



ITF OFFICIALS' GUIDE

This guide is designed to assist ITF certified officials. If you have any questions or comments, always feel free to contact Andrew Jarrett or Kathryn Butters at the ITF Headquarters.

Our contact details are:

ITF Officiating
Bank Lane
LONDON
SW15 5XZ
ENGLAND

Tel: +44 20 8392 4685

Fax: +44 20 8392 4729

Email: officiating@itftennis.com

www.tennisofficial.com

ITF Officiating has a website, www.tennisofficial.com dedicated to providing officiating information and news to all ITF Certified Officials and National Associations. The website is password protected, so that only certified officials and National/Regional Associations have access to the site.

On the website, there is a section about **Eye Test Forms**. This form must be completed for International Chair Umpires every year and on alternate years for other International Officials and White Badge Officials (end of 2009, 2011 etc). The completed form must be returned to ITF Officiating to be received by **15 November** of each applicable year.

Details about **ITF Officiating Products** can also be found on the website. Court bags, scorecard holders, draw chips and other items are all available for purchase by certified officials. Please browse the website or contact Kathryn at the ITF Headquarters if you require the price for ITF Officiating Products.

ITF PRO CIRCUIT EVENTS

ITF Pro Circuit Events have minimum requirements for the certifications of the Referee and Designated Chair Umpire(s) (see Pro-Circuit Rulebook). Please check your commitment to any event you are designated for – to ensure you have the certification level required and that you attend on the required days.

If you are unsure if your commitment to an ITF Pro Circuit event meets these requirements, you should contact ITF Officiating.

CONFLICT OF INTEREST

In addition to officiating, a number of certified officials are involved in tennis in other areas. These including working as a coach, team captain, working for a tournament or company connected with tennis, or are a close friend or relative of a player. Sometimes, this creates a conflict with the work of an official.

Any certified official who is:

- a professional tennis player, or
- a National Tennis Coach, or
- a National Tennis Team Captain, or
- a close friend, relative or coach of a professional tennis player, or
- working for a company with a commercial interest in tennis, or
- a Tournament Director or Organiser

must register this, by writing to ITF Officiating and explaining the situation. This letter will be acknowledged by the ITF, together with advice on how to handle this potential conflict.

If you fail to inform us of any of these situations, your certification as an official will be put in jeopardy.

LOGOS

Please note that it is not allowed for any officials (other than full-time/professional officials) to use the ITF, ATP or WTA Tour logos on personal business cards, headed paper etc.

RULE BOOKS & REFRESHER TESTS

Every year, you will receive new ITF rulebooks (Rules of Tennis, Duties and Procedures for Officials, Pro Circuit) together with an "Open Book" Test. ATP and WTA Tour rulebooks are only sent to International Officials by these organisations.

This "Open Book" Test must be completed by **1 April** each year. Officials should complete the test on-line on the ITF Officiating website.

PHOTOGRAPHS

Every certified official should email an electronic version of a photograph for our database to officiating@itftennis.com

DATA CARDS

15 November is an important date in the officiating year - the deadline for return of all Officials' Data Cards to ITF Officiating in London. Since 2007, ALL Certified Officials are required to use the Electronic Data Card (as opposed to the "traditional" version that was previously sent to White Badge Officials).

When using an Electronic Data Card, you need to make sure that all the information you send is completely accurate. Since there are no signatures from the Supervisor, Referee or Chief Umpire, we check the data against our other records. You may wish to use the 2008 Officials Work Record (which you can download from the ITF Officiating website: www.tennisofficial.com) to keep your records correct during the year.

When using your Electronic Data Card, you need your Officials' ID number, which has been sent to you previously. If you have forgotten your ID number, please email ITF Officiating (officiating@itftennis.com) to be reminded and then make a note for future use.

Please find below some common questions about the completion of electronic data cards and other issues from newly certified officials.

Q. I am working a tournament as a Court Supervisor or Roving official. Can I count some of the matches as chairs?

A. **No**. Put "AR" on your record to indicate you were assisting the Referee.

Q. I am an excellent Line Umpire. Shall I include my work as a Line Umpire on my Data Card?

A. **No** and try to be more modest!

Q. The deadline for the Data Card is 15 November, but I will be working tournaments after that date. Shall I make an estimate?

A. **No.** The minimum annual requirements for officials run from January to December (calendar year). Before sending your electronic data card to the ITF, type the name and dates of the tournaments you are still due to work (and the Referee's name if you know it). Send in your electronic data card to the ITF so it is received by 15 November (always keep a copy yourself). If necessary, we will contact the Referee later to check how many matches you worked at the remaining events. There is no need to send in the remaining number of matches, unless we ask you for it.

Q. I am a White Badge Official, working only as a Chair Umpire. I notice that the minimum requirements are to umpire 25 matches at professional events. What does this mean?

A. Chair Umpires are expected to work 25 matches per year and in many countries there is more than enough professional tennis for every White Badge to umpire these 25 matches at ITF Men's and Women's Circuit events and higher. In many other countries, there is insufficient or no professional tennis, so ITF Officiating can take other matches into consideration (e.g. Grand Slam Junior and Veterans and other ITF Juniors, Veterans, Wheelchair and National events). However, extra matches are only considered at the discretion of ITF Officiating. "National" events means National - not local or club events. Only type "N" in the event column if you are working a National Team Competition, or National Championships (including Juniors, Seniors, Veterans and Wheelchair).