



## **DUTIES AND PROCEDURES**

The following procedures are covered below:

- Medical
- Toilet Breaks
- Rest Periods
- Suspension (Re-Warm Up)
- Extreme Heat Rule
- Rules for Non Umpired Matches
- Tennis Etiquette

### **1. MEDICAL:**

#### **1.1 Junior/Open Events:**

- **Medical Time Out**

In the event that a player suffers an accident during the match or warm-up or believes that medical diagnosis and treatment are required for a medical condition, the player shall be entitled to request and receive a onetime three (3) minute medical time out for that condition.

A request for a medical time out may be made by a player at any time during a match or warm-up. Medical evaluation and treatment of a player's condition will be made only by the Sports Medicine Trainer. At the request of the Sports Medicine Trainer, the Tournament Doctor may assist in the evaluation.

The time out begins after the completion of the evaluation and diagnosis of the medical condition by the Sports Medicine Trainer and, if required the Tournament Doctor.

A player will be permitted to receive medical treatment for cramping on a maximum of two change overs only.

- **Medical Treatment**

A player may within any ninety (90) second change over or one hundred and twenty (12) second set break, receive on court medical evaluation, treatment and supplies from the Trainer or Doctor. A player must make the request for treatment to the Chair Umpire/Court Monitor. As a guideline, this medical treatment shall not exceed two (2) change overs (consecutive or otherwise).

- **Non-treatable Medical Conditions**

Players may not receive treatment at any time for the following conditions:

- i) Any illness or medical condition as determined by the Sports Medicine Trainer, that cannot be appropriately treated on court or will not be improved by medical treatment available;
- ii) Pre-existing conditions that are not aggravated during play

- iii) General player fatigue; or
- iv) Any treatment requiring injections, intravenous infusions or oxygen on court

- **Time-Out Procedures**

- i) **During the Warm Up:**

If a player suffers an accident during the warm-up that prevents the player from starting the match as scheduled, the player can receive a time out or ninety (90) second treatment period at the end of the warm-up prior to the start of the match.

If it is clear that a player is not physically able to compete after receiving a time out, the match should not begin. Any accident that occurs during the warm-up shall be deemed a pre-existing condition once the match begins.

- ii) **During the Match:**

A player can make a request and receive a time out immediately or on the next change-over (in such a case the time allotted for the change-over shall be 4 ½ minutes) or when the trainer arrives, evaluates and is able to begin treatment.

If play is stopped until the trainer arrives, then when treatment or consultation is completed (prior to the completion of the time out), play will resume immediately except in the case of a possible re-warm-up. In addition the Chair Umpire/Court Monitor/Referee can stop play and call for the trainer, who may advise that continued play is detrimental to the player's health. In that case, the Referee may retire the player from the match.

- **Penalty**

After completion of the time out, any delay shall be penalised in accordance with the Point Penalty Schedule (Code Violations for Unreasonable Delay of Game).

- **Physical Incapacity**

Where, because of player injury or illness, a player needs to retire during a match or withdraw from a particular event, the player will be permitted to participate in other events as long as the player concerned can produce a medical certificate stating that the player is in a satisfactory condition to continue participation.

## **1.2 Seniors (Veterans) Events:**

In the event that a player suffers an accident during the match or warm-up or believes that medical diagnosis and treatment are required for a medical condition, the player shall be entitled to request and receive a one-time five (5) minute medical time out for that condition. A request for a medical time out may be made by a player at any time during a match or warm-up.

The five (5) minute suspension of play may be taken immediately or delayed until the end of the game or change-over. If the suspension is taken at a change-over, the time allotted for such a change-over shall be 6 ½ minutes. Treatment may be obtained from the medical trainer or doctor during the one time suspension of play for that particular condition.

Thereafter a player may receive treatment only during the ninety (90) seconds change-over period. Any other medical treatment required may only be rendered during the change of ends.

A player will be allowed only one medical time out per match for any and all cramping conditions.

### **1.3 Note:**

In all of the above circumstances (Junior/Open/Seniors), reference to the Point Penalty Schedule refers to the Code Violation Section i.e. Warning, Point Penalty, Game Penalty, Default.

References to the Time Delay Schedule refers to the Time Violation Section i.e. Warning, Point Penalty, Point Penalty, Point Penalty, etc.

It is also important to remember that treatment for a specific injury can comprise of the following breaks in play:

- 1 x 3 Minute Medical Time-Out or 5 Minutes for Seniors
- 2 x Change-over treatments (90 seconds)

The above does not have to be in this particular sequence.

#### **Example:**

Player A may receive treatment on a 90 second change of ends, later in the match request to take the 3 minute medical time out and later in the match request to have the 2<sup>nd</sup> 90 second change-over treatment.

In the case of Juniors/Open tournaments, the Referee has the right to extend the 3 minute treatment to 5 minutes if deemed necessary. In the event of bleeding, five (5) minutes to be permitted.

While the procedure refers to a Trainer (Physiotherapist) or Doctor, local tournaments do not have Trainers or Doctors on-site and therefore in the case of a player requiring treatment, the player's coach or parent will be permitted to provide the on-court treatment under the supervision of a Court Monitor, Chair Umpire or Referee (whichever is applicable) to ensure that no coaching is given.

## **2. TOILET BREAKS (Juniors/Open & Seniors):**

### **2.1 Men and Junior Boys:**

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. Toilet break should be taken on a change-over, or during the set-break.

### **2.2 Ladies and Junior Girls:**

A player is entitled to two (2) toilet/change of attire breaks during a match. Change of attire breaks must be taken at the end of a set. Toilet breaks should be taken on a change-over, or during the set-break.

Players may change their attire during a toilet break.

### **2.3 General – Men/Boys & Ladies/Girls:**

Players may not take a toilet break on or during his/her opponents service game (if not a change-over).

Should a player require more than his allotted toilet breaks, then additional breaks may be awarded on the 90 second change-over. If a player exceeds the 90 seconds or the 120 seconds (set-break), then he is subject to the Point Penalty Schedule for Delay of Game. Players may not take a medical time out and a toilet break consecutively.

In doubles, the team has two toilet breaks for the match. i.e. if both players go to the toilet together it counts as one of the allotted toilet breaks. If the players go separately then each time the player leaves the court, this counts as one (1) of the allotted breaks.

If a player takes a toilet break during the warm-up or after the warm-up has been completed, this shall count as one (1) of the allotted toilet breaks.

## **3. REST PERIODS:**

### **3.1 Professional Tennis and Junior ITF:**

- |   |   |                |
|---|---|----------------|
| • If played less than one (1) hour        | - | ½ hour rest    |
| • If played between 1 and 1 ½ hours       | - | 1 hour rest    |
| • If played more than 1 ½ hours           | - | 1 ½ hours rest |
| • Junior ITF, if played more than 2 hours | - | 2 hours rest   |

### **3.2 Local Junior/Open Tournaments:**

- |                                    |   |                 |
|------------------------------------|---|-----------------|
| • Time between singles matches     | - | 1 hour rest     |
| • Time between singles and doubles | - | 45 minutes rest |
| • Time between doubles matches     | - | 30 minutes rest |

### **3.3 Senior Tournaments:**

- |                                     |   |                 |
|-------------------------------------|---|-----------------|
| • If played less than one (1) hour  | - | 45 minutes rest |
| • If played between 1 and 1 ½ hours | - | 1 ¼ hour rest   |
| • If played more than 1 ½ hours     | - | 1 ¾ hours rest  |

A ten (10) minute rest will be permitted between the second and third sets in Senior's events only, but will not be applicable for the 30+ & 35+ age groups.

### **3.4 General:**

The following applies to all of the above categories/events:

- The above are minimum rest periods. The Referee may alter the rest periods
- When a player is involved in singles and doubles finals, the maximum rest period between the finals shall be thirty (30) minutes

**4. SUSPENSIONS DURING MATCHES – RE WARM UP TIMES:**

Should a match be suspended due to rain, then the following re-warm up periods will be applicable to all tournaments:

- |                         |   |                             |
|-------------------------|---|-----------------------------|
| • 0 – 15 Minutes Delay  | - | No Warm-up Permitted        |
| • 15 – 30 Minutes Delay | - | 3 Minutes Warm-up Permitted |
| • More than 30 Minutes  | - | 5 Minutes Warm-up Permitted |

**5. EXTREME HEAT RULE:**

Tennis South Africa's Heat Rule Policy is to ensure both the wellbeing and safety of the player/participants.

The Heat Rule is to be implemented as follows:

1. If the outside temperature reaches 30°C, a ten (10) minute break is implemented between the 2<sup>nd</sup> and 3<sup>rd</sup> set. This is for matches in progress and matches to commence. Any match that is in progress or started when the Heat Rule comes into effect is entitled to the ten (10) minute break.
2. The ten (10) minute break is authorised when one (1) of the players requests to take the break.
3. If both players agree not to take the ten (10) minute break then the break will not be required.
4. If the outside temperature reaches 38°C all matches are suspended, until such time that the temperature decreases below 38°C.
5. In the case of play being suspended, the players do not have an option to continue playing.
6. The outside temperature shall be measured every thirty (30) minutes from the official start time of the first session of matches as per the schedule. The temperature reading taken at the time will be referred to until the next reading is taken thirty (30) minutes later. If the temperature changes between readings, the Heat Rule will only be implemented at the time of the next reading.
7. If a match has already started the 3<sup>rd</sup> set in singles and the Heat Rule is applied, this match will not be entitled to the Heat Rule or the ten (10) minute break as the 3<sup>rd</sup> set commenced at the time where the Heat Rule was not in effect.
8. The tournament shall have a thermometer at the main venue, which will be the device referred to when determining the Heat Rule by the Referee and Tournament Director.
9. The above applies to matches that are best of 3 tie-break sets only i.e. Singles Main Draw. Monrad Play-off matches, doubles and mixed doubles where two (2) sets and a match tie break is played will not count in terms of the Heat Rule or being able to have a ten (10) minute break.

**Note:**

- The only mechanism to determine the implementing or lifting of the Heat Rule will be the Tournament Thermometer as mentioned in point 4 above, available at the Main Venue.
- Players will be permitted to receive coaching while off court during the ten (10) minute break or take a shower.
- The Tournament Referee/Off Court Umpire will determine the time at which the players are to return to the court and the match is to re-commence. There will be no re-warm up as the break is only ten (10) minutes.
- If a player returns late to court (following the agreed time) he/she will be penalised with a Time Violation for every twenty (20) seconds. In this case, back to back Time Violations will follow and will not become a Code Violation.

### Suggested Precautions:

- Consider wearing light and loose fitting clothing (light in colour and texture).
- Wear a cap, visor to protect the face from direct sunlight.
- Apply high UV sun screen.
- Ensure sufficient liquids are consumed. Allow the individual to determine how much to drink and encourage players in the younger age groups to drink a lot of fluids.
- Between matches stay in shaded and cool areas to recover and drink water and sports drinks.
- Consider ice towels for change overs (where possible).

## **6. RULES FOR NON-UMPIRED MATCHES**

- 6.1 Each player is responsible for all calls on his side of the net.
- 6.2 All **"out" or "fault" calls** must be made **promptly** after the ball has bounced and **loudly enough for the opponent to hear**, (i.e. made before either an opponent has hit the return or the return has gone out of play). **"Lets"** may be called by any of the participating players **provided that it is called immediately and the point has not been completed**.
- 6.3 If you call a ball **"out" during a rally** and then **realise it was good**, the **point** should be **replayed**. If it was a **winner**, **award the point to your opponent**.
- 6.4 The **server** should **call the score before each 1<sup>st</sup> serve**, loudly enough for his/her **opponent to hear**.
- 6.5 In **doubles**, when returning service, the **partner of the receiver** should generally **call the service line** for him. The **receiver** should generally call the **centre and side service lines**.
- 6.6 If a player is **unhappy with his opponent's actions or decisions**, he should **call the Off Court Umpire (Court Monitor) or Referee**.
- 6.7 Players are prohibited from checking the mark of the ball on their opponent's side of the court.

## **7. TENNIS ETIQUETTE**

- 7.1 **All balls on your side** of the net are your responsibility to pick up and, where appropriate, **pass directly to the server**.
- 7.2 The **receiver** should **not return the first serve**, if it is an **obvious fault** - let it go by or ground it.
- 7.3 **Do not enlist the aid** of spectators, including parents, coaches, etc. in making line calls, or attempting to determine other on-court matters.

- 7.4 In any instance that you are not 100% sure that the ball is out, the benefit of the doubt shall be in favour of the opponent. The principle of “when in doubt call out” has no place in tennis and shall be deemed as unsportsmanlike behaviour.
- 7.5 Wait until a point is over before walking behind a court where a match is in progress.
- 7.6 To retrieve a ball from another court or to return a ball to another court, wait until the players have completed the point.
- 7.7 **Do not stall, sulk, complain nor practise gamesmanship.** Receivers must be ready to play when the server is ready to serve, provided that the time is reasonable (10 seconds).
- 7.8 **"CALLS"** should be **verbal** and **clearly audible to the opponent.** Hand signals do not constitute a call.
- 7.9 Respect your Opponent(s), Spectators, Officials and Tournament Staff
- 7.10 General intimidation of opponent i.e. fist pumping, shouting “Come On” in close presence or while facing opponent will not be accepted and will result in a Code Violation for Unsportsmanlike Conduct being issued
- 7.11. Players must inform their opponent when leaving the court to go to the bathroom, and must inform an official. Players leaving the court without notifying an official will be awarded a Code Violation for Unsportsmanlike Conduct. Toilet breaks must be taken at the appropriate times as defined under Toilet Breaks.