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

## **I ITF DUTIES AND RESPONSIBILITIES FOR OFFICIALS**

### **A APPLICABILITY**

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

### **B ITF SUPERVISOR/REFEREE**

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

The ITF Supervisor/Referee shall:

- 1** Act as final on-site authority for the interpretation of the applicable Tournament Rules and Regulations, Code of Conduct, 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 or Net Umpire whenever he/she decides it is necessary to improve the officiating of a match.
- 6** Evaluate the performance of all Chair Umpires.
- 7** Ensure that each court, net, netposts and singles sticks conform to the specifications in the Rules of Tennis and that each court is equipped as follows:
  - a** Chair Umpire's Chair
    - The Chair Umpire's Chair is recommended to be a minimum of six (6) feet (1.82 metres) and a maximum of eight (8) feet (2.44 metres) in height;
    - The Chair Umpire's Chair shall be centred along an extension of the net approximately three (3) feet (0.9 metres) from the net post;
    - If a microphone is to be used it must have an "on-off" switch, it must be easily adjustable and not handheld. There shall be no public broadcast microphones on the Umpire's Chair or in its general vicinity (between the baselines);
    - For outdoor tournaments there should be a sunscreen available.

- b Line Umpires' Chairs**
  - Chairs for serviceline and baseline Umpires shall be located on an extension of their respective lines along the side fence. They shall not be elevated above the surface of the court and should be positioned no less than twelve (12) feet (3.66 metres) from the side of the court;
  - Chairs for centre serviceline and sideline Umpires should be located in the corners at the back of the court, unless otherwise directed;
  - Whenever the sun is a factor, Line Umpires' chairs shall be positioned so that the Line Umpires are not facing the sun;
  - When the sun is not a factor, Line Umpires' chairs shall be positioned on the opposite side of the court from the Chair Umpire.
- c Net Device or Net Umpire's Chair**
  - A Net Device or a chair for the Net Umpire which shall be located at the net post on the opposite side from the Chair Umpire.
- 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.
- 14** Post all sign-in documents (Qualifying, Main Draws, Alternates and Lucky Losers) in the ITF Supervisor/Referee's office with appropriate notices on the Official Bulletin Board.
- 15** Prepare the daily Order of Play with the matches scheduled on specific courts to follow each other consecutively without delay or, where appropriate, with the matches scheduled and clearly designated as "not before" a certain time. Once the Order of Play has been released it should not be changed.
  - a** Prior Tournament

Prior to scheduling matches for the first day of play contact the Supervisor(s) /Referee(s) of the preceding week's tournaments to determine to what extent players still competing therein may have difficulties in arriving for play. To the extent possible and, providing it does not jeopardise the fairness of scheduling and the completion of the tournament, the ITF Supervisor/Referee should schedule matches so that players with reasonable difficulties can be reasonably accommodated.
  - b** Qualifying

The qualifying event for singles should be scheduled for completion on the day before the commencement of play in the Main Draw, unless otherwise approved by the ITF. Matches should be scheduled so that a player will not be required to play more than two singles qualifying matches in the same day, except when weather or unavoidable circumstances cause schedule disruption.

Whenever more than one round of qualifying must be played in one day, the order of play should conform to the sections of the draw.
  - c** Main Draws

Players shall not be scheduled for more than one singles and one doubles match per day, unless weather or other unavoidable circumstances have caused schedule disruptions. A player's singles match on any particular day shall be scheduled before his/her doubles matches unless otherwise directed by the ITF Supervisor/Referee.
- 16** Ensure that clay and other loose surface courts are swept and lines cleaned before the start of all matches.
- 17** Decide if a court is fit for play.
- 18** Designate a specific area from which matches shall be called in accordance with the Order of Play using all available and reasonable means. Players must be ready to play when their matches are called. In unusual cases the ITF Supervisor/Referee shall determine when a match is to be called or when a match was in fact called.
- 19** Decide if to allow an extended warm-up period (normally ten (10) minutes) if players have had no possibility to practice before the start of matches due to bad weather.
- 20** Decide if a match should be moved to another court.

If bad weather or other unavoidable circumstances cause disruption or suspension of a match in progress, then, if necessary to eliminate the possibility of a player having to play two singles matches in one day, or, if necessary to

complete the event, move a match to another court, indoors or outdoors, regardless of surface.

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

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

- 21** Decide when play should be postponed because of weather conditions, inadequate light or other conditions. If play is postponed on account of darkness, such postponement should be made at the end of a set or after an even number of games in the set in progress.
- 22** In tournaments where applicable, be responsible for investigating Code of Conduct Violations, issuing fines and ensuring delivery whenever possible to every player cited for an on-site offence a copy of the relevant Code of Conduct Form.
- 23** Be present on-site at all times during the play of matches in the tournament.
- 24** The ITF Supervisor/Referee shall not be a Chair Umpire in that event.
- 25** All ITF Supervisors/Referees at Davis Cup, Fed Cup and ITF Pro Circuit events must use a metal tape measure for measuring the court, a personal computer capable to run ITF software on-site and have a reliable personal email account.
- 26** All ITF Supervisors/Referees at ITF Pro Circuit 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 in case of bad weather or other unavoidable circumstances.
- 9** Assist the ITF Supervisor/Referee in the performance of his/her duties.
- 10** All Chief Umpires at ITF Pro Circuit 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, 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 (normally five (5) minutes), the twenty (20) seconds between points, the ninety (90) seconds during changeovers and the one hundred and twenty (120) seconds permitted during set breaks. It shall also be used for all other specific time periods designated under the provisions of any Rule or Regulation.
- 7** Be responsible for having the appropriate number of balls on court for the match, including used replacement balls. The cans with new balls should be opened just before the match/ball change.
- 8** Determine all Questions of Fact arising during the match (including calling the lines if there are no Line Umpires).
- 9** Ensure that the Rules are observed by the players and all on-court officials.
- 10** Remove, rotate or replace any Line Umpire or Net Umpire whenever he/she decides it will improve the officiating of the match.
- 11** Make the first determination on all Questions of Law arising during the match, subject to the right of a player to appeal to the ITF Supervisor/Referee.
- 12** Announce the score after each point in accordance with ITF procedures.
- 13** Repeat the calls of a Line Umpire or Net Umpire only if the call is made in a weak voice or if there is a close call that must be confirmed to remove any doubt from the minds of the players.
- 14** Mark an ITF Scorecard during the match in accordance with the approved ITF procedures (see page 21 and Appendix B). All Chair Umpires at ITF Pro Circuit 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 so as to avoid any delay in the match.
- 20** Determine if a court continues to be fit for play. If a change in condition occurs during a match that the Chair Umpire considers sufficient to make the court unfit for play or if weather or other conditions require suspension of play, he/she should suspend play and report the same to the ITF Supervisor/Referee. During the suspension and, until a match is postponed, the Chair Umpire must ensure that he/she and all other on-court officials are ready to resume the match.  
If suspension is due to darkness it should be at the end of a set or after an even number of games in the set in progress.  
Upon suspension or any postponement by the ITF Supervisor/Referee, the Chair Umpire shall record the time, point, game and set score, the name of the server, the side on which each player was situated and shall collect all balls in use for the match.
- 21** At the conclusion of a match make a full report to the ITF Supervisor/Referee concerning all actions taken under the Code of Conduct during the match.

## **E REVIEW OFFICIAL**

A Review Official shall:

- 1** Be completely familiar with all aspects of the Rules of Tennis, and in particular with the Electronic Review Procedures, 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 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** Check the available means of communication with the Chair Umpire, ITF Supervisor/Referee, Screen Operator and Television.
- 5** 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.
- 6** During the warm-up, view at least one (1) Test Review which shall not be shown to Television or on the screen.

- 7 Confirm with the System and Virtual Reality Operators that all systems are fully operational prior to the start of the match.
- 8 Be responsible for identifying each potential review ball impact.
- 9 Determine that the requested ball impact is available for review.
- 10 Manage the process of playing the review or releasing it to Television.
- 11 Be responsible for monitoring the status of the system.
- 12 In case of a system malfunction, immediately notify the Chair Umpire and the ITF Supervisor/Referee and, when the system is back working again and has been tested, immediately inform the same.
- 13 Notify the Chair Umpire that the original call shall stand when the Review Official cannot retrieve the data to review the call.
- 14 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 ball impact or text graphic on the screen.
- 15 Inform the Chair Umpire immediately if the Review Official's monitor is functioning properly but all available in-stadium screens are malfunctioning.
- 16 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.
- 17 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 (1) and no (0) challenges remaining.
- 18 Before each set and match tie-break ensure that the number of challenges is set to three (3).

## **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 and report this to the Chair Umpire.

**13** Not catch balls or hold towels for players.

**14** Not converse with spectators.

**15** Never applaud players.

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

## **II ITF PROCEDURES FOR OFFICIALS**

### **A APPLICABILITY**

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

### **B QUESTIONS OF TENNIS LAW**

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

#### **1 Player Appeal**

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

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

### **C QUESTIONS OF FACT**

A Question of Fact is defined as an issue relating to what actually occurred during a specific instance. Questions of Fact arising during a match shall be determined by

the on-court officials for that match and such determinations are binding on the players and ITF Supervisor/ Referee.

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

**1 Player Appeal**

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

**2 Overrule**

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

**a Clear Mistake**

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

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

**b Promptly**

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

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

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

**3 Ball Mark Inspection Procedures**

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

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

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

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

#### **4** Electronic Review Procedures

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

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

## **D TOURNAMENT/MATCH COMMENCEMENT**

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

## **E PLAYERS' REST, MEDICAL AND TOILET BREAK**

### **1 Between Tournaments**

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

### **2 Between Qualifying and Main Draw**

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

### **3 Between Matches**

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

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

### **4 Medical**

#### **a. Medical 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 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, for which prior medical certification has been obtained, and for which subcutaneous injections of insulin may be administered.
  - 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 professional events with prize money of \$25,000 or less, the ITF Supervisor/Referee may extend the time allowed for treatment if necessary.

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

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

In cases where there is doubt about whether the player suffers from an acute medical condition, non-acute medical condition inclusive of muscle cramping, or non-treatable medical condition, the decision of the 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 could be issued.

A total of two (2) consecutive Medical Time-Outs may be allowed by the ITF Supervisor/Referee or Chair Umpire for the special circumstance in which the 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. 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 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. 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.

## **5 Toilet/Change of Attire Break**

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

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

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

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

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

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

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



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

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

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

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

## **F SUSPENSION AND POSTPONEMENT**

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

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

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

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

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

## **G ANNOUNCING**

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

### **1 Warm-up**

- *“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
- *“Time, prepare to play”* - end of warm-up, direct balls to server’s end of court
- *“\_\_\_\_\_ to serve, play”* - immediately prior to server preparing to serve

### **2 Player introductions**

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

- *“This is a \_\_\_\_\_ round singles/doubles match, best of three/five tie-break sets. To the left of the chair \_\_\_\_\_, and to the right of the chair \_\_\_\_\_. \_\_\_\_\_ won the toss and chose/elected to \_\_\_\_\_.”*

- *“This is a \_\_\_\_\_ round doubles match. This match will consist of two tie-break sets with No-Ad scoring. At one set all, a ten-point match tie-break will be played to decide the match.”*
- b** If the introduction of players is made by another announcer, then during the warm-up say:
- *“\_\_\_\_\_ won the toss and chose/elected to \_\_\_\_\_.”*
- 3** Crowd control
- The spectators should always be addressed respectfully with statements (preferably in the local language) similar to the following:
- *“Quiet please, thank you”*
  - *“Please be seated, thank you”*
  - *“Seats quickly, please”*
  - *“As a courtesy to both players...”*
  - *“No flash photography, please”*
- 4** Score
- a** The server’s score is always called first, except in the tie-break.
- b** The score is announced:
- *“Fifteen-Love, Love-Fifteen, Thirty-Love, Love-Thirty, Forty-Love, Love-Forty, Fifteen-All, Fifteen-Thirty, Thirty-Fifteen, Fifteen-Forty, Forty-Fifteen, Thirty-All, Forty-Thirty, Thirty-Forty, Deuce (never Forty-All), Advantage, Game”*
- c** If the No-Ad Scoring System is used, the announcement after deuce is:
- *“Deciding point, receiver’s choice”*
- d** The score should be announced loudly and clearly when a point is finished. The announcement should be made quickly and before writing the score on the scorecard unless circumstances are such that a delayed announcement would be more effective.
- e** At the end of a game or set the Chair Umpire, in addition to “Game “, should announce the score in games in conformity with the following examples:
- *“Game Smith, he/she or Jones leads 4-2, first set”* or
  - *“Game Smith, 3 games all, first set”* or
  - *“Game and third set Smith, 7 games to 5. Jones leads 2 sets to 1”*
- If there is a scoreboard visible to the spectators, then the set score need not be mentioned.
- At the beginning of each set the Chair Umpire may announce:
- *“Second Set, Smith to serve”*
- f** When a set reaches the tie-break, announce:
- *“Game Smith, 6 games all. Tie-break”*
- Before the start of a match tie-break, announce:
- *“Ladies and Gentlemen, a ten-point match tie-break will now be played to decide this match.”*
- g** During the tie-break, the score is announced by first giving the score and then the name of the player who is leading:
- *“1-0 Jones”* or *“1-0 Jones/Smith”*
  - *“1-All”*
  - *“2-1 Smith”*

Use “Zero” rather than “Love” in the tie-break.

At the conclusion of the tie-break, announce:

- *“Game and set, 7-6”*

**h** At the conclusion of the match, announce the winner:

- *“Game, set and match Smith, (3 sets to 2), 6-4,1-6,7-6,4-6,6-2”*

In each set, call first the number of games won by the winner of the match.

## 5 Code of Conduct

**a** Violations of the Point Penalty Schedule of the Code shall be announced in accordance with the following examples:

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

**b** Violations of the Partisan Crowd Rule (Team Competitions) shall be announced in accordance with the following:

- *“Code Violation, Partisan Crowd, Warning, (Nation)”*
- *“Code Violation, Partisan Crowd, Point Penalty, (Nation)”*

**c** Violations of the Regulations regarding Captains’ Behaviour (Team Competitions) shall be announced in accordance with the following:

- *“Unsportsmanlike Conduct, Captain, First Warning, (Nation)”*
- *“Unsportsmanlike Conduct, Captain, Second Warning, (Nation)”*
- *“Unsportsmanlike Conduct, Captain, Removal, (Nation)”*

**d** Time Violations resulting from non-compliance with the Unreasonable Delay provisions in the Code, shall be announced in accordance with the following:

- *“Time Violation, Warning, Mr/Ms \_\_\_\_\_”*

Subsequent delays:

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

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

**f** When a Chair Umpire calls the ITF Supervisor/Referee to decide whether a Code Violation shall constitute a default, he/she should inform the players and, if necessary the spectators:

- *“I am calling the Supervisor/Referee to discuss this Code Violation”.*

If the ITF Supervisor/Referee decides to assess a default, it shall be announced in accordance with the following example:

- *“Code Violation, Physical Abuse, Default, Mr/Ms \_\_\_\_\_”*

**g** A player cannot appeal to the Chair Umpire for a withdrawal of a Time Violation or Code Violation given to his/her opponent.

**h** Time Violations and Code Violations shall be announced in English (local language optional addition).

## 6 Medical Time-Out

**a** When the Chair Umpire decides to call for the [Sport Physiotherapist/Athletic Trainer](#), he/she shall announce:

- *“The Trainer has been called to the court”*

- b** When a three (3) minute Medical Time-Out is authorised, the Chair Umpire shall announce:
- *“Mr/Ms \_\_\_\_\_ is now receiving a Medical Time-Out”*
- c** To keep the opponent and Trainer advised of the time remaining during the Medical Time-Out, the Chair Umpire shall communicate to them (no public announcement):
- *“Two minutes remaining”*
  - *“One minute remaining”*
  - *“Thirty seconds remaining”*
  - *“Treatment complete”*
- d** When the time for the Medical Time-Out is over, the player should be given the time necessary to put on socks and shoes before the Chair Umpire shall announce:
- *“Time”*
- If there is no play within thirty (30) seconds after calling *“Time”*, the delay is penalised in accordance with the Point Penalty Schedule.
- e** If the time-out is taken at a changeover or set break, then the time-out is in addition to the time allowed for that changeover or set break.
- f** If a player decides to forfeit points/games to be able to receive treatment for cramping, the Chair Umpire shall announce:
- *“Mr/Ms \_\_\_\_\_ is requesting immediate medical treatment for cramping. He/She may receive this treatment only on a changeover/set break and therefore is conceding all points and games up to the next changeover/set break”*
- g** Medical Time-Out Procedures for Chair Umpires and [Sport Physiotherapists/Athletic Trainers](#) 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”*

## H CALLS

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

### 1 *“Fault”*

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

### 2 *“Out”*

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

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

### 3 *“Net”*

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

- 4 *“Through”*  
If a ball goes through the net.
- 5 *“Foot Fault”*  
If a player violates Rule 18 of the Rules of Tennis.
- 6 *“Let”*  
If the Chair Umpire determines that a point should be replayed or one serve should be replayed under Rules 22 and 23 of the Rules of Tennis.
- 7 *“Not Up”*  
If a player fails to hit a ball in play on the first bounce.
- 8 *“Foul Shot”* or *“Touch”*  
If a ball is intentionally struck twice, or struck before it comes over the net, or a player touches the net while the ball is in play, or a ball in play touches a player, or the player or anything that he/she is wearing or carrying touches the opponent’s court (Rule 24 of the Rules of Tennis).
- 9 *“Hindrance”*  
If a player deliberately or involuntarily commits an act which hinders his/her opponent in making a stroke (Rule 26 of the Rules of Tennis).
- 10 *“Wait, please”*  
If an interference or disruption makes it appropriate to delay the beginning of a point or second serve.
- 11 **Overrules/Corrections**  
*“Correction, the ball was good”* to overrule a clearly incorrect *“Out”* call. *“Out”* or *“Fault”* to overrule a clearly incorrect *“Safe”* signal.

## **I HAND SIGNALS**

The hand signals are as follows:

- 1 *“Out”* or *“Fault”*  
Arm fully extended sideways pointing in the direction in which the ball was *“Out”* or *“Fault”*, palm of hand facing the Chair Umpire, fingers extended and joined.  
The hand signal must never be used instead of the verbal call. The hand signal is in addition to and secondary to the verbal *“Out”* or *“Fault”* call.
- 2 *“Good Ball”* or *“Safe Signal”*  
Open hands with palms down discreetly. There is no verbal call for a good ball. The hand signal is used in silence, during a rally and on point-ending shots to verify that a ball was good (approximately three (3) feet (1 metre) inside the line).
- 3 *“Un sighted”*  
Hands in front of face below eyes, backs of hands visible to Chair Umpire. The hand signal shows that the Line Umpire is unable to make a call due to his/her vision for some reason being obscured. There is no verbal call, the hand signal is used in silence.
- 4 *“Net”* or *“Through”*  
Arm fully extended upwards at the same time the verbal call *“Net”* or *“Through”* is made.

- 5** “Foot Fault”  
Arm fully extended upwards at the same time the verbal call “Foot Fault” is made.
- 6** “Correction”  
Arm fully extended upwards at the same time the verbal call “Correction” is made.

## **J ITF SCORECARD/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.

### **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 Pro Circuit 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** The Net Umpire calls all “Net” and “Through” and assists with measuring the net and ball changes.
- 3** Base, side and centre serviceline Umpires call “Foot Fault” on their respective lines, even if it means calling through the net.
- 4** The Chair Umpire calls all “Let”, “Foul Shot”, “Touch”, “Not Up” and “Hindrance”.

## **L UMPIRING WITH A FULL COMPLEMENT OF LINE UMPIRES**

If a Chair Umpire has a full complement of ten (10) Line Umpires, then the assignments/responsibilities shall be as shown above. Line Umpires shall not be

permitted to call through the net. The Line Umpires on sidelines and centre servicelines should be standing.

## **M UMPIRING WITH LESS THAN A FULL COMPLEMENT OF LINE UMPIRES**

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

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

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

## **N UMPIRING WITHOUT LINE UMPIRES**

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

## **O PROCEDURES FOR MATCHES PLAYED WITHOUT A CHAIR UMPIRE**

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



## **P HINDRANCE**

### **1 Hindrance by Officials**

- a** If the call is corrected from “Out” to “Good”, then a Let must be played unless the Chair Umpire in his/her sole judgment determines that it was a clear ace or a clear winning shot that the player could not possibly have retrieved. If there is any reasonable possibility that such a ball could have been played, then the player must be given the benefit of the doubt.
- b** If the call is corrected from “Good” to “Out”, then the point is ended, and there is no hindrance.
- c** If a foot fault call is made before the server hits the ball, a Let should be played.

### **2 Outside hindrance**

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

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

### **3 Player hinders opponent**

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

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

## **Q CONTINUOUS PLAY/DELAY OF GAME**

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

### **1 Twenty (20) Second Rule**

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

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

- a** Start stopwatch the moment the ball goes out of play.
- b** Announce “Time” after sixty (60)/ninety (90) seconds have elapsed.
- c** Announce “15 seconds” if one or both of the players are still at their chairs and/or have not started toward their playing positions after seventy-five (75)/one hundred and five (105) seconds have elapsed.
- d** Assess Time Violation or Code Violation (after medical time-out or treatment) if the ball is not struck for the next point within the ninety (90)/one

hundred and twenty (120) seconds allowed provided there has been no interference which prevented the server from serving within that time.

- 3 Receiver not playing to the reasonable pace of the server.
  - a Start stopwatch the moment the ball goes out of play or when the player is ordered to play.
  - b Assess Time Violation (also before expiration of twenty (20) seconds) if the receiver's actions are delaying the reasonable pace of the server.
  - c Assess Code Violation if the receiver is consistently or obviously delaying the server, thus employing "Unsportsmanlike Conduct".

## **R PLAYER MISCONDUCT ON COURT**

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

## **S CODE VIOLATIONS NOT WITNESSED BY THE CHAIR UMPIRE**

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

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

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

If, in the Chair Umpire's opinion, there was a violation of the Code of Conduct, but because of the time of discovery (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.

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 ATP, the Grand Slam Tournaments, the ITF and the WTA as members of the Joint Certification Programme require a high standard of professionalism from all Certified Officials (National, Green, White, Bronze, Silver and Gold) and all other Officials, (together, “Officials”) working at ATP, Grand Slam, ITF and WTA events. All Officials are automatically bound by, and must comply with, this Code of Conduct for Officials (“Code”). The ITF, ATP, Grand Slam Board and WTA shall continue to have jurisdiction over a retired Official under the Code in respect of matters taking place prior to his/her retirement.

### **A) Required standards**

1. Officials must be in satisfactory physical condition to enable them to carry out their duties.

2. Officials must have natural or corrected vision of 20-20 and normal hearing. In addition, International Chair Umpires must submit a completed eye test form each year to ITF Officiating and all other Certified Officials must submit a completed eye test form every three years to ITF Officiating.

3. Officials must be on time for all matches assigned to them.

4. Officials must understand, comply with and enforce the Rules of Tennis, the Duties and Procedures for Officials and all ATP, ITF, WTA and Grand Slam Tournament Regulations and Codes of Conduct for events at which they are officiating.

5. Officials must conduct themselves in a respectful manner towards other Officials, tournament staff, spectators, players and any person related to any tournament/event.

6. Officials should maintain a high level of personal hygiene and should maintain a professional appearance at all times.

7. Officials must not drink alcohol in the 12 hours prior to any match that they officiate, or at any time on-site while play is in progress, or while in uniform.

8. Officials must maintain complete impartiality with respect to all players at all times, and must avoid any real or perceived conflicts of interest. Specifically, Officials shall not i) officiate in any match in which they have a real or perceived conflict of interest; or ii) socialise with or become intimate with players, or enter into any relationship or take any action that may call into question their impartiality as an Official. For the avoidance of doubt and notwithstanding the above, Officials may attend social functions at which players are present and may stay in the same hotels as players, but shall not share a hotel room with any player of any age. Officials must declare all conflicts of interest with ITF Officiating, which administers the Joint Certification Programme on behalf of all members of the Joint Certification Programme.

Note: Examples of conflicts of interest include, but are not limited to being: a professional tennis player or a friend, relative or Player Support Team member of a professional tennis player; a National Tennis Coach; a National Tennis Team Captain; a Tournament Director/Organiser; or an employee, consultant or contractor for a company that has a commercial interest in tennis.

9. Officials must not discuss calls or decisions by other Officials to anyone except with those Officials directly, the Supervisor/Referee or the ATP, Grand Slam Tournaments, or ITF and WTA staff responsible for officiating.

10. Officials shall comply with the applicable criminal laws in all jurisdictions. For the avoidance of doubt, and without limiting the foregoing, this obligation is violated if an Official is convicted of or enters a plea of guilty or no contest to a criminal charge or indictment for any offence in any jurisdiction.

11. Officials are bound by and must comply with all of the provisions of the Tennis Anti-Corruption Program, and it is their responsibility to acquaint themselves with all the program rules (available at <http://www.tennisintegrityunit.com/>) and to participate in the on-line Tennis Integrity Protection Programme, including the requirement to report any potentially corrupt approaches to the Tennis Integrity Unit.

12. Officials shall not talk to, or have conversations with, spectators while officiating a match, except as part of the ordinary course of officiating a match.

13. Officials must not participate in any media interviews or meetings with journalists from which their statements relating to tennis officiating can be printed or broadcast, without the approval of the Supervisor/Referee.

14. Officials shall not engage in unfair, unprofessional, criminal or unethical conduct, including but not limited to attempts to injure or intentionally interfere with other Officials, players, tournament personnel and public. All Officials must also set a good example in their conduct to other Officials.

15. Officials shall not abuse their position of authority or control, and shall not compromise the psychological, physical or emotional wellbeing of other Officials, players or tournament personnel.

16. Officials shall not engage in sexual harassment or sexually abuse other Officials, players or tournament personnel.

17. Officials must make all tournament-related requests to the Supervisor/Referee or Chief Umpire.

18. Officials shall commit to work at an event until released by the Supervisor/Referee. If an Official has accepted an assignment to officiate at an event, he/she shall not withdraw from that assignment prior to release by the Supervisor/Referee, without the permission of the ATP, Grand Slam Tournaments, ITF or WTA officiating representatives, as applicable.

19. All Officials are under a continuing duty to disclose to the Joint Certification Programme any actual, suspected or alleged violations of the Code of which they are aware. Failure to so report is a violation of the Code.

20. Officials must act honestly at all times when officiating, and in all their dealings with the ATP, Grand Slam Tournaments, ITF or WTA, and other Officials. Further, Officials must not (i) provide any inaccurate information, (ii) omit any relevant information which is requested, or (iii) deliberately mislead or attempt to mislead such bodies, their staff or other Officials.

#### B) Investigation of alleged violations

1. Alleged violations of this Code that take place on-site at a tournament must be reported promptly to the Officiating Representative of the ATP, Grand Slam, ITF or WTA, as appropriate. The on-site Supervisor/Referee is responsible for determining whether to suspend or dismiss from that event the Official(s) subject to the alleged violation. Alleged violations taking place at other times must be reported in writing to ITF Officiating.

2. Upon the Officiating Representative becoming aware of a possible violation of this Code, he/she shall promptly review the matter and determine whether further investigation of the alleged violation is required. If so, the Officiating Representative shall investigate the alleged violation, which shall include written notice to the Official concerned of the alleged violation under investigation, and giving the Official a minimum of ten (10) days to provide such information or evidence as requested by the Officiating Representative. If not, then the Officiating Representative shall proceed in accordance with section B)5.

3. Officiating Representatives are entitled, at their sole discretion, to share information concerning an investigation with the Tennis Integrity Unit, other tennis organisations as relevant and law enforcement agencies. Investigations under this Code may be stayed pending completion of an investigation by the Tennis Integrity Unit, other tennis organisations or external law enforcement agencies.

4. All Officials have the duty to provide documents and information as requested by the Officiating Representative during an investigation into an alleged violation of this Code, and appear as a witness upon request by the Disciplinary Panel or Appeal Panel at any hearing held in accordance with this Code.

5. Upon completion of the investigation (if any), the Officiating Representative shall determine whether the Official concerned has a case to answer. If the Officiating Representative determines that there is a case to answer, then the Officiating Representative shall send a written notice to the Official, with a copy to the Disciplinary Panel, setting out:

- a) the violation alleged to have been committed and a summary of the facts on which the charge is based;
- b) the evidence on which the Officiating Representative would seek to rely at a hearing before the Disciplinary Panel;
- c) the potential sanctions applicable;
- d) matters relating to provisional suspension described in section B)8; and
- e) the Official's entitlement to respond to the charge within 10 days of receipt of the notice in one of the following ways:
  - i. to admit the charge(s), and accede to the sanctions specified in the notice;
  - ii. to admit the charge(s), but to dispute and/or seek to mitigate the sanctions specified in the notice, and to have the Disciplinary Panel determine the sanctions at a hearing; or
  - iii. to deny the charge(s), and to have the Disciplinary Panel determine the charge and (if the charge is upheld) any sanctions, at a hearing.

Where the Officiating Representative determines that there is no case to answer, no further action will be taken against the Official concerned, who will be notified accordingly.

6. In the event no response to a notice is received by the specified deadline, the Official will be deemed to have admitted the charge(s), and to have acceded to sanctions specified in the notice.

7. In the event that the Official wishes to exercise his/her right to a hearing before the Disciplinary Panel, then the Official must also state how he/she responds to the notice and explain (in summary form) how the basis for such response.

8. The Officiating Representative may provisionally suspend an Official's certification at any point from receipt of an allegation of a breach of this Code up to the completion or closure of the case, where he/she considers that the seriousness of the allegation and/or the evidence gathered in relation to that allegation merits such suspension. The Officiating Representative shall notify the Official concerned and the Disciplinary Panel of the provisional suspension. Within 10 days of receipt of a written notice of a provisional suspension, the Official may apply in writing to the Disciplinary Panel to have that provisional suspension vacated, stating the reason(s) for the application. The decision of the Disciplinary Panel on the application (if any) will be final and binding. All parties waive irrevocably any right to any form of appeal, review or recourse by or in any court of judicial authority in respect of such decision. Where a provisional suspension is not challenged by the Official or confirmed by the Disciplinary Panel, it shall be communicated by the Officiating Representative to those member National Associations and/or other tennis organisations as are deemed necessary for the purpose of enforcement.

#### C) Hearings before the Disciplinary Panel

1. The Disciplinary Panel shall have all such powers as are necessary to carry out its function efficiently and effectively. In particular it shall:

- a) issue such further directions as are necessary for the efficient conduct of the proceedings;
- b) take such legal and/or other professional advice it considers necessary;
- c) nominate such person as it considers appropriate to act as its secretary in the proceedings;
- d) not be bound by any formal rules as to admissibility of evidence; and
- e) shall ensure that the Official has a fair hearing.

2. The Officiating Representative shall provide the Disciplinary Panel with a copy of the evidence and submissions on which he/she and the Official concerned seeks to rely at the hearing.

3. The Disciplinary Panel shall determine whether a violation of this Code has occurred on the balance of probabilities. The Disciplinary Panel shall hear the matter on the papers save where the Official requests an in-person hearing. Such hearing may proceed by telephone conference or video conference at the discretion of the Disciplinary Panel.

4. In the event that an Official admits the charge(s) but disputes the sanctions specified in the notice or the Disciplinary Panel finds that a violation has occurred, the Disciplinary Panel shall determine the appropriate sanction(s) to be imposed on the Official. In determining the appropriate sanction(s), the Disciplinary Panel may have regard to all relevant factors, including but not limited to (a) submissions on behalf of the tennis organisation at whose event the alleged violation occurred; (b) the seriousness of the violation; (c) the effect on the integrity of the sport; (d) any submissions and evidence filed in mitigation or by way of aggravation; and (e) the period of any provisional suspension served.

5. The range of sanctions that may be imposed are at the sole discretion of the Officiating Representative and Disciplinary Panel and may include, but are not limited to: (a) reprimand and warning as to future conduct; (b) suspension of certification for a limited period ; (c) permanent suspension of certification; and, in

addition, (e) withdrawal of access to and accreditation for any tennis event organised, authorised or sanctioned by the ATP, Grand Slam Tournaments, ITF and WTA or by any National Association.

6. The Disciplinary Panel shall promptly issue its decision, with reasons, to the Official, the Officiating Representative, the Official's National Association, the Tennis Integrity Unit, and any other tennis organisation it considers appropriate. For the avoidance of doubt, nothing in this clause prevents the ATP, Grand Slam Tournaments, ITF or WTA (as appropriate) from publishing the outcome and/or the decision as it sees fit.

7. Any decision of the Disciplinary Panel imposed on the basis of a conviction of, or a plea of guilty or no contest to, a criminal charge or indictment for any offence in any jurisdiction as set out in clause A)10 of this Code shall be final and binding and not subject to appeal.

8. If the Official's certification is suspended at the time of the re-certification meeting of the relevant calendar year, prior to their certification being reinstated the Joint Certification Programme may at its discretion require the Official to submit any relevant and supporting correspondence to be considered and reviewed by the Joint Certification Programme. The Joint Certification Programme shall be entitled to take into account the violation of this Code, as well as all other relevant factors when deciding whether the certification of the official should be reinstated, demoted or withdrawn.

#### D) Appeals

1. Subject to article C)7 above, a decision that a violation of this Code of Conduct has been committed may be appealed to the Appeal Panel within twenty-one (21) days from the date of notice of the Disciplinary Panel's decision.

2. The grounds of appeal available to an Official shall be limited to claims that the Disciplinary Panel:

- a) failed to give the Official a fair hearing;
- b) misinterpreted or failed to properly apply this Code; or
- c) came to a decision which no reasonable body properly informed could have reached.

3. The notice of appeal, a copy of which must be sent to the Disciplinary Panel and the Officiating Representative, must include the grounds of appeal and explain the basis for the appeal.

4. The Disciplinary Panel shall provide the complete case file to the Appeal Panel promptly on receipt of a notice of appeal. The relevant Officiating Representative shall submit a response to the appeal within fourteen (14) days from the date of receipt.

5. The Appeal Panel shall have all such powers as are necessary to carry out its function efficiently and effectively. In particular it shall:

- a) issue such further directions as are necessary for the efficient conduct of the proceedings;
- b) take such legal and/or other professional advice it considers necessary;
- c) nominate such person as it considers appropriate to act as its secretary in the proceedings;
- d) not be bound by any formal rules as to admissibility of evidence; and

- e) ensure that a fair hearing takes place.
- 6. The Appeal Panel shall proceed on the papers save where the Appeal Panel determines that an oral hearing is required to ensure fairness. Such oral hearing may proceed by telephone conference or video conference at the discretion of the Appeal Panel. Subject to further order, the Appeal Panel will announce its decision as soon as practicable following the hearing.
- 7. The Appeal Panel may affirm, reverse or modify (by the imposition of a lesser or more severe sanction(s)) the decision subject to appeal. The Appeal Panel shall promptly give written notice of the findings and any sanctions imposed to the parties. For the avoidance of doubt, nothing in this clause prevents the ATP, Grand Slam Board, ITF or WTA (as appropriate) from publishing the decision as it sees fit.
- 8. The decision of the Appeal Panel shall be final and binding and not subject to further challenge. All parties waive irrevocably any right to any form of appeal, review or recourse by or in any court of judicial authority in respect of such decision.

#### E) Miscellaneous

- 1. Any sanction imposed under this Code shall automatically be recognised and enforced by all National Associations and any other tennis organisation.
- 2. For the purpose of this Code:
  - a) for cases involving National, Green and White Badge Officials, the Officiating Representative shall be the ITF Head of Officiating, the Disciplinary Panel will comprise the ITF Internal Adjudication Panel and the Appeal Panel will comprise the ITF Independent Tribunal. The rules of such panel and tribunal are hereby incorporated by reference and may be downloaded from [www.itftennis.com](http://www.itftennis.com). In the event of any conflict between those rules and this Code of Conduct, the rules of the ITF Internal Adjudication Panel and ITF Independent Tribunal shall prevail over this Code of Conduct; and
  - b) for cases involving Bronze, Silver and Gold Badge Officials, the relevant Officiating Representative shall be the nominated Officiating Representative of the ATP, Grand Slam Tournaments, ITF or WTA depending on the event at which the alleged violation occurred or if outside of an event such Officiating Representative as is agreed by a majority of the nominated Officiating Representatives. The Disciplinary Panel will comprise the nominated Officiating Representatives of the ATP, Grand Slam Tournaments, ITF and WTA or such party's nominee in the event of a conflict of interest or other impediment to such party's independence or impartiality. The Appeal Panel shall comprise four (4) individuals, nominated by each of the ATP, Grand Slam Tournaments, ITF and WTA at the start of each year who will take no part in the investigation or proceedings before the Disciplinary Panel.



### **III INTERPRETATIONS**

#### **A APPLICABILITY**

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

#### **B INTERPRETATIONS**

##### **Playing with Broken String(s)**

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

##### **Pipe Support/Cameras under Net**

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

##### **Changing Wet Shoes/Socks**

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

##### **Chair Umpire Blocked on Question of Fact**

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

##### **Contact Lenses and Glasses**

If a player is wearing contact lenses or glasses 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, other than approved Player Analysis Technology (PAT), during matches, unless approved by the ITF Supervisor/Referee.

## APPENDIX A

### ITF OFFICIATING PORTAL

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

- Lists of Certified Officials
- Certification Requirements
- Officiating Guidelines
- Rule Books and Regulations
- Evaluation Forms and Guidelines
- Schools information
- Assignments (Pro Circuit, Davis Cup, Fed 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 & Senior)
- Electronic Forms for
  - ITF Pro Circuit
  - ITF Junior Circuit
  - ITF Wheelchair Circuit
  - Davis Cup by BNP Paribas
  - Fed Cup by BNP Paribas

## APPENDIX B

### ITF SCORECARD

SET No 3

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
					12.35	A B	
	A	1	A / / D C			1	
	B	2	C / / / X /			2	
	A	3	/ / T / /			3	
	B	4	C D X X X			4	
	A	5	T / T / / X D /			1	
	B	6					

#### TIME VIOLATIONS

Team / Player(s)						Team / Player(s)					
Step	Set	Games	Points	Player	20s / 90s	Step	Set	Games	Points	Player	20s / 90s
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)

Del	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 PHYSIOTHERAPISTS (Trainer)/ATHLETIC TRAINERS

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

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

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

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

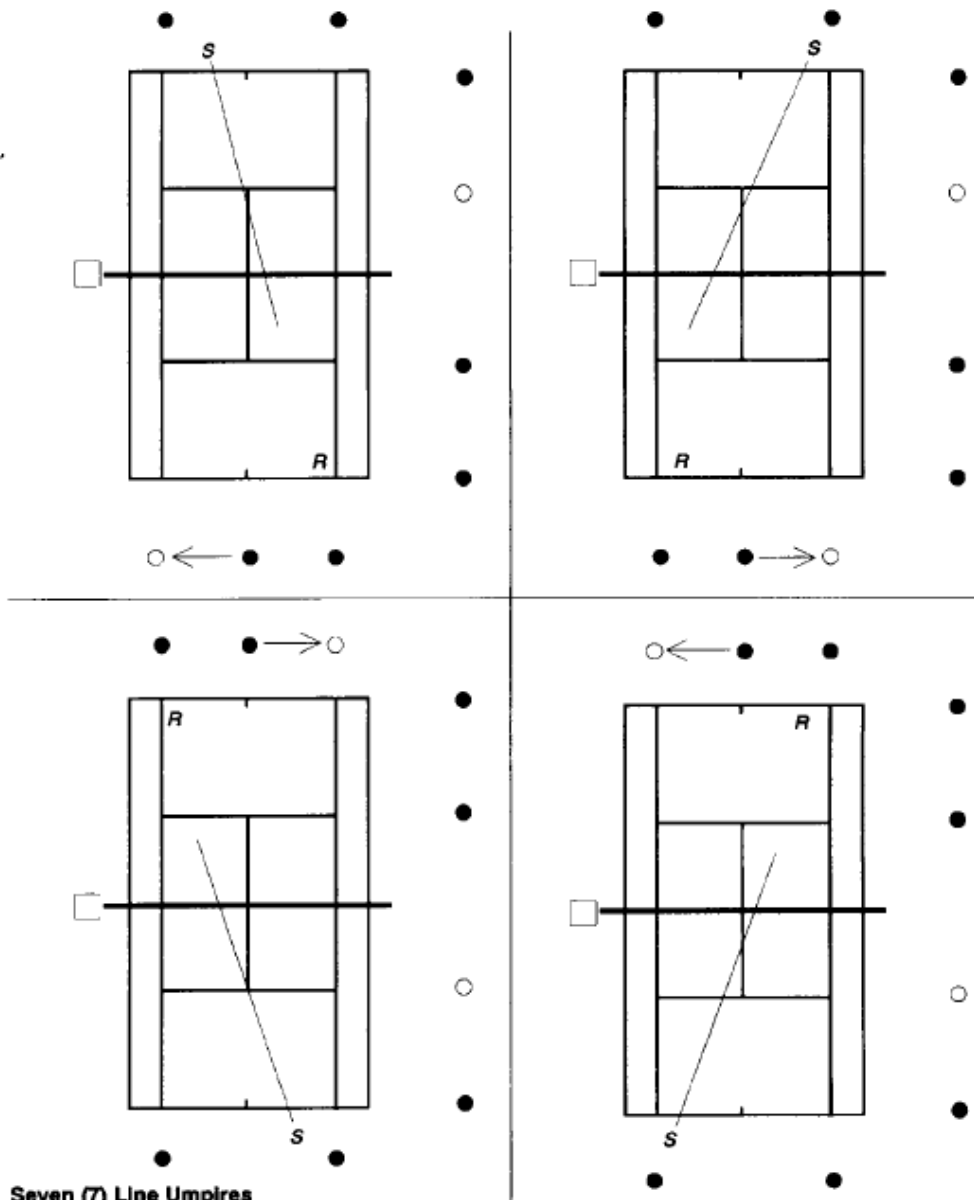
\* If treatment is complete and the Trainer leaves the court before 3 minutes is over, CU announces: ***"Treatment complete"***; ***"Time"***  
# After announcing ***"Treatment complete"*** if needed, the player should be given the time necessary to put on socks and shoes before ***"Time"*** is called.

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

## APPENDIX D

### ITF POSITIONS OF LINE UMPIRES

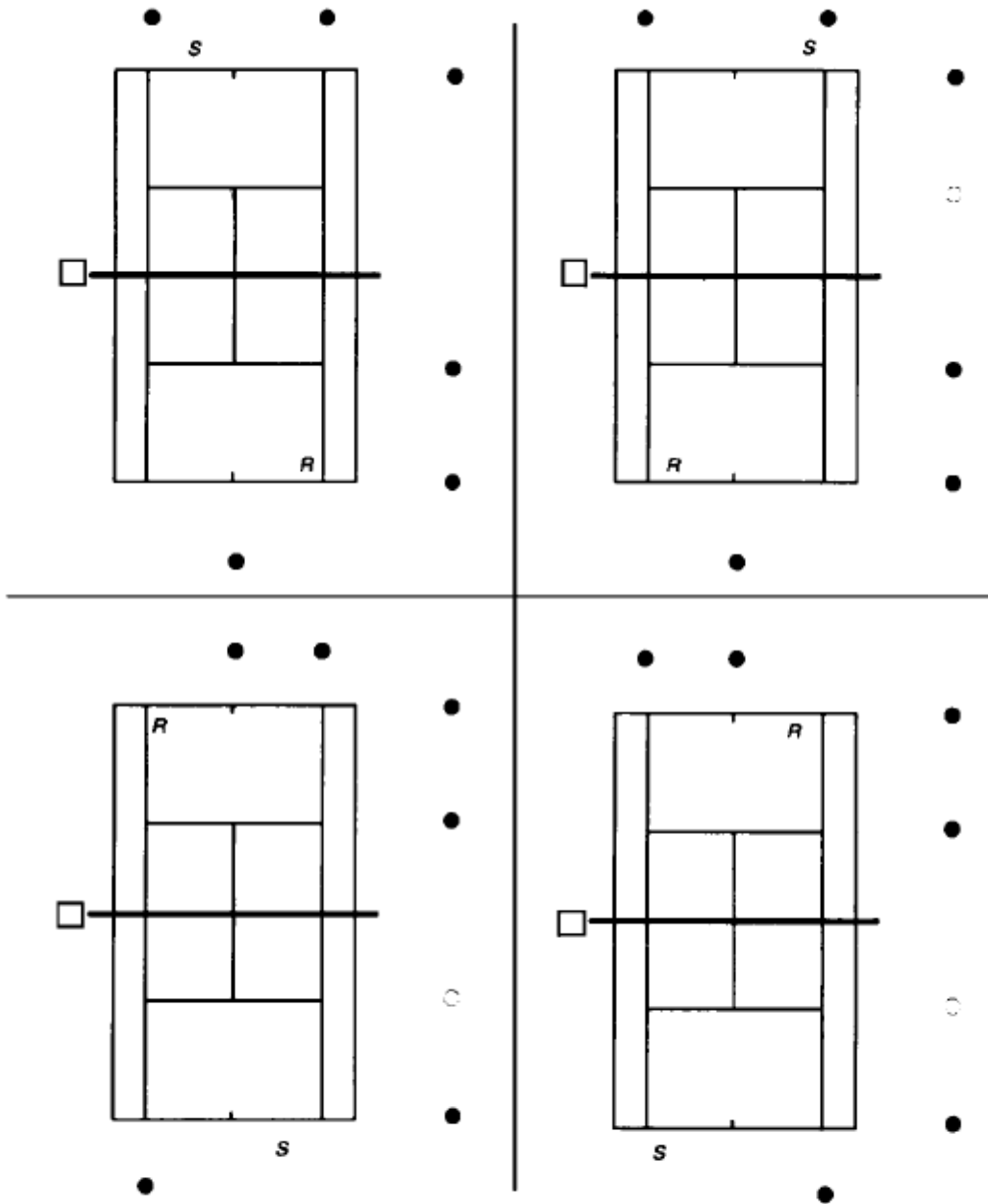
#### Seven Line Umpires



#### Seven (7) Line Umpires

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

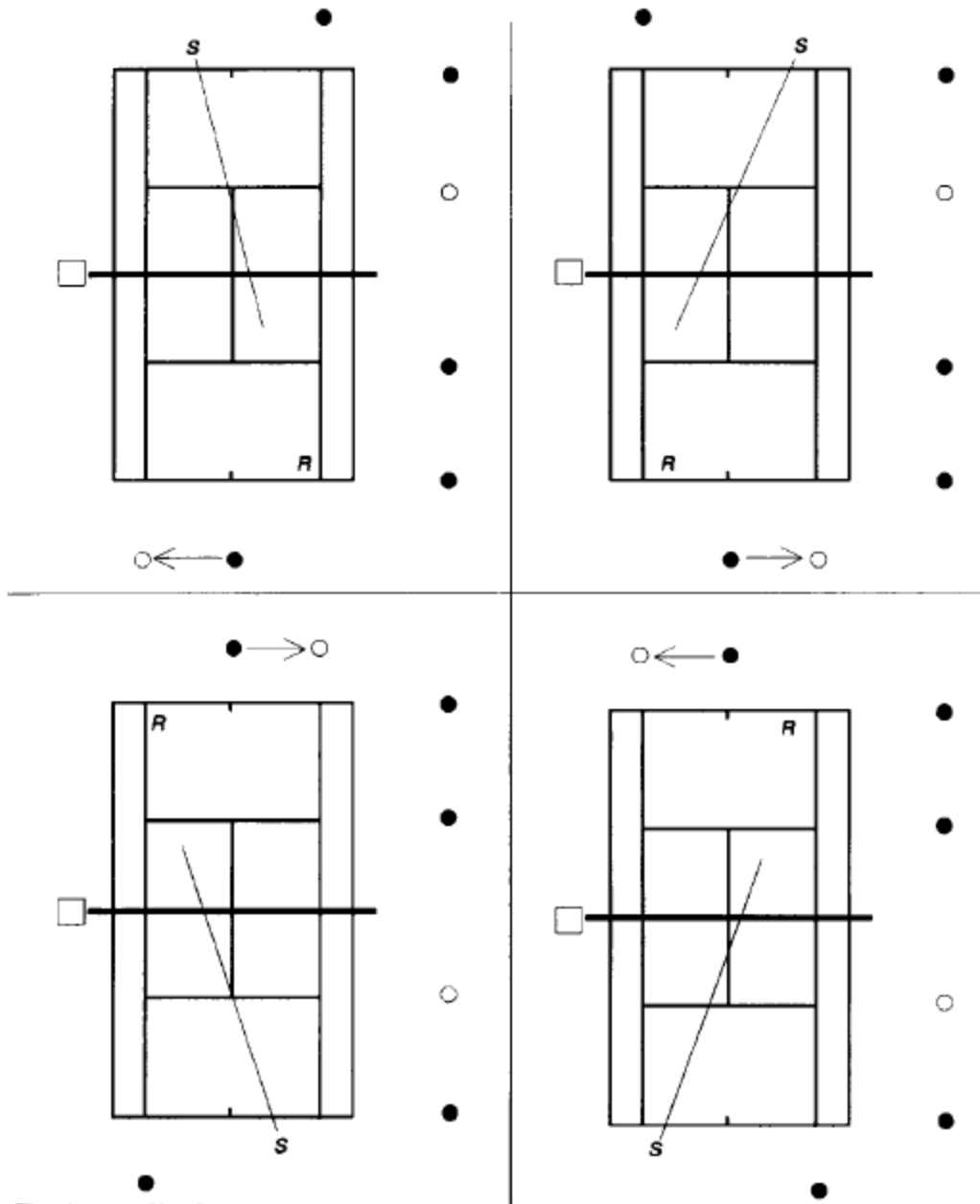
## Six Line Umpires



### Six (6) Line Umpires

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

## Five Line Umpires



### Five (5) Line Umpires

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

## APPENDIX E

### ***PROCEDURES FOR ITF SUPERVISORS/REFEREES***

#### **MATCHES PLAYED WITHOUT A CHAIR UMPIRE**

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

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

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

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

#### **Line Call Disputes - matches not played on clay courts**

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

*If it appears that it would be beneficial to have the match officiated, 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. The Referee should then tell the players that he/she will correct any clearly incorrect line calls made by a player, who will then lose the point.*

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

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

If the players agree on which mark it is, but disagree on their reading of the mark, the Referee should decide if the mark shows the ball was in or out. If the mark is not conclusive, the original player call stands.

If the players disagree on which mark it is, the Referee should find out from the players what kind of shot was played and the direction in which the ball was hit. This may assist in deciding which mark is the correct one. If this information does not help, the call by the player at the end where the mark is stands.

*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. The Referee should then tell the players that he/she will correct any clearly incorrect line calls made by a player and, if requested, make ball mark inspections.*

### **Other Calls**

When there is a dispute regarding lets, not-ups and foul shots, the Referee should try to find out from the players what happened and make a decision as he/she deems appropriate.

### **Blatantly Incorrect Calls**

If the Referee is off-court watching a match when a player makes a blatantly incorrect call, the Referee can go on-court and tell the player that the incorrect call was an unintentional hindrance to his/her opponent and the point will be replayed, unless it was a point-ending shot and therefore the point will be awarded to the opponent. The Referee 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, when a player makes a blatantly incorrect call, a Code Violation for Unsportsmanlike Conduct can be given if the Referee is sure that the player is doing it on purpose.

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

### **Score Disputes**

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

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

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

After resolving any score dispute, it is important for the Referee 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 a Referee and not by the receiver. However, to call foot faults the official must be standing on-court for the match. Officials standing off-court are not allowed to make foot fault calls.

Coaching, as well as other Code and Time Violations can only be handled by the Referee, so it is extremely important that there are officials observing the conduct of the players and coaches. When issuing a Code or Time Violation, the Referee 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.

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 realises that the ball was good, the player who called “out” loses the point

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

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