



Training Checklist

NAME OF UMPIRE PROSPECT	DISTRICT
USTA EVENTS ROVED/DATES	MENTOR

The topics listed below are examples of various tasks and themes that a Prospect should gain experience in during their shadowing/training period. These are the same topics that a Prospect will be asked to either explain or demonstrate prior to final certification sign-off by the USTA Officiating Department.

When you feel that 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.

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 Have they demonstrated inserting a singles stick? The process and reason for checking the balls	
Pre-Match	The pre-match conference	
Timing	The time between points, changeovers, sets and rest periods Have they called "time" at 60 secs (changeover) or 90 secs (set break)? The difference between Delay and a Time Violation	
Medical Timeout Procedures/ Bleeding Timeout Procedures	Correct verbiage Procedures for Trainer present vs. No Trainer present Can they explain the difference? 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 Have they practiced actually saying the 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 Have they called a foot fault (or something else) to demonstrate they're able to actually do it in front of people?	
Hindrance	The difference between intentional or unintentional hindrance	
Overrules	When and how to make an overrule.	
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	