

X. Responsibilities of the Tournament Committee and Referee After Completion of Tournament

1. *Submit draw sheets to USTA within seven days.* Within seven days after the completion of a tournament, the Tournament Committee shall submit to the body issuing the sanction complete, legible draw sheets containing first and last names of all players, match scores, and other information that is required by the body issuing the sanction. Failure to submit these reports may bring about disciplinary action by the sanctioning body. The foregoing also applies to feed-in championships and consolations conducted as part of the tournament.
2. *Reports required by USTA Regulation I.N.* Within 30 days after the completion of a tournament, the Tournament Committee shall file such reports as are required by **USTA Regulation I.N.** Failure to submit these reports may bring about disciplinary action by the sanctioning body.
3. *Referee reports violations of USTA Regulations to grievance committee within three days.* Within three days after the end of a tournament, the Referee shall report, either orally or in writing, to the sectional or USTA grievance committee any violations of these USTA Regulations and in particular **USTA Regulations I.E.1., I.M.4., I.N.,** and any other conduct violations.

Y. Reporting Violations of USTA Regulations

Any player or official who observes a violation of USTA Regulations may file a written complaint with the Chairperson of the grievance committee of the Sectional Association where the tournament was held, or with the Chairperson of the USTA Grievance Committee. If the tournament included any nationally-ranked players, it would be preferable to file such a complaint with the Chairperson of the USTA Grievance Committee. (See **USTA Bylaw 43.**)

II. OFFICIATING REGULATIONS

A. Referee (USTA Regulation I.C.3. further defines the role of the Referee)

1. *General supervision of all aspects of play.* The Referee exercises general supervision over all aspects of play, including, but not limited to, the conduct and actions of players, coaches, parents, umpires, ballpersons, groundskeepers and the administrative crew. The Referee should use judgment in all situations not specifically covered by the Rules of Tennis and USTA Regulations.
2. *Determines who enters playing area.* The Referee shall determine who may enter the playing area.
3. *Decides points of law.* The Referee decides any point of law that an umpire is unable to decide or which is referred to the Referee by appeal from a player. The Referee's decision in such cases shall be final.
4. *Suspends and postpones matches.* The Referee is responsible for

suspending or postponing play when weather, light, surface conditions, or other circumstances justify. **USTA Regulation I.M.7.** refers to this situation.

5. *Assigns and replaces officials.* The Referee appoints and replaces or reassigns, when necessary, Chair Umpires, Line Umpires, and Net Umpires. The Referee shall not remove an official from a match because of a player's request. These duties may be delegated to the Chief Umpire, if there is one.

FAC Comment II.A-1: Referee Procedures

1. The Referee's primary duty is to be present whenever matches are being played. When the Referee is not present or is playing a match, the Referee shall arrange for a Deputy Referee to be present.
2. The Referee and other officials shall settle scoring disputes in non-officiated matches by using their best judgment. They should first attempt to get the players to reconstruct the score so that they agree on it. Thereafter, the following options are listed in order of preference:
 - counting all points or games agreed on by the players, with only the disputed points or games being replayed;
 - playing from a score mutually agreeable to the players; and
 - deciding the score by a coin toss.(See **USTA Comments 26.1-5.**)
3. The Referee shall obtain and prepare the scorecards unless the Referee delegates this duty to the Chief Umpire or the Chair Umpire.

FAC Comment II.A-2: Deputy Referee Procedures

The Referee may appoint a Deputy Referee to assist in the performance of the Referee's duties or to assume these duties when the Referee is absent.

FAC Comment II.A-3: Field Referee Procedures

A Field Referee is a Deputy Referee at a secondary site who shall:

1. act as the Referee at the secondary site (the decisions are final to the same extent that the Referee's decisions are final);
2. provide information to the players or officials regarding the scoring system, ball change, warm-up, and rest periods;
3. advise the other officials of their responsibilities including enforcement of the Point Penalty System and the foot fault rules;
4. oversee the conduct of play for all courts at the site, enforce the ITF Rules of Tennis, Point Penalty System, USTA Regulations, and *The Code*, and take appropriate actions with respect to any infractions that the Referee or the other officials observe;
5. assure that the singles sticks are installed for singles matches and removed for doubles matches and that the net is measured and properly tensioned at the start of the day and at appropriate times;

6. penalize a player who is late under the Point Penalty System;
7. avoid umpiring matches (when this is not possible, the Referee shall appoint a qualified Deputy Referee); and
8. when necessary serve simultaneously as the Field Referee and a Roving Umpire.

FAC Comment II.A-4: *Should the Referee bar cellular phones from the court?* Yes. The Referee is charged with ensuring the fairness of play and is given great discretion in carrying out this responsibility. Thus, the Referee should bar cellular phones from the courts.

B. Chief Umpire

The Chief Umpire appoints and replaces or reassigns, when necessary, Chair Umpires, Line Umpires, and Net Umpires in those tournaments where the Referee has delegated these duties to the Chief Umpire.

FAC Comment II.B-1: Chief Umpire Procedures

1. Obtain from the Referee the court availability, the number of officials to be used for each match, the ball change, and other pertinent information.
2. Recruit the necessary competent umpires, establish their availability, and schedule their daily court assignments.
3. After coordinating the time and place with the Referee, schedule a pre-tournament meeting of all umpires in order to discuss the general conditions involved in working the tournament.
4. Conduct a meeting of the involved umpires before each session of the tournament to give direction, inform them of changes in procedures or to review previous matches as a means to improve future performance.
5. Evaluate the work of all umpires and offer constructive criticisms and suggestions.
6. Prepare the scorecard for each match and maintain a file of all completed scorecards.
7. Furnish the media with any factual information they may request, subject to the approval of the Referee.
8. Designate the method of deployment of on-court officials during a match, following USTA standard procedures.

C. Chair Umpire

1. *Enforces the rules and regulations.* The Chair Umpire conducts the match in accordance with the ITF Rules of Tennis and USTA Regulations.
2. *Calls the lines when no Line Umpire is assigned.* In the absence of any Line Umpire or Net Umpire, the Chair Umpire assumes all their

- duties except those delegated to another umpire or to the players.
3. *Assigns the officials to the lines.* When the Referee or Chief Umpire has not given specific assignments to the various Line Umpires, then the Chair Umpire makes these assignments in the way best to utilize their services.
 4. *Enforces instructions as to who enters playing area.* The Chair Umpire shall enforce the Referee's instructions as to who may enter the playing area, and in the absence of instructions the Chair Umpire shall determine who may enter the playing area.
 5. *Requests replacement of official for good cause; rearranges assignment of officials.* The Chair Umpire may request that the Referee or the Chief Umpire replace one or more umpires if, and only if, the Chair Umpire determines that there is good and sufficient cause. In any case, play shall continue pending the decision. The Chair Umpire may rearrange the assignment of umpires at any time.
 6. *Calls the score.* The Chair Umpire calls the points, games, and sets at the end of each, respectively, and when asked to call them.
 7. *Sees that players change ends and play continuously.* The Chair Umpire sees that the players change ends in accordance with the rules (allowing them no delay or rest during a Tiebreak). The Chair Umpire sees that they resume play promptly at the end of an authorized rest period and sees that play is continuous.
 8. *Scorecard.* The Chair Umpire records the points, games, and sets on the scorecard. The Chair Umpire signs the scorecard at the end of the match and delivers it without delay to the Chief Umpire or the Referee. The failure of the Chair Umpire to sign or deliver the scorecard does not invalidate the match.
 9. *When Line Umpire is unable to make call.* When a Line Umpire is unable to make a call, the Chair Umpire may make the call. While a replay is to be avoided if at all possible, the Chair Umpire shall order a point replayed if a valid call cannot be made.
 10. *Suspension of match.* The Chair Umpire shall advise the Referee when playing conditions justify suspension of the match. When practicable, the Chair Umpire shall obtain the Referee's approval before suspending play.
 11. *Alters ball change.* The Chair Umpire may call for a ball change at other than the prescribed time when abnormal conditions warrant so doing.
 12. *Final decision on fact questions; overrules clear mistakes.* The Chair Umpire makes the final decision on every question of fact in the match, including the overruling of the Net Umpire or Line Umpire if required to correct a clear mistake.
 13. *Decisions on questions of law subject to appeal.* The Chair Umpire decides all questions of law, subject to an appeal by a player to the Referee. (**Rule 29 Cases 1 & 2** and **USTA Regulations I.R.4.** and **II.A.3.** refer to this situation.) The Referee also decides any question of law that a Chair Umpire is unable to decide. When the matter

under consideration affects the scoring of a match, the Chair Umpire shall immediately bring it to the Referee's attention and suspend play pending the decision. In all other cases of appeal, play shall be continued while the matter is being considered. The Referee's decision in such cases shall be final.

FAC Comment II.C-1: *What is the difference between a "question of fact" and a "question of law"?* "Questions of fact" involve whether a specific event happened. Examples include whether a ball is in; whether a ball touched a player, whether a ball bounced twice, and whether a Server's foot touched the baseline before the serve was struck. "Questions of law" involve the application of the rules or regulations to facts that have already been determined. Examples include determining whether an act was a hindrance; whether a player should have been assessed a code violation for misconduct; and the procedure for correcting errors in serving order, serving and receiving position, and ends.

14. *Defaults player for cause.* The Chair Umpire may default a player for cause, which includes, but is not limited to, tardiness after an intermission, misconduct, or failure by the player to comply with instructions.
15. *Calls service lets and "walking and running" foot faults.* The Chair Umpire calls service lets and foot faults that are in violation of the "walking or running" prohibition.
16. *Balls that touch ceiling.* On an indoor court where part of the ceiling area is obstructed from the view of the Chair Umpire and the Net Umpire, the Chair Umpire may assign the calling of touches in that area to one of the other umpires.
17. *Miscellaneous violations.* The Chair Umpire calls any violations during play in which:
 - a. a ball in play touches a player;
 - b. a player touches the net;
 - c. a player invades the opponent's court;
 - d. a player strikes the opponent's return before it has passed the net;
 - e. a not-up (double-bounce) occurs;
 - f. an illegal carry, double-hit or other illegal stroke is made; and
 - g. a ball in play passes through the net.These duties, or portions thereof, may be delegated to the Net Umpire.

FAC Comment II.C-2: Chair Umpire Procedures

1. Learn the basic facts about the match, such as name of tournament, division (men's, women's, singles, doubles, etc.), the round, best of sets, correct names, and residences of the players, and the ball change. This information should be on the scorecard. If it isn't, write the information on the card.
2. Your supplies should include a stopwatch, measuring device, and eraser-equipped pencils. Optional equipment includes a

- cap or visor, safety pins, adhesive tape, and bandaids.
3. When you go to the court (preceding the players), check the height of the net. Ensure that singles sticks are in place on opposite sides of the net, or removed for doubles; check the ball supply (including used balls) and equipment for the umpire's chair. Also, confirm the availability of players' supplies, water, towels, sawdust, etc.
 4. Have a pre-match conference with players. Be brief and informative. Always bring the players (in doubles at least one member of each team) together at the net. Discuss only necessary information, for example, the number of balls in use, the ball change pattern, and anything unusual such as longer warm-ups or reduced crews with the chair calling some of the lines. An example of such a discussion: "Gentleman, we're using 4 balls; change at 9 and 11." Toss a coin for winner's choice according to **Rule 6**.
 5. In making the pre-match announcement, be brief! An example: "Ladies and gentlemen, this is a third round match. To the left of the chair, from Rye, NY, Alex Adams and from White Plains, NY, Jerry Baker; to the right of the chair, from Greenwich, CT, Chris Clark and from Hicksville, NY, Don Dunn. This will be the best of three tiebreak sets. Adams and Baker won the toss and chose to receive." (This part of the introduction should be made after the two minute or one minute announcement during warm-up.) "Time. Balls to the right (left) of the chair." (Glance to see that the players and officials are ready.) "Don Dunn to serve...Play!"
 6. If there is any doubt, ask the players how to pronounce their names before or during the pre-match conference. Announce each player only as the player serves for the first time and again after any intermission. In announcing a match involving players from another country, introduce the visitor(s) first.
 7. Titles, such as Mr., Mrs., or Ms. are used only when directly communicating with a player or issuing a penalty. Use only the players' surnames on scoring. For example, "Advantage Adams."
 8. In doubles, use the Server's name when the Server's team has the advantage and use the name of the player receiving when the Receiver's team has the advantage.
 9. Call games as follows: "Game Smith; first game." In sets other than the first set, make it "First game, second set." Then: "Game, Jones; she leads 3-2," or "Game, Jones; Smith leads 3-2," or "Game, Jones; three all."
Call sets as follows: "Game and third set, Smith; 7-5. Jones leads two sets to one." When there is a visible scoreboard present, it is not necessary to always refer to the previous sets. Note that the scores of previous sets are never given.
 10. When announcing a Tiebreak, use the following: "Game, Smith; 6-all, Tiebreak."

11. In calling the score in the tiebreak game, give the leader's score, then the score of the opponent, then the name of the leader, for example, "4-0, Scott", or "3-2, Jones-Smith" or "3-all." In Tiebreaks use "zero" instead of "love."
12. To prevent play from starting, say: "Wait, please." To interrupt play, say: "Let." Say: "Replay the point," if the interruption requires it. Don't say: "Play a let."
13. If there is an unusual interruption in play (injury time-out, equipment repair, etc.) be sure to inform the opposing player(s) and the crowd. Keep your announcement very brief and simple: "Ladies and gentlemen, Mr. Adams has injured *his* ankle and is taking a three minute injury time-out." The objective is to keep everyone informed of what is occurring on court.
14. When a player takes a three minute injury time-out, be sure to start your watch. Announce: "2 minutes," "1 minute," then "30 seconds" to let both the player and crowd know the time remaining.
15. The call for first serve let is: "Let, first serve"; on a second serve: "Let, second serve."
16. Remember at changeovers to call "Time" at 60 seconds. On Set Breaks, call "Time" at 90 seconds. If a player is late leaving the courtside chair, you may call "15 seconds" at the end of 75 seconds. This warning should be used sparingly and is not mandatory.
17. A code violation should be announced in accordance with the following examples: "Code violation, Delay of Game, Point Penalty, Mr. Adams"; "Code Violation, Ball Abuse, Game Penalty, Mr. Adams"; "Code Violation, Racket Abuse, Default, Mr. Adams." Always know what you are going to say before announcing a violation.
18. Time violations should be announced in accordance with the following example: "Time Violation, Warning, Mr. Baker." Each subsequent delay: "Time Violation, Point Penalty, Mr. Baker." Always know what you are going to say before announcing a violation.
19. An accepted method of match control is for an official to caution a player whose behavior is borderline. The official should never caution a player whose misconduct is clear; the official should issue a code violation.
20. An official may caution a player on a changeover to avoid a future time violation. For example, the official may quietly tell a player: "Watch the 25 seconds," if the player is getting close to a time violation between points. The player is now on notice that if the player is not ready within 25 seconds, the official will issue a time violation.
21. The following is an example of announcing the outcome of a match: "Game, set and match, Adams; 7-6, 6-2."
22. In recording the outcome of a match, use the term "default"

when a player fails to appear on time or is guilty of misconduct, for example “6-4, 2-4, default.” When a player is unable to continue a match because of a medical condition, the record should show the score at the time followed by the word “retired” and a description of the medical condition. For example, “6-1, 2-4, retired, cramps.” “Withdrawn” or “wd” is used to indicate that a player withdrew from an event before the first match was played. Walkover or “wo” is used to indicate that a player withdrew from an event after playing a first match in the event. See **Table 2**. “Incomplete” or “Inc.” is used to indicate a match that was interrupted but anticipated to be completed. “Abandoned” is used to indicate a match that will not be completed.

FAC Comment II.C-3: Chair Umpire Techniques

1. Promptness in announcing the score at the end of a game is one trait of a competent Chair Umpire. It gives the players confidence in the official.

Applause plays an important part in the timing of your score calling. Except for game ending points, you should always try to announce the score just as the applause is subsiding. An example for game ending points: “Game Smith,” (pause and let applause begin to subside), “Jones leads 2-1”. Occasionally, in an exciting match there will be prolonged applause that continues up to the instant the Server is ready to start the next point. If the players look to you for the score, of course give it. But even in matches where there is frequent applause there will be very brief and routine points. You will be able to quickly announce the new score before the few scattered handclaps start. That’s one place where variety and promptness are important.

Keep the score and the Server in mind to more accurately announce the score and mark your card at the end of the point. **WARNING:** don’t let your scorecard marking become so extensive that it keeps you from seeing something important between points. Remember the two most important things to keep in mind:

- a. Look at the point-losing player and
 - b. Check the Receiver as the Server is preparing to serve.
2. The Line Umpire’s calls should be so loud and clear that normally no repetition is necessary. It may be necessary to repeat an occasional call because of crowd noise or as an affirmation of a close call. In such cases your comment should be: “The ball was out” (or “good,” as the case may be). Don’t say: “The Line Umpire called it out,” obviously disclaiming responsibility for the call.
 3. If there is not a Net Umpire you will call lets. Don’t announce let unless the serve actually is good. You also make the calls for any uncovered lines. Do so in a clear voice so both players can hear you.

4. Always keep the point score in your head, using your scorecard to confirm it. Repeating the score silently to yourself is a good habit, particularly when a controversy is brewing.
5. Where a call of good is overruled, the approved wording is "Out, (give the correct score)." Where an out call is overruled, the approved wording is "Correction, the ball was good, replay the point (or give the correct score)."
6. Be alert to the players on close calls. A positive nod with eye contact with the player will often confirm a call. If verbal confirmation is required, the phrasing should be: "I saw the ball good (or out)" or "I agree with the call." Or simply say: "You don't want me to overrule on a ball that is that close." DO NOT SAY "It was not a clear mistake."
7. Four characteristics mark the delivery of a good Chair Umpire: a natural sounding but well-projected voice; proper inflection in calling the score; promptness; and some variety in timing and intensity. Avoid the monotony of having all your announcements sound alike. Always know what you are going to say before you open your mouth. Use a conversational tone of voice and avoid a sing-song delivery.
8. When all the players agree that a line or let call is in error, accept the players' version.
9. Do not cross your legs during play.

FAC Comment II.C-4: Solo Chair Umpire Procedures

1. When only a Chair Umpire is available to conduct a match, the official is called a Solo Chair Umpire. A Solo Chair Umpire will, in general, have the same duties and authority as the Chair Umpire with Line Umpires.
2. The responsibilities of the Solo Chair Umpire and the players are described below. Depending on the sophistication of the players, the Solo Chair Umpire should cover some or all of these responsibilities in a brief pre-match meeting.
 - a. The Solo Chair Umpire is there to help the players by assuring that the match is played under the fairest circumstances possible.
 - b. The players shall call all lines promptly and loudly. Any doubt about a line call should be resolved in favor of the opponent.
 - c. The Solo Chair Umpire overrules clear mistakes. This includes "out" balls that are called "good" and "good" balls that are called "out." If the Solo Chair Umpire overrules an "out" or "fault" call, then the player who made the call loses the point.
 - d. The Solo Chair Umpire makes all other calls including, but not limited to, footfaults, lets, not-ups, and code violations.

The Solo Chair Umpire may also explain the ball change policy and should conclude the meeting by asking if there are any questions.

3. The Referee or the Solo Chair Umpire may modify the above line-calling procedure with the exception that the overrule shall continue to be exercised. Two examples are that the Solo Chair Umpire might call all the lines or the service line only.
4. Sections may authorize Solo Chair Umpires to call all lines in designated events.
5. In certain professional and ITF events, the Solo Chair Umpire may be required to call all lines.

FAC Comment II.C-5: Scorecard Marking Procedures

Keep scorecard marking to a minimum. This allows you to spend more time watching the players and coaches for possible conduct violations. Brief examples of a modified scorecard are shown. Before going to court complete as much of the scorecard as possible including the players' names in cumulative game columns, first ball change, and ball number.

1. *Serves.* Aces are shown with A's, double faults with D's and missed first serves with a small dot in mid-line.
2. *Code Violations.* A point penalty for a Code Violation is shown by a "C" in the box of the player who was not penalized. (See third point of second game.) A game penalty is shown by writing "Game Penalty" on the line of the player who was not penalized (See second game.) (**Fig. 11**).
3. *Time Violations.* A warning given for the first time violation is shown by a "T" in the box of the offender. You should circle the "T". (See fifth point of second game.) Subsequent time violations are shown by a "T" in the box of the player who was not penalized (See eleventh point of second game.) (**Fig. 11**).
4. *Placement of the Server's initials and names.* The placement of the Server's initials indicates the end of the court (for example the Chair Umpire's right or left) from which the service is delivered.
5. *Cumulative game score.* The cumulative score is shown in the example with each player's score written after each game. You may write only the score of the winner of each game.
6. *Service breaks.* An "X" through the game number in the column captioned "GAME" indicates a service break. (See example in the third game.)
7. *Ball changes.* Underline the Server's column and the set score column to indicate a ball change. The wavy line after the fourth game means that a ball change should follow game 4. Some umpires also lightly shade the set score boxes or use a highlighter.
8. *Significant events.* You should make notes about significant events such as an injured player, cramps, toilet visits, and the precise nature of a conduct violation. Use the appropriate table on the back side of the card (**Fig. 12**).
9. *Service order in Tiebreak.* As soon as you know who serves first in the set, place the initials of the players in proper order over each box on the Tiebreak section.

Example of Scorecard Marking



OFFICIAL SCORECARD

EVENT			
Tournament <i>Frand at Court Invitational</i>		Date <i>Jan 1, 1998</i>	
Court # / Match # <i>1 / 1</i>		Format	
Level <i>F</i>	Division <i>Mens Singles</i>	No. of sets <i>3</i>	Advantage <i>1 2 3</i> Tiebreak <i>1 2 3</i> Other <i>1 2 3</i>
Surface: <input type="checkbox"/> Regular <input type="checkbox"/> Hard		Ball Change (minutes) <i>7:9 (6)</i>	# of Officials Chair <i>1</i>
Supervisor <i>Bill Barber</i>		Chair Umpire <i>Rebel Good</i>	
Referee <i>Jay Snyder</i>			

MATCH			
Player 1 <i>James Jones</i>	From <i>Jacksonville</i>	Win	Loss
	<i>Florida</i>	<i>X</i>	<i>Rec</i>

VS.			
Player 2 <i>Sam Smith</i>	From <i>Syracuse</i>	Win	Loss
	<i>NY</i>		

RESULT				
Time called <i>1:05</i>	Time started <i>1:10</i>	Time finished <i>3:29</i>	Duration <i>2:19</i>	
Winner(s) <i>Sam Smith</i>			<i>7</i>	<i>3</i>
			<i>5</i>	<i>6</i>
				<i>4</i>

CHAIR UMPIRE	
Name <i>R. E. Good IV</i>	Credentialed <i>USTA</i>

Fig. 10

Tiebreak		Set No. 3	Set No. 4	Match ball change 5-0	Match Time	Score
1	J	1	2	3	4	5
1	J	1	2	3	4	5
2	J	1	2	3	4	5
3	J	1	2	3	4	5
4	J	1	2	3	4	5
5	J	1	2	3	4	5
6	J	1	2	3	4	5
7	J	1	2	3	4	5
8	J	1	2	3	4	5
9	J	1	2	3	4	5
10	J	1	2	3	4	5
11	J	1	2	3	4	5
12	J	1	2	3	4	5
13	J	1	2	3	4	5
14	J	1	2	3	4	5
15	J	1	2	3	4	5
16	J	1	2	3	4	5
17	J	1	2	3	4	5
18	J	1	2	3	4	5
19	J	1	2	3	4	5
20	J	1	2	3	4	5
21	J	1	2	3	4	5
22	J	1	2	3	4	5
23	J	1	2	3	4	5
24	J	1	2	3	4	5
25	J	1	2	3	4	5
26	J	1	2	3	4	5
27	J	1	2	3	4	5
28	J	1	2	3	4	5
29	J	1	2	3	4	5
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CODE VIOLATIONS (POINT PENALTY SCHEDULE)

Code	Penalty	Points	Time	Notes
W				
P	3	1-0	15-15	Yellow Card: "You are in violation" or "You are in violation"
G	3	1-0	As soon as possible	Green Card: "You are in violation" or "You are in violation"
D				

ABBREVIATIONS (CODE OF CONDUCT)

UD	Unsportsmanlike Display	DA	Ball Abuse	PA	Physical Abuse
ACB	Abuse of Chair	RA	Retreat Abuse	CD	Chewing, Coughing
VCB	Verbal Abuse	UA	Verbal Abuse	UCB	Unsportsmanlike Conduct

TIME VIOLATIONS

Team / Player(s) Home						Team / Player(s) Guest					
Code	Penalty	Points	Time	Notes	Code	Penalty	Points	Time	Notes		
U	3	1-0	15-40		U						
F	3	1-0	3-4 seconds		F						
F					F						

INTERFERENCE/LET BREAKS, ETC.

Date	Course	Player	From	To	Player	Notes

Fig. 12

FAC Comment II.C-6: Clay Court Ball Inspection Procedures

A player has the right to request that a ball mark be examined on a point ending shot or when the player stops play during a point. If the Chair Umpire concludes that there is good reason to grant the request, the Chair Umpire (not the Line Umpire) should check the mark. The Chair Umpire should be sure to have the correct mark. If the Chair Umpire does not know where the mark is, the Chair Umpire may ask the Line Umpire for help in locating the mark. Once the Chair Umpire locates the mark, the Chair Umpire should inspect it and make the call. The Chair Umpire should not announce the score until the Chair Umpire is confident that the call was correct or has checked the mark.

FAC Comment II.C-7: *What happens if the Receiver does not play a second serve because the Line Umpire calls "fault" and immediately corrects the call?* The Server is entitled to two serves. But note that if the serve was a clear ace and that the umpire's call did not affect the Receiver's ability to play the ball, then the Server wins the point.

FAC Comment II.C-8: *The first service is a fault. The Server has begun the service motion for the second service when the Chair Umpire calls "wait, please" because a ball from another court has rolled onto the court or because there is some other interference. Is the Server entitled to two serves?* Yes. The Server was in the service motion, and this delay was caused by outside interference so the Server receives two serves.

USTA Comment II.C-9: *In a match with a Chair Umpire, a player's hat flies off. What should the Chair Umpire do?* The first time a hat flies off, a ball drops from a pocket, or some other item of clothing (including a towel) falls off, a Let shall be called regardless of whether the item lands in or out of the Court. The Chair Umpire shall caution the player that any subsequent similar incident shall result in a loss of point for deliberate hindrance.

FAC Comment II.C-10: *Player A drives a hard ball to Player B's baseline. The baseline umpire calls "out," then reverses the call to "good." What should the Chair Umpire do?* The Chair Umpire should accept the reversed call and allow the point to stand as won by Player A if the Chair Umpire is convinced beyond any doubt that the erroneous call did not affect Player B's chance to make a play.

FAC Comment II.C-11: *On a second service, a Line Umpire calls "fault" and immediately corrects it. Meanwhile the Receiver tries to return the serve but fails to make a good return. Is the Server entitled to two serves?* Yes. The Server is entitled to two serves on the ground that, assuming the corrected call to be the correct one, the Server had in fact put the ball in play. Once the ball is in play and a let is called for any reason, the point must be replayed.

FAC Comment II.C-12: *A serve that has landed in the proper court bounces and strikes a Line Umpire. The Receiver asks that a Let be called on the ground that the Receiver was hindered in playing the ball because it struck the Line Umpire.* If the Line Umpire was in proper position (in the chair or standing near it in the customary position for judging the sideline on a service), the point stands as played with the Server winning the point. If the Line Umpire had left the assigned position, either in an attempt to avoid being hit or for any other reason, the Chair Umpire may call a Let if the Chair Umpire feels that the Receiver could have played the ball if the Line Umpire had been properly positioned.

FAC Comment II.C-13: *Player A hits a fast serve near the far sideline. The Line Umpire is unable to make a call on it. Player A appeals to the Chair Umpire for a decision. The Chair Umpire says: "I know it was good, but unless the Line Umpire calls it, I can't." Was the Chair Umpire's decision correct?* No. If the Chair Umpire knew the ball was good, the Chair Umpire must make the call. If the Chair Umpire cannot make the call with certainty, the point should be replayed.

D. Roving Umpire

A Roving Umpire is an official who exercises jurisdiction over more than one court. Duties are similar to those of a Chair Umpire and include but are not limited to the following:

1. ensuring that assigned courts are ready for play;
2. enforcing the warm-up time and Point Penalty System;
3. resolving scoring disputes;
4. overruling line calls and calling foot faults when the Roving Umpire is in direct observation of the court; and
5. controlling spectators.

FAC Comment II.D-1: Roving Umpire Procedures

The Roving Umpire is a USTA certified official, preferably a certified Chair Umpire, who exercises officiating jurisdiction over the courts assigned.

The Referee or Field Referee shall advise the Roving Umpires of the courts to which they are assigned, and their responsibilities, the scoring system, ball use, ball change, warm-up and rest periods, and point penalty system. The Referee or Field Referee, taking into consideration court configuration and the regulations that apply to the event, shall advise the Roving Umpires on how to call foot faults and handle overrules and point penalty violations.

The Roving Umpire shall:

1. Exercise discretion when calling foot faults or dealing with any infractions so as not to disturb neighboring courts.
2. Install singles sticks when needed and when time permits, measure the net.

3. Enforce the warm-up time limit by advising the players when they have two minutes before the start of play.
4. Help resolve scoring disputes by using judgment. First attempt to get the players to reconstruct the score so that they agree on it. Thereafter, the following options are listed in order of preference:
 - counting all points and games agreed on by the players, with only the disputed points or games being replayed;
 - playing from a score mutually agreeable to the players; and
 - deciding the score by a coin toss.
5. Control spectators.
6. Enforce the point penalty system (code and time violations).
7. Overrule a player's line call only when in direct observation of that one court. (When a Roving Umpire overrules a player's out call, that player loses the point.)
8. Avoid staying on one court and officiate all courts uniformly.
9. Be highly visible, but not spy on the players.
10. Help resolve on-court disputes according to The *Code*.
11. Allow any player to call a let.

FAC Comment II.D-2: *The Receiver's cellular phone rings just as the Server is about to serve. The Receiver answers the phone and does not resume playing for about one minute. A Roving Umpire discovers the situation. What should the official do?* The official should penalize the player under the Point Penalty System for delay. The official should assess at least one penalty. If the official can determine with certainty that the delay was more than 50 seconds, then the official may assess two penalties.

FAC Comment II.D-3: It is improper for an official to warn a player that the player is in danger of footfaulting.

E. Net Umpire

1. *Calls "net" on lets.* The Net Umpire makes a call of "net," followed by a hand signal, any time a served ball touches the net in passing it.
2. *Makes calls delegated under USTA Regulation II.C.17.* The Net Umpire calls, if asked to do so by the Chair Umpire, any violations set forth in **USTA Regulation II.C.17**.
3. *Ball change.* The Net Umpire sees that balls are changed at the proper times and checks each new ball for suitability.
4. *Checks net.* The Net Umpire adjusts the net to the proper height before play begins, on changeover games at the start of each succeeding set, and at such other times as the Chair Umpire may desire, and makes sure that singles sticks are in place or removed, as required.
5. *Alternate scorecard.* The Net Umpire keeps an alternate scorecard as a check for the Chair Umpire if requested.

FAC Comment II.E-1: Net Umpire Procedures

1. The Net Umpire's primary duty is to call "nets." The Net Umpire sees that balls are changed at the proper times. The Chair Umpire may assign other duties such as setting up the court and calling through. The Net Umpire should sit comfortably, feet slightly apart but not protruding into the court. The Net Umpire should place a hand along the side of the net band and ahead of the net post (or singles stick) and sight along the top of the band. The hand away from the net should be used to touch the net. The hand should be raised and a verbal "net" call made to indicate a "net." The hand should be removed from the net once the ball is in play. Eyes and ears are by far the key elements in detecting nets.
2. Net Adjustment: Stand on the side opposite the buckle of the strap, so if you have to change the height you can depress the net with your body as you lean over it. This relieves any strain on the strap while you change the setting.

F. Line Umpire

1. *Calls line.* The Line Umpire calls all shots relating to the assigned lines.
2. *Unsighted signal.* The Line Umpire promptly indicates to the Chair Umpire by an unsighted signal when the official is unable to make a call.
3. *Corrections.* When a Line Umpire calls a ball out in error, the Line Umpire shall immediately make a correction. If a ball that was out was not called out immediately, the Line Umpire shall remain silent.
4. *Foot faults.* When assigned to a baseline, a sideline, or a centerline, the Line Umpire calls foot faults that pertain to a player's touching the line or the imaginary extension thereof. The Line Umpire should answer when a player asks what occasioned a call of foot fault.
5. *Code violations.* The Line Umpire shall report to the Chair Umpire any code violations that the Line Umpire saw or heard that were not heard or seen by the Chair Umpire.

FAC Comment II.F-1: Line Umpire Procedures

1. A Line Umpire's only calls are: "out," "fault," "foot fault," "correction," "safe," and "unsighted." "Safe" and "unsighted" are indicated by visual signals only. "Fault" is used only with respect to a serve that is out. "Correction" is used to indicate immediately that an erroneous call has been made. Not making any call on a ball is tantamount to calling it good.
2. Visual signals for "out" and "fault" follow the oral calls and are

made by extending the arm with the palm of the hand held vertically, fingers together, shoulder high, in the direction in which the ball is out. If the Line Umpire and the Chair Umpire are located on the same side of the Court, the Line Umpire's hand should be extended forward (not to the side) to facilitate the Chair Umpire seeing the signal. A "foot fault" is signaled by raising either arm to the vertical position. A "correction" is signaled by raising either arm to the vertical position followed by the corrected signal. A call of good or "safe" is signaled by holding both hands together, backs of hands to chair, approximately knee high in front of the body; the Line Umpire's hands should be tilted in the direction of the Chair Umpire when both officials are located on the same side of the court. "Un sighted" is signaled by placing the back of the hands to the Chair in a vertical position just below the eyes.

3. Make "out," "fault," "foot fault," and "correction" calls loudly and crisply followed by the proper hand signal. This is particularly important on balls that are hit at a high rate of speed or land near the line. A "safe" signal is used to reassure the Chair Umpire of a call when the ball has hit on, or within approximately 18 inches inside of a line. An "unsighted" call is used to tell the Chair Umpire that the Line Umpire was unable to see a shot.
4. To be valid, a Line Umpire's out call on A's shot to B's court that B plays must be made before B's shot has either gone out of play or has been hit by A. (See **Rule 17**. and **USTA Regulation I.O.1.j**.)
5. The Line Umpire should give the Server the benefit of any doubt in calling a foot fault. Do not make any call until the ball has touched the racket of the Server.
6. The Line Umpire must immediately inform the Chair Umpire if the Chair Umpire calls the score at variance with the Line Umpire's call, or if the Chair Umpire is making a procedural error, for example, wrong player starting to serve.
7. A Line Umpire who observes a code violation not seen or heard by the Chair Umpire shall report this to the Chair Umpire without interrupting a point. This should be done before the start of the next point.
8. With the exception of shoes and socks, white is a prohibited color for the clothing of a Line Umpire.
9. A Line Umpire is accountable to the Chair Umpire only.
10. A Line Umpire who has been overruled should accept the overrule without comment. Any query from a player concern-

ing a line call should be referred to the Chair Umpire.

11. A Line Umpire shall not call a “touch,” “not-up,” “carry,” “double-hit,” “through,” “invasion,” or “foul shot.”
12. When a Line Umpire’s relief does not appear on schedule, the Line Umpire shall continue working until the relief arrives.

FAC Comment II.F-2: Line Umpire Techniques

1. Any hand signal, once given, should be held momentarily to give the Chair Umpire the opportunity to observe the signal. A ball should never be called out until it has touched the ground or a permanent fixture.
2. *All Line Techniques (Except Service)*. Look to where the action is; as the ball passes the net and you have the possibility of a call, turn your eyes and head to the line in the area where the ball is going to land, thereby giving yourself the best chance to make the correct call. Focus directly on the line.

Base Line. Chair angled properly, maximum angle not farther than the intersection of the service line and the far side line. Body positioned so that head is directly on the line. Sit forward to look alert. Watch for foot faults.

Long Lines. Assume “ready position” as Server prepares to toss ball. Maintain ready position throughout point. The ready position should not be rigid or uncomfortable. Calls and signals are made from the ready position. Assume “at ease” position at point’s end. When calling the serve from behind the Receiver, select the best position from which to make the call. The following are acceptable:

- a. on the line, crouched low;
- b. inside the line in a normal ready position; and
- c. outside the line in a normal ready position.

Choose the option most comfortable for you which allows you to make the most accurate call. After the serve, move quickly into position to call the long line during play. The center service Line Umpire goes to “at ease” position just after the serve hits the court unless this umpire makes a call.

Service Line. Chair is straight on the line. Do not angle the chair. Lean forward to get best angle and view of Server preparing to serve. When Server is ready to toss ball, turn your head and focus your eyes directly on the near quarter of the line being served to. Lean forward if this will enable you to call the line with accuracy. If you still have a problem with served balls slipping under your vision, focus closer to you. Focus directly on the line.

3. A Line Umpire should sell calls with decisiveness, a crisp tone of voice, and a prompt hand signal following the voice. The Line Umpire should make some intelligent differentiation in the relative volume and urgency of calls. Obviously, it is not necessary for a service Line Umpire to shout “fault” loudly on a serve that hits the top of the net and lands 10 feet beyond the service line. This is not to encourage anyone to be overly casual or tardy in making calls.
4. In doubles, the Line Umpire calling the side line also calls the side service line. In making these calls, a Line Umpire should be in a position with an unobstructed view.
5. A Line Umpire who is in a player’s way should make a definite effort to avoid the player while maintaining his or her position.
6. A Line Umpire should not assume the role of a ballperson. However, this does not preclude handing a ball within easy reach to a player or a ballperson, or catching a towel thrown by a player and handing it to a ballperson.
7. A Line Umpire’s biggest problem is to maintain concentration and alertness. When seated, a Line Umpire should never relax completely or cross the legs during play. A Line Umpire should avoid distractions, e.g., conversing with a spectator.
8. Line Umpires should warm-up their eyes before going on court or during the warm-up.

FAC Comment II.F-3: Clay Court Ball Inspection Procedures

Line Umpires are not responsible for inspecting ball marks, but the Chair Umpire may ask for help in locating a mark. If a Line Umpire thinks that the Chair Umpire may need help in locating a mark, the Line Umpire should keep the umpire’s eyes on the ball mark instead of giving immediate eye contact to the Chair Umpire. If a Line Umpire is working on a short crew, the Line Umpire should stay in position until the umpire is sure that the mark does not have to be checked.

Do not get into a discussion with the player about the mark.

FAC Comment II.F-4: *On the second service, the Server has tossed the ball in the air and is about to strike it when the Line Umpire calls “foot fault,” whereupon the Server catches the ball instead of striking it. What should the Line Umpire do?* The Line Umpire should call “correction” (as there could be no fault if the ball were not struck, or struck at). The Chair Umpire should then inform the player that, as a result of an interrupted serve, the Server has two serves to come.

G. Other Considerations for All Officials

1. *Aiding a player.* No official, unless the official is a qualified medical person or athletic trainer, shall aid a player who is suffering from a medical condition. Nonetheless, any official may provide supplies.
2. *Applauding prohibited.* No official shall applaud a player.
3. *Infractions observed in non-umpired matches.* In non-umpired matches, the officials may take appropriate action with respect to any infraction of the rules or regulations they observe.
4. *Enforcing instructions as to who enters playing area.* The official in charge of the match shall enforce the Referee's instructions as to who may enter the playing area, and in the absence of instructions shall determine who may enter the playing area.
5. *Betting.* No official or member of the Tournament Committee shall bet on any match in the tournament. If an infraction occurs, the Tournament Committee shall immediately remove the offender from any further connection with the tournament.

FAC Comment II.G-1: Court Monitors

Court Monitors are not certified officials. They assume limited duties to help ensure fair and sportsmanlike play at sites lacking a sufficient number of certified officials. The Referee or Field Referee shall advise the Court Monitors of the courts to which they are assigned and their responsibilities, which include:

1. maintain control over assigned courts;
2. measure the net at the beginning of the first match and at other appropriate times;
3. time warm-ups and, when possible, announce "two minutes" at two minutes before the end of the warm-up, and announce "time" when play is to begin;
4. call foot faults, remembering that there is never a warning;
5. stop play when the monitor observes a code violation and seek assistance from the Referee or other official;
6. settle scoring disputes on a limited basis;
7. overrule clear mistakes if authorized to do so by the Referee;
8. time rest periods;
9. record scores of matches if requested;
10. inform the desk of open courts and of the progress of matches in play;
11. send for a certified official if there is a question of rule interpretation;
12. call the score if assigned to only one court.