



## DUTIES OF ROVING OFFICIAL

**1. Assignments:** The Referee will advise the roving Official of the actual rules of that tournament, the scoring system, balls used, ball change, time of warm-up, rest periods, number of sets, and point penalty system.

**2. Equipment:** The roving official must have tape measure, stop watch, pencils, notepad, scorecards, coin to toss, rulebook, and extra balls—new and used. The official may need visor, sunscreen, water, sweater or jacket, and lunch (if not provided). sawdust, first-aid kit, net and strap repair material, etc.

**3. Prepare courts for play:** For the first match of the day, arrive at court at least thirty (30) minutes early to set up courts for play. Check net height—36 inches. Place and check singles sticks—36 inches from the outside edge of singles sideline to center of stick. Place one stick on each side of net to offer maximum support. Check for holes in net and repair if possible. Ensure that playing surface is clean and free of extra balls, debris and any hazards, such as unplayable cracks.

**4. Player briefing:** The Tournament Desk should advise players that they are playing under ‘The Code’, that the point penalty system (PPS) is in effect, and that foot faults will be called by roving officials. Players should be advised that roving officials are available for assistance and will be moving from court to court to observe all matches.

**5. Pre-match announcements to players:** Five (5) minute warm-up, foot faults to be called by you, and that the point penalty system (PPS) is in effect. Make the toss of the coin before the warm-up. Winner of the toss may: choose to serve or receive, choose side of court, or elect to have the opponent make the first choice.

**6. Get the match started:** Enforce the five (5) minute warm-up and if possible, call two (2) minutes and one (1) minute warnings. At the end of the warm-up tell players to prepare to play. Use judgment if not in position to time the entire warm-up. Play must be continuous. Request that the server call the score loudly before each serve. Check for foot faulting as each server serves. Maintain 90/120 –secondchange4over times by call time at 60/90 seconds if players not moving to play. Attempt, time permitting, to measure the nets at reasonable intervals during your shift, especially before each new match.

**7. Coaching prohibited:** No communication between players and anyone except officials and opponents. Talk between players and anyone else may be construed as “coaching” and the PPS would be in effect. Coaching is only allowed during the authorized 10 minute rest break between 2nd and 3rd sets, or 3 minute before match tiebreak.

**8. Toilet Visits:** A player may request a toilet visit one or more times during the match. The official must decide if it is a genuine toilet emergency. If possible, have an official accompany the player to rest room to ensure that there is no coaching.

**9. Leaving the court:** Players may not leave court during the match without permission of an official, with the exception of leaving court to find the referee or the roving official. The roving official may give permission to leave the court for a reasonable time to replace or repair clothing, shoes, or equipment, but not the racquet. A player may leave the court to get a new racquet under the PPS. Leaving court without an official’s permission may be grounds for default.

**10. Point Penalty System (PPS):** Soft warnings are recommended. The PPS is used to deter unsportsmanlike conduct, ensure compliance with the rules, and ensure on time appearance at matches. Keep alert for unsportsmanlike behavior. Code violations must be handled quickly. Code violations include throwing racquets, smashing ball(s) out of court area, audible and visible obscenities, the refusal to continue play, not playing after medical condition time out, coaching and any other unsportsmanlike behavior. They are all punishable under the PPS as code violations. Give the code violation to the player not from a distance but at the court, and then inform his/her opponent. You are remiss in your duties for failure to enforce the PPS, therefore not ensuring fair play. The first code violation offense provides a point to the player’s opponent. The second offense provides a game to the player’s opponent. The third offense provides for player default. The tournament Referee should be informed of all PPS penalties. Inform any official replacing you of PPS penalties given.

**11. Time violations:** Under the PPS, when a player inadvertently exceeds the 20 seconds between points, does not begin play quickly after the warm-up, or exceeds 90/120 seconds on changeover, the first violation is a warning and all subsequent time violations are a point awarded to the opponent. If the player is requested to play, has just received a time violation, or has deliberately exceeded a 20 or 90/120-second time, then a code violation should be issued instead of a time violation.

**12. Rest periods:** If a 3rd set is necessary, a 10-minute rest period may be allowed for all Juniors matches. If a match Tiebreak is played in lieu of a third set, then players have a 3 minute rest period. Women, Seniors 35 and over, and parent-child doubles have an optional rest period at

any player's option. Start your watch as soon as the second set ends. Penalties for lateness after the rest period are: up to five minutes late, one game; more than five minutes late, default.

**13. Scoring disputes:** In settling scoring disputes listen equally to both players. First choice is to get the players to reconstruct the game. If unable to agree on one point, replay the point. If the dispute is over several points or a previous game, replay those points or that game. Your second choice is to have the players agree on a score to begin play. The third choice is to toss a coin or a racquet to determine which player's score stands.

**14. Questioned calls and other disputes:** When a player is disputing a call already made, if the other player is sure of the call, then the call must stand. If you feel that the match is a problem remain at the net and watch the play. If you are assigned several courts, remember that you must ensure fair play on all of your assigned courts. Notify the referee if the match is out of hand; let the referee decide if you are to stay on the one court until the match finishes. Use the Code to resolve these conflicts. Allow any player to call a let. Remember, it is a let when a player corrects a call and keeps the ball in play.

**15. Foot faults:** Do not warn players that they are foot faulting. You should call all foot faults that you are sure of when you are at the court. Do not call foot faults from several courts away. Move quickly to the court of the player foot faulting before calling. After calling a foot fault, you should ensure that the opponent is not foot faulting before continuing roving. Exercise discretion when making these calls so as not to disturb adjacent courts.

**16. Spectators:** Never ask a spectator for an opinion or let the players ask them. You are responsible for spectator control. If a spectator misbehaves, then the player that spectator is associated with may be penalized under the PPS.

**17. Medical Condition Time-outs:** Should you see an on court accident occur, or see a match stop for what may be a medical condition, immediately start your stopwatch. In fairness to the non-injured player, there is a 15 minute limit on the amount of time allowed from the time of the injury until play must be resumed. The referee must be advised immediately. The responsibility for diagnosis time and any code violations is with the referee. Maximum treatment time is 3 minutes. If no trainer is on site, then the 3 minute medical time out begins after the rover has explained the procedure to the player and whoever is assisting with supplies available. Any bleeding entitles the player to a Bleeding Time out. Bleeding Time out is not limited to 3-minute treatment time. PPS is not used in a Bleeding Time out.

**18. Overrules:** A roving official may overrule a player's call only when in direct

observation or that one court (awarding point to opponent). Your decision is final.

**19. Keep roving:** Avoid staying on one court and officiate all courts uniformly.

**20. Ball changes:** Know when balls should be changed. In most cases, new balls are changed at the beginning of the third set. Have one or more cans of balls in case they are needed to assist in keeping matches moving. You should check with the referee on ball changes, since some tournaments will not change balls and other will change them at the beginning of the third set or after a specific number of games are player. Have a used ball(s) ready to put in play in case of lost or unplayable balls.

**21. Other rules violations:** If you observe other rules violations such as: players hitting the ball after two bounces, player catching a ball in play behind the baseline, player contacting the ball over the net, player touching the net, or ball in play touching the player or items the player brought on court, you should make sure that the correct call is made on that court. Apply the rules fairly to all players.

**22. Availability:** Interfere with play as little as possible, but be there when you are needed. Be alert for problem players and problem matches. If you see players in a discussion instead of playing go to the court to be available if needed. Should the discussion continue beyond a reasonable time, take the initiative. Go to the court to help resolve the question. Respond to player's inquiries.

**23. After the match:** Report the open court-if possible. Tell winner to report to tournament desk immediately. Report code violations (even if already reported) to the referee. Complete the code violation form.

NOTE: Avoid taking over a match as a solo chair umpire unless you have a replacement as roving official. The Referee should be advised if you do become a solo chair umpire. The above procedure usually solves problems. If available, a monitor at the net calling the score is often sufficient to settle most problem courts. When a match is back on track, go back to observing all you courts equally.

**BE HIGHLY VISIBLE - BE FIRM - BE FAIR - BE CONSISTENT - KEEP ROVING**