



## **Procedures for Assistant Referees for Matches played without a Chair Umpire**

These procedures should be read, together with the Procedures for matches played without a Chair Umpire set out in the ITF Duties and Procedures for Officials (p. 33). The duties and responsibilities of the Assistant Referee vary according to the format, size and duration of the tournament.

The Assistant Referee will work under the direction of the ITF Supervisor/Referee and will be designated tasks as deemed appropriate for that event. The role of the Assistant Referee is to assist the ITF Supervisor/Referee, fully co-operating and communicating with him/her when carrying out any assigned duties or responsibilities.

Assistant Referees should arrive at the tournament at least half an hour before the scheduled start of play and shall be dressed in the uniform provided by the tournament.

Essential equipment must include, but not be limited to, a coin, a net measuring device or tape measure, a pen or pencil, a stopwatch and a watch.

The ITF Supervisor/Referee will supply a Code of Conduct report form, a daily order of play and a shift pattern detailing times when an Assistant Referee is on or off duty.

Assistant Referees should be firm, fair and consistent, and they should possess tact and diplomacy applying common sense in every situation.

Assistant Referees are bound by the ITF Code for Officials.

Assigned duties include, but are not limited to:

- General supervision of a number of courts as allocated by the ITF Supervisor/Referee;
- Checking and servicing those courts as and when necessary, ensuring they are properly dressed and ready for play;
- Ensuring that the Players arrive on court when called;
- Checking that the clothing regulations are observed in accordance with the relevant Regulations regarding Dress and Equipment;
- Briefing the Players on the conditions of the match in a pre-match meeting and perform the coin toss;
- Time the warm up to ensure that it does not exceed five (5) minutes;



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- Check the Players' clothing again after the warm up before the match starts;
- Ensure there is no interference of any kind from spectators;
- Resolve any disputes between Players in matches played without a Chair Umpire in accordance with current procedures;
- Ensure the Rules of Tennis and the Code of Conduct are correctly followed, taking action when appropriate;
- If the Code of Conduct is enforced and a Warning is issued, the ITF Supervisor/Referee shall be advised as soon as possible. If a Point Penalty is given, the ITF Supervisor/Referee must be informed immediately;
- Complete any required Code Violation Report forms and return them to the ITF Supervisor/Referee as soon as possible after the end of the match or pass them to the next Assistant Referee if the matches are still in progress;
- Keep the ITF Supervisor/Referee's Office informed of the progress on courts as required;
- Consult the ITF Supervisor/Referee on any subject if in doubt;
- Complete any paperwork accurately and legibly;
- Brief the in-coming Assistant Referee on any situations or problems which you have observed, whether formal action was taken or not;
- Suspend play as directed by the ITF Supervisor/Referee. Ensure that the current score and the current server/ends are recorded when play is suspended. In addition, collect and return the match balls to the relevant desk or ITF Supervisor/Referee's Office;
- Ensure that any ball changes are correctly handled and that Players update the scoreboard (if applicable) at least at each change of ends;
- Liaise with other tournament staff as required. This includes informing the ITF Supervisor/Referee and other tournament staff as required in the case of a medical condition;
- Before leaving the tournament site, check with the ITF Supervisor/Referee that his/her duties are complete and confirm the next day's report time.