



Training Checklist

The topics listed below are examples of various tasks and themes that a Foundation 1 Prospect should gain experience in during their shadowing/training period. These are the same topics that a Foundation 1 Prospect will be asked to either explain or demonstrate prior to final certification sign-off by their Section Chairperson. When you feel like you have gained the necessary experience or knowledge in a topic, place a checkmark in the column on the right. This will help you to track your progress during your shadowing, training, or studying.

Each Foundation 1 Prospect should be able to demonstrate or explain all areas found in the chart below:

Preparation	The proper USTA uniform guidelines	
	Proper equipment/supplies for a Roving Umpire	
Court and Equipment Set-Up	Where singles sticks are placed and how to check the net	
	The process and reason for checking the balls	
Pre-Match	The pre-match conference	
Timing	The time between points, changeovers, sets and rest periods	
	The difference between Delay and a Time Violation	
Medical Timeout Procedures/ Bleeding Timeout Procedures	Correct verbiage	
	Procedures for Trainer present vs. No Trainer present	
	The procedures for a bleeding timeout	
Lets	When lets can be called and who may call them	
The Code	The principles and purpose of The Code	
Code Violations	Code violations with correct verbiage	
	Examples and explanations of categories (i.e. ball abuse, racket abuse, audible obscenity etc.)	
Scoring Disputes	The three methods of resolving scoring disputes	
Foot faults	What constitutes a foot fault on the various lines and how to call one	
Hindrance	The difference between intentional or unintentional hindrance	
Professionalism	What information needs to be relayed to a replacement Official	
	How to handle a difficult situation (i.e. an irate parent)	
	How to answer a player's questions efficiently and professionally (i.e. player upset with an Official's call)	
	Explain the purpose of the USTA Officials Code of Conduct and the general expectations of an Official	
Post-Match	Process for reporting code violations for the purpose of assessing Suspension Points	