

ITF DUTIES AND PROCEDURES FOR OFFICIALS

2024

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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, Billie Jean King 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, Rules of Tennis and the Duties and Procedures for Officials 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 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 (1.83 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 (0.91 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 Device

- Ensure that when a Net Device is in use, it is correctly placed on the net.

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** Handheld Device/PDA or Scorecard, Stopwatch
- A Handheld Device/PDA or ITF Scorecard and a Stopwatch 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 unless otherwise stated by the sanctioning body. Inform ITF Officiating immediately in case a draw must be remade, stating the reasons for this.
- 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

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 eight (8) or 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 or suspension points 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, Billie Jean King Cup and ITF World Tennis Tour events must use a measuring device for measuring the court, a computer capable to run ITF software on-site and have a reliable personal email account.

26 All ITF Supervisors/Referees at ITF World Tennis Tour events must be completely familiar with the live-scoring hand-held devices and the correct use thereof.

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, Code of Conduct and the Duties and Procedures for Officials.

- 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.
- 10 All Chief Umpires at ITF World Tennis Tour events must be completely familiar with the live-scoring hand-held devices and the correct use thereof.

D CHAIR UMPIRE

A Chair Umpire shall:

- 1 Be completely familiar with all aspects of the Rules of Tennis, the appropriate Tournament Rules and Regulations, Code of Conduct and the Duties and Procedures for Officials. 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, but 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 stopwatch which shall be used to time the warm-up, the twenty-five (25) 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 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 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 21 and Appendix B). All Chair Umpires at ITF World Tennis Tour events must be completely familiar with the live-scoring hand-held devices and ensure the correct use thereof.
- 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 9). 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 9).

- 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 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 REVIEW OFFICIAL

Electronic Line Calling (ELC) has evolved to have two types of systems:

1. Review ELC – where line umpires are present on court and the players have three unsuccessful challenges per set (except in clay, where there are no Ball Mark Inspections, players are allowed unlimited number of incorrect challenges and players erasing the mark before the image is shown are conceding the point regardless of the outcome of the image shown).
2. Live ELC – where no line umpires are present on court and the system makes all the calls automatically.

A Review Official shall:

- 1** Be completely familiar with all aspects of the Rules of Tennis, particularly with the Electronic Review Procedures for each particular vendor, the appropriate

Tournament Rules and Regulations and the Duties and Procedures for Officials. His/her duties shall be carried out in accordance with ITF procedures.

- 2 Dress uniformly with other Review Officials as directed by the ITF Supervisor/Referee.
- 3 Be in the Electronic Review Booth according to the rotation system as determined by the Review Official Coordinator/Team Lead or at least thirty (30) minutes prior to the start of play for the first match of the day or session on the court he/she has been assigned on, and 10 minutes before the start of later matches.
- 4 Refrain from using electronic devices at the Booth during any match in progress unless approved by the tournament. This includes personal smart phones, smart watches, personal tablets/laptops and any mobile/electronic devices. The RO is prohibited from emailing, messaging, or texting in any form while they are on duty at the station while the match is in progress. Use of internet while matches are in progress or while in the station is prohibited.
- 5 Communicate during the hand over between RO's on rotation, ensuring that the replacement RO is clearly informed and updated of any incidents (eg. footfaults) or other issues that have occurred during the match and the status thereof, such as incidents possibly still unresolved i.e. foot fault camera.
- 6 Check the available means of communication with the Chair Umpire, ITF Supervisor/Referee, Screen Operator and Television. The most desirable method of communication with the Chair Umpire is a direct talk box with a "push to talk" button. An alternative is a dedicated two-way radio.
- 7 Confirm with the Virtual Reality Operator that the system is set for the appropriate event, i.e. singles or doubles, scoring system in use, etc.
- 8 During the warm-up, view at least one Test Review which shall not be shown to Television or on the screen. Also perform a radio test with the CU to make sure the CU's radio is on and to find out who is serving first.
- 9 Confirm with the System and Virtual Reality Operators that all systems are fully operational prior to the start of the match.
- 10 Be responsible for identifying each potential review ball impact. Alert system operators to a possible Challenge by announcing "STANDBY" Confirm that a Challenge has been requested or anticipate that there will be a Challenge. If there is no Challenge being requested, "Release to Television" is the announcement that confirms that the image may be released to television should they wish to show it and that no Challenge is being processed.
- 11 Determine that the requested ball impact is available for review.

- 12 Manage the process of playing the review or releasing it to Television.
- 13 Be responsible for monitoring the status of the system.
- 14 In case of a system malfunction, immediately notify the Chair Umpire (so that the players can be informed that NO review is available until further notice) and the ITF Supervisor/Referee and, when the system is back working again and has been tested, immediately inform the same.
- 15 Notify the Chair Umpire that the original call shall stand when the Review Official cannot retrieve the data to review the call.
- 16 In the event the ball impact shown on the screen does not correspond to the text graphic shown on the screen, inform the Chair Umpire of the correct outcome of the challenge and if possible, display the corrected text graphics on the screen.
- 17 Inform the Chair Umpire immediately if the Review Official's monitor is functioning properly but all available in-stadium screens are malfunctioning.
- 18 Keep record of the number of successful and unsuccessful challenges for each player/team and be able to confirm the number of unsuccessful challenges remaining to the Chair Umpire, the ITF Supervisor/Referee or the Screen Operator at any time. Since available challenges will be displayed on the scoreboard, the RO is responsible to correct number of challenges to be displayed including additional challenges in a tie-break or resetting after a set break.
- 19 Act as the final authority on the number of unsuccessful challenges remaining for each player/team. Verify with the Chair Umpire when a player/team has one and no challenges remaining.
- 20 Before each set and match tie-break ensure that the number of challenges is set to three (3).
- 21 If there is a malfunction of the LIVE ELC System and it is not functional the match must be stopped. The RO should contact the CU immediately and inform he CU that the system is not operational. The Supervisor/Referee should also be contacted:
 - The RO should keep in radio contact with the CU and Supervisor/Referee and inform them on how long it is expected before the system will be operational again.
 - The Supervisor/Referee will then decide on how/when/where the match will resume.

- If it is deemed the system will not be operational in a short reasonable time, the Supervisor/Referee will decide on another option. These could include suspending the match, moving the match to another court, using line umpires (if available), postponing the match, or continuing the match without the system and the CU calling ALL the lines.

22 Assist and follow the Chair Umpire, Referee/Supervisor, Chief Umpire and/or Review Official Coordinator/Team Lead instructions.

F 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, request him-her to stop and report this to the Chair Umpire on any case.

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.

G MATCH ASSISTANT / UMPIRE ASSISTANT

Match Assistants (MA)/Umpire Assistants (UA) are required when Live Electronic Line Calling (LELC) is used at an event in lieu of Line Umpires.

The MAs/UAs assist the Chair Umpire with all matters that may arise during the match on or off court and follows the Chair Umpire, Supervisor/Referee and/or Chief Umpire instructions.

The Chief Umpire is the main contact and is responsible for all matters regarding the MAs/UAs.

A detailed version of their protocols can be found in the Appendix section.

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-five (25) 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-five (25) 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 him/herself. If he/she does not know where the mark is (unless after an overrule), 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, in which case the appealing team loses the point.
- h** If a player on purpose 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 player requesting review must request his/her review in such a way that either play stops or the Chair Umpire stops play. If a review request is made to the Chair Umpire, then he/she must first determine that the correct review 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 team requesting review 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. Whenever there is a discrepancy between the mark and the text (in/out) the mark should take precedence but there should be communication between the Chair Umpire and Review Official to confirm it.

- 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 reviews per set, plus one (1) additional review in the tie-break. For matches with advantage sets, players (teams) will start again with a maximum of three (3) unsuccessful reviews 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) reviews. Players (teams) will have an unlimited number of successful reviews.

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 main draw 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 whenever possible 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

Furthermore, at the ITF Juniors World Tennis Tour and ITF Wheelchair Tour:

- If played more than 2 hours - 2 hours rest

The Tournament/relevant Tour Regulations and/or the ITF Supervisor/Referee may give more time than the minimum stated above.

4 Medical

a. Medical Conditions

A medical condition is a medical illness or a musculoskeletal injury that warrants medical evaluation and/or medical treatment by the Sports Physiotherapist (as defined in the *ITF Guide to Recommended Health Care Standards for Tennis Tournaments*) during the warm-up or the match.

- Treatable Medical Conditions
 - Acute medical condition: the sudden development and/or aggravation 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 or intravenous infusions, except for diabetes.
 - Any medical condition requiring oxygen, unless prior medical approval has been given by the ITF. Except as permitted by this

provision, the use of supplemental oxygen is not permitted at any time, for any reason.

b. Medical Evaluation

During the warm-up or the match, the player may request through the Chair Umpire for the Sports Physiotherapist 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 Sports Physiotherapist 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 Sports Physiotherapist, such evaluation may be performed in conjunction with the Tournament Doctor and may be performed off-court. *

If the Sports Physiotherapist 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 Sports Physiotherapist 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 Sports Physiotherapist determines that the player has developed an acute medical condition that requires immediate medical treatment.

The Medical Time-Out begins when the Sports Physiotherapist is ready to start treatment. At the discretion of the Sports Physiotherapist, 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 all non-professional tournaments and also at professional events with prize money of \$25,000 or less (M15, M25, W15, W35), 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 Sports Physiotherapist, in conjunction with the Tournament Doctor, if appropriate, is final. If the Sports Physiotherapist 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 Sports Physiotherapist for the heat illness condition.

Note:

A player who has stopped play by claiming an acute medical condition but is determined by the Sports Physiotherapist 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 Sports Physiotherapist and/or Tournament Doctor, he/she may forfeit the point(s)/game(s) needed to get to a change of ends or set-break in order to receive treatment. There may be a total of two (2) full 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 may be issued.

A maximum 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 Sports Physiotherapist 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 Sports Physiotherapist 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 Sports Physiotherapist 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 Sports Physiotherapist must be called to the court by the Chair Umpire for evaluation and treatment. The Sports Physiotherapist, 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 Sports Physiotherapist 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 Sports Physiotherapist 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. Diabetes

Any player may self-administer their insulin either on court or off court. The Doctor or Physiotherapist shall be immediately informed so they can come to monitor the situation, observe the player for any clinical sign of hypoglycemia and action if required.

If the player requires additional time than is available at a changeover or set break, to check blood sugar levels and administer the insulin, the Chair Umpire and/or ITF Supervisor/Referee can authorise a Medical Time-Out.

It is not a requirement for the Physiotherapist (and Doctor if one is onsite) to enter the court and assess the player prior to the player administering the insulin, unless the player is not feeling well.

Players may have elected to notify the ITF Supervisor/Referee and Physiotherapist that they are diabetic and the type/category, but they are not required to do nor prove it.

i. Incapacity

If any concern arises about a player's medical condition (whether physical or psychological) that they are unable to compete, or they pose a serious health risk to players, officials or tournament organisers or staff, the Sports Physiotherapist and/or Tournament Doctor should be called to assist the player.

If the issue arises during a match, the Chair Umpire should immediately call for the Tournament Doctor and/or Sports Physiotherapist to assist the player.

The Tournament Doctor is responsible for ensuring that the player is afforded the best medical attention, that his/her well-being is not put at risk, and that his/her medical condition is not a risk to other players or the public at large. All discussions between the Tournament Doctor and the player take place within the context of a doctor-patient relationship and are therefore confidential and may not be divulged to a third party without the informed consent of the player. However, if the Tournament Doctor determines that the player's medical condition makes the player unable to participate safely in the tournament, the player must permit the Tournament Doctor to advise the ITF Supervisor/Referee of their determination (only disclosing medical information to which the player has consented). Upon receipt of such a report from the Tournament Doctor, the ITF Supervisor/Referee will decide whether to retire the player from the match in progress or withdraw the player from the match to be played (as applicable). 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 opinion and advice, and any other relevant information into consideration.

If the player's medical condition improves sufficiently to return to match play, the Tournament Doctor may inform the ITF Supervisor/Referee accordingly. At the discretion of the ITF Supervisor/Referee, the player may subsequently compete in another event at the same tournament (e.g. singles/doubles), either that day or on a subsequent 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. Likewise, whenever the

Tournament Doctor is present, the ITF Supervisor/Referee may decide to involve him/her at any stage of the medical process.

5 Toilet/Change of Attire Break

A player may request permission to leave the court for a reasonable time for a toilet break, a change of attire break, or both, but for no other reason. Toilet breaks should be taken on a set break and change of attire breaks must be taken on a set break.

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

In Men's doubles matches, each team is entitled to a total of one (1) break. In Women's and Mixed 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.

In all cases, the nearest assigned bathroom must be used. The player is expected to have needed attire available on court.

Additional breaks will be authorised but shall result in code violations for Delay of Game 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.

Note: A summary of the various rules applying to all Tours can be found at the ITF Officiating Portal.

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+ minutes delay - Four (4) or 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 a Warm-up

- *“Three minutes”* - three (3) minutes until warm-up ends
- *“Two minutes”* - two (2) minutes until warm-up ends
- *“One minute”* - one (1) minute until warm-up ends
- *“Thirty seconds”* – thirty (30) seconds until warm-up ends
- *“Time”* - end of warm-up, direct balls to server’s end of court
- *“_____ to serve, play”* - immediately prior to server preparing to serve

1 b Warm-up with Start of Match rule in effect

- *“Three minutes”* - three (3) minutes until warm-up ends
- *“Two minutes”* - two (2) minutes until warm-up ends
- *“One minute”* - one (1) minute until warm-up ends
- *“Thirty seconds”* – thirty (30) seconds until warm-up ends
- *“End of warm-up”* - 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 “Two minute” announcement, say:

- *“This is a _____ round singles/doubles match. It will be played as 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. It will be played as 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** Unless other procedures are in effect, 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, Smith 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 or 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 resulting from non-compliance with the Start of Match provisions in the Code, shall be announced in accordance with the following:

- *“Start of Match Violation, Mr/Ms _____”*

b Violations of the Point Penalty Schedule of the Code shall be announced in accordance with the following:

- *“Code Violation, Delay of Game, Warning, Mr/Ms _____”*
- *“Code Violation, Racquet Abuse, Point Penalty, Mr/Ms _____”*
- *“Code Violation, Verbal Abuse, Game Penalty, Mr/Ms _____”*

c 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)”*

d 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)”*

e 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, Loss of Serve, Mr/Ms _____, Second Serve or Score”,
or*
- *“Time Violation, Point Penalty, Mr/Ms _____”*

f After a Point Penalty or Game Penalty, announce the new score.

- g** 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 _____”*
- h** A player cannot appeal to the Chair Umpire for a withdrawal of a Time Violation or Code Violation given to his/her opponent.
- i** 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 Sport Physiotherapist and there is a delay, he/she shall announce:
 - *“The Physio 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 Physio 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 required to put on all necessary items of clothing 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 Sport Physiotherapists can be found in Appendix C.

7 Electronic Review Systems

- a** When the Chair Umpire is satisfied that a proper review request has been made, then Chair Umpire shall announce:
- *“Mr/Ms _____ is challenging the call on the Base Line (give specific line), the ball was called IN/OUT”*
- b** Depending on the timing, try to also announce:
- *“Mr/Ms _____ has X challenges remaining”* when there is a reduction.
- c** If the review is not available, announce (after informing the players):
- *“Electronic Review is unavailable, the original call of IN/OUT stands”*
- d** Announce the additional review allocations at the start of a tie-break game:
- *“6 games all, tie-break. Each player/team receives one additional challenge”*
- e** When playing an advantage set, when the score reaches 6-6 and 12-12 announce:
- *“6 (12) games all. Each player’s/team’s challenges are reset to 3”*

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. (Rule 24 of the Rules of Tennis).

8 *“Foul Shot”*

If a ball is intentionally struck twice or struck before it comes over the net (Rule 24 of the Rules of Tennis).

9 *“Touch”*

If a player touches the net while the ball is in play, or a ball in play touches a player, or the player or anything that he/she is wearing or carrying touches the opponent’s court (Rule 24 of the Rules of Tennis).

10 *“Hindrance”*

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

11 *“Wait, please”*

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

12 *Overrules/Corrections*

“Correction, the ball was good” to overrule a clearly incorrect *“Out”* call. *“Out”* or *“Fault”* to overrule a clearly incorrect *“Good Ball”* or *“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 “Unsighted”

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/ITF HAND-HELD SCORING DEVICE

a. ITF SCORECARD

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 player’s names, name of tournament, scoring format, round, ball change, 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. When a Loss of Serve Penalty is given, it shall be marked with a dot “.” in the case of a first serve, and with an “X” in the case of a second serve. 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, including but not limited to, 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.

b. ITF HANDHELD SCORING DEVICE

The Chair Umpire shall input all data in his/her handheld scoring device in accordance with the following:

1. Pre-Match

Before the pre-match meeting with the players, verify that all match-related data is accurately entered into the handheld scoring device. Match data includes players’ names, scoring format, ball change, etc.

2. Toss

After the toss, input who won the toss and the players' choices.

3. Time/interruptions/suspensions

Input any match interruptions, such as toilet/change of attire breaks, ten (10) minute breaks, suspensions of play and rain delays promptly and accurately.

4. Points

Points shall be input timely and accurately before the announcement.

5. Code and Time Violations

When a Code Violation or Time Violation is given to a player, the violation shall be input into the hand-held scoring device promptly. Furthermore, a full written statement shall be made of all the facts of the Violation, including but not limited to, quoting exactly any statements made that are considered to be obscene or abusive.

Instructions will be available for download from the ITF Officiating Portal and will be provided on-site at ITF World Tennis Tour tournaments for the operation.

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** Base, side and centre serviceline Umpires call "Foot Fault" on their respective lines, even if it means calling through the net.
- 3** 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 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. The own racket falling or a shoe (or similar) being left is considered as an advantage for the opponent and therefore as a general principle should not be considered as a hindrance.
- 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

When the Start of Match rule is in effect a maximum of sixty (60) seconds shall elapse from when the last player arrives to his/her seat on court until the players are ready for the pre-match meeting with the Chair Umpire. This will be followed immediately by the warm-up period. At the end of the warm-up period the players have sixty (60) seconds to be ready to start the match. Assess a Start of Match Violation if the player is not ready to serve at the end of the last sixty (60) seconds.

Following the expiration of the warm-up period play shall be continuous and a player shall not unreasonably delay a match for any cause.

A maximum of twenty-five (25) 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 Time between points 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-five (25) seconds allowed. There is no time warning prior to the expiration of the twenty-five (25) 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 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-five (25) 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 (another point has been played) it would be inappropriate to issue a Code Violation Warning, Point or Game Penalty, then he/she must notify the player that he/she will refer the matter to the ITF Supervisor/Referee for action after the match. Unless otherwise decided, no Code Violation Warning, Point or Game Penalty should be assessed afterwards.

If a serious violation that may warrant an Immediate Default has been reported and acted upon no later than the end of the next changeover/set break, the ITF Supervisor/Referee may be called to discuss an Immediate Default.

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 OF CONDUCT FOR OFFICIALS

The updated Code of Conduct for Officials can be found at the ITF Officiating Portal.

III INTERPRETATIONS

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

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 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) (or as a doubles player switch racquets with his/her partner in a timely fashion), in which case the server is allowed only the second serve.

Pipe Support, Cameras on/under Net, Other Attachments to the Net

If a player touches the pipe support/camera, it is considered part of the net. If a ball touches the pipe support/camera it is considered part of the ground. Before the start of the competition the ITF Supervisor/Referee shall decide whether other attachments to the net shall be ruled as part of the net.

Electronic Line Calling Cameras

- If a ball bounces on the camera that is inside the lines of the correct court, it will be considered as part of the court and considered as bounced "In".

- If a ball bounces on the camera that is outside the lines of the correct court, the ball is "Out".

- If a player touches the camera under the net, it will be considered part of the net. If this occurs while the ball is in play, it is a "Touch" and the player loses the point.

- However, a camera positioned under the net between the singles stick and net post is a permanent fixture. Play continues if a player touches this camera.

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) 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 during 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). Players are allowed to change from glasses to contact lenses or vice versa, however they are not allowed reasonable time for this, unless the equipment used is out of adjustment.

Electronic devices

A player is not allowed to use any electronic devices during matches, other than approved Player Analysis Technology (PAT) devices permitted for that competition, unless approved by the ITF Supervisor/Referee.

The ITF Technical Department approves the various devices that can be worn and used. The list of all approved devices can be found on the ITF website.

It is important to note that while these devices are approved by ITF Technical, it is up to the various Tour(s) to elect if they want to authorise these devices to be worn during matches.

In the case of ITF events these devices may be worn, provided they do not have a screen that can receive data (similar to smart watch) and that players do not try to access data during change overs.

The Whoop device is permitted at all ITF events, provided it complies in terms of not having a screen to receive data.

Billie Jean King Cup events – only Microsoft devices with the Bille Jean King Cup Match Insights app are permitted due to Microsoft sponsorship.

Davis Cup events – the procedures as stated in the Miscellaneous document remains. The Whoop device will only be permitted at the start of the 2024 Davis Cup season.

Grand Slam Merchandise Towels (Player Towels)

While considered as “Another Event”, these will be permitted at ITF events (except Davis Cup and Billie Jean King Cup) where the tournament does not provide towels for players on court.

In cases where a sponsor’s name may appear on the towel, this is still permitted, provided it does not conflict with any local tournament sponsor.

College Logo's at ITF events

College logos are to be considered as Commercial logos and should comply with the respective dimensions and position thereof on the garment.

Lifting – Wheelchair Tennis

During matches with Chair Umpires, if the view of a Chair Umpire is impeded the Chair Umpire may request or accept the assistance of a Line Umpire, Off-Court Umpire or Referee (where no Line Umpires exist) to help determine whether players are “lifting”, more specifically whether they fail to comply with the requirement to remain in contact with the seat during the playing of a point, in accordance with Appendix A, section d) iii) and e)vi). Chair Umpires must inform players when such assistance is being used before relying upon this assistance to call “lifting”.

Beach Tennis Prohibited Zone – Rule Clarification

Further to the amendment to the Prohibited Zone concerning the server partner in Men's matches – 6m rule, please note the following key interpretations regarding the Prohibited Zone:

Receiving Team:

“The receiver(s) may not significantly alter their positions relative to each other and the server once the server has chosen his position until the ball is in play”.

This means that while some movement is permitted, the receiving team may not:

1. Hinder the server by making any exaggerated movements that can be distracting to the server;
2. Cross the imaginary line of the prohibited zone, or move into the prohibited zone until the server has hit the ball;
3. Both feet should be behind the imaginary line (same principal) as the Footfault;

Server's Partner:

The same principal that applies to the receiving team, shall apply to the server's partner regarding placement of feet and the crossing of the imaginary extension of the prohibited zone, or moving into the prohibited zone until the server has hit the ball.

For avoidance of doubt, the server's partner may still obstruct the server from the receiving team.

APPENDIX A

ITF OFFICIATING PORTAL

The following information can be found on the ITF Officiating Portal - <https://officiating.itftennis.com>:

- Updated Code of Conduct for Officials
- Lists of Certified Officials
- Certification Requirements
- Officiating Guidelines
- Rule Books and Regulations
- Mobile Phone Policy
- Evaluation Forms and Guidelines
- Schools information
- Assignments (ITF World Tennis Tour, Davis Cup, Billie Jean King Cup, Grand Slam Tournaments)
- Eye Test Form
- Open Book Test (ITF Education Portal)
- Chair Umpire Announcements (multi-language versions)
- Instructions for Tournament Planner Software (Pro, Junior, Team, Wheelchair & Senior)
- Electronic Forms for
 - ITF World Tennis Tour
 - ITF World Tennis Tour Juniors
 - ITF Seniors Tour
 - ITF Wheelchair Tennis Tour
 - ITF Beach Tennis
 - Davis Cup
 - Billie Jean King Cup

APPENDIX B

ITF SCORECARD

SET No 3

Tiebreak	Server Side	G A M E	Format <input checked="" type="checkbox"/> Tiebreak <input type="checkbox"/> Match Tiebreak <input type="checkbox"/> Advantage set	Doubles receivers	Time Started	Games	Ball change
	A	1	/ A . / / D C		12.35	A B	
	B	2	C / / / X / /			1	
	A	3	/ / T / / /			2	
	B	4	C D X X X T / T /			3	
	A	5	/ X D /			4	
	B	6				1	

TIME VIOLATIONS

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

CODE VIOLATIONS (POINT PENALTY SCHEDULE)

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

Team: Player(s)						
Step	Set	Games	Points	Player	Code	Description
S. BROWN						
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	SPAT IN THE DIRECTION OF A LINE UMPIRE AFTER A FOOTFAULT CALL.

ABBREVIATIONS (CODE OF CONDUCT)

Def	Unreasonable delays	BA	Ball abuse	CC	Coaching, coaches
AOB	Audible obscenity	RA	Racket abuse	UnC	Unsportsmanlike conduct
VOB	Visible obscenity	VA	Verbal abuse		
		PhA	Physical abuse		

APPENDIX C

MEDICAL TIME-OUT PROCEDURES FOR CHAIR UMPIRES AND SPORTS PHYSIOTHERAPISTS (Physios)

NOT AT CHANGEOVER OR SET BREAK	
PHYSIO	CHAIR UMPIRE
	CU starts clock
	CU: <i>"The Physio has been called to the court"</i>
Physio arrives	
Physio starts evaluating	
Physio 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> *
Physio 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

<u>WITHIN CHANGEOVER OR SET BREAK TIME</u>	
PHYSIO	CHAIR UMPIRE
	CU starts 90/120 seconds clock
Physio starts evaluating	
Before 60/90 seconds is up, Physio 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> *
Physio 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

<u>AFTER CHANGEOVER OR SET BREAK TIME</u>	
PHYSIO	CHAIR UMPIRE
	CU starts 90/120 seconds clock
Physio arrives	
Physio starts evaluating	
	After 55/85 seconds, CU asks Physio <i>"It's almost 60/90 seconds. Are you still evaluating?"</i>
Physio tells CU: <i>"No. Changeover/set break only"</i>	CU: <i>"Time"</i>
	OR
Physio tells CU: <i>"I'm still evaluating"</i>	CU waits
Physio 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> *
Physio 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 Physio.

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

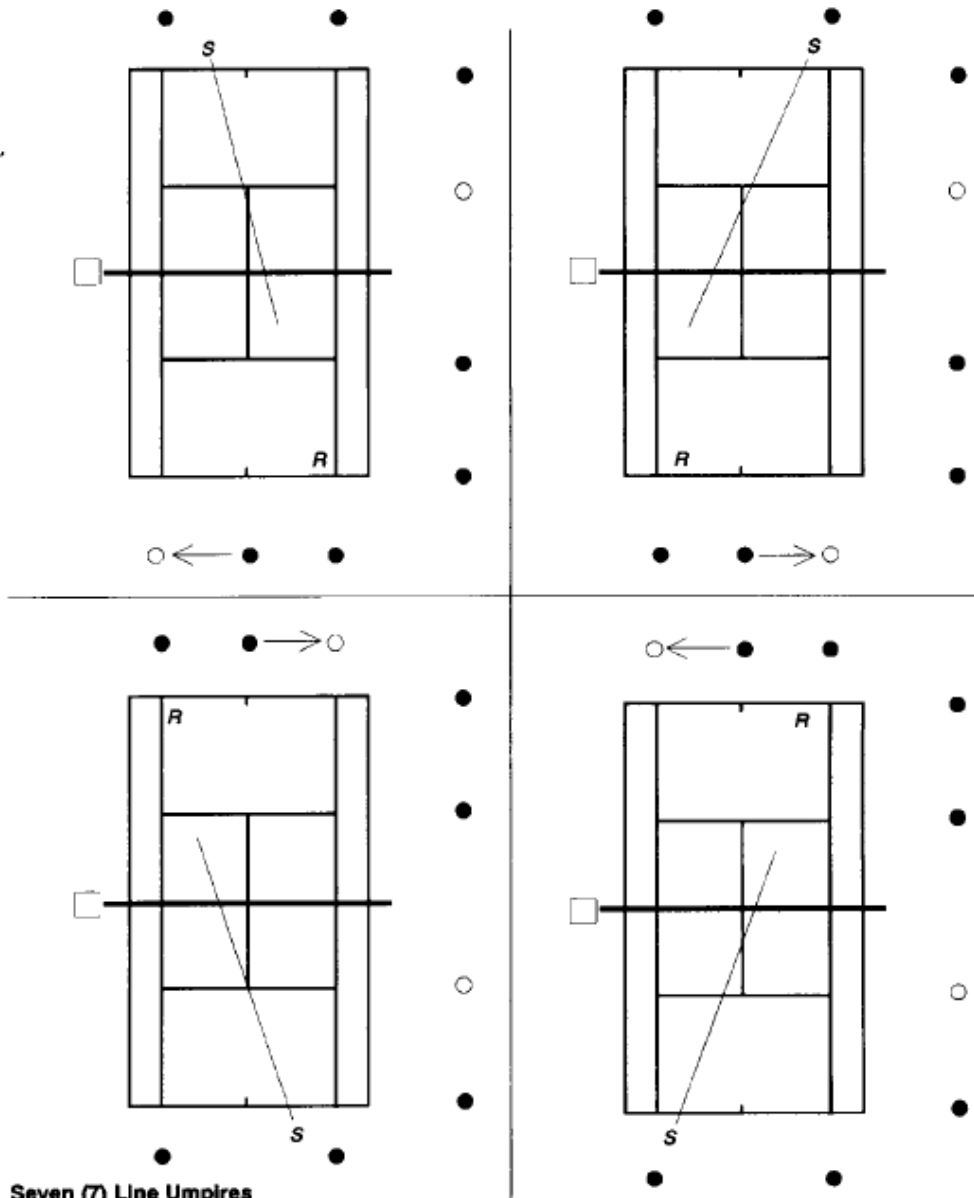
After announcing ***"Treatment complete"*** if needed, the player should be given the time necessary to put on all necessary items of clothing before ***"Time"*** is called.

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

APPENDIX D

ITF POSITIONS OF LINE UMPIRES

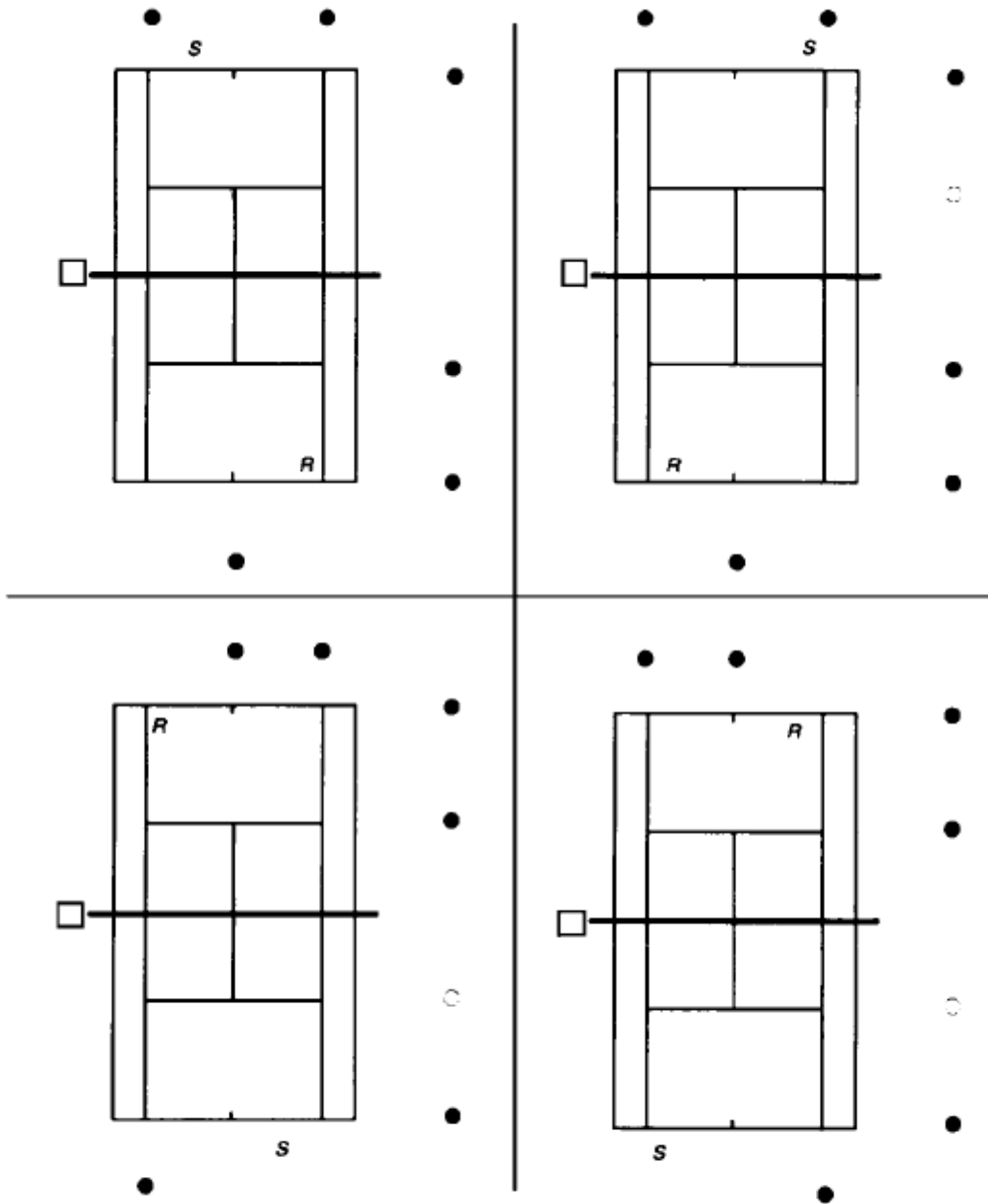
Seven Line Umpires



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.

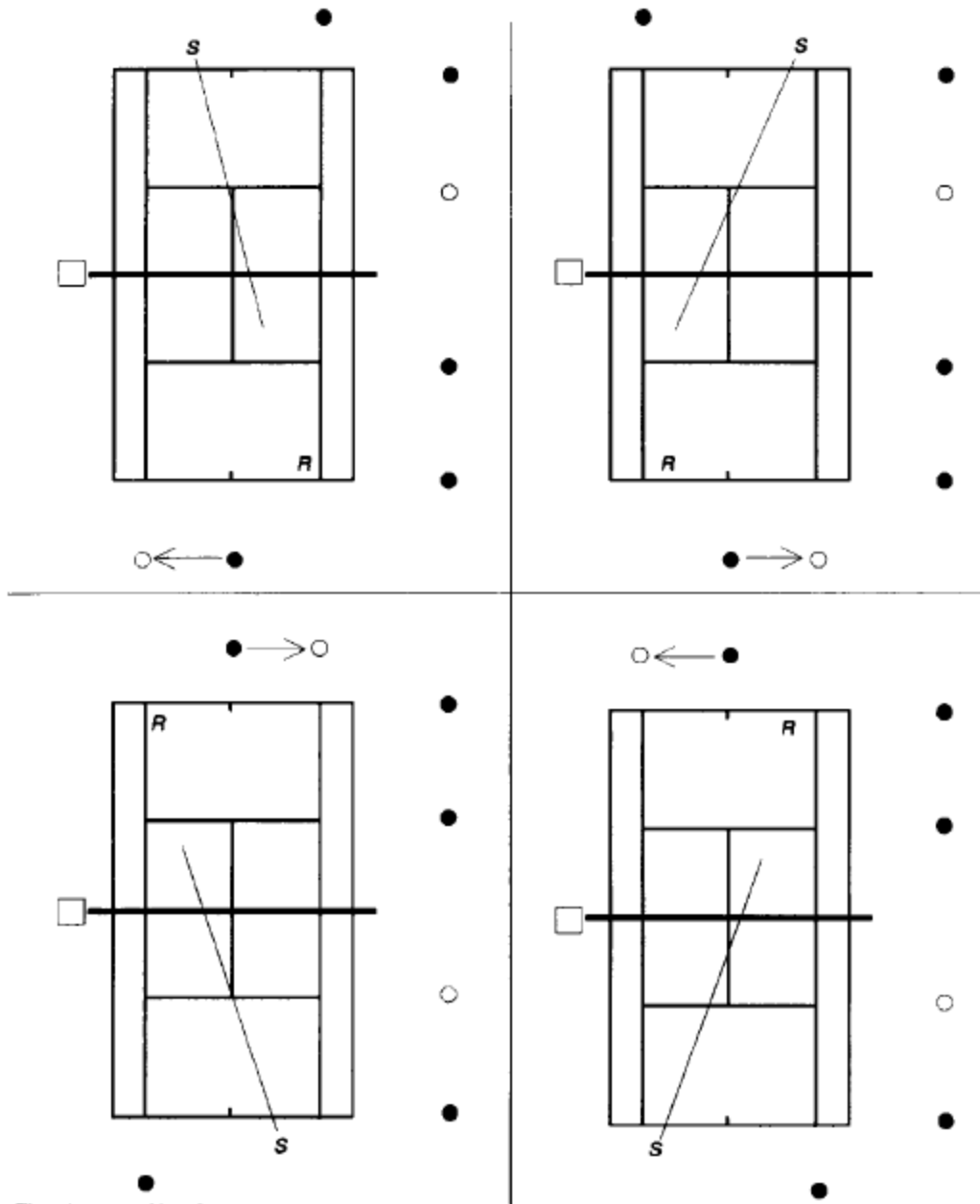
Six Line Umpires



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

PROCEDURES FOR ITF OFFICIALS

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 explains 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.

All references to the Official in these procedures include the Referee(s)/Assistant Referee(s)/Off-Court Umpire(s).

A question of law decided by an Off-Court Umpire in first instance can be appealed to the Supervisor/Referee.

Obviously, incidents can occur in these matches, so it is very important that the Official walks around the courts as much as possible. The players appreciate having easy access to an official in case of any problems. Officials should use the following procedures when handling different situations.

Line Call Disputes - matches not played on clay courts

If an Official 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, which position the player had and how he/she saw it. 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, the Referee should 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 to stay on-court to watch the rest of the match or appoint one of the experienced officials to be on court. The Referee should then tell the players that he/she or the appointed official will correct any clearly incorrect line calls made by them, and that they may then lose that point.

Ball Mark and Line Call Disputes – matches played on clay courts only

If an Official 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 Official should decide if the mark shows the ball was in or out. If the mark is unreadable, the original call stands.

If the players disagree on which mark it is, the Official 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 to locate the mark, the original “out” call shall stand. The player should be reminded by the Official that he/she should be able, in normal circumstances, to show the mark when he/she calls the ball “out”. It may be advisable for the Official to stay by the court for the remainder of the match.

Other Calls

When there is a dispute regarding lets, not-ups and foul shots, the Official should try to find out from the players what happened and make a decision as he/she deems appropriate. The benefit of the doubt should be towards letting the point continue, so a player should not be calling a let, for example, unless they are 100% sure.

Blatantly Incorrect Calls

If the Official is off-court and happens to be watching a match when a player makes a blatantly incorrect call, he/she may go on-court and tell the player that the incorrect call was an unintentional mistake to his/her opponent and the point will be replayed, unless it was a point-ending shot or the call had no impact at all, in which case the point will be awarded to the opponent. The Official 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 Official is sure that the player is blatantly calling incorrectly.

Officials must take care not to become too involved in matches when it is not required or necessary, or to use this rule for close calls that are incorrectly called. As a matter of practice, before using this rule, the Official must be very sure that a very bad call has been made.

Score Disputes

If the Official is called to court to resolve a score dispute and he/she was watching the match and knows the correct score, then the Official should go on court and tell the players what the correct score is.

If the Official is called to court to resolve a score dispute and he/she was not watching the match, 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 of 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 Official 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

Foot Faults can only be called by an Official and not by the receiver. However, to call foot faults the official should be standing on-court for the match. To call a foot fault from outside the court, the Official must be standing in an appropriate position to clearly see a blatant foot fault occurring and whenever possible should have informed the player.

Coaching, as well as other Code and Time Violations can only be handled by the Official, 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 Official 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 is final.

Lifting – Wheelchair Tennis

Whenever “lifting” is observed, the Official should inform the player during the next change over what they have observed and should “lifting” be observed again from outside the court, “lifting” will be called.

In all cases of “lifting” the official must be in the best possible position to make the call.

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

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
- Except when playing on clay, 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 first 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 Referee/Off-Court Umpire)

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 call
- If there is a disagreement over a ball mark, the Referee (or Assistant Referee/Off-Court Umpire) 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 it is realised 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.

APPENDIX F

MATCH ASSISTANT / UMPIRE ASSISTANT PROTOCOLS

KEY RESPONSIBILITIES THOUGH NOT LIMITED TO:

- Assisting the Chair Umpire for the court preparation as needed before each match.
- Escorting players on a Toilet, Change of Attire and/or Heat break.
 - MAs/UAs must know the location of the closest bathrooms or locker rooms, along with back up locations.
 - Lead the player(s) to the bathroom and /or designated facility.
 - Use the correct verbiage and walkie-talkie technique in communicating with the Chair Umpire when escorting a player.
- If not escorting players – might be requested to:
 - Carry out the ball changes.
 - Measure the net at the end of each set or as required by Chair Umpire instructions.
- Rain delay:
 - Assist to quickly gather the match balls. Keeping them separate and labelled (labels are available in the Chief Room) with match information: (court number, player's names, side they are on, who is serving, score in the match) if requested by the Chair Umpire.
 - Confirm with the Chair Umpire that the CU is keeping the balls during the rain delay.
- Lost ball(s) or rain delay:
 - Obtain ball(s) of like wear but only put replacement ball(s) into play per Chair Umpire instructions.
- The MA/UA starting a match must pass on match information to the replacing MA/UA before leaving court/courtside.
- Line Calling: Be prepared to call lines (whether on court or on a break) on short notice if the electronic line calling system is not functional, following Chief Umpie, Chair Umpires or Referees' instructions.
- Be familiar with ATP/GS/ITF/WTA and event specific rules and procedures.

NB: Your priority is to escort a player leaving the court. If needed, the Chair Umpire will take care of ball changes/measuring the net.

PHYSICAL DEMANDS FOR THE MATCH ASSISTANT ROLE:

The following is a description of the physical demands, movements, and essential functions required of officials for the MA/UA role. Officials must be capable of carrying out these functions in a variety of environmental conditions and within a period of time such that match play and/or tournament operations are not constrained, delayed, or interrupted.

- Move swiftly to and from Officials' area to court.
- Be nimble and agile to move on court quickly on change of ends/set breaks.
- Escort players for toilet/change of attire breaks, heat break or off-court MTO moving at the player's pace.
- During the match - capacity to sit and/or stand for extended periods of time in potentially extreme weather conditions (heat/cold; with or without shade), and over of multiple days.

SKILLS REQUIRED TO BE A MATCH ASSISTANT/UMPIRE ASSISTANT INCLUDE THOUGH NOT LIMITED TO:

- Understand and implement the rules of tennis.
- Able to abide by the specific rules and procedures of each the event and follow instructions provided by the Chief Umpire.
- Understand and be able to undertake procedures such as measuring the net, ball changes, ball replacements and know what your duties are when escorting a player on a Toilet, Change of Attire, Heat Break and/or MTO.
- Be a strong and confident communicator, able to communicate clearly in English between Chair Umpire and the Player(s).
- Ability to concentrate for long periods of time.
- Ability to work long hours.
- Ability to be always attentive and adapt to change without much notice.
- Able to take and implement instructions given.
- Be receptive to constructive feedback.
- Able to work effectively in a team environment.
- Ability to operate technology including two-way radios.
- Be professional and abide by the Code of Conduct for Officials.

TEAMWORK AND COMMUNICATION ARE ESSENTIAL:

- The MAs/UAs must always function as a team with the Chair Umpire.
- Communicating with the Chair Umpire is critical.
- Follow the instructions of the Chair Umpire. As matches complete, check with the new Chair Umpire for their instructions.
- The needs of a match are your first responsibility.
- At least one MA/UA will always be assigned to each court, whilst the court is in operation.
- If two (2) MAs/UAs may be needed (e.g.: escorting both players in different directions for a Toilet, Change of Attire or Heat Break) and a second official is

not courtside, another official will assist e.g., a Supervisor/Referee/Chief of Umpire/another MA/UA.

Even if away from the court, all MAs/UAs must be aware and ready to help if an additional MA/UA is needed on short notice or if the system goes down and officials are required to change to Line Umpire duties.

EQUIPMENT:

MA/UA must be equipped at all times with the following items:

- Tape measure
- Stopwatch (in case radio communication is lost with the Chair Umpire and you must time the player(s) during a Toilet, Change of Attire, and/or Heat Break).
- Two-way tournament provided radio and knowledge of correct channel(s). Two-way radio might be stored in a container on court – Please check.
- Pen

*Labels or Information slip to write info for the cans of balls as described above in case of rain delays

or suspensions and for stringing info.

*Rubber bands to secure cans of balls during a rain delay or to attach instructions for racquet stringing – this may be provided by some events if determined by the Governing body is necessary and agreed with the tournament. Not to be seen as mandatory equipment at each event.

Note: *Not mandatory but event dependent as per preferred procedures by the Governing Tour and Tournament.

PROFESSIONALISM:

- No mobile phones or smart watches whilst on rotation duty courtside/on the court.
- Calm, confident demeanour in all actions/interactions.
- Speak clearly and concisely to the Chair Umpire.
- If communicating with the Chair Umpire about a problem, speak quietly to avoid being overheard by court microphones and/or tv cameras.
- When escorting players:
 - do not initiate conversation, though politely answer a player's question.
 - reply to radio messages (as required).
 - keep appropriate distance between the player and yourself.
 - NO CONVERSATIONS with spectators.
- DO NOT create posts on social media before or during tournament time.
- Must report on time to the Chief Umpire
- DO NOT LEAVE the site without permission from the Chief Umpire.
- When your court finishes, check with the Chief Umpire for possible reassignment.
- Considered a covered person under the Code for Officials and ITIA.

LOCATION COURTSIDE:

For ease of communication with the Chair Umpire, the MA/UA will have a designated seat based on the best position with a clear view to the Chair Umpire and direct access onto the court.

The designated seat location for MA/UA may vary from court to court.

- Stand up and look to the Chair Umpire on change of ends/set breaks.
 - Watch both players on the change of ends/set breaks.
 - Respond quickly when needed.

DAILY WORK HOURS:

- MAs/UAs will work from allocated report time until released. The Chief of Umpire will release officials following advice from the Supervisor/Referee or Tournament Control (depending on the event procedure) on the state of play for that day.
- There will be a required minimum number of MAs/UAs on site whenever play is in progress to help with Line Umpire coverage should the system go down.
- If you have any questions/concerns, check with your Chief Umpire or Supervisor/Referee.

BALL CHANGE PROCEDURE:

- Before the start of the warm-up, ask the Chair Umpire if he/she wants assistance or not with the Ball Changes. If YES, follow the following procedures:
- Open and check the balls 2 games before the change (check pressure, shake to be sure there are no rattles, be sure there are no defects or dimples in the felt)
- If you are required to escort a player who is about to leave the court, do not do the ball Change. Your priority is Players! Chair Umpire will do the Ball Change.
- WAIT for the chair to announce the change. DO NOT RUSH onto the court unless directed by the Chair Umpire.
- Lay the balls on the court in a row, in the doubles alley on the side that will be serving. If you are not sure which side, ask the Chair Umpire.
- If the Ball Change is NOT on a change of ends, lay the balls on the side of the chair so the Chair Umpire can see them and complete the ball change as quickly as possible.
- Hold up the empty cans for the ball persons to put the old balls in. Do not allow the ball persons to touch the new balls until all the old balls are in the cans. Be sure to clearly communicate with the ball kids which direction the balls should go.
- Ensure there are enough new cans for following ball changes, if not, advise the Chair Umpire as soon as practically possible.

Tip - At the set break if a player takes a Toilet and/or Change of Attire Break, the opponent may want to practice serves. Be attentive and ready to help the Chair

Umpire instruct the Ball Persons to bring in the match balls. Give out like wear balls or new balls to the player for practice according to the Chair Umpire's instructions.

BALL REPLACEMENT PROCEDURES:

- Ask the Chair Umpire at the beginning of the match how he/she would like handle replacing a lost or broken ball:
 - want you to bring them the replacement, or,
 - if they want you to take care of it on your own.
- Do not put a replacement ball into play before having eye or verbal contact with the Chair Umpire.
- If you are rotating with a MA/UA after a match has commenced, the MA/UA that you are replacing must tell you what the Chair Umpire prefers.

CHECKING BALL SUPPLY:

- Be sure that the correct balls are used for each match.
- MAs/UAs must pay attention to the ball supply as events can vary (Combined Events/Grand Slams).
- Be aware of different types of balls being used for different events e.g. Regular Duty balls for WTA matches; Extra Duty balls for ATP matches.

TOILET BREAKS/CHANGE OF ATTIRE BREAKS:

Refer to the respective rule books pertaining to the event working to be familiar with the applicable toilet break/change of attire break procedure. In addition, the toilet break summary available on the ITF Officiating Education Portal can be used as a guide.

If a player does not use the toilet, in accordance with a toilet break report this to the Chair Umpire upon your return to the court. Note, a female player doesn't have to use the toilet during a Change of Attire Break.

- As the players approach their chairs on an end change or a set break, be attentive to any conversations they have.
- As soon as the player stands to leave the court, be prepared to go into action. It is best to lead the player rather than follow.
- Ensure you have your two-way radio with you and switch on to the correct channel.
- Be aware of the public. Stay away from crowds when possible.
- Escort the player to the nearest bathroom/changing facility.
- If the player uses a single use toilet, wait outside the door. If the player goes into a bathroom with multiple cubicles, you must wait inside the bathroom near the cubicle the player is in.
- Players must not take their bags into the cubicle.
- It is permitted for female players to take a small toiletry bag into the cubicle or toilet facility.
- Handwashing, adjusting hair/hat/headband are included in the time.

- Toilet Break/Change of Attire Break is complete when the player leaves the facility.
- Watch for and be ready to remind the player that electronics are not allowed. Report any use of electronics to the Chair Umpire.
- Report any violations and issues immediately to the Chair Umpire. (Please see the examples from PROBLEMS YOU MAY ENCOUNTER WITH TOILET BREAK/CHANGE OF ATTIRE BREAK ESCORT AND WHAT TO DO below)

PROBLEMS YOU MAY ENCOUNTER WITH A TOILET BREAK/CHANGE OF ATTIRE BREAK ESCORT AND WHAT TO DO:

- During a Toilet and / or Change of Attire break players are NOT allowed to:
 - Take an extended break
 - Not use the toilet during a Toilet break
 - Receive coaching
 - Speak to a spectator
 - Take a shower during a toilet break and / or change of attire break
 - Use electronic devices
 - Take a bag into the cubicle (unless small one for women as specified above)
 - Receive an unauthorised medical treatment without Chair Umpire/Supervisor knowledge.
- If a player does any of the above, politely “remind” the player that it is not allowed and he/she is breaking the rules, using this verbiage:
 - “Shower is not allowed.”
 - “Phone/Smart Watch is not allowed.”
 - “Coaching is not allowed.”
 - “You are not allowed to take the bag into the cubicle.”
- If they continue, inform the player: “I will have to report this to the Chair Umpire.”
- Escort them back to the court and go directly to the Chair Umpire to report exactly what happened.

UNUSUAL SITUATIONS:

- If the bathroom/changing facility is not available or busy and the player has to go to another location, notify the Chair Umpire immediately.
- If a player wants to change clothes, they must have their changing clothes with them. If not, notify the Chair Umpire immediately.
- In case of failure of communication with the Chair Umpire by Walkie Talkie, take a note of the time when the player enters the cubicle or changing facility. Use your watch or a stopwatch to track the time, making the same time announcements to the player as you would in communication with the Chair Umpire. Countdown to the player the time remaining (i.e. 2 minutes remaining, 1 minute remaining. 30 seconds, time, or 4/3/2/1/30 seconds for a Heat Break)

- If a player suddenly starts her period during a Toilet Break and needs feminine products or new clothes to be brought to her, please notify the Chair Umpire immediately. In this case the Equipment Out of Adjustment Rule will be applied, and the timing of the Toilet Break is stopped.

HEAT RULE BREAK – HELPFUL INFORMATION:

If escorting a player on an authorised Heat Break, please note there are some differences to be aware of compared to a regular Toilet Break.

For a Heat Break a player can:

- Shower, rest, receive medical advice and/or adjustments (re-taping).
- Off Court Coaching is only allowed at the end of the Heat Rule Break (90 seconds).

For a Heat Break a player can NOT:

- Receive Medical treatment or look for trainer without Chair Umpire/Referee knowledge;
- Use electronic devices e.g., phone/smart watch;

The player needs to be back on court and be ready to resume play at 9 minutes and 30 seconds, when the Chair Umpire announces “TIME” (this is significantly different to a toilet break).

RADIO COMMUNICATION WITH CHAIR UMPIRE:

Verbiage EG:

If a player asks for how much time is left, MA/UA should inform the player “You have {X} minutes remaining until you have to be ready on court to play.

Toilet Break:

What to say:

Timing when to say:

<u>“Radio check Court (name or number).”</u>	<u>When leaving the court.</u>
<u>“(Player’s name) has entered the facility.”</u>	<u>When the player enters the cubicle.</u>
<u>“Confirming 2min/1min/30sec remaining.”</u>	<u>When the CU announces.</u>
<u>“(Player’s name) has left the facility.”</u>	<u>When the player leaves the facility.</u>

Change of Attire Break:

What to say:

Timing when to say:

<u>“Radio check Court (name or number).”</u>	<u>When leaving the court.</u>
<u>“You are not permitted to bring a bag into the facility.”</u> <u>“Please take your change of clothes with you and leave your bag outside.”</u>	<u>If player attempt to take their bag into the changing facility.</u>
<u>“I will need to report this to the Chair Umpire.”</u>	<u>If player refuses to leave their bag outside.</u>
<u>“(Player’s name) has entered the facility.”</u>	<u>When the player enters the cubicle.</u>

<u>“Confirming 4min/3min/2min/1min/30sec remaining.”</u>	<u>When the CU announces.</u>
<u>“(Player’s name) has left the facility.”</u>	<u>When the player leaves the facility.</u>

Heat Break:

What to say:

Timing when to say:

<u>“Radio check Court (name or number).”</u>	<u>When leaving the court.</u>
<u>“You have (X) minutes remaining until you have to be ready on court to play.”</u>	<u>If player asks how much time is left.</u>
<u>“(Player’s name) has left the facility.”</u>	<u>When the player leaves the facility.</u>

Tips on Radio use:

- Ensure the radio is on the correct channel and is ON all the time.
- Ensure the radio volume silenced while on court.
- Ensure the radio volume is up loud so you hear all the messages from the Chair Umpire as well as the player while going off court with the player.
- PRESS to talk and HOLD when speaking into the radio. Some radios may need to be pressed for a second before talking. (Press, hold, pause, speak).

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