



## ROVING CHECKLIST

### **Rover's Kit:**

Proper Uniform, see *CTUA Members Handbook*  
Coin(s) for toss, appropriate size  
Hand Held Stopwatch  
Chalk for courts (singles sticks), tie wraps (throughs)  
Current FAC (Friend at Court)  
Pencils, scorecards, directions to site  
Tape Measure/Yard stick  
Rubber gloves in case of blood, Clorox solution  
Sun Glasses, Sun Screen  
Balls on hand – new and used  
Phone #'s other umpires, CTA, Tournament Referee  
Basic First Aid, Band-Aids  
Code Violation Forms

### **Pre-Match Preparation:**

- Know the Rules/Regulations and FAC citations [ITA, USTA, USA League, High School, etc...]. *Remember: Be Consistent!*
- Review the specifics of the event on the website or internet. [e.g. draw, format, age groups, etc..].
- Arrive at least 30 minutes prior to first match scheduled. Identify yourself to the Tournament Director and any desk staff to review specific regulations or pertinent information of the event. [Number of courts used and court numbers, tie-break – normal of Coman, restrooms, water, etc.] Rovers are responsible for settling any controversy re: rules and regulations.
- Umpire signage available or posted if needed [e.g. PPS, Lateness, inclement weather options].
- Meet with trainier to review Medical Time Out rules. ITA 5 minutes at trainier arrival. No PPS for blood.
- Check court conditions: measure nets, singles sticks, net straps and net through holes, scoring devices ready with balls placed, moisture on courts, leaves or any other debris.
- Administer lateness penalties uniformly.
- Observe court access gates for roving.

### **Match Performance:**

- Early exposure of rover in uniform is important, along with mobile visibility during a match.

- When possible, toss coin. [*Review Coin Toss Verbiage*]. Start warm up clock. If they have already started warm ups and decided serve and side, reminders of format and reaffirming warm up time is recommended.
- Check Racquets – dampener placement, etc...
- When possible, time warm up, give two minute warning. Call “Time”. “Balls to the server!
- Call foot faults. Players will usually correct themselves if the rover is visible and entering the court. Be consistent. Stay to watch other player if foot fault called on opponent.
- Settle scoring disputes- USTA order of preference: 1) replay the disputed point/game/set, 2) agree on a score, 3) toss a coin or spin a racquet.
- Avoid staying on one court. Two games for singles and four games for doubles max. **ROVE, ROVE, ROVE some more!** [Certain circumstances may require you to remain or stay close].
- When matches are running behind schedule, make a special effort to report open courts promptly to the desk.
- Fairly enforce the rules, regulations and code.
- Time rest periods according to the FAC divisions and formats. [third set match tiebreak for Juniors – Three Minute Rest period)
- Enforce PPS, [point, game, default] using the proper verbiage [CORN] – Use soft caution when appropriate.
- Be visible not intrusive
- Be focused on the court, especially when you are at the net posts. Be alert when matches are intense, third sets, tie breaks or any banter between opponents
- Overrule a clear mistake, be 100% certain and be in direct observation.
- Carry used balls to replace lost, broken or wet balls. New balls replaced only during warm ups or within 2 games of ball change.
- Interpret rules, answer questions [players, parent, spectators, and tournament staff].
- Manage rain delays, darkness [suspend on even game or set] other suspensions. Re warm up only if delays are over 15 minutes
- Control spectators, parents. Be aware of coaching.
- Manage 3 minute medical timeouts after evaluation; [15 minutes overall max + PPS]. No PPS for blood.
- Use soft warnings [“caution – keep the racquet in your hand”-“watch the 20 seconds” – use “let’s go”, “let’s play” – have 20 seconds more to get ball into play].
- Be judicious not officious! Make molehills out of mountains.

### Post Match:

- Code violation forms, tournament director’s questionnaire, and incident reports must be completed if necessary.
- Umpires must never leave the location without the Tournament Director’s approval or knowledge thereof.
- Review important events with the Tournament Director [e.g. rain delays, early starts, incomplete matches, other sites, and recalcitrant players].
- Check the following day’s schedule and communicate with the next day official for any necessary information that may have occurred.
- Report hours and mileage within 24 hours after completing assignment