



2011 SDCTUA Dual Match Procedures

San Diego County Tennis Umpires Association

Coordinator: Mark Kasimatis

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INSTRUCTIONS FOR ALL OFFICIALS

- ☑ Read and understand these procedures
- ☑ Review applicable rules before each match
- ☑ During the dual match season, check email and voicemail regularly, at least once a day
- ☑ Attend SDCTUA business meetings, check *usta.com* and *itatennis.com* for news about collegiate tennis
- ☑ Always inform the Coordinator if anything out of the ordinary happens during a match, or if any questions arise concerning these procedures, ITA rules, or anything else
- ☑ Take this sheet with you to all assignments

Assignment Changes

Contact the Coordinator immediately if there is a chance you will not be able to work as assigned. Only the Coordinator can release you from an assignment or assign a replacement.

Uniforms

Wear only USTA apparel and wear it well! Shirts and shorts or slacks clean and wrinkle free, white socks and shoes, USTA hat or cap. Outerwear is USTA logo or plain navy blue only.

Match Locations

PLNU - 3900 Lomaland Drive, San Diego, CA 92106-2810

UCSD (UC San Diego) – North View Courts, in La Jolla off North Torrey Pines Road

USD (University of San Diego) – West Courts, in Linda Vista off Linda Vista Road

SDSU (San Diego State University) – Aztec Tennis Center, West of Gwynn Stadium off 55th St

Fairbanks Ranch – Del Mar east off of El Camino Real

Driving Directions

Never leave home until you know how to get to the site!

Driving directions are posted on our website under “Collegiate” (www.sdctua.org) or use any one of the popular online mapping tools, e.g., Google Maps. As a last resort, contact the Coordinator or Referee.

Parking

Parking on college campuses can be tight, especially on weekdays. Always allow extra time to park and walk whatever distance to the courts and still arrive at court before the scheduled report time.

Parking at UCSD and SDSU: Drive directly to the courts to receive a parking pass and instructions as to where to park from coach or school staff; park only as directed!

Parking at USD: Obtain a parking pass at the kiosk on Marian Way. Park in the West Parking Structure and take a shuttle or walk to the courts. Shuttles run every 10 minutes; it’s a 10 minute uphill walk. If you are very early, drive past courts and check for a spot in the lot adjacent to the courts or nearby street parking. Otherwise, park in the structure. Parking at USD in other than the West Parking Structure can be very difficult, especially on weekdays.

Coaches

We are fortunate to have great coaches here in San Diego. Below are names and phone numbers.

NOTE: Phone numbers listed below should never be shared outside SDCTUA or used for other than urgent officiating business related to an assignment, e.g., rain, lateness, etc.

PLNU

TEAM, NAME, MOBILE #, OFFICE #

Sea Lions, Men and Women, Rich Hills, 619-849-2206, 619-507-4716

SDSU

TEAM, NAME, MOBILE #, OFFICE #

Aztecs, Men, Gene Carswell, 619-957-1516, 619-594-5084

Aztecs, Women, Peter Mattered, 619-518-1725, 619-594-6505

UCSD

TEAM, NAME, MOBILE #, OFFICE #

Tritons, Men, Eric Steidlmeyer, 858-405-1857; 858-534-8457

Tritons, Women, Liz LaPlante, 760-845-8049; 858-534-8455

USD

TEAM, NAME, MOBILE #, OFFICE #

Toreros, Men, Brett Masi, 619-260-8889, 619-886-0979

Toreros, Women, Sherri Stevens, 619-701-5443; 619-260-8893 or 619-260-4600

Fees

Single Dual Match: Referee \$105, Additional Official, \$95
Dual Match Tournament: Referee \$180, Additional Official \$170, Overtime, \$20/hour (when dual match exceeds 6 hours, or tournament exceeds 8 hours)

Cancellation Fees

If a match is canceled before umpires leave home, no pay;
after umpire leaves home but within 1-hour of match time, half-pay; after umpire is on site for more than 1-hour, full-pay

Referees

Referees supervise and coordinate all officiating activity starting with a courtesy call to assigned officials at least 24 hours before each match. All communication with coaches and school staff should go through the Referee. Referee emails a match report to the Treasurer and Coordinator, at the conclusion of the match, which includes:

Match Completion Report

Date and Time of Match

Teams Involved, Match Result

Names, Duties, Arrival and Departure Times of Officials;

Comments, including communication from coaches, unusual or notable events, suggestions

Rain Procedures

If rain will affect play, stay home until you hear from the Referee, who will have contacted the coach at least an hour before the report time. If you don’t hear from the Referee, contact the Coordinator or the Coach.



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SPECIAL INSTRUCTIONS FOR REFEREES

General Duties

The Referee is the lead official on site, directs and coordinates all officiating activity. During a match the Referee coordinates all communication between coaches, school staff and officials. Only the Referee may default a player. In addition, the Referee has other special duties which are detailed below.

Contacts Crew to Confirm Assignments

Referees should contact their crews a minimum of 24 hours before the match to confirm assignments, including report time and location. If the Referee is unable to confirm the crew, the Coordinator should be contacted immediately.

Contacts Coaches, Inspects Courts

Upon arrival, the Referee should make contact with the home coach first to review the day's activities, discuss any concerns or special procedures. Also talk to the visiting coach to communicate necessary information and answer any questions there might be, such as location of restrooms or court assignments. Also inspect the courts and the grounds to ensure they are safe and ready for play; make arrangements with coaches or support staff to rectify any problems. Meet with the Trainer to answer questions, review procedures.

Pre-Match Meeting of Officials

When all officials have arrived, after having spoken to the coaches, the Referee should conduct a meeting with officials to review procedures and assign duties and courts. Brief the crew as to any special instructions, coordinate court and ball set up. Assign courts and answer any questions.

Rain

When there is rain, the Referee should contact the coach at least an hour before the scheduled report time to discuss the situation, determine how to proceed, then relay the decision to the rest of the crew, who, in the case of a rainy day, should not report until contacted. See Fees (above) for special rain cancellation fees.

Match Completion Report

Upon completion of the match, the Referee is responsible for emailing a match report to the SDCTUA Treasurer and Coordinator for billing purposes (see above under FEES).

Matches Between Visiting Teams

If your match involves 2 teams not from San Diego, special procedures apply. The site may vary, e.g., LJB&TC, Barnes TC, Fairbanks Ranch. Arrive extra early. Make contact with both coaches to go over the usual stuff but also: who is the home team, who is providing tennis balls, is there a trainer. Collect fees before the match, each team usually pays half in cash. The Referee should collect for the entire crew and be prepared to provide a receipt (and change for a \$100 bill!).

SPECIAL INSTRUCTIONS FOR ADDITIONAL OFFICIALS

Assignment Confirmation

All assigned officials should get a call or email at least 24 hours before an assignment from the Referee confirming match details; check your email and voicemail regularly during dual match season. If you do not hear from the Referee about an assignment, contact the Coordinator immediately.

Teamwork

Upon arrival at the site, check in with other officials and await instructions from the Referee. Work cooperatively with other officials to ensure the courts, balls and equipment are ready for play in time. During the match, regularly check in with other officials about code and time violations issued. Never leave your assigned courts without informing the Referee.

Rain

If there is a chance that rain will affect play, officials should not leave home until they have been contacted by the Referee. A call should come at least an hour before report time. If the call does not come, try reaching the Referee or call the Coordinator.

During Play

- Stay active and alert, ready to respond to player appeals or questions
- Maintain proper position at the net
- Keep the scoretenders up to date at all times
- Watch for foot faults, lets, nets, throughs, touches, foul strokes, broken balls, balls from other courts
- Yelling at an opponent, coach or official in any language is not permitted
- Any audible spoken word directed at an opponent, coach or official, must be in a language all can understand: English
- Don't watch any court for more than a few minutes unless asked to
- Use your stopwatch a lot
- Do not chat with coaches and players
- Anything spoken to one player or coach should be repeated to the opposing player or coach
- Avoid casual overrules
- Be consistent
- Clear Code or Time Violations must be addressed
- Use soft warnings to handle borderline situations
- Count the balls on each court
- Keep a can of new balls and a few used balls nearby
- Inform the Referee of any player subject to default
- Report completed matches to the rest of the crew; watch for penalties that might carry over
- Do not reset scoretenders until all matches in the segment, singles or doubles, are complete
- Never leave the courts or the site without talking to the Referee