



CTUA Mentoring Program

Goal: To prepare new officials for independent match officiating.

Strategy: Utilize certified mentors to work with new officials to reinforce USTA course work and to develop their skills by observing experienced officials in real match situations.

Mentors Instruction:

1. Call new official – confirm the location of assignment, proper uniform and necessary equipment, (“**Rover’s Kit**”). Confirm arrival time **60 minutes** prior to first match. Ask the new official to review the “**New Official’s Information**” prior to assignment.
2. Confirm that the new official has reviewed the “**New Official’s Information**” and is ready for the first 4 hour shadowing assignment – **MUST have official’s uniform.**
3. Allow time for the new official to ask questions prior to match.
4. Review and go through “**Mentor Checklist**” with the new official.
5. Review **Roving Checklist, Duties of Roving Official, and Training Scenarios.**
6. Take new official through normal steps as a roving official with tournament director.
7. Proceed with new official shadowing you. Mentor should introduce the new official on court to players as an observer for the day and all questions or scenarios must be answered by the mentor only. If, in, your opinion and if the new official is willing, allow him/her to start a match with the instruction to players and coin toss.
8. At conclusion of the day, spend 30 minutes or so for questions. Review scenarios of the day in order to determine whether the new official is ready for the next assignment, which is a full day assignment with an experienced official shadowing for the first two hours. **Review NUCULA and work record process (MWR) and CTUA Member’s Handbook with new official.** Complete Roving Official Evaluation. Provide feedback to Mentoring coordinator.

New Official’s Instruction – read and review New Official’s packet provided

1. Print/review “**New Official’s Information**” thoroughly before match – order uniform.
2. Review and ensure you have all the official’s equipment required--(“**Rover’s Kit**”).
3. Make a list of questions for your Mentor prior to your assignment.
4. Review Rules of Tennis and The Code from the FAC prior to your mentoring assignment. Bring your **CTUA Member’s Handbook.**
5. Review “*Roving Checklist*”, *Duties of Roving Official*, and *Training Scenarios*.
6. Review USTA Tennis Official Career guide at:
http://www.usta.com/USTA/Global/Get_Involved/Officials/Information/OfficialsReferenceMaterials.aspx