



CHAIR UMPIRING

1.1 RESPONSIBILITIES:

The Chair Umpire is always neatly dressed and shall:

- 1.1.1 Be completely familiar with all aspects of the Rules of Tennis, the appropriate Tournament Rules and Regulations as well as the Code of Conduct.
- 1.1.2 Dress uniformly with other chair umpires as per the TSA Umpires uniform or as directed by the Tournament Supervisor/Referee/Tournament Director.
- 1.1.3 Find out the correct pronunciation of the player's names.
- 1.1.4 Be on court prior to the arrival of the players.
- 1.1.5 Immediately prior to the match meet with the players to:
 - a. State any relevant information to the players.
 - b. Flip a coin in the presence of both players or teams to determine choice of service, side or receiving at the beginning of the match, prior to the commencement of the warm-up. If play is suspended before the match begins, the players may change their choices and choose again, the result of the coin flip stands.
 - c. Determine if the players are dressed correctly in accordance with the dress regulations of the Code of Conduct. Corrective action taking more than fifteen (15) minutes may result in a Default.
- 1.1.6 Have a hand held stopwatch in his possession which shall be used to time the warm-up, the twenty (2) second (ITF) / twenty five (25) seconds (ATP) between points, the ninety seconds (90) permitted during each change over, the one hundred and twenty (120) seconds permitted during set breaks and all other specified time periods designated under the provisions of any Rules and Regulations.
- 1.1.7 Be responsible for having the appropriate number of balls on court for the match, including used replacement balls.
- 1.1.8 Determine all "Questions of Fact" arising during the match (including the permitted five (5) minutes warm-up).
- 1.1.9 Ensure that the rules are observed by the players and all on-court officials.
- 1.1.10 Remove, rotate or replace and Line Umpire or Net Judge whenever he decides it will improve the officiating of a match, or to prevent any problems arising between a player and Line Umpire.

- 1.1.11 Make the first determination on all “Questions of Tennis Law” arising during a match, subject to the right of a player to appeal to the Tour Supervisor or Referee as herein provided.
- 1.1.12 Announce the score after each point in accordance with the on-court procedures.
- 1.1.13 Repeat the calls of a Line Umpire or Net Judge, only if the call was made in a weak voice, or there is a close call that must be confirmed to remove any doubt from the player’s minds.
- 1.1.14 Use a scorecard / scoring device (whichever is appropriate) during the match in accordance with the on-court procedures. Scorecards or printouts are to be turned in expeditiously to the press area (if required).
- 1.1.15 Overrule a Line Umpire only in the case of a clear mistake, and only if the overrule is made promptly after the erroneous call was made. All overrules must be in accordance with the on-court procedures. Obvious “Foot Faults” must be called by the Chair Umpire, consistent with the procedures for handling “clear mistakes”.
- 1.1.16 Be responsible for any ball mark inspection. There shall be no ball mark inspections except on clay courts.
- 1.1.17 Exercise his/her best efforts to control the crowd. Whenever the spectators are impeding the progress of the match, the Chair Umpire should address the crowd respectfully and request their co-operation.
- 1.1.18 Be responsible for the direction of the ball persons during the match so that they assist with the running of the match and do not disturb the players.
- 1.1.19 Be responsible for all ball changes and for determining if a ball is fit for play. Ensure that the correct number 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 of the third game) after a ball change; otherwise a used ball of similar wear shall be used.
- 1.1.20 Determine if the court is fit for play. If a change in condition occurs during a match that the Chair Umpire considers sufficient to make a 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 Supervisor/Referee. During the suspension and, until the 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 have been completed in the set in progress. Upon suspension or any postponement by the Supervisor/Referee, the Chair Umpire shall record the time, points, game and set score, the name of the server, the side on which each player was situated and shall collect the match balls currently being used.

1.1.21 At the conclusion of a match, make a full report to the Supervisor/Referee concerning all actions taken under the Code of Conduct during the match.

1.2 QUESTIONS OF TENNIS LAW:

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

Once the final decision has been made by the Supervisor/Referee, the Chair Umpire shall announce "Let's Play". Should there be no play after twenty (20) seconds, the Point Penalty Schedule shall apply.

1.3 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 on-court officials for that match only, the Supervisor/Referee may not be called.

A player may request a verification by the Chair Umpire of a call or other determination on a point-ending call made by an on-court official.

The request, verification and resumption of play must be completed within twenty (20) seconds allowed between points, unless the Chair Umpire determines that an extension is necessary. A Chair Umpire shall answer a player's questions twice, then must ensure that the match commences by announcing "Let's Play". Should there be no play after twenty (20) seconds, the Point Penalty Schedule shall apply.

1.4 THE SCORECARD/SCORING DEVICE:

The scorecard/scoring device is a record kept by the Chair Umpire during the match, noting all faults, warnings and points won by either the server or receiver.

The Chair Umpire shall mark the scorecard/scoring device in accordance with the following:

1.4.1 Pre-match:

Before the meeting with the players fill in the information required (front) such as tournament name, round, players names, countries/Province, ball change, time match called, etc.

1.4.2 Coin Toss:

After the coin toss, note which player won the toss, their selection, remember to mark down the opponent's choice after the winner of the toss has made his/her decision.

1.4.3 Warm-Up:

Note the time that the warm-up commences.

1.4.4 Time:

Note the time that play commences and when each set is concluded on the sets pages as well as on the front page.

1.4.5 Sides for Server:

Note the initials of each player in their service order on the sides of the scorecard which corresponds to their position on court.

Note at the top of the server's box, which is left and right hand side of the Umpire's Chair; or if you know, which is North and South. This is in case of play being suspended and the Umpire's Chair being moved across to the opposite side of the court.

1.4.6 Ball Change:

Mark in advance the game in which the first ball change is to occur, thereafter, the next changes can only be calculated after the completion of the first set. Remember that should a ball change be due on a tie-breaker, that the ball change be held back until the second game of the next set.

1.4.7 Points:

Points are indicated according to the following key:

"/"	-	Point	"A"	-	Ace
"●"	-	Fault	"D"	-	Double Fault
"C"	-	Code Violation	"T"	-	Time Violation
"X"	-	Point / Game Penalties allocated to opponents			

1.4.8 Games:

Games may be marked by:

- The cumulative total of games won by each player is set out in the "Games" column at the end of each game.

1.4.9 Tie-Breaker:

If a tie-breaker is to be played at six games all, the column on the far left hand side is to be used (Tie-Break column).

Please note that the player that starts serving the tie-breaker, will receive first in the next set.

The server that starts the tie-breaker will serve one point from the deuce court (right hand side), whereby the opponent will then serve two (2) points commencing from the advantage court (left hand side). The service orders are then rotated so that each player serves two (2) points, each commencing from the ad court (left hand side). Once six (6) points have been completed, the layers change ends, this continues after every six (6) points.

The first player to win seven points, wins the tie-breaker, or the first player to win by a margin of two (2) points after six (6) all is the winner i.e. 8-6 etc.

1.4.10 How to Score:

- Always say the server's score first
- The points run as follows:
 - Love (0)
 - 15
 - 30
 - 40
 - Deuce
 - Advantage
 - Game

0-15, 15-15, 15-30, 30-30, 40-30, 40-40 (Deuce), Advantage.....

Only in a tie-break does the Chair Umpire have to say the player that is leading's score. In a tie-break, Love (0) is announced as Zero (0).

1.5 PRE MATCH INSPECTION OF THE COURT:

The Chair Umpire should:

- 1.5.1 Be at the court at least five (5) minutes before the players arrive at the court.
- 1.5.2 Check that the singles sticks are in the correct positions, if it is a singles match.
- 1.5.3 Check the height of the net, even if the Net Judge says that the net has been checked, rather check it yourself for the first time.
- 1.5.4 Check that there are sufficient balls for the duration of the match, including the ball changes.
- 1.5.5 Make sure that you know when the ball changes are:
7 & 9 or 9 & 11 or 11 & 13
- 1.5.6 Make sure that you know if the match is best of 3 or 5 sets, and whether all the sets are tie-breakers or if the final set is an advantage set.
- 1.5.7 Check that there are sufficient towels for the players.
- 1.5.8 Check that there is sufficient water for the players, as well as cooldrinks if provided.
- 1.5.9 Check that the ball persons are in place, and if there is a complete crew of ball kids.
- 1.5.10 Check that all the Line Umpires are in their positions, and if there is a complete crew; if not, make sure that you are aware as to which lines are not covered (if any). These are the lines that you will be responsible for calling.

- 1.5.11 If you have to use a Public Address system, make sure that you know where the on/off switch is.
- 1.5.12 Very important: know the pronunciation of the player's names, and if you have to mention they are from a foreign country, make sure you know which country they are from.
- 1.5.13 If there are any banners on the court, make sure that the banners are fastened down, and if the banners are behind the court, that they are the correct colours. If you are in doubt, call the Supervisor/Referee.

1.6 PLAYERS ON-COURT MEETING:

- 1.6.1 Just before the players get to court, give the balls to the ball persons.
- 1.6.2 The Chair Umpire must stand at the centre line at the net, facing the Umpire's Chair.
- 1.6.3 Once the players are ready, they will come to you. Never go to the players; let them come to you. If the players take too much time, call them to you.
- 1.6.4 Discreetly check the player attire. Should there be a problem, sort it out prior to the warm-up commencing.
- 1.6.5 Greet the players (no need to shake hands), try not to look nervous. When talking to the players, do so clearly and confidently. This sets the tone for the match.
- 1.6.6 Include the following when speaking to the players:
- Tell them how many sets (best of 3 or 5) and if all are tie-breakers or if the final set is an advantage set.
 - How many balls are in play (3, 4 or 6)
 - When the ball changes are (3rd set or 7 & 9 or 9 & 11 or 11 & 13)
 - How many Line Umpires are being used and which lines will be covered as well as if any ball kids are being used
- 1.6.7 Once the first ball of the warm-up has been struck, start the stopwatch.
- 1.6.8 If there is a service line judge, make sure that he/she is aware from which side the player will be serving first.

1.6.9 Example of On-Court Meeting:

- “Morning/Afternoon, best of 3 tie-breaker sets
6 balls in play, ball change 7 & 9
5 Line Umpires, all lines covered, calling through the net and movement after the serve
I will be calling the net
Any questions?
Head or Tails (indicate with hand to the player being asked)
- “Morning/Afternoon, best of 3 tie-breaker sets
4 balls in play, ball change 9 & 11
1 Line Umpire covering the far line and calling through the net. I will be covering the rest of the lines, including the Net and Foot Faults
Any questions?
Head or Tails

1.7 **CHAIR UMPIRE ANNOUNCEMENTS**

1.7.1 Warm-Up:

- “Three (3) Minutes - 3 minutes until warm-up ends
- “Two (2) Minutes - 2 minutes until warm-up ends
- “One (1) Minute - 1 minute until warm-up ends
- Player introduction follows after Chair Umpire announces “1 Minute”

1.7.2 Player Introduction:

After announcing “one (1) minute”, the following introduction:

- “This ____ Round match will be the best of three (3) tie-break sets.
To the left of the chair _____. To the right of the chair _____.
_____ won the toss and elected to _____.

Once the player’s introduction has been completed, and the five (5) minutes have ended, the Chair Umpire says the following:

- “Time, prepare to play”. Should the players continue to serve, tell the ball persons to roll the balls down to the end from which the first game is to be served. (Always make sure that the balls are at the correct ends).
- “First set _____ to serve, Ready, Play”. This is said prior to the server preparing to serve.
- At the beginning of each set, announce each of the player’s first service game. “Second set _____ to serve”. After the game is completed and the as the next player is preparing to serve say: “ _____ to serve”.
- In a doubles match always announce each player’s first service game in each set.

1.7.3 End of a Game:

At the end of the 1st Game of the match, the Chair Umpire announces the games score:

"Game Federer, first (1st) Game"

At the end of additional Games during the set, the Chair Umpire announces the games score:

"Game Federer, 1 Game All" or

"Game Federer. Federer leads by two (2) Games to Love (0).

In doubles, the score is announced alphabetically in terms of the teams:

"Game Anderson/Federer. Anderson/Federer lead by four (4) Games to three (3), second (2nd) Set and by one (1) set to Love (0).

Note: In a doubles match when traditional scoring is used (Deuce / Advantage) the score for Advantage is announced with only the receivers name being used:

Advantage Federer (if Federer is playing Ad Court) not "Advantage Anderson/Federer"

1.7.4 End of a Set:

At the end of a set the Chair Umpire announces:

"Game and first (1st) set Anderson, six (6) Games to four (4)

"Game and second (2nd) set Federer, one (1) set All"

1.7.5 End of a Match:

At the end of a match the Chair Umpire announces:

"Game, Set and Match Federer, two (2) sets to one (1): 6/4 5/7 6/3"

Example of a Match played between Kevin Anderson (RSA) and Andy Murray (GBR):

"Three (3) Minutes"

"Two (2) Minutes"

One (1) Minute"

"This Quarter Final (1/4) Round match will be the best of three (3) Tie-break sets. To the left of the chair from South Africa, Kevin Anderson, to the right of the chair from Great Britain, Andy Murray. Anderson won the toss and elected to Serve".

"Time"

"Ready for Play"

"First (1st) set, Kevin Anderson to serve"

Anderson wins the 1st Game: "Game Anderson, 1st Game"

Before Federer serves: "Roger Federer to serve"

Anderson wins the 1st Set: "Game and 1st set Anderson, 6 games to 4

Federer starts the 2nd set: "2nd set, Federer to serve"

Before Anderson serves the 2nd game: "Anderson to serve"

Federer wins the 2nd set: "Game and 2nd set, Federer, 6 games to 3, 1 set All"

Final set: "Final set, Anderson to serve"

Anderson wins the match: "Game, Set & Match Anderson, 2 sets to 1, 64, 36, 64"

1.7.6 Tie-breaker:

When the games reaches a Tie-breaker, announce:

"Game Anderson, six (6) games All, first (1st) set, Tie-Break"

During the Tie-break, the score is announced by first announcing the score, followed by the name of the player leading the Tie-breaker:

"One (1) / Zero (0) Anderson" or

"Two (2) / One (1) Anderson/Federer" (Doubles Match)

"Game and first (1st) set Anderson, seven (7) games to six (6)".

1.7.7 Code Violations & Time Violations:

Code or Time Violations are announced keeping the following in mind:

Type of violation i.e. Code Violation or Time Violation

The category i.e. Racket Abuse, Ball Abuse, Audible Obscenity etc

The step i.e. Warning, Point Penalty, Game Penalty etc

The player's name

Code Violation Announcements:

Warning:

"Code Violation, Racket Abuse, Warning, Mr Anderson"

Following the announcement, mark "C" on the scorecard at the point in which this occurred and make a note of what happened i.e. threw racket from service line directly into the back fence.

Point Penalty:

"Code Violation, Ball Abuse, Point Penalty, Mr Anderson"

Announce the new score immediately. Mark "C" on scorecard for the player receiving the Code Violation and "X" directly below, in the box of the player who is being awarded the point. Make a note of the incident i.e. after serving a double fault, hit the ball directly out of court. Without stopping play, alert the Supervisor/Referee that a point penalty has been awarded.

Game Penalty:

“Code Violation, Racket Abuse, Game Penalty, Mr Anderson”

Announce the new score immediately. Mark “C” on the scorecard for the player receiving the Code Violation and “X” or “X’s” in the boxes below of the player being awarded the game. Make a note of the incident i.e. after losing the point, threw racket from centre service line into the side fence. Without stopping play, alert the Supervisor/Referee that a game penalty has been awarded.

Default:

“Code Violation, Unsportsmanlike Conduct, Mr Anderson, Default”

Announce the end of the match.

Leave the court.

Note:

In all cases address the player receiving the Code Violation as Mr/Miss/Mrs. Supervisor/Referee must be present to give permission to proceed with the announcement of the Default as in some cases an additional Game Penalty may be awarded instead of a Default.

Time Violation Announcements:

Warning:

“Time Violation, Warning Mr Federer”

Mark a “T” on the scorecard in the appropriate block.

Following up with “Let’s Play” is optional as it assists to ensure that consecutive Time Violations = a Code Violation.

Point Penalty:

“Time Violation, Point Penalty, Mr Federer”

Announce the new score, Mark a “T” in the appropriate block and a “C” in the block below to indicate the point being awarded to the opponent.

“Let’s Play” is optional

1.7.8 Medical Time Out:

When the Chair Umpire decides to call for the trainer, he/she should announce:

“The trainer has been called to court”.

Once the trainer has made their diagnosis and is ready to proceed with treatment:

“Mr/Miss _____ is now receiving a medical time-out”.

To keep the trainer, Supervisor/Referee and opponent informed the following is announced to them only and not to the public:

“Two (2) minutes remaining”

“One (1) minute remaining”

“Thirty (3) seconds remaining”

“Treatment complete” – wait for the player to put on shoes or shirt etc depending on treatment, then announce “Time”

After announcing "Time", if there is no play within thirty (30) seconds, the player is penalised according to the Point Penalty Schedule i.e. Code Violation for Unreasonable Delay of Game.

1.7.9 General Crowd Control:

Spectators should always be addressed respectfully, with statements similar to the following:

"Quiet Please. Thank You".

"Thank You, Players are Ready".

"Please be seated. Thank You".

"Seats quickly please. Thank You".

"As a courtesy to the players, please_____."

"Please refrain from using flash photography. Thank You".

1.8 DIFFERENT CALLS MADE BY THE CHAIR UMPIRE:

- **Let:**

Instruction to replay the entire point i.e. award a first (1st) serve, due to an outside hindrance i.e. paper blowing onto the court or balling coming into court from adjacent courts.

The Let can also be played for non-deliberate hindrance caused by a player i.e. cap falling off or ball falling from players pocket during the point.

A Let should not be called after the point has been completed. Important aspect to consider with the Let is that a player can not hinder him or herself. The hindrance must be to the opponent or if from outside then to both players.

In the case of a player causing the hindrance i.e. cap falling off or ball falling from pocket, the first occasion will result in a Let being called (at the same time the player needs to be advised that any further incidents of caps falling off or ball falling from pocket will result in the loss of the point in progress). Such disruptions caused by the player will then be deemed to be deliberate.

- **Not Up:**

If the player fails to hit the ball before it bounces for a second time or in the case of wheelchair tennis, the ball bounces a third time.

- **Foul Shot:**

If the ball is intentionally hit twice, or if the ball is hit before crossing over the net and if the ball is hit through the gap between the net and the net post in doubles.

- **Touch:**

If a player touches the net with any part of his body or his equipment (including the racket) or the ball in play touches the player's clothing or the player.

- **Hindrance:**

If a player deliberately commits an act that hinders his opponent in making a stroke or after calling a Let for ball or cap falling from the player, 2nd instance to stop the point.

- **Wait Please:**

To preclude starting play, when a hazard or other circumstances make it appropriate to delay the commencement of the point.

- **Let's Play:**

Mechanism to assist the officials to ensure that play is continuous. Announced when there has been a debate between a player and an official and the official has made the final decision and needs to ensure that the match resumes. After announcing "Let's Play", if there is no play within twenty (20) seconds a Code Violation for Delay of Game is issued to the offending player.

- **Overrule:**

The Overrule has two types of announcements as the word "Overrule" is not used:

1. "Correction" is used to correct a verbal "Out or Fault" call to good i.e.
"Correction, the ball was good"
2. "Out or Fault" is used to change a call that is being called in to out

1.9 GENERAL UMPIRING TECHNIQUES:

The following techniques are considered to be the best practice and are used to evaluate Chair Umpires while on court. The techniques are also there to assist the Chair Umpire as much as possible to be aware of what is happening on court and to be able to be as accurate as possible.

- 1.9.1 Always be and look alert (even if the match you are Umpiring may not be very interesting).
- 1.9.2 Always be aware of what is happening on the court and outside the court. Be aware of what the ball kids and line umpires are doing (if appropriate).
- 1.9.3 Always make sure that the receiver is ready. Check the receiver just before the server is about to serve. Why? So that in the event of the receiver not being ready, you can stop the server from serving or, if the receiver claims not to have been ready, you are able to make a decision.

- 1.9.4 Always track the serve and don't stare at the service block. Why? So that the Chair Umpire can call "Foot Faults" if there are no line umpires covering the Foot Fault, be aware if the server catches the ball for a wayward ball toss or misses the ball when attempting to deliver the serve.
- 1.9.5 Announce the score as soon as possible. If there is crowd noise, wait and then when the noise has subsided, announce the score. By announcing the score as soon as possible is a way of communicating your decision to a player on a close call i.e. the ball was in or out and the announcement confirms this.
- 1.9.6 When the server serves a fault, this should be recorded immediately. Thereafter, it is important to check the receiver again before tracking the serve.
- 1.9.7 Always look at the point loser after the completion of the point. Why? The player losing the point may have a question or may commit a Code Violation.
- 1.9.8 Once the point loser has been checked and you are satisfied there are no questions or possible Code Violations, mark the score on the scorecard.
- 1.9.9 Notify the Net Judge or closest line judge (assisting with ball changes) two (2) games prior to the ball change being due to prepare the tennis balls.
- 1.9.10 On change overs, eye contact with line umpires is important to provide assistance and to build confidence amongst the crew.
- 1.9.11 When play is in progress you should lean slightly forward so as to look interested and part of the game. On the changeovers, you can sit back and relax. Be careful not to slouch while in the chair or too look too casual.
- 1.9.12 If a public address system is being used, make sure to switch it on during the game and to switch it off during changeovers and when communicating with the player(s).
- 1.9.13 If you have to overrule, do so quickly, never overrule on player's appeal.
- 1.9.14 Never let the players notice that you are nervous, try to remain calm at all times, especially if something happens and you need to make a decision. If a player has a query, look at the player when he speaks to you (don't avoid eye contact) and answer him. Speak clearly and try not to get involved in lengthy discussions. If wearing sunglasses, remove the sunglasses.
- 1.9.15 If a Code Violation has to be awarded, award it, know the correct announcements. Try not let the player get away with an incident that you do not want to see a repeat of.
- 1.9.16 Be careful of being too keen or quick to overrule a call. Only overrule on clear mistakes. If you overrule on close calls, all similar calls must be overruled as you are setting a standard for yourself and the match.