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# USTA REFEREE TRAINING MANUAL

## PREFACE

The **purpose** of this manual is to train referees who are or would like to be certified as United States Tennis Association (USTA) or Intercollegiate Tennis Association (ITA) Referees. All certified referees must attend a USTA-approved school or clinic. The USTA Officials Committee approved this manual as the **official training manual** for all levels of referee certification.

The **goal** of referee's schools, clinics or workshops is to **teach the basic refereeing skills, new tournament regulations and rules knowledge** for USTA and ITA referees who run USTA or ITA events sanctioned at the district, sectional or national levels.

The **instructor** should be a USTA or ITA certified Referee and preferably holds a chair umpire certification. The Sectional Chair of Officials must approve instructors. Instructors who do not hold a chair certification may be approved based on their total refereeing and umpire experience, rules knowledge and training expertise.

Referee's schools for new or inexperienced referees will be held in approximately 8 hours of classroom time including the taking of the examination and completing the USTA referee application. Schools or clinics for experienced referees who have previously attended a referee school will be from 4 to 6 hours in length.

The USTA manual is designed to be duplicated and a copy should be given to each school attendee. Bound copies may be obtained from the USTA Officials Department.

## INTRODUCTION.

Some of the basic principles that every referee will be expected to learn from the clinic and demonstrate in his/her referee assignments are:

1. Exercise general supervision over all aspects of play. This includes the responsibility to work with the Tournament Director to ensure that there are sufficient referees' assistants (Deputies, Roving Umpires, Court Monitors, on-court Umpires, etc.) to supervise play on all courts and the orderly assignment of players to courts and recording of match scores.
2. Be present at all times.
3. Appoint a Deputy Referee who should be present whenever the Referee is away from play. There must be a clear line of authority of who is performing the duties of the referee whenever the referee is on meal break or otherwise unavailable for immediate on-site rulings.
4. Meet with the umpires, roving officials, tournament staff, etc. Discuss the tasks of each official and the proper use of the Code of Conduct and Point Penalty System.
5. Keep players, officials, and tournament staff aware of the daily plan, including number of courts in play and system of calling matches. This is especially important in inclement weather situations.
6. Utilize good judgement in situations not covered by the rules. This entails the referee's having a detailed knowledge of the tournament regulations and tennis rules to determine when the situation is not covered by the rules.
7. Make the draw publicly with the assistance of committee members. Keep the draw up-to-date. Anyone who wants to attend the draw can attend. This may entail holding the draw at the local tennis club or other public place. Always ensure that the **one official copy of the draw** is kept up-to-date and is the only draw copy with the official match times.
8. Make substitutions or changes in the draw when necessary. Make player substitutions or match rearrangements or time changes in accordance with the rules in this manual.

9. Designate a check-in area and tournament clock. It is important that reporting players and players awaiting their matches have a single place and time that will not cause player confusion.
10. Schedule matches and assigns courts. The referee or tournament staff needs to have a plan for when and how the matches are assigned to courts.
11. Check all courts and nets. Do not leave this important task to the last minute when players point out unplayable courts or nets or improperly measured nets or singles sticks.
12. Call all matches, post all results and record time of match completion. Whenever players have more than one match in a day, it is important that times of match completion are recorded to allow for proper rest periods.
13. Suspend, postpone, and reschedule matches. On-court officials and roving officials can suspend matches but only the referee can postpone or reschedule matches.
14. Determine the ball change. Also check to determine that there are enough balls of the type and brand being used to complete the day's play and ensure that all officials and staff know the ball change pattern.
15. Assign and replace umpires. The referee or a referee designated Chief of Umpires makes officials' assignments and only the referee should remove an official or change assignments.
16. Make decisions on points of law in accordance to the rules of tennis and tournament regulations. Do not rule on points of fact when called to the court by players or other officials. The referee should possess a good awareness of rule or regulation differences for the specific level or type of tournament being run.
17. Determine who may enter the playing area. The referee must not allow spectators or others to affect the play of matches without his/her permission.
18. Handle infractions observed in non-officiated matches. This may include point penalty violations, players not following the rules, e.g., observed foot-faults and poor line calling.
19. Be patient, fair, knowledgeable, tactful, prepared, and be a good listener. This about says it all.

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## I. Before Play Begins.

A. The Tournament Committee shall **appoint a Referee, preferably a USTA certified Referee**, who shall be a member of the Tournament Committee. (TR I.B)

- **The Tournament Director or Tournament Chairperson is directly responsible for the administrative details of the tournament once it begins.** The Tournament Director or Tournament Chairperson may not serve as the Referee nor may he/she take over the prerogatives of the Referee. (TR I.B)
- The Tournament Committee should consist of at least three persons; Referee, Tournament Director and one other person. There is no restriction on members of the Tournament Committee entering the tournament. (TR I.E)

B. **The Referee of each national championship must be a USTA certified Referee. Note: Most sections require that Sectional Championships have a USTA certified referee. The USTA recommends the use of USTA certified referees in all other USTA sanctioned tournaments.**

C. Tournament Committee shall **obtain any required USTA sanction.** (TR I.C)

The Referee must ensure that the proper sanction is obtained by the Tournament Committee from the appropriate USTA District or Sectional Office. If the tournament has previously been sanctioned, the Tournament Committee should be contacted by the district or sectional schedules and sanctions chairperson. If the proposed tournament has never been sanctioned, the Tournament Committee should review the existing district and sectional schedule of tournaments to ensure that the proposed tournament's sanction does not conflict with existing tournaments in the same age/sex group in a geographically close tournament.

D. **The Tournament Committee shall appoint a Tournament Appeals Committee to decide player appeals of the Referee's disqualification or unilateral default of a player. The Tournament Appeals Committee shall be comprised of at least two members.** (TR I.D)

**Time is of the essence in deciding appeals. Upon being notified by a player that the player wishes to appeal the Referee's unilateral decision, the Referee shall immediately attempt to contact at least two members of the Tournament Appeals Committee. Once members have convened to hear an appeal, they need not wait for other members to appear before reaching a decision. There is no formal notice requirements for assembling the Tournament Appeals Committee, and two members shall constitute a quorum. The Tournament Appeals Committee may meet in person, by conference telephone call, or by other means that will facilitate a prompt decision.**

**The Tournament Committee may serve as the Tournament Appeals Committee *except that the Referee shall not serve as a member of the Tournament Appeals Committee. The decision of the Tournament Appeals Committee shall be final.***

E. The Tournament Committee shall **determine the means of entering the tournament**, which may be its own entry form, or a standard entry form, or by electronic means. (TR I.F.1)

The Committee shall place the following information on its written entry form, or make the information available to players.

- a. Specific events and eligibility.
- b. Any limit on the size of the draws.
- c. Location(s) and dates of play (including any rain dates).
- d. Name of sanctioning bodies.
- e. The entry fee.
- f. Match format including alternative format draws to be used (i.e., **Best of 5 Short Sets**).
- g. **Whether a Set Tie-Break or Match Tie-Break will be used in lieu of the third set, if this is the case.**
- h. Time and place of the draw.
- i. **Whether the consolation, if any, is mandatory.**
- j. The entry deadline (when applications have to be received by the Committee).
- k. Mailing and/or electronic address for the entry to be sent.

- l. Court surface.
- m. Type of ball (brand name not required) that will be used.

Additional information recommended includes how first match information may be obtained and the name of the referee and tournament committee.

**Entries may not be refused on the basis of race, creed, sexual orientation, color or national origin.**

**NOTE:** Including the word *Amateur* in the title of the tournament it indicates that only amateurs may play. All USTA-sanctioned junior tournaments other than those authorized by ITF (i.e., Orange Bowl) are limited to amateurs. If the word amateur does not appear in an adult or senior tournament, it is open to amateurs and professionals. The term *Invitational* means the entry is by invitation only. The term Closed means it is limited to residents of a certain area. (i.e., Texas Men's Closed). Nonetheless many sectional championships and sectional qualifying circuits are open to residents of that section only.

- F. The Tournament Committee shall furnish the Referee a **complete list of entrants** (including alternates) in priority order for all events. (TR I.F.3)

The Tournament Committee is responsible for accepting the entries. The Committee shall accept all timely entries from players who meet the eligibility requirements. The Committee may accept late entries. If a player lists a condition such as "cannot play before 3pm on the first day", then if the condition cannot be met the player should not be placed in the draw.

**If the number of entrants exceeds the number in a limited draw**, the Committee shall accept players and alternates in the draw based on their record. It may also accept players of established ability who do not have a current record, or whose record is limited or affected by illness, injury, or lack of recent play. If the Committee is unable to determine the record of some players with timely entries, then it shall place those players into the draw and onto the alternate list by lot. (Never by date of entry.) The Committee may accept late entries, provided that late entries shall be placed on the alternate list after the timely entries in an order determined by lot.

- G. The Referee assisted by at least one but preferably two Tournament Committee members **makes the draw, whether manual or electronic, publicly** at a time and place specified by the committee. (TR I.C.3.b)

If the date and place of draw can be determined when the application is prepared, then the date and time of the draw should be included on the application. The making of the draw is covered in Chapter II.

- H. Upon presentation of proof, the **Referee shall disqualify a player** who has entered a tournament for which the player is **ineligible because of age or other restrictions** that apply to that tournament. (TR I.R.2)

Referees may experience a number of players entering the wrong age group, especially in junior tournaments and some senior categories or check to see if a player is ineligible for a closed tournament.

- I. The Tournament Committee must carefully **check each application** to ensure that the player is eligible to enter the applied category. (TR I.F.1)

**Regular Men's and Women's divisions:** These divisions are unrestricted by age or NTRP rating.

**NTRP divisions:** Check to verify if the player's NTRP rating is less than or equal to the NTRP rating for the division.

**Adult and Senior divisions:** For Adult divisions (25 and 30) and Senior divisions (35 and older), check to verify that the player has reached the minimum age by December 31 of the calendar year during which the tournament is scheduled to start.

**Parent-Child divisions:** A player may enter a parent/child tournament without restriction to age, provided that the parent and child are blood relatives, the child has been legally adopted by the parent or the parent is currently the stepparent of the child. A child may play with different parents in different events or different tournaments.

**Senior Parent-Child divisions: Check** to verify that one member of the team will reach age sixty or seventy by December 31 of the year during which the event is scheduled to start.

**Junior divisions:** Check to verify that the player is an amateur (18, 16, 14, and 12) who was born on or after the dates listed in this table. (TR I.E.2.g)

<p><u>For tournaments starting in January 2002</u>  <u>18's born February 1, 1983 or later;</u>  <u>16's born February 1, 1985 or later;</u>  <u>14's born February 1, 1987 or later;</u>  <u>12's born February 1, 1989 or later.</u></p>	<p><u>For tournaments starting in July 2002</u>  <u>18's born August 1, 1983 or later;</u>  <u>16's born August 1, 1985 or later;</u>  <u>14's born August 1, 1987 or later;</u>  <u>12's born August 1, 1989 or later.</u></p>
<p><u>For tournaments starting in February 2002</u>  <u>18's born March 1, 1983 or later;</u>  <u>16's born March 1, 1985 or later;</u>  <u>14's born March 1, 1987 or later;</u>  <u>12's born March 1, 1989 or later.</u></p>	<p><u>For tournaments starting in August 2002</u>  <u>18's born September 1, 1983 or later;</u>  <u>16's born September 1, 1985 or later;</u>  <u>14's born September 1, 1987 or later;</u>  <u>12's born September 1, 1989 or later.</u></p>
<p><u>For tournaments starting in March 2002</u>  <u>18's born April 1, 1983 or later;</u>  <u>16's born April 1, 1985 or later;</u>  <u>14's born April 1, 1987 or later;</u>  <u>12's born April 1, 1989 or later.</u></p>	<p><u>For tournaments starting in September 2002</u>  <u>18's born October 1, 1983 or later;</u>  <u>16's born October 1, 1985 or later;</u>  <u>14's born October 1, 1987 or later;</u>  <u>12's born October 1, 1989 or later.</u></p>
<p><u>For tournaments starting in April 2002</u>  <u>18's born May 1, 1983 or later;</u>  <u>16's born May 1, 1985 or later;</u>  <u>14's born May 1, 1987 or later;</u>  <u>12's born May 1, 1989 or later.</u></p>	<p><u>For tournaments starting in October 2002</u>  <u>18's born November 1, 1983 or later;</u>  <u>16's born November 1, 1985 or later;</u>  <u>14's born November 1, 1987 or later;</u>  <u>12's born November 1, 1989 or later.</u></p>
<p><u>For tournaments starting in May 2002</u>  <u>18's born June 1, 1983 or later;</u>  <u>16's born June 1, 1985 or later;</u>  <u>14's born June 1, 1987 or later;</u>  <u>12's born June 1, 1989 or later.</u></p>	<p><u>For tournaments starting in November 2002</u>  <u>18's born December 1, 1983 or later;</u>  <u>16's born December 1, 1985 or later;</u>  <u>14's born December 1, 1987 or later;</u>  <u>12's born December 1, 1989 or later.</u></p>
<p><u>For tournaments starting in June 2002</u>  <u>18's born July 1, 1983 or later;</u>  <u>16's born July 1, 1985 or later;</u>  <u>14's born July 1, 1987 or later;</u>  <u>12's born July 1, 1989 or later.</u></p>	<p><u>For tournaments starting in December 2002</u>  <u>18's born January 1, 1984 or later;</u>  <u>16's born January 1, 1986 or later;</u>  <u>14's born January 1, 1988 or later;</u>  <u>12's born January 1, 1990 or later.</u></p>

J. The **player is responsible for obtaining the time of her/his first match** from the Referee rather than vice versa. Unless specifically authorized by the Referee, schedules of play carried in newspapers or other media are not official and a player utilizes them at the player's risk. (TR I.K.3)

K. A player may not wear shoes other than **flat-soled shoes without heels**, except when playing on **grass**; the Referee **may authorize special grass court shoes**. (TR I.M.12 & TR I.N.3)

## L. Ball Change Pattern and Ball Type.

1. The Referee determines the **ball change pattern** subject to the right of the chair umpire to order a ball change at other than the normal time when in the chair umpire's opinion abnormal conditions warrant so doing. (TR I.Q.2)

Normally done in consultation with the Tournament Committee and it may be different for different rounds (i.e. two new balls until the semis, then three new balls until the finals which have 3 new balls and a new can if the match goes 3 sets).

2. **New balls** shall be used to start a match commencing with the warm-up. **At least three balls are recommended for use at matches at the sectional championship level. At least three balls shall be used for matches above the sectional championship level.** (TR I.Q.4)
3. The Tournament Committee determines the **type of ball to be used throughout the tournament.** At the sectional championship level and above the **type of ball should be consistent throughout a tournament** event unless the playing surface or conditions are changed. For example, both heavy duty felt balls and regular felt balls normally shall not be used in the same tournament event. Compliance is recommended for tournaments below the sectional championship level. (TR I.C & TR I.Q.1)

M. The Referee is responsible for **scheduling matches and assigning courts.** (TR I.M.2) A player's request for information as to the scheduled time of her/his first match must be honored. Scheduling guidelines are covered in Chapter III.

- \* Generally matches should be scheduled prior to play beginning. All players should preferably be notified by mail or electronically as to their first match. If they request the name of their first opponent it should be honored. In scheduling matches with large draws (especially juniors), travel distances should be taken into account in scheduling early and late matches.
- \* If the entry form or yearbook has requested a self-addressed, stamped postcard, the process of notifying entrants is aided greatly. If players are not notified by mail, then all players should be informed by telephone of their first match time.

N. The Referee shall **designate a place at which players shall check in.** A player is deemed to have arrived when he/she checks in at the designated place and he/she is properly clothed, equipped and ready to play. (TR I.K.2)

Since the Referee must penalize or default a player for late arrival at a tournament, the Referee must have the check-in place clearly marked. Designation of an official check-in place is especially important for multiple-site tournaments.

O. The Tournament Committee shall require each player, prior to her/his first match, to **show a USTA membership card or to deposit** with the committee sufficient funds for the purchase of it. A foreign player who has proof that he/she is a member of her/his national association is exempt from this requirement. The committee may delegate this duty to the Referee. (TR I.K.1)

The Tournament Committee should supply a volunteer assistant to check USTA cards and sign-in players until all players have played their first matches. **It is of the utmost importance that players be identified with the proper USTA membership number on the draw sheets.**

P. In a general sense, the **Tournament Committee** is responsible for the **administrative details** of a tournament, while the **Referee** is responsible for the **conduct of play.** (TR I.C.1 & TR I.C.3) The only time the committee participates in the conduct of play is when as a **Tournament Appeals Committee** it considers an **appeal of the Referee's unilateral disqualification of a player.** Its decision on such an appeal shall be final. The Referee may not vote on the appeal nor shall his/her presence count toward meeting the quorum requirement. (TR I.D)

The Tournament Committee must trust the Referee to manage the conduct of play. Otherwise the Tournament Committee may not be "managing" their tournament properly

Q. The Referee should ensure that **all materials are at the tournament site prior to matches beginning**. Necessary and recommended items to check on personally or with the help of the Tournament Committee:

- Chairs or benches for players
- Court cleaning materials (brooms, roll dryers or squeegees should be available from Tournament Committee or club's grounds crew)
- Drawsheets; including Feed-Ins (extras)
- Friend at Court (current)
- Water {Required}/ Ice {if available for hot conditions}
- Net measurer (to measure net height and set singles sticks)
- Schedule sheets (to assist in multiple court match assignments)
- Scorecards (Referee or chair use)
- Singles sticks (Must obtain through Tournament Committee; in addition each Referee might have a personal set)
- Stopwatch (for lateness, injuries, intermissions, and in case the Referee is called upon to chair a match)
- Umpire chairs (if umpires are requested for any specific round)

#### **Additional Helpful Supplies:**

These personal supplies that can be gathered to carry to any tournament to assist either the Referee or Tournament Committee in running a more efficient tournament.

- Emergency first-aid kit
- Official clock (travel clock or larger visible clock can be set up so that players will know when they should report).
- Rule books (some tournaments use rulebooks other than the USTA Friend at Court). They are:
  - \* ITA (Intercollegiate Tennis Association - college)
  - \* NCAA, NAIA or Conference rulebooks (college)
  - \* USTA satellite rulebooks (men and women professional)
  - \* ATP and ITF (men professional and amateur)
  - \* WTA (women professional)
- Point penalty cards
- Netstraps (alternative heavy twine or rope)
- String (to repair holes in net)
- Plastic Tie downs for flapping backstops or nets
- Clipboard
- Legal size pad of paper
- Pencils, erasers, and pens (small and large felt tips)
- Rubber bands
- Scissors
- Stapler
- Hole punch
- Tape (masking, double-sided and scotch tape)
- White-out (for those inevitable mistakes)
- Bulletin Board (to post notes, rules, changes, draws, etc.)
- Personal articles (i.e., sunscreen, insect repellent, hat, towel, etc.)
- Rain gear (umbrella, slicker, or poncho)
- Rubber stamp (larger tournaments usually need many scorecards to be filled in)
- For the really organized, make signs such as:
  - \* NO DRINKS ON THE TOURNAMENT DESK
  - \* PLAYERS SIGN IN HERE. SHOW USTA CARD

**R. Early arrival and site preparation.** It is recommended that the Referee arrive at least two hours before the first scheduled match on the first day of the tournament to check on:

- Clean courts (including clay courts prepared to play)
- Nets with center straps, without holes and properly attached to posts
- Singles sticks are properly placed then nets measured
- Water and ice are available to players
- If sawdust and towels are available
- Proper number of balls is available for day's play
- Locations of first aid kit and bathrooms
- Post draw sheets, schedule of play, sanction and all signs
- Designate tournament clock and tournament desk
- Be prepared for player check-in including briefing volunteers on their responsibilities
- Know if stringer or stringing is available at the site
- **Find out if there is any qualified medical person/trainer available**
- Brief court monitors, roving umpires or solo chair umpires on their duties
- **In college play, meeting with coaches and then the general player's meeting**

**S.** In setting up and conducting a tournament, Referee will make many decisions. The Referee is empowered to use her/his **best judgement in all situations not specifically covered** by the rules or regulations. (TR I.C.3)

In making those moment-to-moment decisions, the referee should be sure to keep the Tournament Committee informed each day, if possible. Also, the referee will need to be in close contact with the facilities persons, in case more or fewer courts are needed, to anticipate early or late matches, or to anticipate inclement weather. Try to discuss these situations with the Committee before having to make a decision.

## II. The Making of the Draw.

*Principles in making a draw:*

- *In a public manner.*
- *With fairness.*
- *With knowledge of rules and regulations and*
- *Knowledge of the player records, rankings, and reputation.*

**Who is in charge of the draw?** - the Referee and the Tournament Committee

**When is the draw made?** - at a time specified by the Tournament Committee - normally promptly after the entry deadline allowing sufficient time for consideration of all available information and sufficient time to advise players of acceptance and time of play.

**Where is the draw made?** – **whether the draw is manual or electronic**, in a public place specified by the Referee and the Tournament Committee or the Section. The draw is not to be held in secret to exclude interested persons.

**What is the purpose of the draw?** - the draw is made to ensure the orderly running of a tournament and to ensure, by the use of the seeding process, that players of recognized outstanding ability do not meet in the early rounds of play.

**The draw process consists of four steps:**

1. Determining the seeds.
2. Putting the names of the seeded players on their prescribed lines, as determined by lot.
3. Putting the byes, if there are any, on their prescribed lines.
4. Putting names of remaining players on remaining lines, as determined by random drawing.

### A. Standard Draws and other Draw Formats Approved.

1. A tournament shall use a **standard draw** (single elimination format), unless the use of another draw format is announced on the application. (TR I.H.3)
2. See Appendix IV. for the regulations on **Round Robin Draws and Compass Draws**, both of which have been approved for use and to encourage play in tournaments and rankings. (TR I.H.6 & TR I.H.7)
3. **Draw Formats and Match Formats.** USTA approved draw formats and match formats may be used. Draw formats include but not limited to round robin draws, compass draws and other non-elimination type formats. Match formats include but are not limited to pro-set matches, matches consisting of one set only, and matches consisting of the best of three sets with a tie-break in lieu of a third set. (TR I.H.3 & TR I.S)

The tournament entry form shall specify the draw and match format being used.

All USTA regulations for running the tournaments (for example making the draw, seeding, and placement of byes) shall apply except for those regulations changed by the draw or match format used.

- B. Seeding.** While there is no requirement that tournaments have seedings, most tournaments of the elimination type as distinguished from round-robin competitions, do use seedings as a means of ensuring that players of outstanding ability do not play each other in the early rounds. (TR I.G)

**A player who wants to be seeded should submit his record and ranking with his/her entry to the Committee.**

1. The Tournament Committee shall determine the seedings. (TR I.G.1)
  - \* Within each Section, the Tournament Director should obtain from the sectional office the **latest computer rankings** (seedings) for all categories of play. The Tournament Committee must have valid cogent reasons for deviation from the sectional or district computer rankings. Examples might be an outstanding player who has recently moved to the section from another section, or recently returned from the national, collegiate, or professional tournament circuit, or a similar reason.
  - \* Last year's published rankings in the **sectional yearbook** or calendar book can be another useful seeding tool when play is limited in a division (such as in father/son). However, last year's rankings have limited usage in the juniors due to approximately one-half of the players changing age groups each year.
  - \* In determining the seeded players, the task may become difficult because of the lack of information from the entry forms. When this occurs every effort should be made to obtain additional information from other sources. Sometimes players who are generally knowledgeable about other players can provide helpful factual information. On occasion, a seeding committee consisting of two or more players, taking into consideration their age, can solve the problem.
2. For draws larger than 64, the preferred pattern is to seed one for each eight players. (TR I.G.2)
3. For draws of 64 and below, the preferred pattern is to seed one for each four players if the Tournament Committee has sufficient information, or for any reason it believes such action is justified. The Committee may seed players at a maximum ratio of one seed for every four players or major fraction thereof (i.e., two or three players more than an even multiple of four does justify an additional seed; one player more does not). (TR I.G.2)

**If a player considered for seeding is not clearly outstanding then the player should not be seeded just to obtain a 1 to 4 ratio.**

4. Notwithstanding the above, even the smallest tournament may have two seeds. **Tournaments may choose to include only one seed to designate an outstanding player or team.** (TR I.G.2)
5. The drawsheet shall list the seeded players. The Referee shall list the seeded players in numerical order to the extent there is information to do so, then list all other seeded players in groups.
6. In determining the seedings, the committee should bear in mind that seedings merely **represent its subjective ratings of the various players' chances of winning the tournament.** These ratings cannot be based on whim, caprice, or "hunches," but instead must be justified by a reasonable amount of factual evidence. The committee should consider all available evidence, including, but not limited to, rankings, current records, types of surface, and particularly head-to-head encounters. Also, two outstanding doubles players playing together for the first time should definitely be considered for a place on the seeded list. (TR I.G.4)

Seedings should mainly be determined in conjunction with the national, sectional, or district computer seeding list/ current rankings as the most objective criteria available.

7. Illustrative of some **common errors in seeding** are, "He's ranked #1 so he must be seeded #1", "She won the tournament last year so she must be seeded #1 this year", "Since this is his first tournament as a senior and he has no record in senior play, he can't be seeded - or he can be seeded no higher than five." Consideration of the factual data mentioned in the preceding paragraph would eliminate these errors. (TR I.G.5)

8. An even more common error, for example, occurs where the committee in a 16-player event seeds four and "places" one or more players. **Legally, there is no such thing as "placing."** In the example cited, use of the term placing is an attempt to hide the fact that in reality more than four players might have been seeded instead of the permissible maximum of four. (TR I.G.7)

The rule of "one in four" was established to provide some matches between strong players in the first round, to increase the variety of a player's opponents, and to get away from the "strong-weak-strong-weak" pattern in the draw, thereby giving players who are usually first-round losers an occasional opportunity to meet each other and advance to the second or third round. No matter how sure the committee is of its own omniscience; this is a rule that must be followed.

9. **Block seeding** is authorized at level of **Sectional Championship tournaments and below**. It may take the following form: in an ostensible 32-player tournament, the Tournament Committee might nominate four outstanding entrants to be literally "standing out" quarterfinalists. The rest of the field would play down to fill the other four quarterfinal spots. (This would mean, of course, that the total field in that tournament was a 36). In a larger event the standing-out players might be eight in number, and the rest of the field would play down to another eight, to make up pairings for the round of 16. (TR I.G.8)

Because different sections have differing policies in this regard, check with the sectional office or in the yearbook to determine if block seeding can be used in the section.

C. Procedure for **determining seeding order**: Each seeding Committee consisting of the Referee and at least one Tournament Committee member, should establish a procedure for determining the seeding order. Specific criteria on how the order of seeding will be determined should be established prior to the beginning of the analysis. Remember, tournaments do not have to have seeds, and committees should resist the pressure to fill "seeding quotas" for cosmetic reasons.

USTA sections and many USTA districts have computers that are kept up-to-date with match results. When available, the section/district can make a "tentative" ranking or seeding list (as opposed to the end-of-year ranking list). The sectional/district seeding lists have already been adjusted for head-to-head results, matches against common opponents, good wins, bad losses, and total match results.

**The section or district seeding list will have to be augmented when any of the following factors occur:**

- More than one section is represented in the tournament.
- The section/district does not have enough play in the category to achieve a representative seeding computer run (probably use last year's yearbook/calendar book final rankings).
- If it is early in a junior ranking year and there are two prior age groups are represented.
- The tournament is a professional, satellite or other event where players may come from a variety of backgrounds - professional, college, or amateur.

**If the factors above are present then a recommended procedure to achieve a blended seeding follows:**

- List all players entered with their current professional, college, national, sectional, or district ranking. Make separate lists if player's rankings were in different categories (i.e., pro, college, national, sectional, or district) or age groups (for seniors and juniors).
- Adjust the ranking lists or blend the separate lists by analyzing the following factors:
  - \* The level (professional, college, national, sectional, or district) of the ranking and the age group type (junior, adult, or senior).
  - \* Data on player information sheets supplied by the players.
  - \* Head-to-head matches (heavy consideration for the tie-break purposes).
  - \* Specific surface performance (ex. grass court champion with tournament on grass).
  - \* Matches against common opponents.

Remember to settle close calls, do not lightly change any ranking information based on minimal information. Many players do not provide background sheets and many of those do include good tournaments or wins but exclude negative information. If no ranking order exists and current player record information is not conclusive, then no further players should be seeded unless an unusual circumstance exists such as the return from injury of a player of known ability who was not ranked.

**D. Balancing the Seeds.** The principle of drawing to position seeds shall be applied so that, as nearly as possible, the same number of seeds will fall in each half of the draw, in each quarter of the draw, etc. For example, in a draw with six seeds, each half of the draw should contain three seeds, two of the quarters should contain two seeds, and the other two quarters should contain one seed. (TR I.H.4.a)

NOTE: It's suggested that blank slips of paper or blank tags, or other unnumbered items be inserted for seeds into whatever system of manual drawing is being used, in order to ensure that seeded slots are drawn at random. But remember to check that the seeds are balanced in accordance with the rule above.

**E. Listing of Seeds.** (TR I.G.3) The draw sheet shall list the seeded players. The Referee shall list the seeded players in numerical order to the extent that he/she has information available to do so, and then he/she shall list all other seeded players in groups (e.g., if the first five seeds are numerically seeded, seeds 6 through 8 could be grouped).

**F. Positioning the Seeds on the Drawsheet.** (TR I.H.4.b)

1. Positioning Seeds when players are listed in Numerical Order. Seed number one shall be placed on the top line of the draw, and seed number two on the bottom line of the draw. The position of the remaining seeds shall be determined by lot using the procedure described below, with each seeded player in the top half of the draw being placed on the top line of the bracket to which he is drawn, each seeded player in the bottom half of the draw being placed on the bottom line of the bracket to which he is drawn. Examples of the procedure for different size draws are as follows:

a. Sixteen draw with 4 seeds.

Seed 1	Line 1 {Top}	and	Seed 2	Line 16 (Bottom)
Seeds 3 & 4	<u>Drawn at random for line 5 or 12</u>			

b. Thirty-two draw with 8 seeds.

Seed 1	Line 1	and	Seed 2	Line 32
Seeds 3 & 4	<u>Drawn at random for line 9 or 24</u>			
Seeds 5 - 8	<u>Drawn at random for line 5,13,20, or 28.</u>			

c. Sixty-four draw with 16 seeds.

Seed 1	Line 1	and	Seed 2	Line 64
Seeds 3 & 4	<u>Drawn at random for line 17 or 48</u>			
Seeds 5 - 8	<u>Drawn at random for line 9, 25, 40, or 56</u>			
Seeds 9 - 16	<u>Drawn at random for line 5, 13, 21, 29, 36, 44, 52, or 60.</u>			

d. One Hundred Twenty-eight draw with 32 seeds.

Seed 1	Line 1	and	Seed 2	Line 128
Seeds 3 & 4	<u>Drawn at random for line 33 and 96</u>			
Seeds 5 - 8	<u>Drawn at random for line 17, 49, 80, or 112</u>			
Seeds 9 - 16	<u>Drawn at random for line 9, 25, 41, 57, 72, 88, 104, or 120</u>			
Seeds 17 - 32	<u>If seeding more than the preferred pattern of 1 in 8 but less than the maximum 1 in 4 then the seeds are drawn at random for line 5, 13, 21, 29, 37, 45, 53, 61, 68, 76, 84, 92, 100, 108, 116, or 124.</u>			

2. **Positioning Seeds When Players are Listed in Groups.** (TR I.H.4.b) The position of each seeded player within the group is determined by lot. For example:
  - a. In a 16 draw with seeds one through 4 listed as a group, the seeded players are drawn at random for line 1, 5, 12 or 16.
  - b. In a 32-draw with seeds 1- 4 listed in numerical order and seeds 5 through 8 listed as a group, the players who are seeded as a group are drawn at random for line 5, 13, 20 or 28.
  - c. In a 64-draw with seeds 1-8 listed in numerical order and seeds 9 - 16 listed as a group, the players who are seeded as a group are drawn at random for lines 5, 13, 21, 29, 36, 44, 52, or 60.
  - d. In a 128-draw with seeds through 1-16 listed in numerical order and seeds 17-32 listed as a group, the players who are seeded as a group are drawn at random for lines 5, 13, 21, 29, 37, 45, 53, 61, 68, 76, 84, 92, 100, 108, 116, or 124.

### G. Placing the Byes on the Drawsheet.

1. **Byes used to fill out draws.** When there are not enough players to put one player on each line in the draw, byes are added. This serves to bring to the second round a full complement of players (i.e., a player on each line) so that there can be an orderly progression down to two finalists. For example, with 27 players, five of the lines on a 32-draw sheet would be marked "bye", and the five players drawn opposite those lines would move right into the second round without playing a match, to be joined there by the eleven winners of the first round matches to make up an even 16 players. (TR I.H.4.c)
2. **Placement of the byes.** (TR I.H.4.d) The byes shall go to the seeded players in descending order. If the number of byes exceeds the number of seeded players, then the byes shall be positioned on the lines opposite the lines where additional seeds would have been positioned had the tournament seeded one in every four players.

Any remaining byes shall be evenly distributed among the quarters and the halves of the draw. There shall be no attempt to further balance the byes by eighths or sixteenths. If the number of byes remaining to be distributed is not divisible by four, lot shall determine the quarter or quarters. (Note: when the number of byes is odd the extra bye does not have to be placed in the bottom half of the draw). Byes drawn to the top half of the draw shall be positioned on even-numbered lines; byes drawn to the bottom half of the draw shall be positioned on odd numbered lines.

Once the byes have been placed in the draw, their positions will not change even if another player withdraws. Examples: After all seeds have received byes, **or in the absence of seeding, the byes are drawn as follows:**

- a. **Draw of 16.** The first and second byes are drawn for lines 2 and 15, the third and fourth byes are drawn for lines 6 and 11, and byes five through eight are drawn among lines 4, 8, 9, and 13 (balanced by half).
- b. **Draw of 32.** The first and second byes are drawn for lines 2 and 31, the third and fourth byes are drawn for lines 10 and 23, byes 5-8, are drawn among lines 6, 14, 19, and 27 (balanced by half), and byes 9-16 are drawn among lines 4, 8, 12, 16, 17, 21, 25, and 29 (balanced by quarter and half).
- c. **Draw of 64.** The first and second byes are drawn for lines 2 and 63, the third and fourth byes are drawn for lines 18 and 47, byes 5-8 are drawn among lines 10, 26, 39, and 55 (balanced by half), byes 9-16 are drawn among lines 6, 14, 22, 30, 35, 43, 51, and 59 (balanced by quarter and half), and byes 17-31 are drawn among lines 4, 8, 12, 16, 20, 24, 28, 32, 33, 37, 41, 45, 49, 53, 57, and 61 (balanced by quarter and half).
- d. **Draw of 128.** The first and second byes are drawn for lines 2 and 127, the third and fourth byes are drawn for lines 34 and 95, byes 5-8 are drawn among lines 18, 50, 79, and 111 (balanced by half), byes 9-16 are drawn among lines 10, 26, 42, 58, 71, 87, 103, and 119 (balanced by quarter and half). Byes 17-32 are drawn among lines 6, 14, 22, 30, 38, 46, 54, 62, 67, 75, 83, 91, 99, 107, 115, and 123 (balanced by quarter and half), and byes 33-63 are drawn among lines 4, 8, 12, 16, 20, 24, 28, 32, 36, 40, 44, 48, 52, 56, 60, 61, 65, 69, 73, 77, 81, 85, 89, 93, 97, 101, 105, 109, 113, 117, 121, and 125 (balanced by quarter and half).

NOTE: In order to be able to make substitutions in the draw and to add additional players if the Referee wants to encourage play, THEN the order that the byes were distributed must be known. It is recommended that byes be placed in units of 4 (one to each quarter) and then units of 2 (one to each half) as a method of evenly distributing the byes while keeping track of the order they were placed.

- 3. Alternate Method of Placing Byes Where No Feed-In.** (TR I.H.4.e) The following method of **placing byes** may be used **in any tournament** at or below the sectional championship level **that does not use a feed-in championship**. The byes shall go to the seeded players in descending order. Remaining byes shall be placed at the extremes. The first remaining bye goes on the first available odd numbered line above the bottom line; the second on the first available even numbered line below the top line; the third on the next available odd numbered line above the first remaining bye; the fourth on the next available even numbered line below the second bye, etc.

#### H. Putting the Names of the Remaining Players in the Draw.

- 1. Filling in Unseeded Players By Lot.** (TR I.H.4.f) Once the seeded players and the byes have been written in, the rest of the draw shall be filled in by drawing the names of the remaining players and putting them on the unoccupied lines in that order in which they are drawn, starting at the top and moving downward in sequence.
- 2. Discretionary Procedure for Separating Opponents from the Same Family, School, Country, or Club.**

When the drawing procedure operates to bring together for their first match members of the same family, same school, same foreign country, same club, **doubles partner\*** or same section, the Referee, may, at his discretion, place the second name drawn on the corresponding line of the next quarter of the draw. If this happens in the fourth quarter of the draw, the second name may be exchanged with the name on the corresponding line in one of the three preceding quarters, the specific one being determined by drawing. Should this system operate to place the second-drawn player into a seed or bye slot, the name will be moved to successive quarters until it can be put on a vacant line or exchanged with that of a player who is not a seed.

  - **Starting January 2003, the Referee may at his discretion, separate doubles partners when making the draw.** (TR I.H.4.g) In National Junior Tournaments, within the same quarter, avoid placing more than one of the first four players representing the same section. This rule does not apply to wild-card entries and does apply to all seeds except wild-card entries.
- 3. Build-Up.** The USTA discourages playing a "build-up" draw by playing feed-in matches from the center of the draw primarily because of the difficulty of running consolation draws.
4. Various methods can be used to assure randomness:
  - Using prepackaged kits with numbers from ITF, ATP, WTA or USTA.
  - Placing numbers on slips of paper.
  - Using poker chips or bingo markers with numbers on them.
  - Shuffling 3x5 cards with names
  - Use the TMS computer system

Make up draw lists with numbers beside each player's name to use in doing the draw. Then when the poker chip, bingo marker, etc. is drawn, place the player corresponding to the number on the top empty line of the draw sheet (after placing seeds) and work down the draw sheet in order.

#### I. Withdrawal of Seeds Before Play Starts. (TR I.I)

**If play has not begun and any seed withdraws, the Referee may do any of the following:**

- **Fill the vacated position with a person not already in the draw whose inclusion would not affect the seedings,**
- **Remake the draw, or**
- **Relocate the seeded players according to the following instruction:**

**If a seed withdraws after the draw has been made but before the start of play, the following applies in singles and doubles:**

- a. **16 DRAW (Any seed Withdraws)** If any of the four seeds withdraws, the next player eligible for seeding becomes the fourth seed and the new top four seeds are moved to their drawn positions.

- b. **32 DRAW (Seeds 1-4)** If any of the first four seeds withdraws, the fifth seed becomes the fourth seed and the new top four seeds are moved to their drawn positions. The next player eligible for seeding moves into the open fifth seed position.  
**32 DRAW (Seeds 5-8)** If the withdrawal is among seeds five through eight, the next player eligible for seeding takes the position vacated by the withdrawing seed.
- c. **64 and 128 DRAWS (Seeds 1-4)** If any of the first 4 seeds withdraws, the 5th seed becomes the 4th seed and the new top 4 seeds are moved to their drawn positions. The 9th seed takes the 5th seed's old position, and the next player eligible for seeding takes the open 9th seed position.  
**64 and 128 DRAWS (Seeds 5-8)** If the withdrawal is among seeds five through eight, the ninth seed takes the position vacated by the fifth seed, and the next player eligible for seeding takes the open ninth seed position.  
**64 and 128 DRAWS (Seeds 9-16)** If the withdrawal is among seeds nine through sixteen, the next player eligible for seeding takes the position vacated by the withdrawing seed.
- d. **Filling a vacant position created by withdrawal.** **To fill a vacant non-seed position, the referee may add a player not in the draw. If there are no players awaiting entry into the draw and the withdrawal of the player did not create a double-bye, then the referee may insert a bye in this vacant position.**

**If a double-bye is created by the withdrawal of the player, and there are no players awaiting entry, then the referee may choose one of the following:**

- 1) **Choose the opponent of the highest seed that does not have a bye and move this non-seeded player to the proper position in the double bye {i.e., "proper position" being the top line of a pairing in the top half, or the bottom line of a pairing in the bottom half}.**
- 2) **If all of the seeded players have byes, and there is a first round match in the adjoining match of the draw, then move one player from this adjoining match to the bye left by the removal of the players, thus creating a second round match between the same two non-seeded players rather than eliminating one of them in the first round).**
- 3) **If the adjoining match also contains a bye, then choose the quarter with the most players; if two or more quarters have the same number of players, then choose a quarter in the opposite half). Select the first pair of players that have a first round match, in the top half, remove the player from the bottom of the pair, in the bottom half, remove the player from the top of the pair. Insert this player into the proper position in the double-bye created by the withdrawal.**

#### J. Substitutions in the Draw. (TR I.I.3)

1. When the number of entrants exceeds the number to which the draw is limited, the Committee will prepare a list of alternates for use by the Referee in replacing players who become unavailable for the competition. Priority on this list will normally be determined by ability; however, if priority cannot be determined using ability as a criterion then the determination will be made by lot. Dates of receipt of entries should never be used as a criterion provided the entries of all those considered were received before the deadline.
2. In an elimination type tournament, no player who has lost a singles match may be reinstated in the singles draw. Likewise, no team that has lost a doubles match may be reinstated in the doubles draw.
3. Substitution may be made in a doubles team that has advanced to the second round by virtue of a bye, but not for one that reached that round by virtue of a default.
4. **Substitution may be made for a player who is injured during the warm-up** of his first round match or a second round match, which that player reached by virtue of a bye (not a default).
5. If the Tournament Committee or sectional seeder has provided the Referee with a **priority list of players**, the Referee shall use this list in filling places in the draw before accepting any late entry.

6. In a draw that contains some byes, the Referee (preferably assisted by a Tournament Committee member) **may accept a late entry (or entries)** and place the name in the last slot covered by a bye. The taking or not taking of this action is strictly a prerogative of the Referee based on his/her estimate of the situation. In general, it is desirable to encourage play rather than discourage it.
7. **Reject the late entry of a late entered player whose ability would justify that player to be seeded**, in that inserting this player's name in a bye slot might upset the balanced arrangement of the draw. On the other hand, it would be logical to insert the name of a player of lesser ability in a bye slot or to replace a withdrawn player.
8. **Any player whose entry is received on time and is otherwise acceptable will not be denied a place in the draw** because of an administrative error, or when a player has been placed in the wrong age or sex division, or oversight by tournament officials unless the Referee determines that play has proceeded too far to make changes in the draw practicable. The entire draw does not have to be remade. Instead, this procedure should be followed:
  - a. **If play has not begun and if the omitted player would not be seeded**, then her or his place in the draw should be determined by a random drawing. The drawing includes the omitted player and all unseeded players. The player whose name is drawn is placed on the line with the "last" available bye. The omitted player is placed on the line previously occupied by the player whose name was drawn.

(e.g. With a draw of 27 with seven seeds and five byes. Seeds 5,6,7 were drawn randomly to lines 28, 5 and 20 respectively. Therefore, the last available bye was on line 27 opposite the fifth seed. Davidson has been omitted from the draw. A drawing including Davidson and all unseeded players is held. The name of Edwards, which is on line 18, is drawn. Edwards name is removed from line 18 and placed on line 27. Davidson's name is placed on line 18.

If the name drawn is the omitted player's name then his/her name is placed on the line with the "last" available bye.

(e.g. With a draw of 27 and the last available bye on Line 27 opposite a seed. (See the 32-draw diagram). Davidson has been omitted from the draw. A drawing including Davidson and all unseeded players is held. The name of Davidson is drawn. Davidson's name is placed on Line 27).

If the draw has no byes, use the same random drawing procedure to determine the player who will play a "preliminary" match.

(e.g. With a draw of 32 with no byes. A random drawing is held among the unseeded players to determine the opponent in the preliminary match. Davidson has been omitted from the draw. A drawing including Davidson and all unseeded players is held. The name of Edwards, which is on Line 18, is drawn. Edward's name is removed from Line 18 and Davidson's name is placed on Line 18. A drawing is now held among the unseeded players (including Davidson) to determine who plays a preliminary match against Edwards. Franklin's name is drawn. Franklin's name is removed from line 11. Edwards and Franklin play a preliminary match for the right to occupy line 11.

- b. **If play has not begun and the omitted player would have been seeded**, then the seeding should be changed. The "numbered seeds" will remain on the same lines. The seeded players' names are moved to new lines corresponding to the number of their new seeded positions. The original lowest seed will no longer be seeded. His or her new position is determined by using the procedure for an unseeded player who has been omitted from the draw. (Following procedures above).

(e.g. there are four seeded players, including Brown on Line 9, who is seeded 3rd, and Jones on Line 24 who is seeded 4th. Davidson was omitted from the draw and should have been seeded 3rd. Davidson is placed on Line 9, which was previously occupied by Brown. Brown is placed on Line 24, which was previously occupied by Jones, who is no longer seeded).

- c. **If play has begun or if scheduling problems make it impossible to use the foregoing procedures**, then one method for determining the omitted player's place in the draw would be for him or her to play one of the non-seeded players holding a place opposite a bye. Lot would determine the specific place. If only seeds have byes, then let the omitted player play the seed getting the last available bye.

**9. Positioning players or teams when accepted as late entries or substitutions. (TR I.I.3.b)**

The Referee shall place the new team or player in the draw by using whichever of the following principles is the first to apply:

- a. **If one member of each of two doubles teams withdraws**, then the Referee may combine the two remaining players into a new team. If one of the original doubles teams drew a bye, then the new team should be placed opposite this bye. If both of the original doubles team or if neither of the original doubles team drew a bye, then the new team should be placed in the draw in one of the slots occupied previously by the original teams with the position determined by lot.
- b. **If a singles player or one member of a doubles team withdraws** then the Referee shall substitute another player for the withdrawing player. **If one member of a doubles team withdraws**, then another player may be substituted for her or him provided it is done before the team's first match, and provided that the new team's strength is not such as to invalidate the seedings.
- c. **If no player or team withdraws**, the Referee shall place the entry in the last slot covered by a bye.

K. Except in extremely unusual circumstances, the draw will not be remade after it has been announced.

**L. Consolation Draws. (TR I.H.5)**

1. Except where otherwise provided, any consolation tournament may use either a standard consolation draw or it may use a feed-in championship (FIC) draw.
2. Consolation matches should be conducted under the same conditions as main draw matches, including the use of new tennis balls, so that the results will be valid for ranking purposes.
3. No more than 2 singles matches per day should be scheduled, including main-draw and consolation matches. Playing both doubles and singles or in multiple age categories may increase this number.
4. A player who in his/her first played match is defaulted for reasons other than misconduct, may request the Referee to include him/her in the draw. The Referee shall base the decision on the circumstances surrounding the default.

**5. Standard Draw (First-Match Loser Consolation). (TR I.H.5.a)**

- a. The loser's name is placed on the same line in the consolation draw as the player would have occupied in the main draw had he won there.
- b. This type of consolation normally does not require a new drawing. An advantage to this consolation is that times may be scheduled in advance and, if so desired, the consolation may be scheduled so as to keep pace with the main draw.
- c. A player who wins the first round by default and then loses the second round moves into the consolation draw just as though he had a first-round bye followed by a second round main-draw loss. A player who loses his first played match in the third round may request that the Referee include him in the consolation. The Referee shall base his decision on the available openings and scheduling considerations.

**6. Feed-in Championship Draw. (TR I.H.5.b)**

Third/Fourth Place Playoff between main draw semi-final finalists = 3rd & 4th places

The FIC championship winner = 5th place

FIC championship finalist = 6th place

In some tournaments, the FIC semi-final finalists may playoff for 7th and 8th places (However, this is optional).

Sample Feed-in Championship and Standard draw sheets with instructions for 32 draws are attached.

7. **The Curtis Consolation.** When there is a shortage of courts or when a feed-in needs to be played in a limited amount of time, some tournaments use a modified feed-in championship format. One of most widely known is the Curtis Consolation. See Appendix VI for details.

#### M. **The Tournament Management System (TMS)**

Every tournament director and referee is familiar with the long hours and stacks of paperwork needed to run a successful tennis tournament. The Tournament Management System (TMS) reduces the time spent on administrative tasks by simplifying all phases of tournament management. At the same time, TMS adds professional touches to a tournament that no one can do without.

The excellence of the TMS product line available on [www.tennisinformation.com](http://www.tennisinformation.com) is reflected in the fact that at the beginning of 2002 the USTA has purchased a nationwide license and TMS is in use in more than 3,000 USTA sites. An absolute and unique focus on the needs of both tournament directors and referees has kept TMS at the forefront of tournament management software for over a decade. USTA member clubs and organizations may register and obtain a free copy of the software by calling **770-993-5723**. Certified referees may also order their personal copy for an annual fee.

**Easy to Use** Entering player information and match results into the system is simple, straightforward, and fast. TMS wizards allow directors and referees to perform tasks quickly and painlessly by answering a few questions. At the touch of a button the software allows the referee to schedule matches, print drawsheets, switch between multiple events, and access draws. There is a tutorial and manual available on line for downloading to learn more about the TMS tournament management system.

**Functionality** TMS uses a single player database for all tournaments to reduce data entry time and simplify check-in procedures for players. Handles all draw types from complex tournaments with consolation draws to recreational tournaments with change-partner round robins. Generates draws and schedules matches according to the latest rules and regulations. TMS prints easily-readable and fully customizable draw sheets. Easily produces reports that are otherwise difficult to generate: first match times, check-in lists, fees owed, and press releases.

**The Internet** TMS also enables directors to make tournament information publicly available to players, parents, newspapers, and tennis enthusiasts 24 hours a day. TMS can automatically publish drawsheets to tennis World Wide Web sites so that anyone can track match results from anywhere using a home computer. Additionally, TMS makes it simple for tournament directors and referees to verify USTA numbers. Also, the tournament directors and referees can access information on rankings and player's records on the internet.

### III. Scheduling

A. **Introduction:** Scheduling can almost be called "an art" wherein the referee is trying to assure being able to obtain the maximum use of the courts. The object of scheduling is to have all the courts used as efficiently as possible with little or no "dead time" between matches. The more smoothly and quickly the changing of matches from the conclusion of the prior match to the start of the next match on the same court is accomplished, the better run the tournament will be.

**NOTE: USTA Regulations stipulate that the use of the tiebreak is mandatory in all sanctioned tournaments in all sets. The following tiebreaks are approved for use: (TR I.V)**

- The **Set Tie-Break** (first to seven by a margin of two) determines the winner of any set in which it is used.
- The **Match Tie-Break** (first to ten by a margin of two) may be used in lieu of a third or final set to determine the winner of a match.

**Match Tie-Breaks** are now authorized for use at any tournament below the national championship level. They are particularly useful to the Tournament Committee and the Referee in situations involving having to schedule matches with large draws, or where there may be limited court time and daylight, and/or players participating in multiple events. The advantage of utilizing a Match Tie-Break in lieu of a third set is getting to a more predictable length of match, and that aids both scheduling and player rest. Playing a Match Tie-Break (rather than a Set Tie-Break) in lieu of the third set gives the players a more competitive game that just playing a Set Tie-Break would do, and a tie-break game in which an early "mini-break" of serve is not as crippling.

Any event electing to use the **Match Tie-Break** must announce the election before the start of tournament play.

B. The **scheduling process** is described in **five parts**:

1. Conditions affecting the draw,
2. Factors to be considered,
3. Regulations affecting making the schedule,
4. Match timing,
5. Scheduling guidelines and hints.

C. Conditions Affecting Making the Draw:

1. **Size of Draws for Each Category and Size of the Total Draw.**
2. **Number of Courts Available.** This may vary from day to day and for different time periods.
3. **Total Number of Tournament Matches.**
4. **Tournament Start and Completion Dates.**
5. **Commitment of Chair Umpires, Roving Umpires, and Referees.** Make arrangements with official's association.
6. **Consolation Draw Required.** Many districts, sections, and National USTA Championships require feed-in consolations.
7. **Prize Money Tournaments.** Program for the public (i.e. day sessions starting at a specific time, evening sessions at a specific time).

D. Factors for consideration are subject to change and need to be reviewed before making judgements regarding the schedule.

1. **Non-Prize Money / USTA Tournaments.**

- a. **Player's Other Commitments.** Players may not enter more than one USTA tournament at the same time without the permission of both Tournament Committees and both must concur in writing with such arrangements.
- b. **Requests for Early or Late Starts.** Players can have work or school commitments (including summer school). If the schedulers can take these into account, they should. If a player's entry is accepted with a condition such as "cannot play before 3pm", then the player should not be put in the draw.
- c. **Balancing the Brackets in a Draw.** One player should not have an excessive amount of time between matches and the opponent only a minimum of time.

- d. **Travel Arrangements.** If possible do not schedule persons with very long commutes for very early or very late matches. Also take in account any known carpooling.
- e. **Singles/Doubles Conflicts.** Keep an eye on both the singles and doubles draws when scheduling matches. If possible schedule singles matches before doubles.
- f. **Number of Matches in a Day.** Check to see that the number of matches does not exceed the recommended maximum number of matches in a day.
- g. **Avoiding Monday/Thursday Play.** Play should be divided by no more than one day if possible. Avoid bunching several matches on one day then having several open days.

2. **Prize Money/Professional Tournaments** -these factors are most often found in prize money or professional tournaments:

- a. **Player's Previous Commitment.** (e.g. playing ITF, ATP, WTA or USTA sanctioned events the prior week. Is the player still competing in the other event?)
- b. **Player Injury or Illness.** Prepare lucky loser list.
- c. **Requests for Late Starts and Appropriateness of a Late Start.**
- d. **Players in Exhibitions.**
- e. **Travel Arrangements.** Is the player in transit from another event?
- f. **Commitments to Players.** (i.e. Tournament Director grants Tuesday start)
- g. **Balancing the Brackets in Draw.** Top half/bottom half and each quarter should be scheduled at same times
- h. **Rain Delays.** Build in flexibility
- i. **Times which Program has been announced to the Public.**
- j. **Unavoidable Circumstances.**
- k. **Last Match/ First Match Problems.** Scheduling a last match of one session and first match of next session should be avoided.

E. **All matches should be scheduled within the tournament's approved sanction period.** See F.11 below if tournament cannot finish on time.

#### F. Regulations Concerning Making the Schedule. (TR I.J)

1. The standard match is best of three tie-break sets. In interscholastic, sectional and national championships in the Boys' 18 and Girls' 18 divisions, the final round may be best of five tie-break sets. In the Men's Open, 25, and 30 divisions, matches in any round may be best of five tie-break sets.
2. Other match formats include but are not limited to pro-set matches, matches consisting of one set only, best of 5 short sets, and matches consisting of best of three tie-break sets with a tie-break in lieu of a third set. **Results of matches using these match formats are used for ranking unless prohibited by the applicable district, sectional, or national ranking regulations.**
3. **Scheduling Guidelines.** Under normal conditions the following guidelines are recommended:
  - a. **12 and under division**
    1. No match shall start nor suspended match be resumed after 8 p.m.
    2. No player shall play more than two singles matches, or one singles match and two doubles matches, or three doubles matches.
    3. **When a Set Tie-Break or a Match Tie-Break is used in lieu of a third set in all matches, no player should play more than three matches; only two of which can be singles.**
    4. Players shall be given a minimum rest of 12 hours between the completion of play of their last match of any day and the start of play of their first match the following day.
  - b. **14 and under division**
    1. No match shall start nor suspended match be resumed after 8 p.m.
    2. No player shall play more than three matches per day, no more than two of which shall be singles.

3. **When a Set Tie-Break or a Match Tie-Break is used in lieu of a third set in all matches, no player should play more than four matches; only three of which can be singles.**
4. Players shall be given a minimum rest of 12 hours between the completion of play of their last match of any day and the start of play of their first match the following day.

**c. 16 and 18 and under divisions**

1. No match shall start nor suspended match be resumed after 10 p.m.
2. No player shall play more than three matches per day, no more than two of which shall be singles.
3. **When a Set Tie-Break or a Match Tie-Break is used in lieu of a third set in all matches, no player should play more than four matches; only three of which can be singles.**

d. **35 through 60 divisions.** A player shall not be required to play more than three matches in one day in the same division (including consolation and doubles). No more than two matches may be singles.

e. **65 through 80 divisions** A player shall not be required to play more than two matches in one day in the same division (including consolation and doubles).

f. **85 through 90 divisions** A player should not be required to play more than two matches in a day in the same division. No more than one match should be singles.

g. **All other divisions** In tournaments where matches are the best of three tie-break sets, no more than two singles matches per day should be scheduled, including main draw and consolation matches.

When a Set Tie-Break or the Match Tie-Break is lieu of a third set in all matches, no more than three singles matches per day should be scheduled, including main draw and consolation matches.

h. When a match is carried over from the preceding day, it shall be counted as a match for these scheduling guidelines if the player so elects or if 16 or more games of singles or 20 or more games of doubles are required to finish the match.

i. Sectional and District Associations may further limit the number of matches played in one day and rest periods between matches to reflect local conditions.

j. If players enter more than one adult or senior age division, then these limitations shall apply separately to each age division.

4. **A player may request special scheduling of the player's first match.** The Referee should honor the request if it is reasonably possible to do so and he can assure fairness to all players. The Referee has complete discretion to honor or deny requests for special scheduling of subsequent matches.

5. **When possible, avoid scheduling matches of players with long commutes for very early or very late matches.**

6. **The players are solely responsible for learning the time and place of their matches.** The players should not rely on being told the time of their matches and should check the draw.

7. **The Referee shall post the schedule on the official draw sheet.** Before beginning any round, normally the Referee should post the time of the next round (for both winners and losers) on the official draw sheet(s). Once the schedule has been posted, it should not be changed except for a compelling reason. If amended, the Referee shall promptly notify all affected players.

8. **The Referee should schedule matches whose winners will meet in the next round at about the same time so that the winners will have about the same amount of rest before they play each other.** Long or short matches may still result in different rest periods between matches but the scheduling will have been as fair as possible.
9. **The Referee should keep in mind possible conflicts that may develop because of players who are competing in singles and doubles. When possible, the Referee should schedule singles matches before doubles.**
10. Offer player required to play back-to-back matches minimum rest period of 30 minutes except that junior players will be offered minimum 60 minutes rest period; **players participating in 35, 40, 45, Senior Mother-Daughter and Senior Father-Son Doubles divisions shall be offered a minimum rest period of 60 minutes; and players in the 50 and older divisions shall be offered a minimum rest period of 90 minutes.** The Referee may authorize additional rest time when length of prior matches, severe weather or other conditions in the Referee's opinion justifies an extension. When a player is competing in more than one division, the foregoing shall not apply to matches in different divisions.
11. **The Tournament Committee shall not schedule any division on more than one type of surface.** When due to unavailability of scheduled courts, a tournament cannot be finished on schedule at these courts; the Tournament Committee may use courts of any type. When there is no practical way to finish, the committee will either make arrangements mutually agreeable to the players involved to finish at a later date or, in the absence of such arrangements, declare the tournament unfinished and distribute prizes equitably among the still involved players.
12. **National Junior Outdoor Championships.** Championships held outdoors shall start play so as to play not more than one round in each championship division daily, unless inclement weather causes a loss of play.

**G. Match Timing - Two Alternatives. (TR I.J.3)**

1. Schedule matches with a **consistent amount of time between matches** varied by the court surface.

* Indoors	.....	1 hour and 15 minutes
* Outdoor hard courts	.....	1 hour and 30 minutes
* Outdoor clay courts	.....	1 hour and 45 minutes
(early rounds)	.....	1 hour and 30 minutes
* No-Ad scoring	.....	1 hour and 15 minutes

Try to schedule a 1/2 hour catch up in the middle of the day and/or one court open in the afternoon, to allow for some unforeseen circumstances or extra long matches.

2. **The Garman System.** (Named for Dr. Brian Garman, U. of Tampa.) The USTA has a publication on the Garman System and TMS uses this system electronically.
  - \* Rests on solid mathematical analysis.
  - \* Reduces player waiting times and maximizes available court use.
  - \* Matches continue to be on time throughout the tournament.
  - \* Easy to administer and accounts for defaults, "blow-outs", retirements and other tournament occurrences.
  - \* Eliminates the long waits for tournaments behind schedule or courts empty for long periods because of defaults etc.
  - \* Based on if the average match time and number of available courts are known, tournament schedulers can operate efficiently. The average time is computed from the point that a match is court-assigned to the time that the next match is assigned to the same court. From observation and data on hundreds of matches, a universal base-line of 1-hour & 37-minutes is suggested as the average time for singles matches, while a 1-hour & 30-minutes schedule can generally be used for doubles.

Based on mathematical analysis of national caliber tournaments, six different average match times have been computed and charted. By reference to the appropriate charts, match schedulers can slot in their tournament matches for any size draw. The six charts included in the appendix range from average match times of 1-hour & 22-minutes to 2-hours. Further, each chart has columns for match starting times, the number of matches to be assigned per half hour time period, and total matches that have been assigned. With the average match time information at hand, the match scheduler refers to the appropriate charts and then to the column that corresponds to the number of available courts.

## H. Scheduling Guidelines and Hints. (TR I.J.15)

**CARDINAL RULES OF SCHEDULING - 1) Never post a time of a match unless there is certainty that the time being posted is correct 2) Once posted, never change the time, unless weather or darkness causes a change to be made.**

1. Schedule as many matches on the first day as possible to:
  - a. Avoids the possibility of a player having 3 or 4 difficult matches (singles and doubles) on the same day later in the tournament.
  - b. Avoids difficult scheduling in case of rain later in an outdoor event with no or few indoor courts available.
  - c. Makes available more court hours for consolation events and doubles.
2. **Avoid late matches**, if possible. Starting any matches after Midnight is unwise; after 1:00 a.m. is a true exception.
3. A **late finishing player** should not play early the next day unless at his/her request or at the tournament's request.
4. **Be prepared to do what is right in making decisions**, e.g. the referee believes that it is too dark, and therefore stops play; however, if all players appeal that decision, then reconsider and probably reverse the ruling unless safety is clearly involved. Paramount consideration is the tournament venue: e.g. daytime clay court event; therefore, if weather causes delays, we should strive to finish the event using facilities similar to site.
5. **Schedule according to daylight hours and lighted courts available.** Be flexible if the site has differing numbers of courts at various times. (i.e., ten courts from 8:00 a.m. to 1:00 p.m. the 6 courts till 3:00 p.m. then returning to 10 courts)
6. **If possible, schedule all matches in a given round, half or quarter at the same time**, e.g. first round matches at 9:00 a.m. If the number of courts makes this impossible, schedule all matches in a round for the same day. It is unfair to some players to play more matches than others within the same day.
7. If officials and courts are available, **schedule all finals for all events at the same time** rather than one after another.
8. **For semi-final and final rounds, use courts which spectators can easily see** and use alternate courts if possible to minimize interruptions of stray balls, noise and other distractions. (Lower the nets on unused courts)
9. Allow **more time between matches for semi-final and final rounds.**
10. Start scheduling from the final day of the tournament and work backwards. This way the number of matches that must be played on the first day becomes easily known.
11. Begin with age groups or categories with largest number of entries, early in the morning.

12. Try to schedule boys and girls 10s and 12s matches late in the day if possible (but if these draws are large this may not be possible) because these matches tend to take up the longest amount of court time and thus they can put scheduling later in the day behind if they are scheduled early in the day.
13. Many times only the first matches for each player are scheduled by the Tournament Committee. If this is the case, the Referee may be called upon to schedule other rounds at the site depending on court availability. It is recommended that as many matches and rounds as possible be scheduled before posting to give all players a clear idea of future matches.
14. **Feed-in Championship (FIC) Suggestions. (TR I.H.5)**
  - a. Conduct FIC under the same conditions as the main draw including new balls and the same type of surface.
  - b. Avoid scheduling problems by limiting the categories a player can enter to two.
  - c. In major championships, do not schedule FIC 1st, 2nd, 3rd, 4th or quarterfinal rounds on the same day as the player would lose the equivalent round in the main draw. There are sound psychological reasons for this scheduling.
15. **Accepting Doubles Entries in Same Tournament with Singles Draw. (2 Choices)**
  - a. Close entries on the **same entry deadline** for singles and doubles. Doubles can be prescheduled even on the first day.
  - b. Close doubles entries on **first day of tournament**. This is to encourage doubles play; however, then the Referee must do the draw and schedule doubles on that first evening.
16. Before beginning any match, the next match time should be preposted on the official draw sheet. It is the **player's responsibility to check the draw** and not to rely on verbal times.
17. If a **feed-in consolation** is scheduled, try to **begin the early rounds as soon as possible** because a feed-in consolation has more rounds than the main draw.

#### **I. Inclement Weather or Other Natural Phenomena Which Cause Delays. (TR I.J.14)**

Always be specific during rain delays (i.e., "all matches have been postponed one hour", or "your match is now scheduled for 2PM", or "your match will not be before Noon"). Players need to know, if they can leave the area without a default.

Try to put information on the entry form about the procedure that has been established for the to contact the referee or the tournament desk (e.g. club telephone number) in case of rain or what the tournament will do in case an entire day is rained out (play next day, play next weekend, or go indoors).

Although all tournaments hope for fair weather, some tournaments will have extensive inclement weather delays causing difficult choices for the Referee and Tournament Committee. If play can be resumed, it may be at a quickened pace. While several tactics can be used, pro sets cannot as they violate the USTA sanction and cannot be used for ranking purposes. Some valid alternatives are:

- \* **Switch to No-Ad scoring.** The Referee can switch to no ad scoring from regular scoring in any round without prior notice on the entry form **when in the Referee's discretion the change is necessary to complete the tournament** after inclement weather or other factors cause the tournament to fall behind its published schedule. (TR I.U.9)
- \* **Strictly enforce pre-match warm-up times and 10-minute breaks between sets.** Many players abuse these times to practice instead of as a warm-up. Court monitors or roving officials can assist here.
- \* **Tighten court usage.** Use "next match to be followed by" system. Have players waiting at courtside to go on as soon as the previous match finishes.

- \* **Reschedule play earlier in the day or play under the lights, if available.**
- \* **Move play indoors, increase sites or courts, or even play on different surfaces, if necessary.**
- \* **If some matches must be canceled, start with the consolation matches and cancel the main draw singles last.**

If the tournament is canceled after play begins, all completed matches are recorded and count in the rankings. Uncompleted matches do not count.

## IV. Collegiate Tournaments.

NOTE: USTA regulations and rules generally apply. However, these ITA rules, regulations and tournament procedures are written for specific situations governing collegiate tennis. In a few cases specific conference, NAIA, or NCAA rule may apply, in these cases the conference rule, NAIA or NCAA rule will take precedence over the ITA rule. ITA coaches and officials are expected to follow ITA rules as closely as possible.

### A. Officials: (Rules for Team Competition and Dual Meet Matches) (ITA II. E)

1. In order to be considered for ITA Rankings in Division I, the host school shall provide a minimum of two USTA certified officials for each dual meet match. The only exceptions shall be when USTA officials are not available or when the coaches agree in writing before the start of the match that two USTA officials are not required.
2. It is strongly recommended that the home team provide **two neutral qualified officials for every team match. If at all possible these officials should be certified by the USTA. Whenever more than one official is present, one official shall be designated as the referee. The other official may act as a roving umpire assisting the referee.** Unless both coaches agree before the start of the match that one official is acceptable, any Division I team wishing to be ranked by the ITA shall provide a certified official who shall act as the referee and one other official who shall act as a roving umpire. Failure to do so should be reported to the ITA National Tournament Committee.
3. The home coach shall have available qualified persons to serve as officials. USTA certified officials are considered qualified.
4. If no one else is available, the Referee may serve as solo chair umpire. The referee continues to serve as referee to the best of his/her ability.
5. Once the Referee/roving official has only one match under his/her jurisdiction, if requested he/she must go into the chair or stand at the net post, in order to have a better view of the match.

### B. Method for Making A Collegiate Draw. (ITA III.A.4) (TR IV.A)

1. When a scholastic or collegiate draw involves players from the same school or university, such entries shall be placed in separate halves or quarters, as evenly as possible depending upon the number of entries from that school or university. In all ITA national and sanctioned events - singles, doubles and team - players and teams within geographic regions should be separated in all first matches if possible. Also if possible, players from the same team must be separated in opposite halves, quarters, etc. The number one and two players from the same team **must** be in opposite halves.
2. Byes shall be distributed among the seeded players in the order of their seeding. If the number of byes exceeds the number of seeded players and less than one player for each four lines has been seeded, then the byes shall be placed as though one player for each four lines on the draw sheet had been seeded. Any remaining byes shall be on every other line from the bottom bye then the top bye.
3. Players may be seeded in a ratio of one seed per four players. Additional players may be placed using a ratio of one to four. The position of a placed player shall be determined by lot.

### C. ITA Scorekeeping Systems. Regular Scoring.

- \* NCAA Division I singles and doubles events
- \* NCAA Division I and NAIA team matches
- \* NCAA Division II & III Championships and team matches
- \* Junior & Community Colleges team matches

In all categories except NCAA Division I Tournaments, the scoring system is regular scoring unless both coaches agree otherwise or conference rules dictate otherwise.

**D. Tournament Scoring (Note: This Tournament Scoring Method is only an example and is not an ITA Regulation.)**

**1. Championship Rounds.**

- a. **Main draw:** Two points for each match won.
- b. **3rd-place play-off:** One-half point for playoff for 3rd and 4th place if feed-in is used through the quarterfinal round; but, no points for 3rd and 4th place if feed-in through quarterfinals is not used.
- c. **Byes:** If a player receives a bye in the 1st rd., points are given only if the 2nd round is won.
- d. **Defaults:** A default shall be considered as a match won and points awarded accordingly.

**2. Consolation Rounds with Feed-in Through the Quarters.**

- a. **Matches played:** One point for each match won.
- b. **Byes:** If player receives a 1st-round bye, one point is given if the 2nd-round match is won.
- c. **Defaults:** In all instances, a default shall be considered as a match won and points awarded accordingly.

**3. Consolation Rounds with No Feed-in Through Quarters:** One-quarter point for loser of finals and one half point for winner of finals.

**4. Overall Ties:** In the event of a tie, co-titles shall be awarded.

**E. ITA Point Penalty System. (ITA I.E & ITA II.H)**

1. The Referee should always issue a general explanation of the ITA Point Penalty System to players and coaches prior to play beginning that warns coaches and players that inappropriate court behavior will be penalized.

2. The "Warning" is not part of the ITA Point Penalty System, which consists of:

- a. Point Penalty
- b. Game Penalty
- c. Disqualification

**3. Disqualification (ITA II.H.2)**

- a. In team matches, only the referee, chair umpire or solo chair umpire may implement the ITA Point Penalty System, unless both coaches agree otherwise.
- b. **The referee has the sole power to disqualify players during dual meets and ITA sanctioned tournaments. Before disqualifying a player, the referee shall confer with both coaches and any other officials. Coaches have an opportunity to offer an explanation of the situation to the referee. If two officials are supervising the match, they both must agree to the disqualification.**
- c. **In team competitions, the coaches shall have the right to appeal the disqualification to the tournament committee. A player shall be disqualified, if there is no appeal or if the appeal is denied.**
- d. **A chair umpire or roving official may give point and game penalties. The chair umpire and roving umpire shall inform the referee so that he/she can stand by in case a disqualification must be given. If the referee is not present when a third penalty would be warranted, play shall be suspended and the referee summoned.**

4. In all individual singles and doubles ITA events, the Referee, after consultation with the Games Committee, may default a player(s) for being 15 minutes late with a court available. Also each 5 minutes late up to 15 minutes is a game penalty and the player(s) lose the choice on the toss.

5. If a solo chair or roving official overrules the player or doubles team twice on the player's calls, each and any subsequent overrule by the solo chair or roving official will be penalized under the ITA Point Penalty System. Failure to have an appeal upheld is not an overrule.

6. A solo chair umpire shall caution any player or doubles team making excessive appeals for the apparent sake of disrupting play. Thereafter, if the solo chair umpire determines that the player is making appeals for the apparent sake of disrupting play, he may penalize the player under the ITA Point Penalty System.
7. **All physical contact between opposing players or coaches, or a player or coach and an official is strictly prohibited. The Referee (or referee in consultation with the Games Committee in case of ITA national and sanctioned events) shall immediately default any player who initiates contact.**
8. **ITA Carry Over Rule (Team Tournaments and Dual Meets) (ITA II.H.3)**
  - a. After the first round match.
    1. If a player commits a code violation after his first round, the penalty shall be assessed at the start of his /her next match.
    2. If he is not playing again, then the penalty shall be assessed in the next round against the number 1 singles player or the number 1 doubles team. If the #1 match is over, then the penalty shall be applied to the highest singles or doubles match still in progress. In either case the penalty shall be assessed at the start of the next game. If the next match is in a tie-break, then the penalty shall be assessed immediately.
  - b. When the last round of matches is on court. If the player commits a code violation after his last match and while the last round of matches is on court, then the penalty shall be assessed against the highest match still in progress at the start of the next game. If the match is in a tie-break, then the penalty shall be assessed immediately.
  - c. Carry over penalties are not part of the progressive schedule of penalties for next match. When a penalty is assessed under the carry over provisions, the penalty does not count as part of the progressive schedule of penalties for that match.
  - d. For the purposes of this rule, all singles matches are treated as one round and all doubles matches are treated as the other round.
  - e. There are four separate time segments when a player can commit a code violation:
    - during his first round match;
    - after his first round match but before the second round matches;
    - during his second round match; and
    - after his second round match.The first penalty in each segment will always be a point penalty.
9. **ITA Carry Over Rule. (National and sanctioned singles and doubles tournaments) (ITA I.E.5)**
  - a. Penalties assessed during a match do not carry over to next match. The ITA point Penalty System is cumulative throughout any singles or doubles match, but is also self-contained.
  - b. If a player commits a code violations after his single's match is over, the penalty shall be assessed:
    - at the start of his next singles match (consolation or main draw; but
    - if he has been eliminated from all singles competitions, then the penalty will be assessed at the start of his next doubles match.If a player commits a code violation after his doubles match is over, the penalty shall be assessed:
    - at the start of his next doubles match; but
    - if he has been eliminated from the doubles competition, then the penalty will be assessed at the start of his next singles match. (Note that in this case the penalty will be assessed against only the player who committed the violation and not against both team members.)
  - c. When a penalty is assessed under the carry-over provision, that penalty does not count as part of the progressive schedule of penalties for that match.
  - d. The Point Penalty System is in effect for carry over purposes. If more than one violation occurs following a player's participation, that player shall be subject to a game penalty or disqualification to be applied under the carry over provisions.
  - e. A Singles player who is defaulted may normally play doubles and a Doubles player who is defaulted may normally play singles. The exception is when the Referee (or the Referee in consultation with the Games Committee in the case of an ITA national or sanctioned event) determines that extraordinary and extreme circumstances exist which require he be barred from further participation in the tournament.
  - f. In doubles, the players are penalized as a team and not individual players.

10. **Coaches' Conduct.** (ITA I.K) Coaches' conduct should be exemplary, if there is a deviation then:
  - a. Direct warning from Referee.
  - b. If it continues, then the Referee should issue a point penalty to the coach's player on the court where the behavior occurred. If the behavior occurs off court then the point penalty should be assessed against the highest match in progress.
  - c. If further behavior problems with the coach, the Referee may bar the coach from continuing to coach for the remainder of the event.
  - d. Further coach behavior problems, stop all matches and declare the team's matches as defaulted.
11. In any cases involving a player's or coach's default or a coach's misconduct resulting in a point penalty, the Referee must report the incident to the ITA Ethics and Infractions Committee as well as the Director of Athletics of the player or coach.
12. Team members and their spectators shall not harass opposing team players. The ITA PPS shall be applied upon the match in progress of the offending team.

If the harassment is **not** match specific, the following steps shall be implemented for continuing infractions:

- a. A warning may be given to the offender and the coach.
- b. A point penalty assessed **immediately** on the highest match in progress.
- c. A point penalty assessed immediately on **every** match in progress.
- d. Repeat of step #3 each time the harassment reoccurs.

#### **F. Line Calling and Chair Umpire Procedures. (ITA I.B)**

1. In matches without on court umpires or with a solo chair umpire, the players make their own calls. Player's must give the opponent the benefit of the doubt. Fault calls can be questioned by either player verbally to the solo chair or roving umpire before the next ball is played from the backcourt or immediately after a first volley or half volley in the forecourt. Solo chairs and roving umpires cannot overrule unless the player verbally appeals the call at the time of the call. No assistance on unsighted balls. **On a clay court, a player may quickly check a mark before making a call on his/her side of the court.**
2. Players must call touches of themselves, invasions of opponent's court or the net, hitting ball before it crosses the net, and double bounces. Solo chairs may make these calls but a roving umpire may assist only if appealed to by the player.
3. A coach or a player may request a line umpire or foot fault judge, solo chair or Referee to assist on the court. A maximum five-minute delay is allowed.
4. Players can request their opponent to stop foot-faulting but may not call a foot fault. Solo chairs and roving umpires may call foot faults.
5. Both players have the right to a full 25 seconds between points. The reason each player (server and receiver) has 25 seconds between points is to allow either player the benefit of coaching between points, not just the server.
6. **There are no lets in college tennis except for a let cord, an interruption by an official or a spectator, and when play is interfered with by an outside object. Lets must be made by either player at the instant that the let occurs. A chair umpire may assist in let cords. Request for lets may not be made after a point is ended. A chair umpire shall call a let if an invading object is endangering a player.**

**No service lets in men's Division I. If the serve hits the net and goes in the service box, the ball is in play.**

- G. **Warm-Up. For dual matches and team tournaments (ITA II.J)** there is a maximum three-minute warm-up unless teams have not had their thirty-minute practice before a team match. In that case a ten-minute warm-up is permitted. Give a two-minute warning to the players.  
**For singles and doubles tournaments (ITA I.G)** a maximum 5-minute warm-up is allowed, unless the team has not had their 30-minute warm-up, in which case a ten-minute warm-up is permitted.

## H. Rest Periods.

1. No rest period between second and third sets. For ITA Individual tournaments: Extreme Heat Conditions - If the temperature is 90 degrees at the start of the match, the players shall be offered a 10 minute rest period between the second and third sets.
2. Maximum rest period between matches (Unless modified by the Games Committee) is:
  - a. Match over one hour..... 45 minutes
  - b. Match over one and one half hours..... 1 hour

## I. Playing Court Restrictions. (ITA I.F)

1. In men's tennis, only participants are allowed on the playing court or adjacent courts, **except to attend to an ill or injured player**. No spectators allowed.
2. In women's tennis, players, not in the match, are permitted no closer than the centerline on the adjacent court. Referee may move these players further away if deemed necessary.

## J. Time-Outs. (ITA I.H)

**Medical Time-Out.** The USTA Medical time-out regulation I.V. applies with the following exceptions:

- a. When an obvious injury occurs, a coach may assist and touch a player until the trainer arrives to diagnose and treat the injury.
- b. Once the trainer reaches the player, the trainer has a maximum of five minutes for diagnosis and treatment. The maximum time for treatment shall be three minutes.
- c. A trainer shall be available at the playing site to assist the player.

**Bathroom Breaks.** A player must ask an official for a designated "bathroom break." The official may refuse this request if he/she determines that the player is resorting to gamesmanship.

## K. Coaching. (ITA I.J)

1. Coaching is permitted throughout the match as long as it does not interfere with play.
2. Coaches may either sit or stand at the center side of the court or outside of the fence surrounding the court, so long as this does not distract the other player during a point. **Coaches may coach on the playing area only during a changeover.**
3. Limitations: Only one coach at any one time during match.  
**Men's Matches:** Head coach, assistant or registered volunteer coach or designated (non-competing) player; but maximum of two per match.  
**Women's Matches:** By the head coach and 2 designated coaches, who may be players, but only one on a court at a time.  
**Coaches should be designated before the singles matches start. They may be redesignated before the doubles matches start.**
4. Coaches cannot initiate a conversation with an opposing player or in any way get involved in on-court problems, unless at the request of the Referee, chair umpire or the opposing coach or player. Players should not initiate conversations with opposing coaches.
5. Whenever, a Referee discusses an on-court problem with a coach the opposing coach should be present.

## L. Dual Meet Matches and Team Tournaments. (ITA II)

1. Scoring System and Formats
  - A. **(6-3) Six Singles Followed by Three 8 game pro-set doubles** (12 point breaker at 8-all) - One point each match. (Nine team points - 5 points wins)
    - \* Junior & Community Colleges men & women
    - NAIA National Championships men & women

- B. **(3-6) Three Doubles (8 Game Pro-Set) Followed by Six Singles.** (One point for best of 3 doubles and one point each for singles) (**Seven team points** - 4 points win)
    - \* Division I men and women
    - \* Division III men
    - \* NAIA men and women
  - C. **(3-6) Three Doubles (8 Game Pro-Set) Followed by Six Singles.** (One point each match) (**Nine team points** - 5 points win)
    - \* Division II men and women and Division III women
2. A player is entitled to a 5 to 15 minute break between doubles match and singles match depending on the categories above. **Men's Division 1 is 5 minutes and women's Div I is 10 minutes between doubles and singles.**
  3. The decision to move indoors should be made before the start of the match except in the case of rain or darkness.
  4. **It is the ITA position that collegiate tennis is an outdoor sport. All matches should be played outdoors unless weather conditions and/or court conditions threaten the health and safety of the student athletes. If both coaches in a dual meet cannot agree to play indoors or not, the designated referee shall make the final decision one hour before match time. The following guidelines should be used:**
    - a. The weather **forecast** for the day, **according to [www.intellicast.com](http://www.intellicast.com)**, should be a high of at least 50 degrees and sustained winds of less than 20 miles per hour.
    - b. The majority of the match should be played under the above conditions. The match does not have to start or finish under these conditions.
  5. Three practice courts for visiting team should be available for minimum of 2 hours on afternoon before match and one hour on morning of match. If not available, the visiting team must be permitted to use the match courts for a minimum of thirty minutes before the team match.
  6. Qualified volunteers should be available to serve as officials and linepersons. Play may be suspended for 5 minutes to obtain an official. If no one else is available, the neutral referee will become a solo chair umpire, if requested, and handle any other matches to the best of the referee's ability.
  7. A trainer should be at courtside or within a five-minute walk.
  8. At Dual Meets, coaches exchange line-ups and ITA Scorebooks no later than 30 minutes prior to match.
  9. Players must compete in the order of their ability and default matches at the bottom of the line-up (other matches move up). The Referee may be called on appeal to decide what the current line-up should be.
    - a. In men's tennis, substitutions in doubles can be made, regardless of the reason as long as the player(s) had not played at higher doubles position(s) for more than 50% of the season.
    - b. In women's tennis, a direct line substitution may be made in doubles if one player is incapacitated. Order remains the same. If two players are incapacitated, the other two doubles teams move up and the new team plays in the third spot.
    - c. In all matches, if the team match has been won, teams may be substituted in doubles as long as the order is maintained.
  10. Home coach is responsible for the behavior of spectators. No alcohol on site. In cases of improper spectator conduct utilize the ITA Point Penalty System.
- M. The Referee must make arrangements to attend the coaches meeting at all tournaments and the tournament draw (Unless the conference has made the draw for a team tournament).

Referees should have reviewed the rules and local conditions for the tournament and be prepared to discuss them with the coaches. In addition, it is recommended that the Referee have a list of issues to be discussed (on a 4x5 card) such as the following:

- Introduce Coaches and Officials
- Coverage by roving officials and/or chair umpires (with or without crews)
- Warm-Up times – Number of sets or pro-sets– Scoring system (Regular Scoring w/ Tiebreak)
- Three Step Point Penalty System – Give warning in Player's meeting
- New Balls - Third Set? (including Consolation)
- Wearing of team uniforms or tournament shirt
- Coaching –number allowed men or women – Any time ball not in play- Where to stand or sit to coach
- Plans for inclement weather

Whether there are consolation draws and  $\frac{3}{4}$  playoffs

Number of courts in play

Rest periods

Availability and location of trainer

If Roving Official in position, player must request official's decision before overrule or other rules decisions

Use of scorecards on the court

All players should immediately report score until no longer in the consolation round.

## V. Supervision of On-Court Play

(Tournament Regulations (TR) and Officiating Regulations (OF) are from Friend at Court). As a general rule when settling disputes with players, conversations should begin with "The rule is..." rather than "I think..."

A. In a general sense the **Tournament Committee** is responsible for the administrative details of the tournament, while the **Referee is responsible for the conduct of play**. The only time the Committee (as part of the Tournament Appeals Committee) participates in the conduct of play is when it considers an appeal of the Referee's unilateral disqualification of a player.

B. **In any match conducted without officials**, the principles and guidelines set forth in "**The Code**" shall apply. (TR I.O)

C. Every umpire should be **familiar with "The Code"** to facilitate their serving as the Referee, solo chair umpire, or roving umpire of a tournament where some matches are non-officiated.

D. **Exercise general supervision over all aspects of play**, including but not limited to, the conduct and actions of players, coaches, parents, officials, ballpersons, groundskeepers, and the administrative crew. (TR I.C.3)

Use the Point Penalty System for match control. The Referee should send all players to court together. The groundskeepers and administrative crew can be of great assistance during tournament setup and in the case of inclement weather. Without these assistants, the Referee must ensure that courts are playable and players are assigned to the proper courts after the player shows their USTA membership card. With or without these assistants, the Referee must ensure that all nets are measured and singles sticks are properly placed.

E. The **Referee's primary duty**, and one that is frequently overlooked, is to be physically present (or assure the presence of a designated Deputy) whenever play is in progress. (TR II.A)

If the Referee is not able to personally observe all courts while play is in progress, play would be benefited if the Referee considers working with the Tournament Committee to obtain a Field Referee, Roving Umpires or Court Monitors. (These officials' duties are defined and explained in Friend at Court)

1. **Scorekeepers** - Volunteer help to assist in calling the score for a match.
2. **Court Monitors** - Volunteer help that can be trained at the tournament site using the USTA training booklets and videotape. They must seek out a certified official if a situation arises that needs attention.
3. **Roving Umpires** - Paid umpiring assistants who are assigned 3 to 5 courts at a time.
4. **Field Referee** - If the tournament is held at more than one site, a Field Referee should be obtained to supervise the second site. This paid officiating help should be certified but not necessarily as a USTA referee.

F. The Referee is empowered to **use his/her best judgement** in all situations not specifically covered by the rules. (TR I.C.3)

G. Determines **who may enter the playing area**. (TR I.M & TR II.A) This assists in tense situations such as injuries, loss of condition or scoring disputes, to keep parents, coaches, other players and spectators away from the immediate court area.

**The playing area is the area inside the fences or backstops. Any designated spectator seating is not part of the playing area.**

H. **Appoint Deputy** to act whenever he/she is away from the normal post and out of touch with it for any reason whatsoever, including his/her participation in a match as a player or umpire. Either the Referee or Deputy must be present at all times when play is in progress. (TR I.M. & TR II.A)

Realistically in many small tournaments there may not be anyone readily available to act as a Deputy. **When the Referee needs to appoint a Deputy because of the Referee's participation, lunch break etc. a recommended line of succession is:**

1. Field Referee
2. Roving Umpire
3. Any qualified Referee or USTA Chair Umpire
4. Any USTA Line Umpire
5. Court Monitor or Administrative Tournament Assistant
6. Knowledgeable Spectator, Parent or Player

**I. Scheduling matches and assigning courts** (including moving a match in progress to another court at any time). (TR I.M.2)

Sometimes matches must be moved because of darkness (to a lighted court), poor lighting, inclement weather, expiration of time allowed on a specific court, or other reasons. If required, the Referee should try to:

- \* Move the match to a court with the same surface, if possible.
- \* If a delay over 10 minutes occurs when moving a match, allow rewarm-up.

When a match is resumed after a suspension of more than ten minutes, it is permissible for players to engage in a rewarm-up that may be of the same duration as that at the start of the match. The preferred method is to rewarm-up with used balls (not the match's used balls) and insert the match balls when play starts. There shall be no rewarm-up after an authorized intermission or a suspension of ten minutes or less.

**J. In non-umpired matches, the Referee and his/her deputies may take appropriate action with respect to any infraction of the rules or regulations they observe.** (TR I.M.6)

Deputies refers to field referees, deputy referees, roving umpires and court monitors. When approved point penalty and non-accumulative point penalty systems are in operation, the umpire shall make his/her decisions within the terms of these systems (**Rule #30g**)

**K. Ensure that players receive the proper rest periods between matches.**

**All players** shall be entitled to a minimum rest period of **30 minutes** between matches.

**Junior divisions.** Players in these divisions shall be entitled to a minimum rest period of **60 minutes** between matches; provided however, that players in these divisions in doubles-only tournaments shall be entitled to a rest period of only **30 minutes** between matches.

**Senior divisions (35, 40, 45, Senior Mixed Doubles, Senior Parent-Child, Senior NTRP).** Players in these divisions shall be entitled to a minimum rest period of **60 minutes** between matches. **Senior divisions (50 and over).** Players in these divisions shall be entitled to minimum rest period of **90 minutes** between matches.

USTA sections or the Referee may authorize additional rest when the section or the Referee concludes the length of the match, severe heat and/or humidity, or other conditions justify an extension.

**When a junior player “plays up” in age division or when a senior player “plays down” in age division, the player is governed by the regulations of the division, which the player plays in.**

Players who participate in more than one age division shall be entitled to only **30 minutes** rest between matches in different age divisions.

**Other Match Formats.** When match formats other than three tie-break sets are played and the standard match length is shortened, the referee may shorten the minimum rest periods between matches as set forth above, provided that in no event shall a player be entitled to a rest period of less than **30 minutes** between matches. **NOTE No-Ad is a regular scoring method not an alternative format. No-Ad scoring should be announced in advance of the event if the entire event is to use this scoring method. (TR I.S)**

L. **Ensure that players receive the proper rest period between sets.** Note: Tournaments may eliminate rest periods between sets in adult divisions if advance notice is given before the event. (TR I.T)

**Boys' 18 and Girls' 18.** No rest period in best of three set match. In best of 5 sets, a mandatory 10-minute rest period is taken after the third set.

**Other Junior divisions.** After the second set, a 10-minute rest period is mandatory.

**Men's' Adult divisions (Open, 25, and 30)** No rest period in best of 3 set match. Either player entitled to 10-minute rest period, at the end of the third set in best of 5 set match.

**Men's' adult NTRP.** After the second set, either player is entitled to a ten-minute rest period.

**Women's' Adult divisions (Open, 25, 30 and NTRP).** After the second set, either player is entitled to a 10-minute rest period.

**Senior divisions (35 and above, Senior Mixed Doubles, Senior Parent-Child, and Senior NTRP).** After the second set, either player is entitled to a 10-minute rest period.

**Participation outside the age division.** When a junior player "plays up" in age division or when a senior player "plays down" in age division, the player is governed by the regulations of the division, which the player plays in.

**Additional rest periods between sets.** When not otherwise authorized, in conditions of severe heat and/or humidity, the referee may authorize a 10-minute rest period after the second set in a best of 3 set match.

**Other match formats.** In matches consisting of the best of 3 tie-break sets with a tie-break in lieu of a third set, no rest period is authorized after the second set.

**Suspended matches.** When play is suspended and not resumed until 10 minutes have elapsed or until a day later, if a rest period is authorized, it may be taken only after two consecutive sets (Three consecutive sets in a best of 5 set match) have been played without interruption. Completion of an unfinished set counts as one set.

**Practice during an intermission.** During an authorized intermission, a player may practice on the match court only with permission of the Referee. The match balls shall not be used for practice.

M. **Postpone or suspend play** when weather, light, surface conditions or other circumstances justify doing so. Suspension of a match for darkness should be done only at the end of an even number of games in the set or at the end of the set. The Referee, at his or her discretion, may postpone a match on account of darkness, the condition of the grounds or the weather. In any case of postponement the previous score and previous occupancy of courts shall hold good, unless the Referee and the players unanimously agree otherwise. (TR I.U)

When in the chair umpire's opinion playing conditions justify suspension of a match, the chair umpire advises the Referee. When practicable, the chair umpire obtains the Referee's approval before suspending play.

**In cases of lightning or other life threatening issues such as very high winds play should be suspended or postponed as appropriate, keeping player's safety in mind as the standard.**

NOTE: Chair umpires or roving umpires may **suspend** play (i.e., stopping play for a temporary break such as when rain begins) but only the Referee may **postpone** play (reschedule play for another time or another day).

**N. Default a player for cause.** The Referee may default a player for cause. This includes but is not limited to, tardiness, misconduct, or failure to follow Referee's, his/her deputies or chair umpire's instructions.

**O. Decides any point of law that a chair umpire is unable to decide or which is referred to the Referee as an appeal by a player.** The Referee's decision in such cases shall be final. (TR I.M.10)

In matches where a chair umpire is appointed, the decision of that umpire on facts shall be final; but where a Referee is appointed, an appeal shall be to the Referee from the decision of an umpire on a question of law, and in such cases the decision of the Referee shall be final. (TR II.C.13 & FAC Comment II C.1)

Chair umpires are the final authority for "**questions of fact**" such as:

- \* Ball was in or out.
- \* Double-hit or carry.
- \* Touch of net or overhead fixture.
- \* Footfault.
- \* Whether any specific action occurred.

On appeal, the Referee can be the final authority on "**questions of law**" such as:

- \* Interpreting any rule, tournament regulation or code violation, i.e., whether an act was a hindrance; whether a player should be assessed a code violation for his/her conduct; and the procedure for correcting errors in serving order, serving and receiving position; and ends.
- \* For example, the chair umpire would be the final authority on whether a player had touched the line therefore footfaulting; but the Referee might be called upon to interpret whether a player's movement amounted to a footfault by "walking or running" during the delivery.

When the matter under consideration affects the scoring of a match, the chair umpire will immediately bring it to the Referee's attention, suspending play pending the decision. In all other cases of appeal, play shall be continued while the matter is being considered.

**Instances where the chair umpire would not suspend play while calling the Referee include:**

- \* Player questioning Chair's competence.
- \* Chair requesting replacement of inappropriate clothing.
- \* Player claiming that server is quick serving.
- \* Player claiming crowd interference in play.
- \* Player claiming actions of other player is disturbing play (i.e., grunting)

**P.** If a Referee has disqualified a player who has entered the wrong age group or other restricted entry rules for a tournament, then the Referee **may reinstate the loser of the last match won by the disqualified player.**

**Q. Warm-up.** A player who refuses to warm-up his/her opponent forfeits his/her right to a warm-up. (TR I.N.4) During the warm-up or re-warm-up, a player may have any person hit with him/her if his/her opponent refuses to do so.

**R. Determines Ball Changes.** (TR I.M & TR I.Q)

1. Determines ball change pattern subject to the right of the chair umpire to order a ball change at other than the normal time when in his/her opinion abnormal conditions warrant doing so doing. i.e., when balls land in a puddle.
2. Balls may be changed after a specified number of games, such as after the first nine games and every eleven games thereafter. **If a ball change is missed, the new balls shall be put in play when the player, or pair in the case of doubles, who should have served with the new balls is next to serve. Thereafter the balls shall be changed so that the number of games between changes shall be as originally determined.**

3. **In matches where a ball change is authorized only at the start of the third set and a ball change is missed, the new balls shall be put in play as soon as the mistake is discovered.** The ball change was random as to who would receive the new balls.
4. **If a ball becomes unfit for play (e.g., ball breaks or loses compression)** it shall be replaced immediately. If a ball becomes wet, it may be taken out of play temporarily until it dries or it is replaced.
5. **If a ball has to be replaced during the warm-up or before the start of the third game after a ball change, the ball shall be replaced with a new ball. At all other times, it shall be replaced with a ball of like wear to the remaining balls.**
6. **In matches where a ball change is authorized only at the start of the third set, warm-up after a suspension may be conducted with the match balls. In all other matches, warm-ups after a suspension should be conducted with balls other than the match balls. If other balls are not available, then the match balls may be used but the balls shall be changed two games sooner than the originally specified number of games.**

**When the umpire or the Referee determines that the condition of the balls has materially changed since the suspension of play, the match shall be resumed with balls whose condition is equivalent to the condition of the balls that were being used before their condition materially changed.** If this is not possible, the match shall be resumed with new balls and the rewarm-up shall be conducted with the new balls.

7. **The Referee may permit practice on the match court during an intermission, but not with the match balls.**

**S. Appoints and replaces or reassigns, when necessary, chair umpires, line umpires, and net umpires.** These duties may be delegated to the chief umpire, if there is one. (TR I.M.8)

1. The Referee's **first consideration when there is trouble should be reassigning umpires on the court** rather than replacing. If a crew rotation system is used the Referee may be able to wait for an umpire's rotation off the court before replacing an umpire.
2. **The Referee may not remove an official from a match based solely on the player's request.**
3. **The chair umpire may request that the Referee or chief umpire replace one or more of the umpires assigned to the match if, and only if, the chair umpire determines that there is good and sufficient cause to do so. In any case, play shall continue pending the decision. The chair umpire may rearrange the assignment of umpires at any time.**

#### **T. Medical Time-out and Toilet Visit. (TR I.W)**

1. **Medical condition.** Medical condition includes, but is not limited to, an injury, illness, and heat-related condition or cramping.
2. **Medical time-out.** A medical time-out consists of evaluation time as determined by the referee plus a maximum of three minutes treatment time.
3. **Request for a medical time-out.** A request for a medical time-out may be made by a player to the referee, chair umpire, or other official at any time during the match or warm-up.
  - a. **Qualified medical personnel available.** If qualified medical personnel or an athletic trainer is available, the three-minute treatment time begins after the evaluation and diagnosis of the medical condition.
  - b. **Qualified medical personnel not available.** If qualified medical personnel and an athletic trainer are not available, the referee, chair umpire, or other official shall explain the medical time-out rule and allow the player to be treated. The official may provide supplies. **The 3-minute treatment time begins after the referee explains the medical time-out.**

During the match or warm-up, if a player suffers from a medical condition or believes that medical diagnosis or treatment is required, the player may request a *one-time* medical time-out for *that* medical condition. Subsequently he may request another medical time-out for a *different* medical condition. If a player has taken a medical time-out during the warm-up he may take a second time-out during the match for *that same* condition if he re-aggravates that condition.

4. **When medical time-out may be taken. (TR I.W.4)**

- a. **During the match.** During the match if a player suffers from a medical condition, aggravates a pre-existing condition, or aggravates a condition that developed during the warm-up, he may receive a one-time medical time-out:
- immediately after his request;
  - on the next changeover;
  - after a qualified medical person/athletic trainer arrives, evaluates, and is prepared to treat the medical condition; or
  - after the referee or other official arrives and explains the medical time-out rule.

If play is suspended until qualified medical personnel, an athletic trainer, or an official arrives, then play (or re-warm-up, if any) shall resume immediately after completion of evaluation, diagnosis, and treatment.

- b. **During the warm-up.** During the warm-up if a player suffers from a medical condition or aggravates a pre-existing condition that prevents him from starting the match as scheduled, the player may receive a medical time-out:
- immediately after his request; or
  - at the end of the warm-up.

If a player is unable to compete after receiving a medical time-out, then the match shall not begin.

- c. **Penalty.** If more than 15 minutes elapse between the time an official is notified of the medical condition and resumption of play (or re-warm-up, if any); the player shall be subject to the Point Penalty System

- d. **Bleeding.** A player may request one **Bleeding Time-out for external bleeding from one area of the body. If the player develops external bleeding from a different area of the body or new injury involving external bleeding from the same body part, the player may request an additional Bleeding Time-out for the new bleeding condition. A Bleeding Time-out shall be called whenever a player is bleeding externally. Play shall resume when the bleeding has stopped and any blood on the court and playing area has been removed and proper disposition made of any contaminated tennis balls. After the Bleeding Time-out, the official in charge may authorize additional time, keeping in mind fairness to the other player and the 15-minute time limit. The PPS shall not be applied to any delay caused by the treatment of bleeding or removing blood. If the bleeding or removal of blood takes more than 15 minutes or if the official in charge determines that the continuation of the match would likely result in continued interruptions and thus would not be fair to the opponent, the official shall require the player who is bleeding to retire.**

5. **Medical treatment during changeover.** Within any ninety-second changeover, a player may receive on-court evaluation, treatment, and supplies from anyone. **Make sure the player does not receive coaching.**

6. **Limitation on medical time-outs for heat-related conditions and cramping.** Only one medical time-out shall be permitted for heat-related conditions and cramping in any match, even if the heat-related condition or cramping occurs in different parts of the body.

7. **Non-treatable medical conditions.** Players may not receive a medical time-out for the following medical conditions:
- a. Any medical condition that cannot be treated appropriately during a match such as degenerative conditions not helped or eased by on-court treatment.
  - b. General player fatigue such as fatigue not accompanied by cramps, vomiting, dizziness, blisters, or other similar treatable conditions.
  - c. Any medical condition requiring on-court intravenous infusions, injections (**except for diabetes**) or oxygen.

8. **Leaving the playing area.** A player requesting a medical time-out may leave the playing area to contact the referee, his deputy, or other official in charge of the match. If an official is present, the player may not leave the playing area without his permission.

9. **Toilet visit.** A player may request one or more suspensions of play for a toilet visit. For each request, the referee, his deputy, or other official in charge of the match shall decide if it is a genuine toilet emergency, as opposed to general player fatigue. If the request is not granted, play continues. Whenever possible, toilet visits should take place during the 120 second set-break.

10. **Coaching not permitted.** No coaching shall be permitted during the suspension of play for either a medical time-out or a toilet visit.

**U. No Abuse of Players or Officials.** (TR I.N.10)

1. No person shall abuse an official or player. The chair umpire, Referee and any other official responsible for ensuring that a match is played under conditions which are fair to all players shall make certain that no parent, relative, coach or other person associated with a player abuses an official or player.
2. A player who enters a sanctioned tournament or match consents to being penalized under the PPS for abusive conduct by a person who appears to be associated with the player. If the official observes such conduct, he/she shall suspend play and request that the person desist. If the abuse continues, he/she may direct the person to leave the tournament area. In a flagrant case the official may immediately direct the person to leave without requesting him to desist.
3. If the person refuses to follow the instructions to leave, then the official may penalize the player associated with the person under the PPS. The player may appeal an official's decision only if it results in a game penalty or default.

**V. USTA National Senior Tournaments.** Semifinal and final rounds shall be played on the surface specified in the title unless more than 24 hours of inclement weather or other cause prevents them from being played on the specified surface. The designation "hard courts" includes all types of hard courts and the designation "clay courts" includes all types of clay courts.

**W.** In settling a **scoring dispute in a non-officiated match** the Referee should use his best judgement, which is listed in order of preference: (FAC Comment II.A.2)

1. Attempt to agree on the correct score.
2. Counting all points and games agreed on by the players, with only the disputed points or games being replayed. (Preferred, but not mandatory method), or
3. Resuming play from a score mutually agreeable to the players, or
4. As a last resort, a decision should be reached by a coin toss or a racquet spin.

**X.** In **recording the results of matches on draw sheets** the following terms should be used to allow written draw sheets and the computer TMS system to properly submit results to ranking committees and computer ranking programs:

**Draw Sheet Terminology and Procedures (TR I.M)** Much confusion exists over how to record match results on draw sheets, and specifically over what constitutes a withdrawal, walkover, default, and retirement. The key to understanding these terms is that a default occurs as a result of some action initiated by an official. Withdrawals, walkovers, and retirements occur as the result of actions initiated by a player.

- a. **Withdrawals** occur before the first match played or during the warm-up for the first match in an event.
- b. **Walkovers** occur when a player has completed a match in an event and is not able to start the next match in that event.
- c. **Retirements** occur when a player is not able to continue playing a match after it has started.
- d. **Defaults** occur when a player is not allowed by the referee to begin or continue a match or refuses to play for other than a bona fide reason.

Generally withdrawals and walkovers are ignored for ranking purposes; retirements are treated as a match played; defaults may carry a ranking penalty.

**Withdrawals** A **withdrawal** occurs when a player removes himself from the tournament before competing in the event because of injury, illness, personal emergency, or other bona-fide reason. The referee shall record the opponent as receiving a withdrawal, and he shall write the reason for the withdrawal on the draw. If he is using the TMS system, he shall use the following codes:

- Illness: Wd [ill]
- Injury: Wd [inj]
- Emergency: Wd [em]
- Tournament administrative error (e.g., tournament entered player in the wrong event): Wd [tae]
- Double withdrawal: Wd / Wd

**Walkovers** A *walkover* occurs when a player, after completing a match in an event, and before (or during the warm-up for) the next match in that event, decides not to play because of injury, illness, personal emergency, or other bona fide reason. The referee shall record the opponent as receiving a walkover, and he shall write the reason for the walkover on the draw. If he is using the TMS system, he shall use the following codes:

- Illness: Wo [ill]
- Injury: Wo [inj]
- Emergency: Wo [em]
- Tournament administrative error (e.g., player told incorrect time by tournament): Wo [tae]
- Double walkover: Wo / Wo

**Retirements** A *retirement* occurs when a player is unable to continue playing a match or resume a suspended match because of injury, illness, personal emergency, or other bona fide reason. The referee shall record the score at the time at the retirement and shall show the opponent as receiving a retirement. The referee shall write the reason for the retirement in on the draw. If he is using the TMS system he shall use the following codes:

- Illness: Ret [ill]
- Injury: Ret [inj]
- Emergency: Ret [em]
- Adult decision (e.g., an adult such as a parent or coach pulls the child off the court during a match): Ret [ad]

**Defaults** A *default* occurs when a player:

- is disqualified for cause or ineligibility.
- is disqualified under the Point Penalty System (which includes penalties for lateness); or
- refuses to play for other than a bona fide reason.

The referee shall record the score, if any, and shall show the opponent as receiving a default. He shall write the reason for the default on the draw. If he is using the TMS system, he shall use the following codes:

- Not showing up at a tournament: Def [ns]
- Point Penalty System: Def [pps]
- Player error (e.g., player intended to play but mistakenly showed up at the wrong time or location): Def [pe]
- Double default: Def / Def

**Withdrawals, Walkovers, and Retirements Due to Bona Fide Reasons** A referee should give a player the benefit of the doubt when deciding whether the player’s reason for not playing is bona fide. For example, a female player may be too embarrassed to reveal her real reason for not wanting to play or not being able to continue playing. Other examples of bona fide reasons for not playing could include being emotional distressed over the break up of a relationship or over the death of a relative or friend. Bona fide reasons other than illness or injury shall be coded as withdrawals, walkovers, or retirements due to personal emergencies.

**Defaults for Refusal to Play when there is No Bona Fide Reason** If a player refuses to continue playing a match and the referee is convinced that the player has refused to play for other than a bona fide reason, the referee shall code the match as Default (Point Penalty System or “pps”). If the player refuses to play his next match, the referee shall code the match as Default (no show or “ns”). After the referee has conclusively confirmed that a player refuses to play his next match, the referee need not wait until the scheduled time of the match to record the result.

**Abandoned Matches** An abandoned match refers to a match that has started but the referee has decided that the match will not be completed. There is no winner or loser of such a match. The referee shall write “abandoned” on the draw.

**Unplayed Matches** An unplayed match refers to a match that the referee decides will not be started for any reason other than a withdrawal, walkover, default, or retirement. There is no winner or loser of such a match. The referee shall write “unplayed” on the draw.

**Recording the Tie-Break Score** The score of the tie-break set will be written 7-6(x), or 6-7 (x) but if a tie-break is played in lieu of the third set, the tie-break score is recorded 1-0 (x) with x being the number of points won by the loser of the tie-break.

**Y. Player Withdrawal with Reasons.** A player shall not withdraw from a tournament (whether during the course of a match or before the start of a match and whether in the qualifying, main or consolation draw), except for illness, injury, or personal emergency. (TR I.N.16)

The Tournament Committee may require that any player who withdraws after the start of play, because of illness or injury, obtain a verification of the player's illness or injury from a medical professional. If the Tournament Committee desires to impose this requirement it shall publish a notice of the requirement in the materials furnished to players for their entry, and it shall, at the tournament's expense, provide services of a doctor to examine the player. The player may elect, at the player's expense, to obtain the services of another doctor, in which case the player shall do so without delay.

**Z.** In a tournament with a consolation draw, **losses in the feed-in count the same as losses in the main draw** and matches should be conducted under the same conditions as main-draw matches.

The Referee should attempt to contact a player who was defaulted for tardiness (Not misconduct) without showing up at the tournament site, in order to inform the player of their consolation match time.

**AA.** After a player's match is completed or suspended, the player should not depart the grounds until the player has obtained from the Referee either the time of his/her next or resumed match or has obtained clearance to depart. **For establishing the time of the player's next match in the tournament, it is the player's responsibility to make contact with the Referee,** not vice versa. Unless specifically authorized by the Referee, schedules of play carried in newspapers or other media are not official and the player utilizes them at the player's own risk. (TR I.K.3)

## VI. The Point Penalty System

A. The **Point Penalty System (PPS)** applies to violations occurring during the **warm-up and the match in any sanctioned tournament.**

1. The **purposes of the PPS** are:
  - a. To deter unsportsmanship conduct.
  - b. To achieve compliance with the continuous play rule.
  - c. To achieve on time appearance for matches.

The **objective of the PPS** is not to punish, but to encourage play that is sportsmanlike and within the rules.

2. The imposition of penalties is primarily a function of the chair umpire, but the **Referee, or the Deputy Referee, may impose penalties in any umpired or non-umpired match on the basis of the Referee's observations or those of designated assistants.**
3. While the imposition of penalties will normally be in accordance with the basic table, **a flagrantly unsportsmanlike act may result in the imposition of an immediate and appropriate penalty, even a default and even on just a first offense.** Such a default, if declared by a chair umpire or Referee's deputy, is appealable to the Referee. If imposed by the Referee it is appealable to the Tournament Committee.
4. A **player's appeal of any penalty is limited to questions of law.**
5. A **penalty on a member of a doubles team** is imposed on the team not the player.
6. **All penalties under PPS are treated as though the points or games actually had been played** so far as serving order, court occupancy and ball change are concerned. One exception is that a player penalized for lateness also shall be deemed to have lost the toss. The penalized player is allowed to choose an option only after the opponent has made a choice. The ball change shall be reckoned from the first game played. The choice to serve or receive shall apply to the first game played.
7. **If both players or teams are equally responsible for delay during a match, any penalty will be imposed on the server.**
8. A **player suffering from a medical condition may buy time with a penalty(s).**
9. A **game penalty imposed during a game means the loss of the game in progress**, regardless of the point score at the time; there is no carry-over of points to the next game.
10. A **penalty imposed between games or before the start of a match will apply to the next point or game scheduled to be played.**
11. A **point penalty is scored as though the player had played and lost what would have been the next point or game.**
12. A **player who is the beneficiary of a penalty imposed upon his opponent may not**, in the best interests of the game, **decline to accept it** any more than he could decline to accept a point for a double fault by his opponent. A player who disobeys the instructions of an official in such a case is himself liable to being defaulted.

13. **After a point or game penalty, the new score should be announced. After assessing a default, announcing the final score should be delayed until it is determined whether or not the defaulted player wishes to appeal.**
14. **After any code violation penalty, the Referee should be promptly notified. After the match, officials shall report to the Referee each penalty imposed (especially for unsportsmanlike conduct). The Referee shall report to the sectional or higher grievance committee any penalties that resulted in a default or that he considers to be a serious breach of conduct.**

**B. THE POINT PENALTY SYSTEM. (TR I.P)**

**Table of Violations and Penalties**

**NOTE: There was a major change in 2002 to a three-step point penalty system, eliminating use of a warning for first offense.**

<b>Code Violations</b>	<b>Penalties</b>
<i>Delay reasons</i>	
<ul style="list-style-type: none"> <li>* Intentional delay after warm-up, between points or the 90-second rule.</li> <li>* Not resuming play after natural loss of physical condition.</li> <li>* Not resuming play after injury time out or after receiving treatment at changeover.</li> <li>* Not playing within 25 seconds after having been directed to resume play.</li> <li>* Passage of 25 seconds after any time violation (intentional or unintentional).</li> <li>* Leaving the court for an unauthorized reason.</li> <li>* Passage of 25 seconds or 90 seconds (as appropriate) when player leaves court to get a replacement racket.</li> </ul>	<p>Violations, except for lateness, will be penalized as follows:</p> <p style="text-align: right;"><b><u>1st Offense.....Point</u></b>  <b><u>2nd Offense.....Game</u></b>  <b><u>3rd Offense.....Default</u></b></p>
<i>Conduct Reasons</i>	
<ul style="list-style-type: none"> <li>* Visible or audible profanity or obscenity.</li> <li>* Abuse of rackets, balls or equipment.</li> <li>* Verbal or physical abuse of a player or official.</li> <li>* Coaching.</li> <li>* Abusive conduct by a player or a person associated with a player.</li> <li>* Retaliatory calls (<b>obviously bad calls made in retaliation for the opponent's calls</b>).</li> <li>* Unsportsmanlike conduct (<b>any conduct that is abusive or detrimental to the sport</b>).</li> </ul>	
<b>Time Violations</b>	<b>Penalties</b>
<ul style="list-style-type: none"> <li>* Unintentional delay after warm-up or between points.</li> <li>* Unintentional violation of the 90-second rule.</li> </ul>	<p>1st Offense.....Warning                  Each additional violation. Point</p>

**When practical in USTA sanctioned tournaments using a certified official in direct observation of the match, the time which shall elapse from the moment the ball goes out of play at the end of the point to the time the ball is struck for the first serve of the next point shall not exceed 25 seconds.**

**C. Guidelines for Implementing the PPS. (FAC Comments I.P.1-15)**

1. Implementation of the PPS requires judgement by referees, chair umpires, roving umpires and other tournament officials. A "Yes" answer requires action under the PPS.
  - a. Is the action by the player dangerous to any person in or around the court area?
  - b. Is the action by the player abusive towards any person in or around the court area?
  - c. Is the action by the player unreasonably delaying the match?
  - d. Is the action by the player unsportsmanlike conduct? (e.g., making a retaliatory call.)

2. Actions generally recognized as subject to penalty under the PPS are:

- a. **Racket abuse:** breaking the racket, throwing the racket in a manner, which endangers any person or damages any part of the court surface or equipment. Throwing a racket, which even inadvertently strikes any person, should be penalized.
  - b. **Ball abuse:** In anger or frustration, hitting, throwing or kicking a ball which is not in play thereby causing it to leave the playing area. Hitting a ball in anger or frustration which, even inadvertently, strikes any person should always be penalized.
  - c. **Audible or visible obscenity:** Since it is not possible or desirable for the Umpires' Committee to publish a list of words or phrases that are objectionable, apply the following criteria for judging obscenity:
    - 1). Those words or gestures that are patently offensive to the community (As applied to spectators and court personnel)
    - 2). Reference to sexual functioning.(i.e., sucks)
    - 3). References to deities when associated with curses (Example: God damn it!)
  - d. Players should be aware of where they are playing, and what may be offensive.
3. The above examples are not intended to be all inclusive of all penalizable actions. Players are responsible for their acts, regardless of whether or not the result was intended.

**D. Table of Penalties for Lateness for Match. (TR I.P)**

5 Minutes or less.	Loss of Toss plus one Game.
5:01 to 10:00 minutes.	Loss of Toss plus two Games.
10:01 to 15:00 minutes.	Loss of Toss plus three Games.
More than 15 minutes.	Default.

The lateness penalty starts when the match is scheduled and called and a court is available. The Referee is not required to keep a court open while the penalty is accruing. A player is deemed to have arrived when he/she checks in at the place designated by Referee for checking in and is properly clothed, equipped and ready to play. Except for a default, Referee shall never assess more than a three-game penalty for lateness.

The penalized player is allowed to choose an option but only after his/her opponent has made his/her choice. **The choice to serve or receive shall apply to the first game played.**

**Lateness after an Intermission.**

5 minutes or less.	One game penalty.
More than 5:00 minutes.	Default.

NOTE: For professional events lateness is not penalized in games.

**E. Both Players Late for Match or For Resumption of Suspended Match.**

Both players equally late up to 15 minutes.	No penalty.
Both players late but arrive at different times.	The penalty accrues on the arrival of the first player (A). Opponent (B) loses the serve/end option and the loss of 1, 2 or 3 games depending on the time elapsing between A's arrival and B's arrival.
Both players exceed 15 minutes.	Referee may default both players, or may reinstate match using the principle that both players are late but arrive at different times.

**F. Both Players Late after an Intermission.**

Both players equally late up to 5 minutes.	No penalty.
Both players late but arrive at different times.	The penalty accrues on the arrival of the first player (A). Opponent (B) loses 1 game unless (s)he arrives more than 5 minutes late in which case (s)he is defaulted.
Both players exceed 5 minutes.	Referee may default both players, or may reinstate match using the principle that both players are late but arrive at different times.

**G. No Coaching.** Except as provided in team competitions, a player may not receive coaching during any suspension or interruption of play due to the following:

- \* Medical Time-out
- \* Maladjustment of a player's clothing, footwear, or equipment under Rule 30.
- \* Toilet visits under..
- \* Seeking the assistance of the Referee.

Coaching is permitted during an authorized rest period and during any other authorized suspension of play. A temporary interruption of play during which the players do not leave the playing area is not a "suspension" of play for these purposes. Coaching is not permitted during any warm-up.

**H. The Retaliatory Call.** The most unacceptable tactic of a player in any match is the obviously retaliatory call. Any Referee or roving umpire who observes such a call in an unofficiated match being conducted under the point penalty system should assess an unsportsmanlike conduct penalty at once. (TR I.P)

Occasionally, the Referee or roving umpire will see a player call a VERY obvious good ball out, and do so in a manner that indicates it was done on purpose. Immediate action and further observation is required.

**I. Referee May Default Player For Cause.** The Referee may default a player for cause, which includes, but not limited to, tardiness, misconduct, or failure to follow his/her instructions or those of his/her deputies. (TR I.R.1)

**J. The Tournament Appeals Committee acts as an appeal body** in cases in which the Referee has unilaterally disqualified a player. The Referee shall not vote on the appeal nor shall his/her presence count towards meeting the quorum requirement. There is a 15-minute time limit to appeal. Its decision on such an appeal shall be final. **(TR I.R.3)**

**K. Rules on Appeals from Players Defaulted by the Chair Umpire.** A player who has been defaulted by the chair umpire may appeal the decision to the Referee. The Referee's decision shall be final. (TR I.R.4)

A default, once ordered by a chair umpire, may not be reversed except for a compelling, cogent reason. When a player appeals his/her or the team's on-court disqualification, he/she must appeal before the player(s) leave the playing area. When an appeal has been made no player shall depart the playing area until the appeal is acted upon.

**L. Defaults.** A player who has been defaulted for a reason other than misconduct may play in other events in the tournament including consolations. A player who has been defaulted for misconduct shall not participate in any other events in that tournament. Tardiness is not considered misconduct. Note: Players who retire due to injury or illness from a match should be allowed to play in other events including the consolations. (TR I.R.6)

**M. Betting.** If a player bets on a match, the Tournament Committee shall immediately remove the offender from further connection with the tournament.

## VII. Responsibilities after the Tournament.

A. The **chair umpire has the responsibility to report all point and game penalties as well as defaults to the Referee**, who will in turn report any of these that resulted in a default or that he/she considers serious breaches to the sectional or higher grievance committee.

B. Nothing in the PPS rules out a **subsequent imposition of monetary fines, suspensions or other disciplinary actions** by whatever governing body has jurisdiction.

C. **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 body issuing the sanction. The foregoing also applies to feed-in championships and consolation events conducted as part of the tournament.

D. **Within 30 days after completion of the tournament, the Tournament Committee shall file such reports as are required by USTA Standing Orders.** Failure to submit these reports may bring about disciplinary action by the body issuing the sanction.

E. **Within three days after the end of a tournament, the Referee shall report, either verbally or in writing, to the sectional or higher grievance committee any violations of these Tournament Regulations** and in particular:

{Player entering tournament player could not finish or 2 tournaments at once};

{Failure to appear for match w/o bona fide reason; withdrawal w/o bona fide reason; withdrawal after the draw except for illness, injury or personal emergency; not allow self to be defaulted w/o bona fide reason; engage in unsportsmanlike conduct; engage in gambling activities; receive a point penalty or higher under the PPS; or had prize money withheld for conduct inconsistent with these standards};

{flagrant violations that result in an immediate penalty} or any other conduct violation.

F. **Any player or official who observes a violation of these Tournament Regulations may file a written complaint** with the chair of the grievance (or comparable) committee of the section where the tournament was held, or with the Chair, USTA Grievance Committee. In general, if the tournament included any nationally ranked players it would be preferable to file such a complaint with the Chair, USTA Grievance Committee. (TR I.Y)

G. After the draw has been made, a player may not withdraw from the tournament except for injury, illness, personal emergency or other bona fide reason. If a player has to withdraw, he/she must advise the Referee in writing of his/her withdrawal and his/her reason for withdrawal as soon as possible. A player is entitled to a refund of his/her entry fee only if his/her entry is not accepted or if he/she withdraws before the draw has been made.

## VIII. Player Responsibilities under "The Code" (TR I.O)

"The Code" is a summary of procedures and unwritten rules which custom and tradition dictate all players should follow. It applies to all matches played without a chair umpire and to matches with a solo chair umpire, except when the solo chair umpire informs the players that he/she is assuming some or all of their responsibilities. "*The Code*" is a USTA publication originally written by Colonel Nick E. Powel.

### A. Calls.

1. A player shall **make line calls on his/her side of net.**
2. **When in doubt** about whether a ball is in or out, the player shall **make the call in favor of his/her opponent.** The player may also request his/her opponent's help in making the call.
3. **When an opponent requests help on a call,** the player shall provide help if (s)he has a clear opinion. If the player gives his opinion, it shall be accepted. If neither player is certain about the call, then the ball is considered good. A let shall not be played.
4. Regardless of whether (s)he is asked, a **player shall call against himself/herself any ball that is clearly out.**
5. If a player and his/her partner **disagree** about whether their opponent's ball was out, they should **call it good.**
6. No matter how obvious it is to a player that his/her opponent's ball is out, the opponent is **entitled to an audible or visible out call.**
7. If a **player mistakenly calls a ball "out"** and the realizes it was good, the point shall be replayed if (s)he returned the ball to his/her opponent's court. If the player failed to make the return, his/her opponent wins the point. If the mistake was made on the second serve, the server is entitled to two serves.
8. A player **may ask his/her opponent** about his/her call by the query: **"Are you sure of your call?"** No further delay or discussion is permitted. If the opponent reaffirms that the ball was out, his/her call shall be accepted. If the opponent is uncertain, (s)he loses the point.
9. A player shall **never ask a spectator to make a call.**
10. A player shall **make all calls instantly** but not until the ball has hit the court. A call shall be made either before the opponent has had the opportunity to play the return shot or before the player's return shot has gone out of play.
11. When a ball from an adjacent court enters the playing area, a player must **call a let as soon as (s)he becomes aware of the ball.** The player loses the right to call a let if (s)he delays in making the call. For example, the server is advancing to the net for an easy put away when (s)he sees a ball from an adjoining court rolling towards him/her. If the server wants to claim a let (s)he must do so immediately. (S)he may not wait until after (s)he has hit the ball.

Once (s)he hits the ball, (s)he loses the right to claim a let even if the distraction caused by the ball causes him/her to miss the shot.

12. A player shall **call against himself/herself**:
  - \* A ball touching him/her;
  - \* His touching of the net;
  - \* His touching of his/her opponent's court;
  - \* His hitting a ball before it crosses the net; and
  - \* Double bounces (or deliberate second hits at the ball).
13. A player shall **make the ruling on a ball that his opponent hits through the net and on a ball that his opponent hits into the ground before it goes over the net.**
14. When a ball lands on a clay court it often leaves a mark. **If any part of the mark touches the line, the ball shall be called good.**

### **B. Serves, Foot Faults, Service Lets, and Service Returns**

1. All **warm-up serves** shall be completed **before the first service** of the match. A player shall not practice return of serves on his/her opponent's warm-up serves. If a player has completed his/her warm-up serves, (s)he shall return his/her opponent's warm-up serves directly to the opponent.
2. The **receiver shall comply with the server's request to have three balls** in his possession before the start of the point unless the third ball is some distance away and retrieving it would result in prolonged delay.
3. A player **may warn his opponent that the opponent has committed a flagrant foot fault**. If the foot-faulting continues the player may **attempt to locate an umpire**. If no umpire is available, the player **may call flagrant foot faults**.
4. In doubles the receiver's partner should call the service line and the receiver should call the sideline and the center service line. Nonetheless, **either partner may call a ball (s)he clearly sees**.
5. **Neither the server nor his/her partner shall make a fault call on the first serve**. If a player believes that (s)he cannot call a serve a fault (giving his/her opponent the benefit of a close call), the server is not entitled to replay the point.
6. **Any player may call a service let**. The call shall be made **before the return of serve goes out of play or is hit by the server or his/her partner**. If the serve is an apparent or near ace, any let shall be called promptly.
7. A player shall **not put into play** or hit over the net **an obvious fault**. If a player believes that (s)he cannot call a serve a fault (giving the opponent the benefit of a close call), the server is not entitled to replay the point.
8. The receiver shall **play to the reasonable pace of the server**. If a player returns a serve (even if it is a "quick" serve), then (s)he (or his/her team) is presumed to be ready. **The ITF has stated that if the server starts serving in less than 12 to 15 seconds after the end of the previous point, then his pace probably is not reasonable.**
9. When the server's second service motion is **interrupted by a ball coming on the court, then (s)he is entitled to two serves**. When there is a delay between the first and second services:
  - \* The server gets **one serve if (s)he was the cause of the delay**; or
  - \* The server gets **two serves if the delay was caused by the receiver or these was outside interference**.

The time it takes to clear a ball that comes on the court **between the first and second serves is not considered sufficient time to warrant the server receiving two serves** unless this time is so prolonged as to constitute an interruption. The receiver is the judge of whether the delay is sufficiently prolonged to justify giving the server two serves.

### C. Score.

1. The server shall **announce the game score** before the first point of the game and the point score before each subsequent point of the game.
2. **Disputes over the score** shall be resolved by using one of the following methods (The methods are listed in order of preference.):

- \* **Attempt to agree on the correct score**
- \* Count all points and games agreed upon by the players and replay only the disputed point(s) or game(s).
- \* Play from a score mutually agreeable to the players.
- \* Spin a racket or toss a coin.

### D. Miscellaneous.

1. **All points played in good faith stand.** For example, if after playing a point the players discover that the net was too high, the point stands.
2. If an opponent repeatedly violates the rules, a player **may leave the court** to seek **assistance of the referee or to request an umpire.**
3. A player shall **not talk while the ball is moving towards his/her opponent's side of the court.** If the player's talking interferes with his/her opponent's ability to play the ball, the player loses the point.
4. A player **may feint with his/her body** while the ball is in play. (S)he may change position at any time including while the server is tossing the ball. Movements or sounds that are made **solely to distract** an opponent, such as waving the arms or racket or stamping the feet, are **not allowed.**
5. A player shall **not go behind an adjacent court to retrieve a ball,** nor shall (s)he ask for return of a ball from players on an adjacent court until their point is over.. When a player returns a ball that came from an adjacent court, (s)he shall wait until their point is over and then return it directly to one of the players and preferably to the server.

## IX. Helpful Refereeing Hints (TR I.O)

We will cover many situations that occur and require a Referee's judgement to solve problems. Most matches in USTA sanctioned tournaments are played without umpires. "The Code" written by the late Mid-Atlantic umpire and referee, Nick Powel, handles procedures, customs, and the settling of disputes without neutral parties (umpires) in the most equitable and fair manner.

### A. **Who is right in arguments** that the Referee hears?

Each side has equal right in any argument over facts.

### B. Referee is called to court after something is found incorrect following the point's completion. What is the general rule?

#### **ALL POINTS PLAYED IN GOOD FAITH STAND.**

Examples of "All Points Played in Good Faith Stand":

1. If the net is four inches too high after a point or set, then the point or set stands.
2. If the third point of a game is played in the ad court, the point stands.
3. If match uses the 9-point tiebreak instead of 12-point tiebreak, match remains as played.

### C. Referee is called to court because receiver appeals that the **server's action in discarding a "second ball" after a rally starts constitutes a hindrance**. What is the Referee's decision?

1. If the official in charge of the match, deems the claim valid, the official should require the server to make some other satisfactory disposition on the ball.
2. Failure to comply with this instruction may result in loss of point for hindrance on each occasion.

### D. Referee is called to court and Player A states that Player B has made **an erroneous call**. What should the Referee do?

1. First question both parties on situation.
2. If B is sure of the call, tell A that the call was B's to make.
3. If B was not sure of call or had doubt, inform B that in the case of any doubt on a line call, B must give A the benefit of doubt.
4. If this has been a recurring situation in the match, the player or players may request the Referee stay and umpire the match. Referee should inform the players to let the opponent call the shots on his/her side of the net, give benefit of the doubt to opponent when not absolutely sure, and attempt to complete the match without the Referee as an umpire; especially, if the Referee does not have extra officials or deputy referee to take over his/her Referee duties while he/she is on the court. If there are no persons who can take over as a deputy referee or on the court, then the Referee should tell the players that the match cannot be umpired in fairness to play that is continuing on other courts.

### E. Referee is called to the court because Player A has asked a **spectator to make a call** on a shot and Player B is objecting.

1. In making a line call a player should not enlist the aid of a spectator. In the first place, the spectator has no part in the match and putting the spectator in this position may be very annoying to the opponent.
2. In the second place, a spectator may give their opinion when asked even though they were not in a position to see the ball,
3. Thirdly, the spectator may be prejudiced; and
4. The spectators may be totally unqualified.  
All these factors point decisively toward keeping out of the match all persons who are not officially participating (roving umpires, court monitors, referee, etc.).

F. Referee is summoned to the court following **one player injuring the other player**?

1. If the player is injured accidentally due to a hit ball or accidentally thrown racquet, it is the injured player who must suffer not being unable to continue the match not the opponent.
2. However, if the player had in anger injured his/her opponent, then the person who either hit a ball in anger at the opponent or the person who threw his/her racquet in anger injuring the opponent (that person who caused the injury) will be defaulted and the injured player shall incur no penalties.

G. Referee called to a court to settle an **argument about line call**.

1. On hard courts, there should never be a discussion about ball marks because it is too difficult to find them, and there may be many marks in the area, if any at all. Therefore, if player is sure of his/her call, the call stands. If there is any doubt, the benefit of that doubt goes to the opponent.
2. On clay courts, a driven ball upon striking the ground will leave a mark in the shape of an ellipse. If both players agree to the exact mark, then the Referee can make a judgement; if not, then use the situation of marks too difficult to find referred to in example #1.
3. HINT: If only part of the ellipse can be seen on the ground, this means the missing part is on the line or tape, therefore, the ball is good.
4. HINT: If the ellipse is near a line and no court surface can be seen between the ellipse and the line, the ball is good.
5. Some players call these balls out on the basis that most of the mark is outside the line, but this is wrong. When the ellipse touches any part of the line it is a good ball. In other words 99% out is 100% good.

H. Referee goes to the court because Player A claims Player B is **footfaulting** and will not stop after Player A has warned Player B that (s)he was footfaulting.

1. This can be irritating but more importantly in non-umpired matches compliance with the footfaulting rule is often a matter of the player's personal honor system.
2. The plea that the player only touches line or court and does not rush the net is unacceptable.
3. If a player does not footfault with an umpire present and does when there is no umpire, it is time for that player to examine his/her sense of fair play and hopefully try to change.
4. Habitual footfaulting, intentional or careless, is just as surely cheating as making a deliberate bad line call.
5. Referee should try to caution the player, and if available go ask a roving umpire or court monitor to watch the match carefully or, lastly the Referee must assign an umpire to solo-chair the match (hopefully not the Referee).
6. If Referee cannot provide chair umpire or roving umpire to observe the match, then the player who is being disadvantaged by the footfaults can call flagrant footfaults. (USTA Comment to Rule 8)

I. Referee is called to court because Player A feels that Player B has committed a **double bounce** before hitting the shot or invaded the opponent's court.

1. Calls involving double bounces, balls touching a player, players touching the net, player touching the opponent's court, or hitting an opponent's ball before it passed over the net should be made by the offending player immediately.
2. In all those situations, the prerogative of the decision belongs to the player involved (i.e. the player hitting the ball).
3. The questioning player should give the alleged offending player time to admit their violation. If after time has passed and unless the player has proof of the violation such as a footprint on his/her court, the player must accept his/her opponent's call.
4. Even if an umpire is called to the court to complete the match, the player involved with the supposed violation(s) makes the call and all points played in good faith stand.

J. Referee is called to court because Player B feels that Player A has committed a **double hit or carry**.

1. If stroke is done without deliberation and with one continuous forward swing of the racquet, a double-hit or carry is a legal shot.
2. When it is done with deliberation or when there is a definite "second push" of the racquet, each of these shots is illegal with consequent loss of the point. The striker who has the prerogative of the decision, should call the double-hit or carry immediately. (Unless observed by a referee or assistant)

K. Referee sees two players **warming up for an excessive time**, what is the proper guidance to give players on warm-up?

1. Some players confuse "warm-up" and "practice".
2. A player should provide his/her opponent with five-minutes of warm-up time making a special effort to hit balls directly to the opponent.
3. Five minutes is adequate even on a chilly day, although it may not be adequate time to practice all the shots that a player would like.
4. If a player wants more than 5 minutes warm-up, the player should practice before the match.
5. Courtesy dictates that the player not practice his/her service returns when the opponent practice serves.
6. Even on a windy or sunny day, it does not justify taking warm-up serves from both ends of the court.

L. Referee is called to the court because Player A feels that Player B is **trying to distract Player A when A is serving**.

1. A player who has indicated that he or she is ready may not become unready and claim a let
2. Player B may change his/her position on the court, but may not call out or make unusual motions.

M. Referee is called to court after Player A has attempted to return Player B's serve and claimed that **he/she was not ready**. What is the Referee's decision?

1. Once the player has hit the served ball, even half-heartedly, the player may not claim that he/she was not ready.
2. The receiver should make no effort to return a serve when the receiver was not ready, if the receiver wishes to maintain a valid claim to a let.
3. On the other hand, the server must be protected from "two chances" of the receiver. Therefore, if the receiver makes any attempt to return the serve then he/she is presumed to be ready.

N. There is a **scoring dispute**. How should the Referee recommend that the players proceed after settling the dispute?

To eliminate arguments about the score, the server should announce the score prior to his/her first serve and the game score prior to serving each point.

O. What should or can a player do who feels that his or her **match is out of hand** because of 1) chronic footfaulting, 2) cheating, or 3) poor line calling?

1. The only answer is to call for the Referee to provide an umpire and refuse to play until the referee or assistant arrives.
2. The Referee might try to settle the match situation and have it proceed without an umpire if the situation has not become hopeless. A certified deputy referee may not be available therefore a player or other person may be called upon to serve as an umpire.
3. While normally a player may not leave the playing area during a match, a visit to the Referee to request an umpire is authorized.

P. **When should a roving official, chair umpire or Referee call a let?** Whenever a ball coming from another court, a ball blown back into the court, or any other consideration becomes a player safety issue, a let must be called immediately. When a player's welfare is at stake, it is better to be safe than sorry.