

COLLEGIATE MATCH PROCEDURES

January 1, 2010

Dear Collegiate Officials:

The head referee is in charge of ALL officials. If you are head referee, you are responsible for the following:

- 1- Check with your home team coach a week in advance of the match to make sure there are no changes in the date, time or site.
- 2- Give the coach your cell phone number so that they can contact you in case of inclement weather.
- 3- Contact your other officials to be sure their plans have not changed and to let them know of any changes to the schedule. If an official is not able to work, please e-mail Ginny James at ginny_james@hotmail.com or phone at 832-646-9250.
- 4- **Important: If you are NOT the referee and you have not been contacted by the referee within four days of the match, please contact the referee immediately. If you cannot contact the referee, contact Ginny James at 832-646-9250.**
- 5- Review the Rules and Guidelines as outlined in your 2010 *Friend at Court* and the latest ITA rule updates at www.itatennis.com/Coaches/ita_rules.htm .

These are some of the procedures to be followed by collegiate officials/referee:

1- One hour before match time (all officials)

- Arrive at site, professionally dressed in USTA or ITA uniform shirt, belted khaki shorts or pants, solid navy windbreaker, sweater or parka. There should be no unauthorized logos including US Open insignia.
- Referee to meet coaches (three allowed for men in Div.1, three for women; two can coach at same time for both men and women) and agree on toilet break rules.
- Referee ensures coaches exchange line-ups. Players may be moved up or down one position from their last conference match.
- Check courts. Measure nets, remove loose balls, install singles sticks for courts not used in doubles.
- Check location of trainer, court assignments, scoring, ball changes (4 balls for doubles; 3 cans for singles in Division I—1 can for each set).
- Referee should complete scorecards; fill them in for singles and doubles and make all chair assignments.
- Sort tennis balls and assign balls to chairs (4 balls for doubles, 3 cans for singles)
- Check rules on substitution.

2- Match time (All officials)

- Pre-match with players, coin toss and start 3 or 5 minute warm-up clock.
- Chair doubles matches using 8 game pro set (tiebreak at 8-all) and regular scoring if three officials are available. Announce scores using school names. Remember there are no service lets in Men's Division I.
- Stand at netpost for roving singles. View two courts as evenly as possible. Give more attention to controversial matches. Be firm, fair and courteous. Ask assistance from head referee when needed. ***Get into the chair for the remainder of the final match.***

3- Conclusion

- Send e-mail to HTUA Treasurer Chuck Emmerich at Tennisref@CENTURY21.com including the match date, colleges playing, officials who worked, and positions worked (referee, chair, rover).
- If there are any problems on the court with officials, please write a short report to ginny_james@hotmail.com .