

CHECKLIST 101 for ITA SOLO CHAIR UMPIRES

1. Bring the necessary equipment to court. For example: (a) court bag with pencils, stopwatch, tape measure scissors, net ties, a tossing coin; (b) tennis balls (c) scorecard; (d) jacket, glasses (as needed).

Be professionally attired.

2. Arrive to the court in time to:
 - A. Clean the court of debris
 - B. See that the court is playable
 - C. Check the net for holes, etc., and repair if needed
 - D. Properly install singles sticks (if warranted)
 - E. Measure the net strap
 - F. Open and check the balls for compression, rattles, broken balls, numbers
 - G. Arrange the official's and players' chairs as needed
 - H. Check for towels and water if necessary
 - I. Know where the nearest restrooms are located
 - J. Know where the trainer is located
3. Pre-Match
 - A. Make the pre-match brief
 - B. Guideline: **"We're using 3-balls, new balls every set. Make your calls and signals clear to me and your opponent. Make all appeals verbal. Any questions?"** (Division I)
 - C. Coin Toss
 - i. After the player chooses heads or tails, repeat the choice
 - ii. Make the toss, indicate who won the toss with your arm
 - iii. Determine who is serving / receiving
 - iv. Give players the balls
 - v. Retrieve the coin
4. Warm-Up
 - A. Immediately get in the chair following the pre-match
 - B. Record the coin toss results after getting in the chair
 - C. Warm-up your eyes as players warm-up
 - D. Count down the warm-up (i.e., **"2 minutes, 1 minute"** in a dual with a 3 minute warm-up; **"3 minutes, 2 minutes, 1 minute"** in a tournament with a 5 minute warm-up)
5. Announcements
 - A. After announcing **"1 minute"** begin the introduction of the players and the match
 - B. Announce:

"Ladies and gentlemen, this match will be the best of three tie-break sets

or

Ladies and gentlemen, this match will be an 8-game pro set with a 7-point tiebreak at one set all.

and if no stadium announcement:

To the left of the chair for (school), (full name). To the right of the chair for (school), (full name).

and

(School) won the toss and elected to serve. Time."

Properly announce *each* server before their first service game in the first set (e.g., **"For Washington, Denise Dy to serve."**)

- C. If a player defers, your announcement may be:
“LSU won the toss. Cal to serve.” or **“LSU won the toss and deferred. Cal elected to serve.”**
- D. When using a Deciding Match Tie-break, at one set all announce before the tie-break:
“A 10 point match tie-break will now be played to decide the match.”

6. Match Procedures During the Match

- A. Correctly record the receivers of serve (in doubles) at the top of your card
- B. Check the receiver before **every** serve
- C. Make a ruling **after** a verbal appeal
- D. Make prompt decisions
- E. Look at the point loser after every point, while announcing the score and starting your stopwatch
- F. Follow the loser of the game to their seat on changeovers
- G. After a service fault, look at the server, make sure the ball is secure, record the fault, check the receiver
- H. After a point, announce score in the direction of the loser
- I. Keep your head out of the card
- J. Make announcements of scores, games and sets, CVs and TVs, loud and clear and in the right format.
- K. Check the center strap before each set
- L. Timekeeping: 20 seconds between points, 90 second changeovers (announce **“Time”** at 60 seconds), 120 second set breaks (announce **“Time”** at 90 seconds)
- M. Announce the end of the match in the correct format
e.g., **“Game, set and match Boise State, 6-4, 5-7, 6-0.”**
- N. Scorecard Marking:

/ = Winner of the point • = Fault A = Ace D = Double Fault
X = Break of service C = Code Violation – written in the winner’s box
T = Time Violation (Warning-written in the offender’s box)
(T) = Time Violation (Point Penalty) – written in the winner’s box)

7. After the Match

- A. Shake hands with the players (if the players make an effort to shake your hand)
- B. Get out of the chair immediately
- C. Clean your court (collect used balls, change score tenders, etc.)
- D. Leave the court ASAP and complete card off court

GENERAL TIPS

8. Application of the PPS (Point Penalty System) - Use to:

- A. Maintain continuous play
- B. Control unsportsmanlike behavior
- C. Insure fair play
- D. Use “cautions” as needed

9. Communication

- A. Listen and answer questions. Players have a right to be heard and answered.
- B. If there is no obvious question, don’t attempt to answer. Sometimes a player is just venting.
- C. Be calm in your communication with a player or coach.
- D. Be courteous, not sarcastic – don’t talk down to a player or coach.
- E. Don’t start unnecessary conversations.
- F. Confirm or overrule calls immediately **if appealed to**.
- G. After the match limit conversations with players and coaches. Avoid detailed conversations with spectators and media, especially about on court decisions