



Checklist Roving 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) extra layers for low temperatures, sunglasses (as needed), and professional attire (khaki shorts or pants, USTA Official shirt, red visor or hat, khaki or brown belt, and tennis shoes).

2. Pre-match responsibilities.

- Go on court before players arrive, if possible.
- Clean the court of debris.
- See that the court is playable.
- Check the net for holes, etc., and repair if needed.
- Properly install singles sticks (if tournament requires.)
- Measure the net strap.
- Check the balls for compression, rattles, broken balls, numbers.
- Reset the score devices.

3. Pre-Match Instructions

a. Make the pre-match brief.

b. Verbiage Guideline:

Make sure players know the scoring format. If there are different scoring formats for main draw and consolation, ask if main or consolation. Ex. "Same balls the first two sets. Start your third set with new balls you can get from me or another official. Make your out calls loud or visible to your opponent. Call your score when you're serving so you don't get into a scoring dispute. Any questions? Five minute warm up." c. Coin Toss. Ask the player across the net from you to choose heads or tails. After the player chooses heads or tails, repeat the choice, and then flip the coin. After the toss, extend your arm towards the winner of the toss. Do the same toward the opponent to get his/her response. If the winner of the toss defers, ask opponent what he/she wants (serve/receive or side.) When it's determined who is serving/side, give the players the balls, and then retrieve the coin.

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4. Warm-Up

Stay on court or watch from outside fence while timing the warmup. Address the court by number, for example, “Court 5” and announce for players to hear, “**3 minutes, 2 minutes, 1 minute, Time. Play!**”

5. During the Match

Know the score on all your courts. Keep alert for matches nearing the end of a set or the match. Get a “temperature” reading on all your courts. Ask referee whether you are to rove on court or from behind the fence. If from behind fence, ask referee when you should go on court. Typically, it is when called to the court by a player (not parent or coach, unless it concerns a health issue), or if you observe unsporting behavior or a scoring dispute that requires your intervention. Vary your roving routine from watching each match for a couple of games to moving from one match to another to keep track of potential issues. In general, watch the loser of a point, because that often is when there could be unsporting behavior. If a match is contentious, watch the players to their seat on changeovers, for the same reason. Keep your stopwatch in your hand or pocket while roving. Timekeeping ensures continuous play and deters unnecessary or deliberate delays. If roving outside fence, go on the court and use proper verbiage in a **calm** voice.

- 25 seconds between points for each player (with discretion)
- 90 second changeover (announce “Time” at 60 seconds)
- 120 second set breaks (announce “Time” at 90 seconds)

Code Violations – Follow the Point Penalty System; however, control unsporting conduct by cautioning first, except for egregious code violations. If roving outside fence, go on the court and use proper verbiage in a calm voice. An announcement of a code violation must be audible to both players and to spectators. If necessary, call the referee on matters dealing with rules you’re not sure about, or if a player requests a referee to confirm your decision that concerns a rule or regulation. Decisions on issuing a code violation may be based on the history of the match so never leave on break without informing another official of issues on your court.

6. On-Court

- a. When called to a court, ask if there is a recurring problem or pattern of calls. If not, then leave and state that you will be nearby watching your courts and their court.
- b. Gather players and ask about the problem. Be sure that they know that all conversation goes through you.
- c. If talking to one player, be sure the other can hear.
- d. When practical, keep your conversations with the players inaudible to spectators.

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e. Stay on court for the first time for two games. The next time, stay longer. The next time, stay through to the end of the match, if possible.

7. Medical Time Outs Start clock immediately (maximum 15 minutes) and notify the Referee. Please let the Referee know what supplies are needed at the court. Please have parent treat once supplies are at the court. Parents should only be allowed on court once the supplies are there.

Treatment is up to 3 minutes. Remember, there is no medical timeout if there is no treatment available.

8. After the Match

Limit conversations with players/coaches/parents/spectators. Avoid detailed conversations about on court decisions. If a parent wants to discuss ruling on court, ask them to go to the referee with their questions because you need to direct your attention back to your courts. Be courteous and calm. Tell them what happened on court and the ruling. Do not discuss further.

MOST IMPORTANT: KEEP CONVERSATIONS WITH SPECTATORS, PARENTS AND OTHER UMPIRES TO A MINIMUM. ALL ISSUES SHOULD BE REPORTED TO THE REFEREE IMMEDIATELY