



# 2017 ITA Dual Match Oficiating Manual

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Executive Director, NCPTUA

## **Introduction**

This guide is intended to cover the procedures used by NCPTUA officials in the course of a collegiate event, from assignment through post-match considerations. These procedures are in addition to those detailed for referees, chair umpires and roving officials in the ITA Rulebook and the USTA's Friend at Court and Techniques & Procedures guidelines, so a working knowledge of all applicable rules, regulations (including conference rules and regulations) and procedures is necessary.

As an NCPTUA official you are always expected to maintain the highest standards of professionalism, both in your personal conduct and your officiating. Always remember that your actions reflect not just upon yourself, but also upon your fellow NCPTUA officials. Be aware that while at a match you are being observed. Maintain a professional, not overly friendly, relationship with coaches and players.

## **Pre-Assignment**

In order to work NCPTUA-contracted dual matches, an official must first be a certified ITA official. An official must have attended ITA training and, if new to collegiate officiating, have completed NCPTUA's mentoring program. The annual NCPTUA meeting is the best way to keep up with the latest changes in ITA and ITF rules, regulations and procedures. Those officials desiring chair assignments must also have demonstrated chair umpiring ability in a collegiate match.

All officials seeking assignments from NCPTUA must sign an NCPTUA Independent Contractor Agreement and complete the organization's Conflict of Interest statement and have it reviewed by the ITA Committee. Officials' assignments to particular schools' matches may be limited if the ITA Committee determines that a substantial conflict of interest exists.

Officials must wear NCPTUA-approved uniforms for NCPTUA-contracted matches. Uniforms are available from Cliff Gray (contact info below). The current uniform consists of dark blue NCPTUA shirt, khaki shorts or long pants, white socks (may be short socks if worn with shorts), and beige, brown or black belt and tennis shoes. Optional uniform items include NCPTUA khaki cap or visor, plain khaki cap or visor, NCPTUA windshirt, NCPTUA outer fleece, and dark blue sweatshirt or jacket. NCPTUA uniforms are not to be worn at non-NCPTUA-contracted events unless NCPTUA has taken a substantial role in the selection of officials and approval has been granted by the President.

## **Assignment**

Tournament referee assignments are made by the ITA Committee. All other assignments are made by NCPTUA's Executive Director based upon, among other considerations, availability, ability, mileage and diversity of crews. Dual match referees in general should have previous experience refereeing collegiate events or demonstrated refereeing skills at other events. Chair umpires should have chair experience.

Once assignments are made and accepted, an official will not be released from an NCPTUA assignment to work another tennis event except in accordance with current NCPTUA policies. Any appeal to be released will be decided by the the ITA Committee and the NCPTUA President, in consultation with the Executive Director.

If you are unable to fulfill an accepted assignment for any reason, you should immediately notify the referee for the match and the Executive Director by email. If the problem occurs within three days of a match, a phone call to the referee and Executive Director, in addition to an email, is required. An official withdrawing from an accepted assignment within 72 hours of scheduled match time may be subject to a \$25 fine if the withdrawal is determined to be a non-emergency by the Executive Director. Withdrawal may affect later assignments.

Vacancies in officiating crews will only be filled by the Executive Director or his assistant. Vacancies are not to be filled by the withdrawing official or by the referee.

## **Lateness**

Officials are expected to be prompt for all assignments, arriving no later than 45 minutes before scheduled match time for referees and 30 minutes for other officials. An official who will be late must notify the referee by phone call. All lateness must be reported in the Match Report Form. Lateness may affect future assignments.

Failure to fulfill an accepted assignment will result in forfeiture of pay for that match, plus a \$25 fine. Failure to fulfill an accepted assignment may impact future assignments.

## **Pre-Match Considerations**

If you are assigned as the referee for a dual match, you must contact the home team coach or games manager by email a minimum of one week prior to the match, confirming date, time and site, and also listing the officiating crew. If the visiting team is also a school that contracts with NCPTUA for officials, the email should be copied as a courtesy to that team's coach. Additional copies should go to each official assigned to the match, to the Executive Director and to the assistant to the ED.

Officials other than the referee should reply to the referee (but not to the Executive Director), confirming to the referee that they'll be there.

## **Match Day**

The referee must be aware of inclement weather possibilities and if delay or cancellation is likely. Maintain active communication with the home coach/games manager and your crew in the time before the crew would need to depart for the site. This is important to avoid unnecessary wait time or travel. In the event a match is postponed until another day, the crew originally scheduled for the match will be given the first opportunity to work the rescheduled match.

The referee should arrive at the match site a minimum of 45 minutes before scheduled start time. If the referee is unfamiliar with the site, arriving at least an hour in advance is recommended. Other officials should arrive no later than 30 minutes before match time.

Upon arrival, the referee should meet with both coaches. If the visiting team has not arrived, check with the home coach to see if there has been communication. Do not hesitate to call the visiting coach yourself to find out if there's going to be a delay. If at all possible, if a team is going to be late, get the two coaches to agree on what will happen (reset match start time, team warmup time, etc.) Only if they don't agree will you apply ITA lateness regulations.

About 30 minutes before the scheduled start time, check that lineups have been exchanged and secure a copy of the lineups. Provide home coach with ITA certification numbers of all officials. Determine with the coaches the "allowable areas" for "bench players." Find out who the assistant coaches are and if teams have trainers present. Ask the home team coach if there is anything scheduled during the break after doubles that would require extending the break. Identify where the restrooms are and determine with coaches how much time for a bathroom break on a changeover or set break. Determine the officials' area and make sure water for officials is available. Prepare scorecards as necessary (preferably NCPTUA's own scorecards).

The following tasks may be delegated by the referee to other officials (but remain the referee's responsibility):

- Secure the match balls and divide as necessary. Do not put them unattended at courts prior to the start of the match.
- Check courts for playability, measuring nets, checking net tension and condition of nets and courts; remove trash from previous matches, etc.
- Make sure that umpire chairs are facing the right direction, and that, if possible, chairs/benches for players are on the same side of the net as umpire chairs.
- Insert singles sticks on courts not being used for doubles.
- Set up scoring devices.

Meet with your crew, if you have one, about 15-20 minutes before match time. Record payroll information such as roundtrip mileage and carpool mileage. Review basics such as match format, level of play (DI, DII, etc.), ball changes, conference rules, any new rules interpretations and make match/court assignments. Hand out scorecards, if being used. Identify to the crew who the coaches are, including all assistants, and what the trainer situation is.

At 2-5 minutes before match time officials should be at their assigned courts doing final court prep and opening balls (never leave new cans of balls unattended on courts). Conduct a coin toss if possible for all matches and time warmups (if there are warm-ups). Make sure you have spare new and used balls available, or warm up with extra new ones to create used balls.

### **The Match, Doubles and Singles**

Confirm that players are on proper courts. If a player is not on the proper court, notify the referee immediately. The referee will resolve the situation.

For matches with a single official, station yourself where you have the best opportunity to keep most matches in sight. This may be from a vantage point outside the courts, but ideally is on court, moving between courts as necessary. Time changeovers and set breaks, with the understanding that watching a problem match at a critical juncture is more important than timing a changeover on another court. Keep scoring devices current, either by the players, coaches or yourself.

When roving with more than one official, divide up court responsibilities as equally as possible. Preferably, roving officials will take up a position between courts at the net post, rotating around regularly so that there is consistent match coverage; shifting between net posts as necessary. When the opportunity exists for more than one official to watch a court, one of the officials should immediately rotate to watch another court. We don't want two sets of eyes on one match, as players seeking to make an appeal may be confused about which official has overrule authority.

When there are as many courts remaining as there are officials, officials may become chair umpires at the start of the next game if that procedure has been cleared with the coaches in advance. Otherwise, roving umpires should be stationed at net posts and not "rove from the chair."

When a Code Violation is issued, be sure the player's coach and the Referee are notified at the earliest opportunity. If a Coach's Warning, Bench Harassment Warning or Crowd Harassment Warning is issued to any team, the referee and any other officials must be notified immediately.

After a player/team has been overruled a second time, be sure to warn the player(s) and coach that subsequent overrules will be dealt with under the Point Penalty System.

If you have a Medical Time-Out or bathroom break on one of your courts, start your stopwatch and notify the referee as soon as possible. It may also be necessary to notify other officials if responsibility for that match is shared by rovers. Important: remember what MTO and bathroom break rules apply.

Be alert to matches that are splitting sets that require ball changes.

### **End of Doubles Match Considerations**

Referee should start stopwatch as soon as doubles point is concluded. When a match concludes, be alert to any conduct situations that could result in Code Violations and Carryover Penalties. If a Code Violation is issued, notify the Referee immediately. The Referee imposes any Carryover Penalty.

Insert singles sticks, remeasure nets and recheck courts for trash. DO NOT reset scoring devices to 0-0 until doubles point has been decided (fan friendly). Prepare balls for matches. Referee should confirm court/match assignments for other officials.

Referee should check with each coach about lineup changes or changes in coaches and communicate any changes to the opposing coaches. In chaired matches, adjust scorecards as necessitated by substitutions/changes.

Unless both teams are courtside, after three minutes of the break, Referee should find the teams/coaches and give them a two-minute warning. This is preventative. Only in rare circumstances should a player be penalized for being late to start singles.

## **End of Singles Match Considerations**

Again, be alert for after-match Code Violations. If any are assessed, report immediately to Referee for Carryover Rule application.

Do not reset scoring devices to 0-0 until the overall match is decided.

If you are part of a crew and your court or courts have completed play, do not leave. Report to the Referee for possible reassignment. Only the Referee may release an official before the match is concluded.

If you are the Referee, release your other officials when possible, but generally don't release all of them unless the match has been decided and there is only one court remaining in play. If only one match is remaining and the overall match has not been decided, one official should rove/chair the match while the Referee remains off court. The Referee must stay until all matches are completed.

While some conference rules say that all matches will be played to conclusion, if both coaches agree to abandon unfinished singles matches, that's fine.

## **Post-Match Duties**

Shake hands with both head coaches.

Complete the Game Report on ArbiterSports.com, being sure to include all pertinent information that affects pay. Also include a report of any unusual issues. The form should be entered within 24 hours of the end of the match.

## **Getting Paid**

All pay for dual matches will be made by direct deposit through the ArbiterPay system. Payroll will be processed a minimum of once per month, and possibly more often.

Officials will be paid the following for 2017 dual matches:

For ACC non-conference or contracted matches:

\$200 for each match served as referee  
\$150 for each match served as a roving or chair umpire  
53.5 cents per mile for round-trip travel  
\$50/day per diem

For all other matches:

\$135 for each match served as referee  
\$120 for each match served as a roving or chair umpire  
53.5 cents per mile for round-trip travel, less the first 30 miles of travel.  
10 cents additional per mile for carpooling (another official riding with you).  
\$15 for each half-hour increment in excess of five hours from scheduled match time.

## Contact Information

President, Russ Parmele, [rparmeli7680@outlook.com](mailto:rparmeli7680@outlook.com), 336-383-9820  
ITA Committee Chairman, Cliff Gray, 919-222-5787, [cliff.gray102@gmail.com](mailto:cliff.gray102@gmail.com)  
Executive Director, Rebel Good, [rf.good.iv@gmail.com](mailto:rf.good.iv@gmail.com), 336-469-9726  
Assistant to the ED, Lisa Watkins, [lhwatkins@mac.com](mailto:lhwatkins@mac.com), 919-260-6048  
Uniforms, Cliff Gray, 919-222-5787, [cliff.gray102@gmail.com](mailto:cliff.gray102@gmail.com)

Contact information for all NCPTUA officials and for coaches/games managers of schools contracting with NCPTUA are available to officials on ArbiterSports.com.

## **ITA Dual Match Division I Format**

- No warmup with opponent(s) in either singles or doubles)
- No-ad scoring in all matches.
- Three doubles matches, six-game pro sets, tie-break at 6-6, 3 balls.
- Should the first two doubles matches completed be won by the same school, the third match will be abandoned.
- School that wins at least two of the three doubles matches earns one point.
- Five-minute intermission between doubles and singles.
- Six singles matches, best-of-three tie-break sets, tie-break at 6-all, ball change every set (3 balls)
- Once one team has earned four total points, the remaining singles matches are to be played to completion unless the coaches agree otherwise.  
In the event singles matches are played to completion after the team match has been decided, singles matches that have yet to complete the second set will play a match tie-break in lieu of the third set if the first two sets split.