

## Reporting Code Violations

1. Gather complete information on the Code Violation Report for each code violation you issue. If you do not know the name of the player, consult with the tournament staff for help.
2. Share the information with the tournament director or tournament staff.
3. At the end of the day or at the end of your assignment, provide the completed information to USTA Intermountain Section: Zak Arlen, Adult and Junior Programs Assistant, 303-695-4117 x227, [zarlen@ita.usta.com](mailto:zarlen@ita.usta.com)
4. Retain essential details of each violation and a copy of the Reporting Form in the event there is difficulty with email or voicemail systems.
5. Tracking code violations issued at all assignments is very important.

Thanks for your efforts!

Code Violation Report	
Date	_____
Name of Player	_____ _____
Name of Event	_____
Reason for Code Violation	_____ _____
Penalty Given	_____
Official Issuing Violation	_____

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