



Mentor Checklist

1. Confirm that the new official has reviewed the “New Official’s Information” packet and is ready for the first 4 hour shadowing assignment.
2. Confirm arrival time 60 minutes prior to first match time and the location of assignment, proper uniform & necessary tools, (NUCULA, roving official needs, etc.)
3. Review “New Official’s Information”, the Mentoring Procedure, and CTUA assignment process – UMP -- (CTUA Member’s Handbook).
4. Take normal steps as a roving official or referee with tournament director, (check in table, match format, restroom location and the remainder of the roving official checklist procedures)
5. Proceed with new official shadowing you. Have them practice verbiage on the coin toss occasionally and use judgment on allowing them to start matches etc. You must introduce them to the court to players as an observer for the day and all questions or scenarios must be answered by the mentor only.
6. Spend the last 30 minutes for questions, review of scenarios and decide whether they are ready for the next assignment which is a full day assignment with an experienced official shadowing for the first two hours.
7. Review CTUA Member’s Handbook and USTA NUCULA work record w/ new official
8. Complete the Roving Official Evaluation.
9. Provide feedback to Mentoring coordinator.

Mentoring Procedure

This program has three components:

1. Roving Umpire standards and techniques are reviewed at the certification schools.
2. First Mentoring Assignment. New officials will shadow (work on court, side by side) their mentor at a tournament – minimum 4 hours – which includes a brief review at the beginning of the assignment. New officials are responsible for reviewing material (New Official’s Information as provided on the CTUA website including: Roving Checklist, Duties of Roving Official, Training Scenarios and USTA NUCULA work record procedures. The Mentor should wear the USTA uniform for this assignment.
3. Second Mentoring Assignment. This will consist of a full shift of mentoring. The first four hours will be shadowing their mentor after which they will work independently while under the observation of their mentor.

At the end of this process, the mentor will review performance and make a recommendation to whether additional training is required or the new official is ready for solo assignments. New officials will receive a one-time \$25 stipend and mentor’s \$25 plus mileage unless already assigned to the event for pay.