

Duties and Procedures for Officials 2011





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References to the International Tennis Federation or ITF shall hereafter mean ITF Limited.

I ITF DUTIES AND RESPONSIBILITIES FOR OFFICIALS

A APPLICABILITY

This Article is applicable to all events sanctioned or recognised by the ITF. Such applicability shall not affect the right of ITF sanctioned or recognised events to promulgate and enforce their own special regulations insofar as they are consistent with the principles and provisions of this Article I.

B ITF SUPERVISOR/REFEREE

The duties and responsibilities are described for an ITF Supervisor/Referee. In some cases this position is carried out by one approved official only. In other cases a (local) Referee with the support of the Chief Umpire handles all pre-tournament planning and assumes all duties and responsibilities for this, while the ITF Supervisor after his/her arrival will be in charge of all on-site activities, with the assistance of the Referee. In Davis Cup, Fed Cup and other team events the Referee is also the ITF Supervisor.

The ITF Supervisor/Referee shall:

- 1** Act as final on-site authority for the interpretation of the applicable Tournament Rules and Regulations, Code of Conduct and Rules of Tennis as to all matters arising that require immediate resolution at the tournament site.
- 2** Prior to the event conduct such training sessions and meetings as may be necessary to familiarise thoroughly all officials with all applicable Rules and Procedures.
- 3** Appoint a Chief Umpire and ensure that his/her duties and responsibilities are performed properly.
- 4** Approve the assignment of all Chair Umpires and Line Umpires for matches.
- 5** Remove a Chair Umpire and/or remove, rotate or replace any Line Umpire or Net Umpire whenever he/she decides it is necessary to improve the officiating of a match.
- 6** Evaluate the performance of all Chair Umpires.
- 7** Ensure that each court, net, netposts and singles sticks conform to the specifications in the Rules of Tennis and that each court is equipped as follows:
 - a** Chair Umpire's Chair
 - The Chair Umpire's Chair is recommended to be a minimum of six (6) feet (1.82 metres) and a maximum of eight (8) feet (2.44 metres) in height;
 - The Chair Umpire's Chair shall be centred along an extension of the net approximately three (3) feet (0.9 metres) from the net post;
 - If a microphone is to be used it must have an "on-off" switch, it must be easily adjustable and not handheld. There shall be no public broadcast microphones on the Umpire's Chair or in its general vicinity (between the baselines);
 - For outdoor tournaments there should be a sunscreen available.
 - b** Line Umpires' Chairs
 - Chairs for serviceline and baseline Umpires shall be located on an extension of their respective lines along the side fence. They shall not be

- elevated above the surface of the court and should be positioned no less than twelve (12) feet (3.66 metres) from the side of the court;
 - Chairs for centre serviceline and sideline Umpires should be located in the corners at the back of the court, unless otherwise directed;
 - Whenever the sun is a factor, Line Umpires' chairs shall be positioned so that the Line Umpires are not facing the sun;
 - When the sun is not a factor, Line Umpires' chairs shall be positioned on the opposite side of the court from the Chair Umpire.
- c Net Umpire's Chair
 - A chair for the Net Umpire shall be located at the net post and, when possible, on the opposite side from the Chair Umpire's chair.
- d Players' Chairs
 - Chairs for the players shall be located on each side of the Chair Umpire.
- e On-Court Service
 - Water, other drinks, cups, towels and sawdust shall be available to the players during each match.
- f Measuring device
 - A measuring stick, tape measure or other measuring device shall be available for the measuring of the net height and location of the singles sticks.
- g Stopwatch, Scorecard, etc.
 - A Stopwatch, ITF Scorecard and pencils shall be available to the Chair Umpire of each match.
- 8 Ensure that the back fence, banners and back walls are not painted in or otherwise have any white, yellow or other light colour that can interfere with the vision of the players.
- 9 Determine and notify competitors of the conditions of play (i.e. make of ball, number of balls/ball changes, type of surface, number of sets, tie-break/advantage sets, match tie-break and other items of interest), prior to the commencement of the tournament.
- 10 Designate in a highly visible place in a general player's area an Official Bulletin Board and notify all players of its designation and location. The daily Order of Play shall be posted on the Official Bulletin Board as soon as issued. It is the responsibility of all players to ascertain their schedules from the ITF Supervisor/Referee for each day's play.
- 11 Designate a visible timepiece at a fixed location as the Official Clock of the tournament and notify all players of its designation and location. Wrist, hand or pocket watches are not acceptable, unless otherwise directed.
- 12 Prior to making the draws obtain the Wild Cards from the Tournament Director/Committee. Consult with the Tournament Director/Committee and a Player Representative to determine:
 - the final entry list;
 - the ranking list to be used for seeding;
 - any other relevant information for making the draw.
- 13 Make the draws for the qualifying and main competitions.

- 14** Post all sign-in documents (Qualifying, Main Draws, Alternates and Lucky Losers) in the ITF Supervisor/Referee's office with appropriate notices on the Official Bulletin Board.
- 15** Prepare the daily Order of Play with the matches scheduled on specific courts to follow each other consecutively without delay or, where appropriate, with the matches scheduled and clearly designated as "not before" a certain time. Once the Order of Play has been released it should not be changed.
 - a** Prior Tournament
Prior to scheduling matches for the first day of play contact the Supervisor(s) /Referee(s) of the preceding week's tournaments to determine to what extent players still competing therein may have difficulties in arriving for play. To the extent possible and, providing it does not jeopardise the fairness of scheduling and the completion of the tournament, the ITF Supervisor/Referee should schedule matches so that players with reasonable difficulties can be reasonably accommodated.
 - b** Qualifying
The qualifying event for singles should be scheduled for completion on the day before the commencement of play in the Main Draw, unless otherwise approved by the ITF. Matches should be scheduled so that a player will not be required to play more than two singles qualifying matches in the same day, except when weather or unavoidable circumstances cause schedule disruption.
Whenever more than one round of qualifying must be played in one day, the order of play should conform to the sections of the draw.
 - c** Main Draws
Players shall not be scheduled for more than one singles and one doubles match per day, unless weather or other unavoidable circumstances have caused schedule disruptions. A player's singles match on any particular day shall be scheduled before his/her doubles matches unless otherwise directed by the ITF Supervisor/Referee.
- 16** Ensure that clay and other loose surface courts are swept and lines cleaned before the start of all matches.
- 17** Decide if a court is fit for play.
- 18** Designate a specific area from which matches shall be called in accordance with the Order of Play using all available and reasonable means. Players must be ready to play when their matches are called. In unusual cases the ITF Supervisor/Referee shall determine when a match is to be called or when a match was in fact called.
- 19** Decide if to allow an extended warm-up period (normally ten (10) minutes) if players have had no possibility to practice before the start of matches due to bad weather.
- 20** Decide if a match should be moved to another court.
If bad weather or other unavoidable circumstances cause disruption or suspension of a match in progress, then, if necessary to eliminate the possibility of a player having to play two singles matches in one day, or, if necessary to complete the event, move a match to another court, indoors or outdoors, regardless of surface.

In all other cases, a match shall not be moved after it has officially started, i.e. the first serve of the first point has been struck, except with the agreement of the players.

Whenever possible a change of courts should be made at the end of a set or after an even number of games in the set in progress.

- 21 Decide when play should be postponed because of weather conditions, inadequate light or other conditions. If play is postponed on account of darkness, such postponement should be made at the end of a set or after an even number of games in the set in progress.
- 22 In tournaments where applicable, be responsible for investigating Code of Conduct Violations, issuing fines and ensuring delivery whenever possible to every player cited for an on-site offence a copy of the relevant Code of Conduct Form.
- 23 Be present on-site at all times during the play of matches in the tournament.
- 24 The ITF Supervisor/Referee shall not be a Chair Umpire in that event.
- 25 All ITF Supervisors/Referees at Davis Cup, Fed Cup and ITF Pro Circuit events must use a metal tape measure for measuring the court, a personal computer capable to run ITF software on-site and have a reliable personal email account.

C CHIEF UMPIRE

The Chief Umpire shall:

- 1 Recruit a sufficient number of competent officials for the tournament.
- 2 Conduct the necessary pre-tournament training of officials including review of the Rules of Tennis, the appropriate Tournament Rules and Regulations and Code of Conduct.
- 3 Prepare a list of Officials which shall include mailing address and ITF/national certifications, if any, of all officials used during the tournament. A copy of such list shall be delivered to the ITF Supervisor/Referee and, if required, to ITF Officiating.
- 4 Schedule the on-court assignments of officials for each day of the tournament, subject to the approval of the ITF Supervisor/Referee.
- 5 Conduct meetings with all on-court officials to specify court assignments and the procedures to be used for making calls, hand signals, rotations and other responsibilities. For further details of Line Umpires' responsibilities please refer to the ITF Line Umpire Guide.
- 6 Evaluate the performance of all on-court officials.
- 7 Be present on-site at all times during play.
- 8 The Chief Umpire shall not be a Chair Umpire or Line Umpire in that event, unless approved by the ITF Supervisor/Referee.
- 9 Assist the ITF Supervisor/Referee in the performance of his/her duties.

D CHAIR UMPIRE

The Chair Umpire shall:

- 1 Be completely familiar with all aspects of the Rules of Tennis, the appropriate Tournament Rules and Regulations and Code of Conduct. His/her duties shall be carried out in accordance with ITF procedures.

- 2** Dress uniformly with other Chair Umpires as directed by the ITF Supervisor/Referee.
- 3** Find out the correct pronunciation of the players' names.
- 4** Be on court prior to the arrival of the players.
- 5** Immediately prior to the match meet with the players to:
 - a** State any relevant information for the players;
 - b** Toss a coin in the presence of both players/teams to determine choice of serve and side at the beginning of the match prior to the warm-up. If play is suspended before the match begins, the players may choose again, the result of the toss stands;
 - c** Determine if each player is dressed in accordance with the dress provisions of the Code of Conduct. Corrective action taking more than fifteen (15) minutes may result in a default. An appropriate re-warm-up may be authorised.
- 6** Have a hand held stopwatch which shall be used to time the warm-up (normally five (5) minutes), the twenty (20) seconds between points, the ninety (90) seconds during changeovers and the one hundred and twenty (120) seconds permitted during set breaks. It shall also be used for all other specific time periods designated under the provisions of any Rule or Regulation.
- 7** Be responsible for having the appropriate number of balls on court for the match, including used replacement balls. The cans with new balls should be opened just before the match/ball change.
- 8** Determine all Questions of Fact arising during the match (including calling the lines if there are no Line Umpires).
- 9** Ensure that the Rules are observed by the players and all on-court officials.
- 10** Remove, rotate or replace any Line Umpire or Net Umpire whenever he/she decides it will improve the officiating of the match.
- 11** Make the first determination on all Questions of Law arising during the match, subject to the right of a player to appeal to the ITF Supervisor/Referee.
- 12** Announce the score after each point in accordance with ITF procedures.
- 13** Repeat the calls of a Line Umpire or Net Umpire only if the call is made in a weak voice or if there is a close call that must be confirmed to remove any doubt from the minds of the players.
- 14** Mark an ITF Scorecard during the match in accordance with the approved ITF procedures (see page 18 and Appendix B).
- 15** Overrule a Line Umpire only in the case of a clear mistake by the Line Umpire and only if the overrule is made promptly after the mistake is made. All overrules must be made in accordance with the approved ITF procedures (see page 8). Clear foot faults, not called by a Line Umpire, shall be called by the Chair Umpire consistent with the procedures for handling clear mistakes.
- 16** Be responsible for any ball mark inspection. There shall be no ball mark inspections except on clay courts (see Ball Mark Inspection Procedures, page 8).
- 17** Exercise his/her best efforts to control the crowd. Whenever the spectators are disturbing the progress of the match, the Chair Umpire should address them respectfully and request their cooperation.
- 18** Be responsible for the direction of the ball-kids during the match so that they assist, but do not disturb, the players.

- 19** Be responsible for all changes of balls and for determining if a ball is fit for play. Ensure that the correct numbers of balls are in play. Lost balls should be replaced as soon as it is practical. If a ball needs to be replaced, a new ball shall be used as a replacement during the warm-up or within two (2) games (before the first point has started in the third game) after a change of ball; otherwise a used ball of like wear shall be supplied.

The appropriate number of ball containers should be opened and inspected sufficiently in advance of each ball change so as to avoid any delay in the match.

- 20** Determine if a court continues to be fit for play. If a change in condition occurs during a match that the Chair Umpire considers sufficient to make the court unfit for play or if weather or other conditions require suspension of play, he/she should suspend play and report the same to the ITF Supervisor/Referee. During the suspension and, until a match is postponed, the Chair Umpire must ensure that he/she and all other on-court officials are ready to resume the match. If suspension is due to darkness it should be at the end of a set or after an even number of games in the set in progress.

Upon suspension or any postponement by the ITF Supervisor/Referee, the Chair Umpire shall record the time, point, game and set score, the name of the server, the side on which each player was situated and shall collect all balls in use for the match.

- 21** At the conclusion of a match make a full report to the ITF Supervisor/Referee concerning all actions taken under the Code of Conduct during the match.

E LINE UMPIRE

A Line Umpire shall:

- 1** Carry out his/her duties in accordance with the approved procedures of the ITF. For more details please refer to the ITF Line Umpire Guide.
- 2** Dress uniformly with other Line Umpires as prescribed by the ITF Supervisor/Referee. Line Umpires shall not wear clothing that is white, yellow or other light colours that can interfere with the vision of the players.
- 3** Be on time for all assignments.
- 4** Take a position which gives the best view of his/her assigned line.
- 5** Call all balls on his/her assigned line only and not give opinions on calls on other lines.
- 6** Call foot faults when assigned to a base, side or centre serviceline.
- 7** Give a prompt unsighted signal when not able to make a call.
- 8** Correct a wrong call immediately.
- 9** Never call a ball “Out/Fault” until it actually lands out.
- 10** Remain silent if the Chair Umpire overrules a call. Refer all player enquiries to the Chair Umpire.
- 11** Report immediately to the Chair Umpire if he/she witnesses a Code Violation not witnessed by the Chair Umpire.
- 12** Go with a player who takes a toilet or change of attire break to ensure the player does not use the break for any other purpose. If a violation of the procedure takes place, the Line Umpire shall tell the player that he/she is breaking the rules and report this to the Chair Umpire.
- 13** Not catch balls or hold towels for players.

14 Not converse with spectators.

15 Never applaud players.

16 Not leave the court without the permission of the Chair Umpire.

II ITF PROCEDURES FOR OFFICIALS

A APPLICABILITY

This Article is applicable to all events sanctioned or recognised by the ITF. Such applicability shall not affect the right of ITF sanctioned or recognised events to promulgate and enforce their own special regulations insofar as they are consistent with the principles and provisions of this Article II. With respect to all team competitions, the name of the nation should be used in implementing the procedures herein.

B QUESTIONS OF TENNIS LAW

A question of Tennis Law is defined as an issue relating to the construction and application of specified facts of the Rules of Tennis, the Tournament Rules and Regulations and the Code of Conduct. During a match, the Chair Umpire shall first determine Questions of Tennis Law. If the Chair Umpire is uncertain, or if a player appeals his/her determination, then the decision shall be made by the ITF Supervisor/Referee. This decision shall be final and non-appealable.

1 Player Appeal

Players shall have the right to appeal against any ruling of Tennis Law in accordance with the procedures hereinafter set forth.

When a player is of the opinion that a ruling by the Chair Umpire on a matter of Tennis Law is incorrect, he/she may appeal the ruling by notification to the Chair Umpire in a professional and non-abusive manner. Thereupon, the Chair Umpire shall stop play, turn off all the microphones in the area of the Chair and immediately call for the ITF Supervisor/Referee. Upon his/her arrival, the Chair Umpire shall state all the facts of the incident and the ITF Supervisor/Referee shall be bound by the facts as so determined and stated. Then the Chair Umpire shall state his/her ruling on the applicable Tennis Law and the player shall state his/her position with respect to such ruling. The ITF Supervisor/Referee shall review briefly the applicable Rules with the player and the Chair Umpire and either affirm or reverse the ruling. Thereafter, play shall be resumed upon the statement by the ITF Supervisor/Referee "Let's Play" and the players must proceed to commence play. Every effort should be made to determine such appeal as quickly as possible and upon the statement "Let's Play" the twenty (20) second clock shall commence.

C QUESTIONS OF FACT

A Question of Fact is defined as an issue relating to what actually occurred during a specific instance. Questions of Fact arising during a match shall be determined by the on-court officials for that match and such determinations are binding on the players and ITF Supervisor/ Referee.

A player may request verification by the Chair Umpire of a call or other determination of fact on a point-ending call made by an on-court official. The request, verification and resumption of play must all be completed within the twenty (20) seconds allowed between points, unless the Chair Umpire determines that an extension is necessary. If an extension is granted, it shall be concluded with the announcement “Let’s Play”.

1 Player Appeal

A player may never appeal a determination on a Question of Fact to the ITF Supervisor/Referee.

2 Overrule

The Chair Umpire may overrule a Line Umpire only in the case of a clear mistake by the Line Umpire and only if the overrule is made promptly after the mistake is made.

a Clear Mistake

It is difficult to define a Clear Mistake any more precisely. As a matter of practice the Chair Umpire must be in a position to make a determination that a call was wrong beyond any reasonable doubt. Chair Umpires should never make an overrule on a ball that is a close call. To overrule a ball determined “Good” by a Line Umpire, the Chair Umpire must have been able to see a space between the ball and the line. To overrule an “Out” or “Fault” call by a Line Umpire, the Chair Umpire must have seen the ball land on or inside the line.

Clear foot faults not called by a Line Umpire shall be called by the Chair Umpire consistent with the procedures for handling clear mistakes.

b Promptly

The Rules of Tennis requires in addition to a Clear Mistake that the Chair Umpire must overrule promptly (i.e., immediately after the Line Umpire makes the Clear Mistake). The overrule call must be made almost simultaneously with the Clear Mistake of the Line Umpire.

A Chair Umpire may never make an overrule as a result of a protest or appeal by a player.

A Line Umpire may never change a call as a result of a protest or appeal by a player.

3 Ball Mark Inspection Procedures

a Ball mark inspections can only be made on clay courts.

b A ball mark inspection requested by a player (team) shall be allowed only if the Chair Umpire cannot determine the call with certainty from his/her chair on either a point-ending shot or when a player (team) stops playing the point during a rally (returns are permitted but then the player must immediately stop).

c When the Chair Umpire has decided to make a ball mark inspection, he/she should go down from the chair and make the inspection himself/herself. If he/she does not know where the mark is, he/she can ask the Line Umpire for help in locating the mark, but then the Chair Umpire shall inspect it.

d The original call or overrule will always stand if the Line Umpire and Chair Umpire cannot determine the location of the mark or if the mark is unreadable.

- e Once the Chair Umpire has identified and ruled on a ball mark, this decision is final and not appealable.
 - f In clay court tennis the Chair Umpire should not be too quick to announce the score unless absolutely certain of the call. If in doubt, wait before calling the score to determine whether a ball mark inspection is necessary.
 - g In doubles the appealing player must make his/her appeal in such a way that either play stops or the Chair Umpire stops play. If an appeal is made to the Chair Umpire then he/she must first determine that the correct appeal procedure was followed. If it was not correct or if it was late, then the Chair Umpire may determine that the opposing team was deliberately hindered.
 - h If a player erases the ball mark before the Chair Umpire has made a final decision, he/she concedes the call.
 - i A player may not cross the net to check a ball mark without being subject to the Unsportsmanlike provision of the Code of Conduct.
- 4 Electronic Review Procedures**

At tournaments where an Electronic Review System is used, the following procedures should be followed for matches on courts where it is used.

- a A request for an Electronic Review of a line call or overrule by a player (team) shall be allowed only on either a point-ending shot or when a player (team) stops playing the point during a rally (returns are permitted but then the player must immediately stop).
- b The Chair Umpire should decide to use the Electronic Review when there is doubt about the accuracy of the line call or overrule. However, the Chair Umpire may refuse the Electronic Review if he/she believes that the player is making an unreasonable request or that it was not made in a timely manner.
- c In doubles the appealing player must make his/her appeal in such a way that either play stops or the Chair Umpire stops play. If an appeal is made to the Chair Umpire then he/she must first determine that the correct appeal procedure was followed. If it was not correct or if it was late, then the Chair Umpire may determine that the opposing team was deliberately hindered, in which case the appealing team loses the point.
- d The original call or overrule will always stand if the Electronic Review is unable, for whatever reason, to make a decision on that line call or overrule.
- e The Chair Umpire's final decision will be the outcome of the Electronic Review and is not appealable. If a manual choice is required for the system to review a particular ball impact, a review official approved by the ITF Supervisor/Referee shall decide which ball impact is reviewed.
- f Each player (team) is allowed three (3) unsuccessful appeals per set, plus one (1) additional appeal in the tie-break. For matches with advantage sets, players (teams) will start again with a maximum of three (3) unsuccessful appeals at 6 games all and every 12 games thereafter. For matches with match tie-break, the match tie-break counts as a new set and each player (team) starts with three (3) appeals. Players (teams) will have an unlimited number of successful appeals.

D TOURNAMENT/MATCH COMMENCEMENT

A tournament officially starts when the first serve of the first match is struck. A match officially starts when the first serve is struck.

E PLAYERS' REST, MEDICAL AND TOILET BREAK

1 Between Tournaments

If the ITF Supervisor/Referee receives notice from a player of the date and time of his/her last match played in a previous week's ITF sanctioned or recognised event, then the ITF Supervisor/Referee shall whenever possible give the player one day's full rest between such match and the player's first match in the succeeding tournament, unless weather or unavoidable circumstances have caused schedule disruption or unless the player was a finalist in a Monday or other delayed final.

2 Between Qualifying and Main Draw

Other than in exceptional circumstances, no player shall be required to play his/her first round match in the singles main draw until at least twelve (12) hours after the completion of his/her final qualifying match. If a player plays two singles qualifying matches in one day, he/she should not be scheduled on the following day for his/her first round singles main draw match, unless such player is accepted into the tournament as a Lucky Loser.

3 Between Matches

Except when weather or other unavoidable circumstances cause schedule disruption, players shall be scheduled for a maximum of one singles match and one doubles match per day, which shall not be scheduled less than twelve (12) hours after the completion of the last match of such player on the preceding day or round. Whenever it is necessary to schedule more than one match in the same day, such player shall, unless he/she is in singles and doubles finals to be played consecutively, be given the following minimum rest periods:

- If played less than 1 hour - ½ hour rest
- If played between 1 and 1½ hour - 1 hour rest
- If played more than 1½ hour - 1½ hours rest

4 Medical

a. Medical Condition

A medical condition is a medical illness or a musculoskeletal injury that warrants medical evaluation and/or medical treatment by the Physiotherapist/Athletic Trainer (also known as the Primary Health Care Provider) during the warm-up or the match.

- Treatable Medical Conditions
 - Acute medical condition: the sudden development of a medical illness or musculoskeletal injury during the warm-up or the match that requires immediate medical attention.
 - Non-acute medical condition: a medical illness or musculoskeletal injury that develops or is aggravated during the warm-up or the match and requires medical attention at the changeover or set break.

- Non-Treatable Medical Conditions
 - Any medical condition that cannot be treated appropriately, or that will not be improved by available medical treatment within the time allowed.
 - Any medical condition (inclusive of symptoms) that has not developed or has not been aggravated during the warm-up or the match.
 - General player fatigue.
 - Any medical condition requiring injections, intravenous infusions or oxygen, except for diabetes, for which prior medical certification has been obtained, and for which subcutaneous injections of insulin may be administered.

b. Medical Evaluation

During the warm-up or the match, the player may request through the Chair Umpire for the Physiotherapist/Athletic Trainer to evaluate him/her during the next change over or set break. Only in the case that a player develops an acute medical condition that necessitates an immediate stop in play may the player request through the Chair Umpire for the Physiotherapist/Athletic Trainer to evaluate him/her immediately.

The purpose of the medical evaluation is to determine if the player has developed a treatable medical condition and, if so, to determine when medical treatment is warranted. Such evaluation should be performed within a reasonable length of time, balancing player safety on the one hand, and continuous play on the other. At the discretion of the Physiotherapist/Athletic Trainer, such evaluation may be performed in conjunction with the Tournament Doctor, and may be performed off-court. *

If the Physiotherapist/Athletic Trainer determines that the player has a non-treatable medical condition, then the player will be advised that no medical treatment will be allowed.

c. Medical Time-Out

A Medical Time-Out is allowed by the ITF Supervisor/Referee or Chair Umpire when the Physiotherapist/Athletic Trainer has evaluated the player and has determined that additional time for medical treatment is required. The Medical Time-Out takes place during a change over or set break, unless the Physiotherapist/Athletic Trainer determines that the player has developed an acute medical condition that requires immediate medical treatment.

The Medical Time-Out begins when the Physiotherapist/Athletic Trainer is ready to start treatment. At the discretion of the Physiotherapist/Athletic Trainer, treatment during a Medical Time-Out may take place off-court, and may proceed in conjunction with the Tournament Doctor. *

The Medical Time-Out is limited to three (3) minutes of treatment. However, at professional events with prize money of \$25,000 or less, the ITF Supervisor/Referee may extend the time allowed for treatment if necessary.

A player is allowed one (1) Medical Time-Out for each distinct treatable medical condition. All clinical manifestations of heat illness shall be considered as one (1) treatable medical condition. All treatable musculoskeletal injuries that manifest as part of a kinetic chain continuum shall be considered as one (1) treatable medical condition.

Muscle Cramping: A player may receive treatment for muscle cramping only during the time allotted for change of ends and/or set breaks. Players may not receive a Medical Time-Out for muscle cramping.

In cases where there is doubt about whether the player suffers from an acute medical condition, non-acute medical condition inclusive of muscle cramping, or non-treatable medical condition, the decision of the Physiotherapist/Athletic Trainer, in conjunction with the Tournament Doctor, if appropriate, is final. If the Physiotherapist/Athletic Trainer believes that the player has heat illness, and if muscle cramping is one of the manifestations of heat illness, then the muscle cramping may only be treated as part of the recommended treatment by the Physiotherapist/Athletic Trainer for the heat illness condition.

Note:

A player who has stopped play by claiming an acute medical condition, but is determined by the Physiotherapist/Athletic Trainer and/or Tournament Doctor to have muscle cramping shall be ordered by the Chair Umpire to resume play immediately.

If the player cannot continue playing due to severe muscle cramping, as determined by the Physiotherapist/Athletic Trainer and/or Tournament Doctor, he/she may forfeit the point(s)/game(s) needed to get to a change of end or set-break in order to receive immediate evaluation, and treatment if time allows. There may be a total of two (2) additional change of ends treatments for muscle cramping in a match, not necessarily consecutive.

If it is determined by the Chair Umpire or ITF Supervisor/Referee that gamesmanship was involved, then a Code Violation for Unsportsmanlike Conduct could be issued.

A total of two (2) consecutive Medical Time-Outs may be allowed by the ITF Supervisor/Referee or Chair Umpire for the special circumstance in which the Physiotherapist/Athletic Trainer determines that the player has developed at least two (2) distinct acute and treatable medical conditions. This may include: a medical illness in conjunction with a musculoskeletal injury; two or more acute and distinct musculoskeletal injuries. In such cases, the Physiotherapist/Athletic Trainer will perform a medical evaluation for the two or more treatable medical conditions during a single evaluation, and may then determine that two consecutive Medical Time-Outs are required.

d. Medical Treatment

A player may receive on-court medical treatment and/or supplies from the Physiotherapist/Athletic Trainer and/or Tournament Doctor during any changeover or set break. As a guideline, such medical treatment should be limited to two (2) changeovers/set breaks for each treatable medical condition, before or after a Medical Time-Out, and need not be consecutive. Players may not receive medical treatment for non-treatable medical conditions.

e. Penalty

After completion of a Medical Time-Out or medical treatment, any delay in resumption of play shall be penalized by Code Violations for Delay of Game. Any player abuse of this Medical Rule will be subject to penalty in accordance with the Unsportsmanlike Conduct section of the Code of Conduct.

f. Bleeding

If a player is bleeding, the Chair Umpire must stop play as soon as possible, and the Physiotherapist/Athletic Trainer must be called to the court by the Chair Umpire for evaluation and treatment. The Physiotherapist/Athletic Trainer, in conjunction with the Tournament Doctor if appropriate, will evaluate the source of the bleeding, and will request a Medical Time-Out for treatment if necessary.

If requested by the Physiotherapist/Athletic Trainer and/or Tournament Doctor, the ITF Supervisor/Referee or Chair Umpire may allow up to a total of five (5) minutes to assure control of the bleeding.

If blood has spilled onto the court or its immediate vicinity, play must not resume until the blood spill has been cleaned appropriately.

g. Vomiting

If a player is vomiting, the Chair Umpire must stop play if vomiting has spilled onto the court, or if the player requests medical evaluation. If the player requests medical evaluation, then the Physiotherapist/Athletic Trainer must determine if the player has a treatable medical condition, and if so, whether the medical condition is acute or non-acute.

If vomiting has spilled onto the court, play must not resume until the vomit spill has been cleaned appropriately.

h. Physical Incapacity

During a match, if there is an emergency medical condition and the player involved is unable to make a request for a Physiotherapist/Athletic Trainer, the Chair Umpire shall immediately call for the Physiotherapist/Athletic Trainer and Tournament Doctor to assist the player.

Either before or during a match, if a player is considered unable physically to compete, the Physiotherapist/Athletic Trainer and/or Tournament Doctor should inform the ITF Supervisor/Referee and recommend that the player is

ruled unable to compete in the match to be played, or retired from the match in progress.

The ITF Supervisor/Referee shall use great discretion before taking this action and should base the decision on the best interests of professional tennis, as well as taking all medical advice and any other information into consideration.

The player may subsequently compete in another event at the same tournament if the Tournament Doctor determines that the player's condition has improved to the extent that the player may safely physically perform at an appropriate level of play, whether the same day or on a later day.

- * It is recognized that national laws or governmental or other binding regulations imposed upon the event by authorities outside its control may require more compulsory participation by the Tournament Doctor in all decisions regarding diagnosis and treatment.

5 Toilet/Change of Attire Break

A player is allowed to request permission to leave the court for a reasonable time for a toilet break/change of attire break (women's events).

Toilet breaks should be taken on a set break and can be used for no other purpose.

Change of attire breaks (women's events) must be taken on a set break.

In women's singles events, a player is entitled to two (2) breaks during a match.

In men's singles events, a player is entitled to one (1) toilet break during a best of three (3) set match and two (2) toilet breaks during a best of five (5) set match.

In all doubles matches, each team is entitled to a total of two (2) breaks. If partners leave the court together, it counts as one (1) of the team's authorised breaks.

Any time a player leaves the court for a toilet break, it is considered one of the authorized breaks regardless of whether or not the opponent has left the court.

Any toilet break taken after a warm-up has started is considered one of the authorised breaks.

Additional breaks will be authorised, but will be penalised in accordance with the Point Penalty Schedule if the player is not ready to play within the allowed time.

Any player abuse of this rule will be subject to penalty in accordance with the Unsportsmanlike Conduct section of the Code of Conduct.

F SUSPENSION AND POSTPONEMENT

The Chair Umpire or the ITF Supervisor/Referee may stop or suspend a match temporarily due to darkness or conditions of the grounds or weather. This must be reported immediately to the ITF Supervisor/Referee. Once a match is suspended and until the ITF Supervisor/Referee postpones the match, the players, the Chair Umpire and all on-court officials must remain ready to resume play. The ITF

Supervisor/Referee must make all decisions regarding the postponement of a match to a later day.

If postponement is due to darkness it should be at the end of a set or after an even number of games have been played in the set in progress.

Upon suspension/postponement of a match, the Chair Umpire shall record the time, point, game and set score, the name of the server, the sides on which each player was situated and shall collect all balls in use for the match.

In the case of a stopped, suspended or postponed match, the period of re-warm-up shall be as follows:

- 0-15 minutes delay - No re-warm-up
- 15-30 minutes delay - Three (3) minutes re-warm-up
- 30 or more minutes delay - Five (5) minutes re-warm-up

G ANNOUNCING

Chair Umpires should announce matches in English and/or local language. In all team competitions the name of the country or team should be used.

1 Warm-up

- *“Two minutes”* - two (2) minutes until warm-up ends
- *“One minute”* - one (1) minute until warm-up ends
- *“Time, prepare to play”* - end of warm-up, direct balls to server’s end of court
- *“_____ to serve, play”* - immediately prior to server preparing to serve

2 Player introductions

a If the introduction of players is to be made by the Chair Umpire, then after the “One minute” announcement, say:

- *“This is a _____ round singles/doubles match, best of three/five tie-break sets. To the left of the chair _____, and to the right of the chair _____. _____ won the toss and chose/elected to _____.”*
- *“This is a _____ round doubles match. This match will consist of two tie-break sets with No-Ad scoring. At one set all, a ten-point match tie-break will be played to decide the match.”*

b If the introduction of players is made by another announcer, then during the warm-up say:

- *“_____ won the toss and chose/elected to _____.”*

3 Crowd control

The spectators should always be addressed respectfully with statements (preferably in the local language) similar to the following:

- *“Quiet please, thank you”*
- *“Please be seated, thank you”*
- *“Seats quickly, please”*
- *“As a courtesy to both players...”*
- *“No flash photography, please”*

4 Score

a The server’s score is always called first, except in the tie-break.

- b** The score is announced:
- *“Fifteen-Love, Love-Fifteen, Thirty-Love, Love-Thirty, Forty-Love, Love-Forty, Fifteen-All, Fifteen-Thirty, Thirty-Fifteen, Fifteen-Forty, Forty-Fifteen, Thirty-All, Forty-Thirty, Thirty-Forty, Deuce (never Forty-All), Advantage, Game”*
- c** If the No-Ad Scoring System is used, the announcement after deuce is:
- *“Deciding point, receiver’s choice”*
- d** The score should be announced loudly and clearly when a point is finished. The announcement should be made quickly and before writing the score on the scorecard unless circumstances are such that a delayed announcement would be more effective.
- e** At the end of a game or set the Chair Umpire, in addition to “Game “, should announce the score in games in conformity with the following examples:
- *“Game Smith, he/she or Jones leads 4-2, first set”* or
 - *“Game Smith, 3 games all, first set”* or
 - *“Game and third set Smith, 7 games to 5. Jones leads 2 sets to 1”*
- If there is a scoreboard visible to the spectators, then the set score need not be mentioned.
- At the beginning of each set the Chair Umpire may announce:
- *“Second Set, Smith to serve”*
- f** When a set reaches the tie-break, announce:
- *“Game Smith, 6 games all. Tie-break”*
- Before the start of a match tie-break, announce:
- *“Ladies and Gentlemen, a ten-point match tie-break will now be played to decide this match.”*
- g** During the tie-break, the score is announced by first giving the score and then the name of the player who is leading:
- *“1-0 Jones”* or *“1-0 Jones/Smith”*
 - *“1-All”*
 - *“2-1 Smith”*
- Use “Zero” rather than “Love” in the tie-break.
- At the conclusion of the tie-break, announce:
- *“Game and set, 7-6”*
- h** At the conclusion of the match, announce the winner:
- *“Game, set and match Smith, (3 sets to 2), 6-4,1-6,7-6,4-6,6-2”*
- In each set, call first the number of games won by the winner of the match.
- 5** Code of Conduct
- a** Violations of the Point Penalty Schedule of the Code shall be announced in accordance with the following examples:
- *“Code Violation, Delay of Game, Warning, Mr/Ms _____”*
 - *“Code Violation, Racquet Abuse, Point Penalty, Mr/Ms _____”*
 - *“Code Violation, Verbal Abuse, Game Penalty, Mr/Ms _____”*
- b** Violations of the Partisan Crowd Rule (Team Competitions) shall be announced in accordance with the following:

- *“Code Violation, Partisan Crowd, Warning, (Nation)”*
 - *“Code Violation, Partisan Crowd, Point Penalty, (Nation)”*
- c** Violations of the Regulations regarding Captains’ Behaviour (Team Competitions) shall be announced in accordance with the following:
- *“Unsportsmanlike Conduct, Captain, First Warning, (Nation)”*
 - *“Unsportsmanlike Conduct, Captain, Second Warning, (Nation)”*
 - *“Unsportsmanlike Conduct, Captain, Removal, (Nation)”*
- d** Time Violations resulting from non-compliance with the Unreasonable Delay provisions in the Code, shall be announced in accordance with the following:
- *“Time Violation, Warning, Mr/Ms _____”*
- Subsequent delays:
- *“Time Violation, Point Penalty, Mr/Ms _____”*
- e** After a Point Penalty or Game Penalty, announce the new score.
- f** When a Chair Umpire calls the ITF Supervisor/Referee to decide whether a Code Violation shall constitute a default, he/she should inform the players and, if necessary the spectators:
- *“I am calling the Supervisor/Referee to discuss this Code Violation”.*
- If the ITF Supervisor/Referee decides to assess a default, it shall be announced in accordance with the following example:
- *“Code Violation, Physical Abuse, Default, Mr/Ms _____”*
- g** A player cannot appeal to the Chair Umpire for a withdrawal of a Time Violation or Code Violation given to his/her opponent.
- h** Time Violations and Code Violations shall be announced in English (local language optional addition).
- 6 Medical Time-Out**
- a** When the Chair Umpire decides to call for the Physiotherapist/Athletic Trainer, he/she shall announce:
- *“The Trainer has been called to the court”*
- b** When a three (3) minute Medical Time-Out is authorised, the Chair Umpire shall announce:
- *“Mr/Ms _____ is now receiving a Medical Time-Out”*
- c** To keep the opponent and Trainer advised of the time remaining during the Medical Time-Out, the Chair Umpire shall communicate to them (no public announcement):
- “Two minutes remaining”
 - “One minute remaining”
 - “Thirty seconds remaining”
 - “Treatment complete”
- d** When the time for the Medical Time-Out is over, the player should be given the time necessary to put on socks and shoes before the Chair Umpire shall announce:
- *“Time”*
- If there is no play within thirty (30) seconds after calling *“Time”*, the delay is penalised in accordance with the Point Penalty Schedule.
- e** If the time-out is taken at a changeover or set break, then the time-out is in addition to the time allowed for that changeover or set break.

f If a player decides to forfeit points/games to be able to receive treatment for cramping, the Chair Umpire shall announce:

- “Mr/Ms _____ is requesting immediate medical treatment for cramping. He/She may receive this treatment only on a changeover/set break and therefore is conceding all points and games up to the next changeover/set break.”

g Medical Time-Out Procedures for Chair Umpires and Physiotherapists/Athletic Trainers can be found in Appendix C.

H CALLS

The verbal calls of the on-court officials shall be made loudly and clearly as follows:

1 *“Fault”*

If either the first or second serve bounces outside the service court. Do not call “Double fault” after a second serve fault.

2 *“Out”*

If a return hits the ground, a permanent fixture, or other object outside the proper court.

Do not call “Outside”, “Over”, “Just Missed” or the like.

3 *“Net”*

If a serve hits the top of the net and goes over the net.

4 *“Through”*

If a ball goes through the net.

5 *“Foot Fault”*

If a player violates Rule 18 of the Rules of Tennis.

6 *“Let”*

If the Chair Umpire determines that a point should be replayed or one serve should be replayed under Rules 22 and 23 of the Rules of Tennis.

7 *“Not Up”*

If a player fails to hit a ball in play on the first bounce.

8 *“Foul Shot” or “Touch”*

If a ball is intentionally struck twice, or struck before it comes over the net, or a player touches the net while the ball is in play, or a ball in play touches a player, or anything that he/she is wearing or carrying falls into the opponent’s court (Rule 24 of the Rules of Tennis).

9 *“Hindrance”*

If a player deliberately or involuntarily commits an act which hinders his/her opponent in making a stroke (Rule 26 of the Rules of Tennis).

10 *“Wait, please”*

If an interference or disruption makes it appropriate to delay the beginning of a point or second serve.

11 Overrules/Corrections

“Correction, the ball was good” to overrule a clearly incorrect “Out” call. *“Out”* or *“Fault”* to overrule a clearly incorrect “Safe” signal.

I HAND SIGNALS

The hand signals are as follows:

1 “Out” or “Fault”

Arm fully extended sideways pointing in the direction in which the ball was “Out” or “Fault”, palm of hand facing the Chair Umpire, fingers extended and joined.

The hand signal must never be used instead of the verbal call. The hand signal is in addition to and secondary to the verbal “Out” or “Fault” call.

2 “Good Ball” or “Safe Signal”

Open hands with palms down discreetly. There is no verbal call for a good ball. The hand signal is used in silence, during a rally and on point-ending shots to verify that a ball was good (approximately three (3) feet (1 metre) inside the line).

3 “Un sighted”

Hands in front of face below eyes, backs of hands visible to Chair Umpire. The hand signal shows that the Line Umpire is unable to make a call due to his/her vision for some reason being obscured. There is no verbal call, the hand signal is used in silence.

4 “Net” or “Through”

Arm fully extended upwards at the same time the verbal call “Net” or “Through” is made.

5 “Foot Fault”

Arm fully extended upwards at the same time the verbal call “Foot Fault” is made.

6 “Correction”

Arm fully extended upwards at the same time the verbal call “Correction” is made.

J ITF SCORECARD (including point penalty card)

The Chair Umpire shall mark his/her ITF Scorecard in accordance with the following:

1 Pre-Match

Before the pre-match meeting with the players, complete the information requested on the ITF Scorecard such as name of tournament, round, ball change, player’s names, etc.

2 Toss

After the toss, note who won the toss and the players’ choices.

3 Time/Interruptions

Note the time play begins and finishes in each set. Note the time and reason for any interruptions during the match.

4 Sides for Serve

Note the initials of each player in the order of serving in the set, in the “Server Side” column corresponding to their proper sides on the court.

5 Ball Change

Mark in advance the game at which a ball change will be made on the right hand side of the ITF Scorecard.

6 Points

Points should be made by slanted marks in the boxes on the ITF Scorecard or by the following:

“A” - Ace

“D” - Double Fault

In addition, a dot “.” shall be made in the middle of the bottom line of the server’s box to indicate a first service fault.

7 Games

The cumulative total of games won by the winner of the last game only is set out in the “Games” column.

8 Code and Time Violations

When a Code or Time Violation is given to a player a “C” or “T” shall be marked in that player’s box on the Scorecard. When a Point or Game Penalty is given, these shall be marked with an “X” for the player who receives these points or games. Code and Time Violations should also be marked in their respective sections.

9 Statement

A statement should be made of all the facts of the Violation, quoting exactly any statements made that are considered to be obscene or abusive.

10 Cramping

When a player concedes points to be able to receive treatment, these shall be marked with an “X” for the player who receives these points.

A properly marked ITF Scorecard is shown in Appendix B.

K UMPIRES’ RESPONSIBILITIES

The responsibilities of Umpires shall be as follows:

- 1 Base, side, centre service and serviceline Umpires call all “Out” and “Fault” for their respective lines.
- 2 The Net Umpire calls all “Net” and “Through” and assists with measuring the net and ball changes.
- 3 Base, side and centre serviceline Umpires call “Foot Fault” on their respective lines.
- 4 The Chair Umpire calls all “Let”, “Foul Shot”, “Touch”, “Not Up” and “Hindrance”.

L UMPIRING WITH A FULL COMPLEMENT OF LINE UMPIRES

If a Chair Umpire has a full complement of ten (10) Line Umpires, then the assignments/responsibilities shall be as shown above. Line Umpires shall not be permitted to call through the net. The Line Umpires on sidelines and centre servicelines should be standing.

M UMPIRING WITH LESS THAN A FULL COMPLEMENT OF LINE UMPIRES

If less than a full complement of Line Umpires is available, utilisation of the Line Umpires is recommended as follows:

- 1 Seven (7) Line Umpires
 - a The sidelines and centre servicelines are covered by four (4) standing Line Umpires.
 - b All sidelines are called only up to the net.
 - c Serves are called from the receiver's end and the centre serviceline Umpire returns to the non-covered sideline after the serve is put into play.
 - d There is movement during the point.
 - e The responsibilities for a seven (7) Line Umpire crew shall be as shown above.
- 2 Six (6) Line Umpires
 - a The sidelines and centre servicelines are covered by three (3) standing Line Umpires.
 - b The side serviceline is called through the net from the server's end and the centre serviceline is called from the receiver's end.
 - c There is no movement during the point.
 - d The responsibilities for a six (6) Line Umpire crew shall be as shown above.
- 3 Five (5) Line Umpires
 - a The sidelines and centre servicelines are covered by two (2) standing Line Umpires.
 - b The assignments are the same as for the six (6) Line Umpires, except that the centre serviceline Umpire shall move to the non-covered sideline after the serve.
 - c There is movement during the point.
 - d The responsibilities for a five (5) Line Umpire crew shall be as shown above.
- 4 Less than five (5) Line Umpires
 - a The Chair Umpire shall assign the Line Umpires to the best advantage possible.
 - b The Chair Umpire shall call all non-covered lines.
 - c The responsibilities shall be as shown above.

Diagrams showing the location and movements for seven (7), six (6) and five (5) Line Umpires are shown in Appendix D.

N UMPIRING WITHOUT LINE UMPIRES

If a Chair Umpire is required to umpire a match without any Line Umpires, then the Chair Umpire must make all calls.

O PROCEDURES FOR MATCHES PLAYED WITHOUT A CHAIR UMPIRE

Procedures for ITF Supervisors/Referees and a Player Notice for matches played without a Chair Umpire can be found in Appendix E.

P HINDRANCE

- 1 Hindrance by Officials
 - a If the call is corrected from "Out" to "Good", then a Let must be played unless the Chair Umpire in his/her sole judgment determines that it was a clear ace or a clear winning shot that the player could not possibly have

retrieved. If there is any reasonable possibility that such a ball could have been played, then the player must be given the benefit of the doubt.

- b** If the call is corrected from “Good” to “Out”, then the point is ended, and there is no hindrance.
- c** If a foot fault call is made before the server hits the ball, a Let should be played.

2 Outside hindrance

If a player is hindered by anything not within his/her control (a ball rolling onto the court, a paper blowing onto the court, etc.) during play or during his/her service motion, the point should be replayed.

Crowd noise, “out” calls from spectators and other similar distractions are not considered a hindrance and the point should stand as played.

3 Player hinders opponent

If a player hinders his/her opponent it can be ruled involuntary or deliberate.

- a** When a player has created an involuntary hindrance (ball falling out of pocket, hat falling off, etc.), the first time the point should be replayed and the player should be told that any such hindrance thereafter will be ruled deliberate.
- b** Any hindrance caused by a player that is ruled deliberate will result in the loss of a point.

Q CONTINUOUS PLAY/DELAY OF GAME

A maximum of twenty (20) seconds shall elapse from the moment the ball goes out of play until the time the ball is struck for the next point, except at a ninety (90) second changeover or a one hundred and twenty (120) second set break. The procedures for enforcing this rule are as follows:

1 Twenty (20) Second Rule

- a** Start stopwatch when the player is ordered to play or when the ball goes out of play.
- b** Assess Time Violation or Code Violation if the ball is not struck for the next point within the twenty (20) seconds allowed. There is no time warning prior to the expiration of the twenty (20) seconds.

2 Changeover (Ninety (90) Seconds) and Set Break (One Hundred and Twenty (120) Seconds)

- a** Start stopwatch the moment the ball goes out of play.
- b** Announce “Time” after sixty (60)/ninety (90) seconds have elapsed.
- c** Announce “15 seconds” if one or both of the players are still at their chairs and/or have not started toward their playing positions after seventy-five (75)/one hundred and five (105) seconds have elapsed.
- d** Assess Time Violation or Code Violation (after medical time-out or treatment) if the ball is not struck for the next point within the ninety (90)/one hundred and twenty (120) seconds allowed provided there has been no interference which prevented the server from serving within that time.

3 Receiver not playing to the reasonable pace of the server.

- a** Start stopwatch the moment the ball goes out of play or when the player is ordered to play.

- b Assess Time Violation (also before expiration of twenty (20) seconds) if the receiver's actions are delaying the reasonable pace of the server.
- c Assess Code Violation if the receiver is consistently or obviously delaying the server, thus employing "Unsportsmanlike Conduct".

R PLAYER MISCONDUCT ON COURT

The Chair Umpire has the primary responsibility for the enforcement of the Code of Conduct during a match. Code Violations should be assessed immediately when a player violates the Code. A Code Violation should be assessed for each violation. After the match the Chair Umpire must still enforce the Code by reporting the facts to the ITF Supervisor/Referee.

S CODE VIOLATIONS NOT WITNESSED BY THE CHAIR UMPIRE

Occasionally there are Code Violations by players that are witnessed by Line Umpires only.

The Line Umpire should then immediately approach the Chair Umpire and report the facts of the violation, during which time the Chair Umpire should switch off all the microphones in the area of the chair.

The Chair Umpire may ask the player to respond to such report; thereafter, the Chair Umpire must make a decision and either dismiss the report or assess a Code Violation. If a Code Violation is assessed, then the Chair Umpire must announce such violation to the player, opponent and spectators.

If, in the Chair Umpire's opinion, there was a violation of the Code of Conduct, but because of the time of discovery or otherwise it would be inappropriate to issue a Code Violation, then he/she must notify the player that he/she will refer the matter to the ITF Supervisor/Referee for action after the match.

T IMMEDIATE DEFAULT

The ITF Supervisor/Referee may declare a default for any misconduct violation of the Code.

The election to proceed to an immediate default without going through the Point Penalty Schedule is a serious action and should not be taken except for severe and flagrant misconduct.

U CODE FOR OFFICIALS

The ITF, ATP and WTA require a high standard of professionalism from all certified officials and other officials working at ITF, ATP and WTA events. These standards are as follows:

1. Officials must be in good physical condition.
2. Officials must have natural or corrected vision of 20-20 and normal hearing. In addition, International Chair Umpires must submit an eye test form each year to ITF Officiating and all certified officials must submit an eye test form every two years to ITF Officiating.
3. Officials must be on time for all matches assigned to them.

4. Officials must understand the Rules of Tennis, the Duties and Procedures for Officials and all ITF, ATP and WTA Tournament Regulations and Codes of Conduct for events at which they are officiating.
5. Officials should maintain personal hygiene and should maintain a professional appearance at all times.
6. Officials must not drink any alcoholic drinks before any match on the day they are to officiate, or at any time on-site while play is in progress, or while in uniform. As a guideline, officials should not drink alcoholic drinks for 12 hours before officiating.
7. Officials must maintain complete impartiality with respect to all players at all times. An official must not officiate in any match in which he/she has a relationship with one of the players that might be considered a conflict of interest. The perception of a conflict shall render an official unsuitable for such an assignment.

Officials shall not socialise with or become intimate with players, or enter into any relationship or take any action that casts doubt on his/her impartiality as a tennis official. However, officials are not prohibited from staying in the same hotels as players nor from attending social functions at which players may be present.

Certified officials must register any potential conflict of interest with ITF Officiating. This includes when a certified official is a professional tennis player, National Tennis Coach, a National Tennis Team Captain, a close friend, relative or coach of a professional tennis player. They should also register the fact that they work for a company that has a commercial interest in tennis, or as a Tournament Director/Organiser.

8. Officials must not criticise or attempt to explain calls or decisions by other officials to anyone other than to those officials directly, the Supervisor/Referee or the ITF, ATP and WTA staff responsible for officiating.
9. Officials are bound by and must comply with all of the provisions of the Uniform Tennis Anti-Corruption Program, and it is their responsibility to acquaint themselves with all the program rules, including the requirement to report any potentially corrupt approaches to the Tennis Integrity Unit (confidential@tennisintegrityunit.com)
The full Program is available at www.tennisofficial.com
10. Officials shall not have conversations with the crowd, except in the ordinary course of controlling the crowd during a match.
11. Officials must not participate in a media interview or meeting with a journalist where his/her statements relating to tennis officiating can be printed or broadcast without the approval of the Supervisor/Referee.
12. Officials must at all times conduct themselves in a professional and ethical manner, giving due regard to the Supervisor/Referee, players, officials, Tournament personnel and public. International and White Badge Officials must also set a good example in their conduct to other officials.
13. Officials must make all tournament related requests to the Supervisor/Referee or Chief Umpire, rather than making requests directly to the Tournament Director or staff

14. An official shall commit to each event he/she works until released by the Supervisor/Referee. If an official has accepted a tournament selection, he/she shall not withdraw from that tournament to officiate at another tournament at the same time, without the permission of the ITF, ATP WTA officiating representatives.

15. Violations of the Code for Officials must be reported by the Supervisor/Referee to the governing body of the tournament (ITF, ATP or WTA). However, if a certified official commits such Violation, this must be reported immediately to the ITF, ATP and WTA for the matter to be considered.

The Supervisor/Referee has the authority to release an official from a tournament for a violation of the Code for Officials, but where practical this decision should be taken together with the person responsible for officiating in the relevant organisation (ITF, ATP or WTA). A Supervisor/Referee may choose not to assign an official at a tournament until he/she has been able to contact the person responsible for officiating in the relevant organisation.

An official who violates any of these required standards may have their certification withdrawn, or he/she may be suspended from officiating for a certain period, as decided by the ITF, ATP and WTA officiating representatives.

Any official who is sanctioned as a result of a violation of the Code for Officials may appeal their sanction within 21 days to the Appeal Panel which is comprised of three (3) individuals representing each of the ITF, ATP and WTA.

III INTERPRETATIONS

A APPLICABILITY

This Article is applicable to all events sanctioned or recognised by the ITF, unless otherwise specified.

B INTERPRETATIONS

Playing with Broken String(s)

In professional tennis, a player may not start a point with a racquet with a broken string(s). If a player breaks a string(s) during the course of play he/she must complete that point. If the receiver breaks a string(s) when returning a let first serve, he/she must change the racquet immediately. If the receiver breaks a string(s) when returning a fault first serve, he/she can choose either to change the racquet immediately, in which case the server is allowed another first serve, or to finish the point with a broken string(s), in which case the server is allowed only the second serve.

Pipe Support/Cameras under Net

If a player touches the pipe support/camera, it is considered to be part of the net. If a ball touches the pipe support/camera it is considered to be part of the ground.

Changing Wet Shoes/Socks

If requested at the beginning of a change-over, a player is allowed reasonable extra time during the change-over to change wet shoes/socks, provided the new shoes/socks are prepared. This shall be granted only once in a match, unless the provisions for "Equipment out of Adjustment" take precedent (e.g. when the wet shoes/socks are making the court unplayable). In that case the Chair Umpire has the authority to decide each request on its own merit.

Chair Umpire Blocked on Question of Fact

When the Chair Umpire has the primary responsibility for a call (not-ups, touches and nets/throughs if no net-umpire) he/she must make the immediate decision. If the Chair Umpire does not see one of these rule violations, then no violation has taken place and the point must stand.

Contact Lenses and Glasses

If a player is wearing contact lenses or glasses at the beginning of a match, these are considered necessary equipment and the player is therefore entitled to reasonable time if the lenses or glasses become out of adjustment (e.g. dirty lenses or broken glasses). However, players are not allowed reasonable time to choose to change from glasses to contact lenses or vice versa (when the equipment used is not out of adjustment).

Electronic devices

A player is not allowed to use any electronic devices (e.g. CD players, mobile phones, etc) during matches, unless approved by the ITF Supervisor/Referee.

APPENDIX A

ITF OFFICIATING WEBSITE

The following forms/documents can be found on/downloaded from the ITF officiating website www.tennisofficial.com:

- Chair Umpire Evaluation Form
- Chair Umpire Evaluator's Worksheet
- Chief Umpire Evaluation Form
- Referee Evaluation Form
- Tennis Dictionary
- Eye Test Form
- Electronic Data Card
- Lists of Certified Officials
- Certification Requirements
- Officiating Guidelines
- Rule Books and Guidelines (in pdf format)
- Instructions for the ProTP and JuniorTP programmes
- Electronic Forms for
 - ITF Pro Circuit
 - ITF Junior Circuit
 - ITF Wheelchair Circuit
 - Davis Cup by BNP Paribas
 - Fed Cup by BNP Paribas

APPENDIX B

ITF SCORECARD

SET No. 3

Tie-break	Server Side	G A M E	Format: <input checked="" type="checkbox"/> Tie-break	Doubles receivers	Time started	Games	Ball change
				—	12.35	A B	
	A	1	A / / / /			1	
	B	2	/ / / / C			2	
	A	3	/ / / / T			3	
	B	4	/ / / / C			4	
	A	5	DXXX				
	B	6					

TIME VIOLATIONS

Team / Player(s)						Team / Player(s)					
A. ADAMS						S. BROWN					
Step	Set	Games	Points	Player	20s 90s	Step	Set	Games	Points	Player	20s 90s
1	3	2-0	30-15		✓	1	-	-	-		
2	-	-	-			2	-	-	-		
3	-	-	-			3	-	-	-		
4	-	-	-			4	-	-	-		

CODE VIOLATIONS (POINT PENALTY SCHEDULE)

Team/Player(s)						
A. ADAMS						
Step	Set	Games	Points	Player	Code	Description
1		-	-			
2		-	-			
3		-	-			

Team/Player(s)						
S. BROWN						
Step	Set	Games	Points	Player	Code	Description
1	3	1-0	0-0		RA	AFTER LOSING THE GAME, HE BROKE HIS RACKET INTO PIECES.
2	3	1-0	0-30		BA	DELIBERATELY HIT A BALL OUT OF THE STADIUM.
3	3	3-0	0-15		UnC	SPRT IN THE DIRECTION OF A LINE UMPIRE AFTER A FOOTFAULT CALL.

ABBREVIATIONS (CODE OF CONDUCT)

Del	Unreasonable delays	BA	Ball abuse	CC	Coaching, coaches
ACb	Audible obscenity	RA	Racket abuse	UnC	Unsportsmanlike conduct
VCb	Visible obscenity	VA	Verbal abuse		
		PhA	Physical abuse		

APPENDIX C

MEDICAL TIME-OUT PROCEDURES FOR CHAIR UMPIRES AND PHYSIOTHERAPISTS /ATHLETIC TRAINERS

NOT AT CHANGEOVER OR SET BREAK	
TRAINER	CHAIR UMPIRE
	CU starts clock
	CU: <i>"The Trainer has been called to the court"</i>
Trainer arrives	
Trainer starts evaluating	
Trainer tells CU: <i>"Starting Medical Time-out"</i>	CU puts clock to zero and says: <i>"Mr/Ms ___ is now receiving a Medical Time-out"</i>
	CU: <i>"2 minutes remaining"</i> *
	CU: <i>"1 minute remaining"</i> *
	CU: <i>"30 seconds remaining"</i> *
Trainer leaves court	CU: <i>"Treatment complete"</i> * ; <i>"Time"</i> #
	If player is unable to play after 30 seconds, then announce Code Violation for Delay of Game

DURING CHANGEOVER OR SET BREAK	
TRAINER	CHAIR UMPIRE
	CU starts 90/120 seconds clock
Trainer starts evaluating	
Before 60/90 seconds is up, Trainer tells CU: <i>"Starting Medical Time-out"</i>	CU: <i>"Mr/Ms ___ is now receiving a Medical Time-out"</i>
	60/90 seconds elapse, CU puts clock to zero
	CU: <i>"2 minutes remaining"</i> *
	CU: <i>"1 minute remaining"</i> *
	CU: <i>"30 seconds remaining"</i> *
Trainer leaves court	CU: <i>"Treatment complete"</i> * ; <i>"Time"</i> #
	If player is unable to play after 30 seconds, then announce Code Violation for Delay of Game

AFTER CHANGEOVER OR SET BREAK	
TRAINER	CHAIR UMPIRE
	CU starts 90/120 seconds clock
Trainer arrives	
Trainer starts evaluating	
	After 55/85 seconds, CU asks Trainer: <i>"It's almost 60/90 seconds. Are you still evaluating?"</i>
Trainer tells CU: <i>"No. Changeover/set break only"</i>	CU: <i>"Time"</i>
	OR
Trainer tells CU: <i>"I'm still evaluating"</i>	CU waits
Trainer tells CU: <i>"Starting Medical Time-out"</i>	CU puts clock to zero and says: <i>"Mr/Ms ___ is now receiving a Medical Time-out"</i>
	CU: <i>"2 minutes remaining"</i> *
	CU: <i>"1 minute remaining"</i> *
	CU: <i>"30 seconds remaining"</i> *
Trainer leaves court	CU: <i>"Treatment complete"</i> * ; <i>"Time"</i> #
	If player is unable to play after 30 seconds, then announce Code Violation for Delay of Game

Only the Chair Umpire announcements in **bold** should be made to the public. All other communication should be made directly to the players and the Trainer.

* If treatment is complete and the Trainer leaves the court before 3 minutes is over, CU announces: *"Treatment complete"*; ***"Time"***

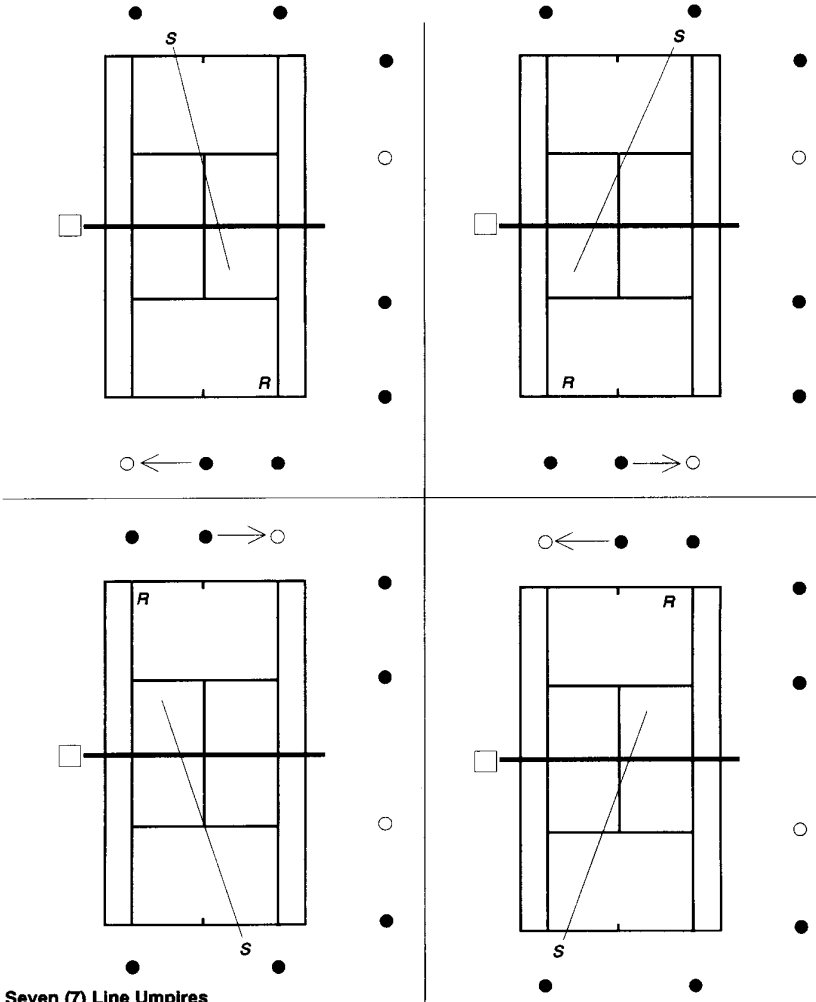
After announcing *"Treatment complete"* if needed, the player should be given the time necessary to put on socks and shoes before ***"Time"*** is called.

The ITF Supervisor/Referee should also be called after the Trainer has been called, and he/she should communicate with the Trainer and Chair Umpire as appropriate.

APPENDIX D

ITF POSITIONS OF LINE UMPIRES

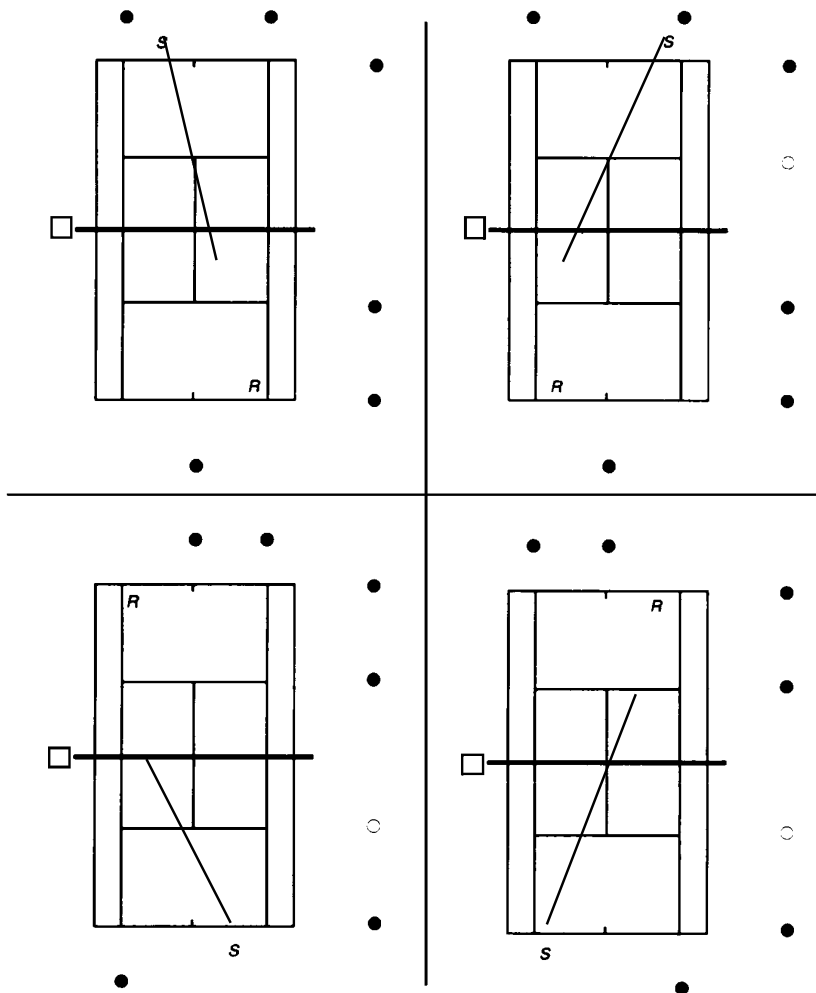
Seven Line Umpires



Seven (7) Line Umpires

- A. The Side Lines and Centre Service Lines are covered by four Line Umpires.
- B. All Side Lines are called only up to the net.
- C. Serves are called from the receiver's end and the Centre Service Line Umpire returns to the non-covered Side Line after the serve is put into play.
- D. Movement during the point.

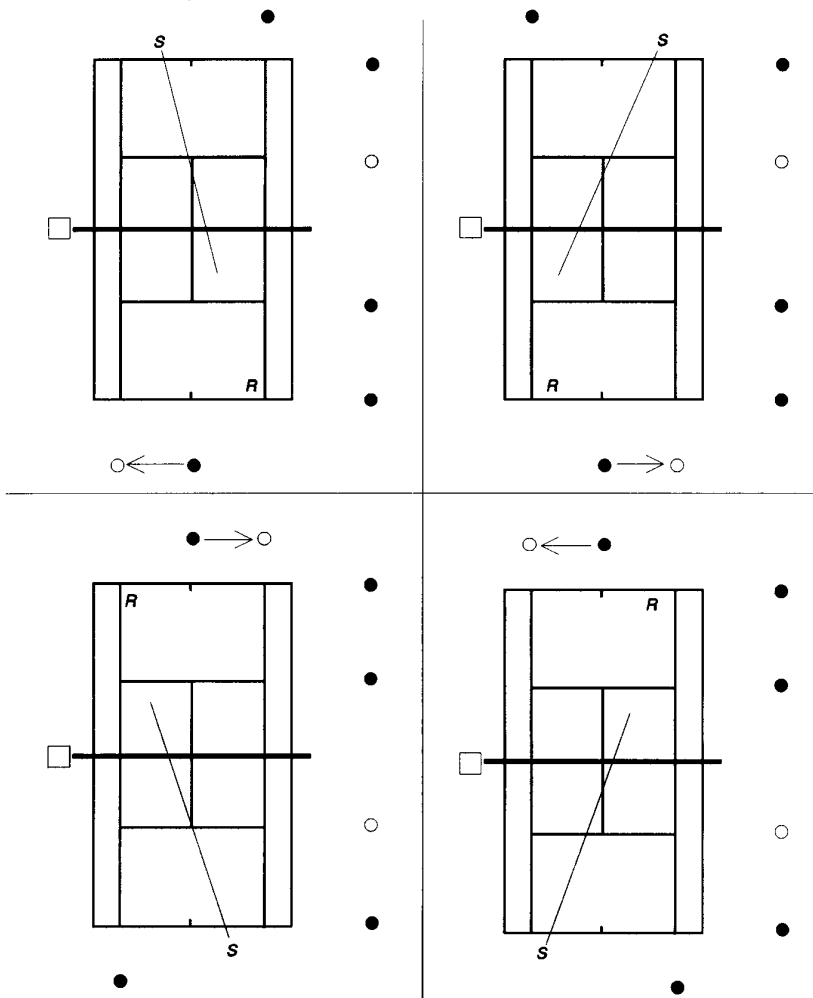
Six Line Umpires



Six (6) Line Umpires

- A. The Side Lines and Centre Service Lines are covered by three Line Umpires.
- B. The Side Service Line is called through the net from the Server's end and the Centre Service Line is called from the Receiver's end.
- C. There is no movement during the point.

Five Line Umpires



Five (5) Line Umpires

- The Side Lines and Centre Service Lines are covered by two Line Umpires.
- The assignments are the same as for the Six (6) Line Umpires, except that the Centre Service Line Umpire shall move to the non-covered Side Line after the Serve.
- Movement during the point.

APPENDIX E

PLAYER NOTICE

MATCHES PLAYED WITHOUT A CHAIR UMPIRE

At this tournament, some matches will be played without a Chair Umpire. All players should be aware of the following basic principles when playing a match in these circumstances:

- Each player is responsible for all calls on his/her side of the net
- All “out” or “fault” calls should be made promptly after the ball has bounced and loudly enough for the opponent to hear
- If in doubt, the player must give the benefit of the doubt to his/her opponent
- If a player incorrectly calls a ball “out” and then realises that the ball was good, the point should be replayed, unless it was a point winning shot or unless that player made an incorrect “out” call earlier in the match. In these circumstances, the player who called “out” loses the point.
- The server should call the score before each 1st serve, loudly enough for his/her opponent to hear
- If a player is unhappy with his/her opponent’s actions or decisions, he/she should call the Referee (or assistant)

For matches played on clay courts, there are some additional procedures that all players should follow:

- A ball mark can be checked on a point ending shot, or when play is stopped (a return is permitted, but then the player must immediately stop)
- If a player is unsure of his/her opponent’s call, he/she can ask his/her opponent to show the mark. The player can then cross the net to look at the mark
- If a player erases the mark, he/she is conceding the point
- If there is a disagreement over a ball mark, the Referee (or assistant) can be called to make a final decision
- If a player calls a ball “out”, he/she should, in normal circumstances, be able to show the mark.
- If a player incorrectly calls a ball “out” and then realises that the ball was good, the player who called “out” loses the point

Players who do not fairly follow these procedures could be subject to the Hindrance Rule and the Unsportsmanlike Conduct provision of the ITF Code of Conduct.

Any questions on these procedures should be referred to the ITF Supervisor/Referee.

PROCEDURES FOR ITF SUPERVISORS/REFEREES

MATCHES PLAYED WITHOUT A CHAIR UMPIRE

The ITF recognises that at some tournaments it is not possible to have a Chair Umpire for every match. In order to have a consistent approach, these procedures have been created so that matches can be handled in a similar manner worldwide.

Please find attached a Player Notice, which gives some procedures for players taking part in matches without a Chair Umpire. If you are the Referee at an event where matches will be played in these circumstances, please make sure that this notice is displayed for the players at the tournament site.

Obviously, a number of problems can occur in these matches so it is very important that the Referee (and assistants) walk around the courts as much as possible. The players appreciate having easy access to an official in case of any problems. Referees (or assistants) should use the following procedures when handling different situations.

Line Call Disputes (for matches **not** played on clay courts)

If the Referee (or assistant) is called to the court over a disputed line call and he/she was not watching the match, he/she should ask the player who made the call (on his/her own side of the net) if he/she is sure of the call. If the player confirms the call, the point stands with this call.

If it appears that it would be beneficial to have the match officiated, try and find a Chair Umpire who will assume all the duties and call all the lines from the chair. If this is not possible (e.g. no experienced Chair Umpire available, no Umpire's Chair), another option is for the Referee (or assistant) to stay on-court to watch the rest of the match. He/she should then tell the players that he/she will correct any clearly incorrect line calls made by a player, who will then lose the point.

If the Referee (or assistant) is off-court and happens to be watching a match when a player makes a blatantly incorrect call, he/she can go on-court and tell the player that the incorrect call was an unintentional hindrance to his/her opponent and the point will be replayed. The Referee (or assistant) must also tell the player that any further clearly incorrect calls may be considered as a deliberate hindrance and the player will lose the point. In addition a Code Violation for Unsportsmanlike Conduct can be given if the Referee (or assistant) is sure that the player is blatantly calling incorrectly.

Referees (and assistants) must take care not to become too involved in matches when it is not required or necessary, or to use the Hindrance Rule for close calls that are incorrectly called. As a matter of practice, before using the Hindrance Rule, the Referee (or assistant) must be very sure that a very bad call has been made.

Ball Mark Disputes (clay courts only)

If the Referee (or assistant) is called to the court to resolve a dispute, he/she should find out if the players agree on which ball mark it is.

If the players agree on which mark it is, but disagree on their reading of the mark, the Referee (or assistant) should decide if the mark shows the ball was in or out.

If the players disagree on which mark it is, the Referee (or assistant) should find out from the players what kind of shot was played and the direction in which the ball

was hit. This may assist in deciding which mark is the correct one. If this information does not help, the call by the player at the end where the mark is stands.

Score Disputes

If the Referee (or assistant) is called to court to resolve a score dispute, he/she should discuss the relevant points or games with the players to find out the points or games that the players agree on. All points or games which the players agree on stand, and only those in dispute should be replayed.

For example, a player claims the score is 40-30 and his/her opponent claims the score is 30-40. You discuss the points with the players and discover that they disagree only on who won the first point in the game. The correct decision is to continue the game from 30-30, since both players agree that each of them has won two points in that game.

When a game is in dispute, the same principle applies. For example, a player claims that he/she is leading 4-3, but his/her opponent disagrees, claiming that he/she is leading 4-3. After discussing the games you discover that both players claim they won the first game. The correct decision is to continue the match with the game score 3-3, since both players agree that each of them has won three games. The player who received in the last game that was played will serve in the next game.

After resolving any score dispute, it is important for the Referee (or assistant) to emphasise the procedure that the server should call the score before each 1st serve, loudly enough for his/her opponent to hear.

Other Issues

There are a number of other issues that are difficult to handle when there is no Chair Umpire.

When there is a dispute regarding lets, not-ups and foul shots, the Referee (or assistant) should try to find out from the players what happened and either confirm the call that was made or replay the point, as he/she deems appropriate.

Foot Faults can only be called by a Referee (or assistant) and not by the receiver. However, to call foot faults the official must be standing on-court for the match. Officials standing off-court are not allowed to make foot fault calls.

Coaching, as well as other Code and Time Violations can only be handled by the Referee (or assistant), so it is extremely important that there are officials observing the conduct of the players and coaches. When issuing a Code or Time Violation, the Referee (or assistant) should go on to court as soon as possible after the violation and briefly inform the players that a Code or Time Violation has been issued.

The decision made by the Referee (or assistant) is final.

Players who do not fairly follow these procedures can be subject to the Unsportsmanlike Conduct provision of the Code of Conduct, but this should only be used in clear situations.

If you have any questions on these procedures, please contact ITF Officiating in London.



The ITF Foundation is comprised of international manufacturers and companies involved in the tennis industry. The ITF and the ITF Foundation work together for the development and promotion of the game.

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