and that the Referee not exercise discretion regarding this (unless multiple players are involved due to an unforeseen circumstance)
- Print forms and procedures as needed (including the Point Penalty Report) from the USTA New England Officials Web page
 - www.ustanewengland.com > partners/links > officials

• At the Tournament

- Check in with the tournament director 30 minutes before the first scheduled match
- Review and agree upon responsibilities of the roving umpire and tournament director
- Work the assignment
- (if needed) Complete the Point Penalty Report (END OF MATCH)
- Complete the “Official’s Record” document (time and mileage) and obtain the signature of the tournament director or designated assistant. (END OF EACH DAY)
- Complete the “Invoice” section and leave with the tournament director (END OF ASSIGNMENT)
 - Make a copy for your records. If there is no copy machine, make a 2nd copy or write down your hours/mileage and payment due and retain it.
 - The tournament director is expected to process and mail payment to the Official (not USTA New England) within 10 business days

• After the Tournament

- Provide copy of completed Point Penalty Report(s) to Player Development Manager David Zeutas-Broer
 - By fax to (508) 366-3805
 - By email attachment to zeutas-broer@newengland.usta.com
- Contact your Assignor if you do not receive payment within a reasonable time or if the tournament organization questions your billing record. Most payments are being made within 30 days. Please do not contact the tournament organization. A representative of the Officials Committee or a USTA New England staff member will follow up on your behalf
- Communicate other information as appropriate to the Assignor, Officials Committee Chair, or USTA New England staff

See the USTA New England Officials page for additional information including updated versions of forms and policies:

www.ustanewengland.com > partners/links > Officials