



OFFICIATING DEPARTMENT

2009 GUIDE

PROGRAMS, PRODUCTS AND SERVICES

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INTRODUCTION

Tennis Canada Officials share a passion for tennis. Officials are paid for their work in professional tournaments, and are often paid for their work in national, provincial and local tournaments. Nevertheless, most Officials work on a “volunteer” basis for many days a year, both in order to assist the tournaments being held in their area and, as well, to acquire the experience necessary to help further develop their skills. Although the level of pay has improved over the years, it does not really begin to reflect the time and effort required to fulfill this very important and challenging role.

In large measure, the Tennis Canada Officiating Program is able to function on a nation-wide basis mainly through the time contributed by its members. In particular, the Provincial Officiating Coordinators play a key role in the system, volunteering many hours each month in order to organize and manage Officials within their own provinces, and in order to serve as the liaisons between the Tennis Canada Officiating Department and the local Officials.

Tennis Canada’s Officiating Department plays an important role in building a strong and vibrant national Officiating Program. The primary goal of the Officiating Department is to train more and better officials and to build a system that provides ample opportunity to pursue Officiating as both a pastime and a profession, thus creating a complete Officiating pathway from grass roots to high performance levels. Secondary goals include promoting an awareness of the role of Officiating both within the tennis community and among the general public, introducing the use of Officials into all levels of competitive tennis, and improving the conditions of all Officials working in Canada.

This Guide will demonstrate how Officials are an integral part of competitive tennis at all levels, both on-court and off. Qualified Officials are essential to the credible functioning of all competitive tennis events in Canada; without the presence of appropriately certified Officials, the respective professional and international governing bodies (ATP, WTA and ITF) would not sanction tournaments held in Canada.

The following sections present the various roles in Officiating and provide an overview of Tennis Canada’s Officiating Department: who we are, what we do and the development path of our Officials.

ROLES OF OFFICIALS

Referee

The Referee is the final on-site authority for the interpretation of the Tournament Rules and Regulations, the Code of Conduct, the Rules of Tennis, and for all other matters that require immediate resolution at the tournament site. He/she supervises all aspects of play, including, but not limited to, the conduct and actions of players, coaches, parents, umpires, and ballkids. In collaboration with the Tournament Committee, he/she participates in making the draws and in preparing the daily Order of Play.

The Referee decides any point of Tennis Law that a Chair Umpire is unable to decide or which is referred to him/her by appeal from a player. The Referee's decision in such cases shall be final. The Referee is responsible for suspending or postponing play when weather, light, surface conditions or other circumstances justify such action. The Referee is also responsible for ensuring that the physical facilities of the tournament site meet the requirements outlined by the Rules of Tennis and by the individual sanctioning bodies (ITF, ATP, WTA, Tennis Canada, Provincial Associations, etc.) The Referee appoints, assigns (and replaces or reassigns, when necessary) and evaluates Chair Umpires and Line Umpires.

In some cases, the above responsibilities are assumed by a single official. In other cases, certain duties involving the selection, assignment and evaluation of officials may be delegated to a Chief of Officials. Further, in professional tennis, a **Supervisor**, assigned by the ATP, WTA or ITF, will often share some of the Referee's duties.

Chief of Officials

The Chief of Officials recruits, assigns, (and replaces or reassigns, when necessary) and evaluates Chair Umpires and Line Umpires in those tournaments where the Referee has delegated these duties to him/her. In other words, the Chief is an assistant to the Referee in the specific area of the management of Officials.

Chair Umpire

The Chair Umpire is responsible for all aspects of the match to which he/she is assigned. He/she applies the Rules of Tennis, the Code of Conduct, and the Tournament Regulations on court. In the absence of some or all Line Umpires, the Chair Umpire assumes all their duties except those that he/she may delegate to another umpire or to the players. When the Referee or Chief Umpire has not given specific assignments to the various Line Umpires assigned to his match, then the Chair Umpire makes these assignments in the manner to best utilize their services. During a match, the Chair Umpire may rotate, remove or replace any Line Umpire if such action will improve the officiating of the match.

The Chair Umpire is the final authority on all Questions of Fact arising during the match. This includes overruling a Line Umpire in the case of a *clear mistake* by the latter. The Chair Umpire makes a first determination on all Questions of Law arising during the match, subject to the right of a player to appeal to the Referee.

Roving Umpire

The Roving Umpire is a “Chair Umpire without a chair”; he/she exercises jurisdiction over more than one court at a time in the case of matches played without a Chair Umpire. The Roving Umpire’s duties are similar to those of a Chair Umpire and include, but are not limited to, the following responsibilities: ensuring that assigned courts are ready for play; enforcing the Rules of Tennis, the Code of Conduct, and the Tournament Regulations; resolving scoring disputes between players; overruling erroneous line calls by the players and calling foot-faults, when he/she is in direct observation of the court; controlling spectators, parents and coaches.

Line Umpire

The Line Umpire’s primary role, as a member of the on-court officiating team, is to assist the Chair Umpire in determining if a ball falls within or outside of the boundaries of the court. In addition, a Line Umpire calls foot-faults and net serves (in the case of a Net Umpire), and assists by performing other duties that are assigned by the Chair Umpire (for example, escorting players to the toilet during the course of a match and preparing and performing ball changes). As an assistant to the Chair Umpire, a Line Umpire will thus never work on-court in a match that is not officiated by a Chair Umpire.

Trainer/Evaluator

A Trainer/Evaluator is an experienced Official whose primary role is to assist others to achieve their full potential as Officials. In addition to conducting Officiating clinics, a Trainer/Evaluator will observe, evaluate and provide feedback on the work of Officials in the context of tournaments or practice matches.

WHO WE ARE

The Tennis Canada Officiating Program includes more than 300 Officials across the country, working at the local, provincial, national and international levels. Fifty of these persons are certified as National-level Officials, in one capacity or another.

Sixteen Canadian Officials are currently certified by the International Tennis Federation in the context of its Joint Certification Program with the ATP and WTA. Among these Officials (several of whom hold more than one certification), for 2008:

- Two are certified as a Gold Badge Referee
- One is certified as a Silver Badge Referee
- Two are certified as a Silver Badge Chief of Officials
- Three are certified as Bronze Badge Chair Umpires
- Four are certified as White Badge Referees
- Two are certified as White Badge Chief of Officials
- Eight are certified as White Badge Chair Umpires

Tennis Canada Officiating Department 2008:

- William Coffey, Manager of Officiating
- Tony Cho, Referee for the two Rogers Cup events (Canadian Opens)
- Joan Leung, Administrative Assistant (shared with Coaching Development)
- Provincial Officiating Coordinators:
 - Alberta: Bill Popadych
 - Atlantic Provinces: Rob Jackson
 - British Columbia: Lois Ker
 - Manitoba: David Kives
 - Ontario: Tony Cho
 - Quebec: Edith Lemay and Louis Simard
 - Saskatchewan: Dennis Rennie

For more information on the Officiating Department, please contact us at: officiating@tenniscanada.com

WHAT WE DO

Below is a brief summary of the Officiating Department's five principal areas of activity.

1. Recruitment and Maintenance of Officials

- Recruitment of new officials
- Maintenance of database of officials
- Creation and maintenance of 1) Officiating page on the Tennis Canada public website and 2) password protected Officiating Intranet (see **Appendix 1** for more information about the Officiating Intranet); the Officiating Intranet is a particularly useful tool for all Officials (and was the subject of an article in the business section of the *Globe & Mail*, May 5, 2005).
- Design and distribution of officiating uniforms
- Handling disciplinary issues involving officials
- Answering all enquiries concerning how to become a Tennis Official
- Coordination of annual Officiating Excellence Award selection

2. Training and Certification of Officials

- Creating and updating teaching manuals (presently available: Introduction to Officiating manual (English and French); Provincial Referee manual (English); National Referee manual (English); National Chief of Officials manual; Intermediate Chair Umpire teaching syllabus)
- Creating and updating evaluation instruments
- Conducting national and provincial clinics
- Annual certification of all Canadian officials
- Evaluation of officials at national and international events
- Maintaining database of certifications, work records and evaluations
- Ensuring the advancement of officials to ITF schools

3. Staffing Tournaments

- Recruitment and assignment of suitably certified Officials to specific national and international events (approximately 50 each year)
- Diffusion and processing of availability forms for major events
- Selection of Officials for international events
- Liaison with ITF concerning staffing of Pro Circuit events
- Establishing officiating budgets for national and international events

4. Rules and Rulebooks

- Annual revision of TC Tournament Regulations and Procedures
- Informing officials of changes to Rules of Tennis (ITF) and TC Tournament Regulations
- Annually updating the TC Rulebook, *Rules of the Court*, in both French and English and posting it on the TC public website

- Annually coordinating the hard-copy publication and distribution of *Rules of the Court* (French and English in alternate years)
- Answering all enquiries and questions concerning rules and regulations
- Promoting the awareness, at all levels, of rules and regulations

5. Provincial, National and International Relations and Consulting

- Liaison with Provincial Associations and management of Provincial Officiating Coordinators
- Liaison with national organizations (Sports Canada, Canada Games Secretariat)
- Liaison with ITF, ATP, WTA Officiating Departments
- Creation and maintenance of officiating exchange programs with other countries (currently USA, France, Australia, Mexico)
- Creation and maintenance of National Registry of Player Standing (suspensions & fines)
- Consulting and advice concerning national and international events (e.g. minimum Officiating, organizational and facility requirements), technical issues (e.g., procedures for making draws in National events) and player discipline (e.g., appropriate penalties, length of suspensions)

Below is a brief summary of the role of the Provincial Officiating Coordinators:

Tennis Canada's Officiating Department is supported by Provincial Coordinators in six provinces (Alberta, British Columbia, Manitoba, Ontario, Quebec and Saskatchewan) and one region (Atlantic Provinces.) These Coordinators are appointed by the Manager of Officiating in cooperation with the Provincial Sport Associations, and in addition to being the liaison with Tennis Canada's Officiating Department, they:

- Maintain a data-base of officials in their respective province
- Recruit new officials
- Plan, promote, coordinate and deliver officiating clinics
- Monitor the progress of new officials and assign mentors to them
- Review annual work record cards and make recommendations concerning each official's certification level
- Recommend and/or assign officials to provincial level events
- Recommend officials to national and international level events
- Attend National Officiating Meetings
- Make recommendations for National Officiating Awards
- Make recommendations concerning modifications to Tennis Canada's Tournament Rules and Regulations and to its Code of Conduct
- Participate in disciplinary hearings and appeals involving both players and officials

A BEGINNER'S GUIDE TO OFFICIATING IN CANADA

Figure 1 presents an overview of the Tennis Canada Certification Structure for Officials and indicates requirements for both achieving and maintaining each certification level. We certify Officials in the six different roles presented in the Introduction. For most roles, our certifications cover three levels: Local, Provincial and National. In the case of Line Umpires, since the ITF does no certification in this area, we also do certifications at three International levels: International 1 (the highest, reserved for outstanding Line Umpires who work regularly in ATP, WTA and Davis and Fed Cup events), 2 and 3. In the case of Referees, Chief of Officials and Chair Umpires advancement beyond the National level means attending an ITF Officiating School (which we help our Officials to prepare for).

An integral part of our training function is the organisation of a series of clinics for Officials. The purpose of these clinics is to ensure a high standard of officiating, as well as to promote uniformity and consistency of officiating throughout Canada. Competent Officiating is a key element of tennis at all levels, from club and junior events up to the Grand Slams. In order to become a Tennis Canada certified Official, a person must first attend an Introduction to Officiating Clinic, the entry-level training clinic, designed for novices to Tennis Officiating. The objective of this clinic, which is generally organized by the individual Provincial Tennis Associations using Tennis Canada training materials and Tennis Canada certified instructors, is to introduce new Officials to the Rules of Tennis, the Code of Conduct, and the basic techniques and procedures of Officiating. The clinic specifically presents an introduction to the *basic* elements of three Officiating roles: the Line Umpire, the Chair Umpire, and the Roving Umpire.

Figure 2 summarizes the Tennis Canada Officiating Program's clinic structure. After successfully completing the Introductory clinic and after having acquired some practical experience, new Officials can progress in officiating by attending more advanced clinics where their abilities and knowledge will be further developed. Many Officials choose to work mainly as Line Umpires for several years before deciding to undertake more specialized roles (e.g., Chair Umpire, Roving Umpire, and Referee).

After having attained a national certification, those who still wish to progress up the officiating ladder may be eligible to attend a school organised by the International Tennis Federation (ITF), which has the responsibility for training and certifying international level Chair Umpires, Referees and Chief of Officials. Figure 3 summarizes the ITF certification structure.

Finally, Figure 4 presents a schematic view of the *major* pathways that an Official may follow in the process of his/her development – from the local level to that of the International Gold Badge. Certain Officials may follow several development paths simultaneously, working as a Chair Umpire, Line Umpire and Roving Umpire, for example. Further, although not indicated on the diagram, the possibility of lateral movement between the Officiating categories also exists. An International 2 Line

Umpire or a National Roving Umpire with years of experience may decide to begin working as a Chair Umpire, for example; in this case, he/she would need to attend a Provincial Chair Umpire clinic. At the international level, a Bronze Badge Chair Umpire may request to attend an ITF Level 3 Referee School, or a Silver Badge Referee may request to attend school to become a Silver Badge Chief of Officials. Finally, note that, specifically in the case of Referees, Chiefs of Officials and Trainer/Evaluators, a certain level of experience in one of the three other Officiating roles is required in order to begin working in one of these capacities. For example, those Officials attending a Provincial Referee Clinic would normally be drawn from the group of National Chair Umpires; Provincial Trainer/Evaluators would normally be drawn from the group of National Chair Umpires and International Line Umpires.

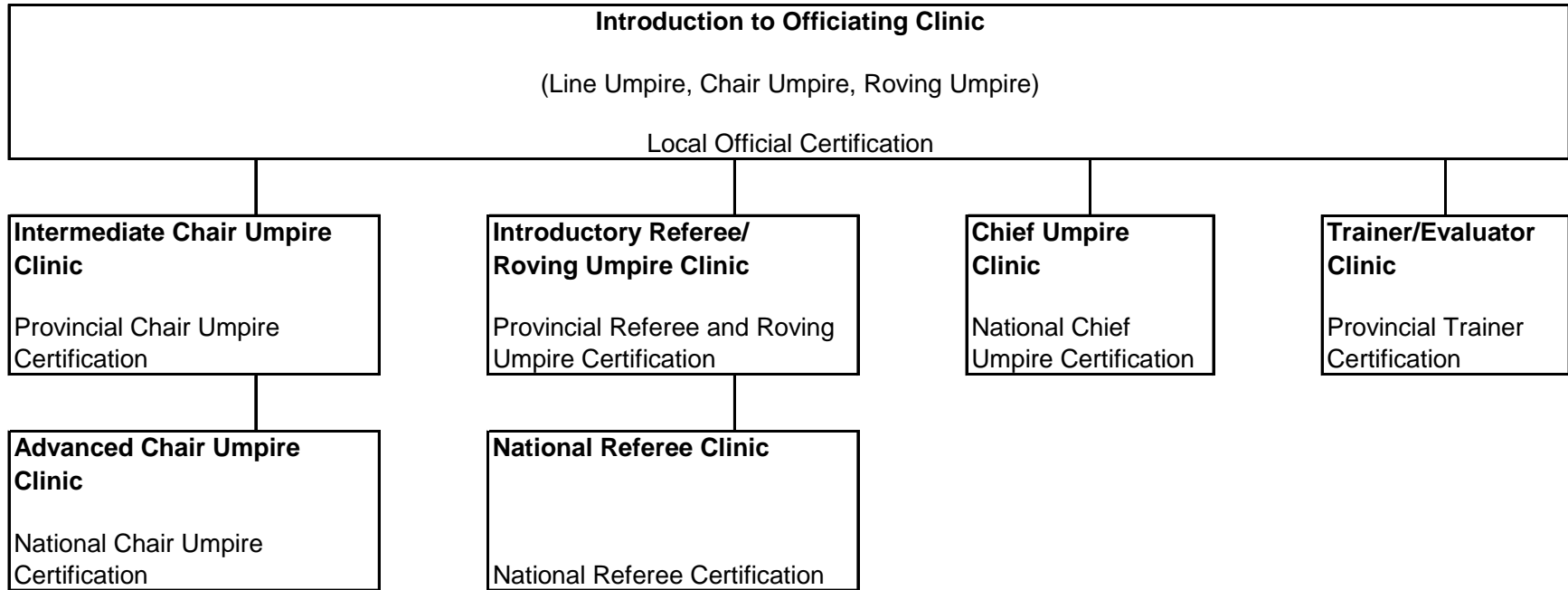
**Figure 1
Tennis Canada Officiating Program
Certification Structure for Officials**

| | Line Umpire | Chair Umpire | Roving Umpire | Referee | Chief of Officials | Trainer / Evaluator |
|----------------------|--|--|--|---|---|---|
| Local | Attend Introductory clinic <i>Work for 2 days or 4 matches</i> ----- Receive 1 Satisfactory evaluation | Attend Introductory clinic <i>Work for 5 matches</i> ----- Pass Rules of Tennis Test ----- Receive 1 Satisfactory evaluation | Attend Introductory clinic <i>Work for 2 days</i> ----- Pass Rules of Tennis Test ----- Receive 1 Satisfactory evaluation | | | |
| Provincial | <i>Work for 5 Days or 10 Matches</i> ----- Receive 1 Satisfactory evaluation | Attend Provincial Chair Clinic ----- Pass Chair Test 1 ----- <i>Work 15 matches</i> ----- Receive 3 satisfactory evaluations | <i>Work for 10 Days</i> ----- Receive 1 Satisfactory evaluation | Attend Intro Referee Clinic ----- Pass Referee Test 1 ----- <i>Work 2 tournaments as Referee (1 under supervision)</i> | | Attend T/E Workshop ----- Pass the following tests: ----- Rules of Tennis Test, Chair Test 1 and Referee Test 1 ----- <i>Work as evaluator for 4 days</i> |
| National | <i>Work for 10 Days Or 20 Matches</i> ----- Receive 2 Satisfactory evaluations | <i>Work 25 matches</i> ----- Receive 3 Satisfactory evaluations | Attend Intro Referee Clinic ----- Pass Referee Test 1 ----- <i>Work for 15 Days</i> | Attend National Referee Clinic ----- Pass National Referee Test ----- <i>Work 3 Tournaments, 2 of which at the Regional or National level</i> | Attend Chief of Officials Clinic ----- <i>Work 2 Tournaments as Chief or Assistant Chief</i> | Pass National Referee Test ----- <i>Work as evaluator for 10 Days</i> |
| International | Rating of 2.0 or below ----- Classification of: 11- Top Level 12 13 | Attend ITF School ----- White Bronze Silver Gold | | Attend ITF School ----- Approved White Badge Silver Gold | Attend ITF School ----- White Silver Gold | |

Italics indicate annual requirements to maintain certification level

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Figure 2
Clinic Structure, Tennis Canada Officiating Program

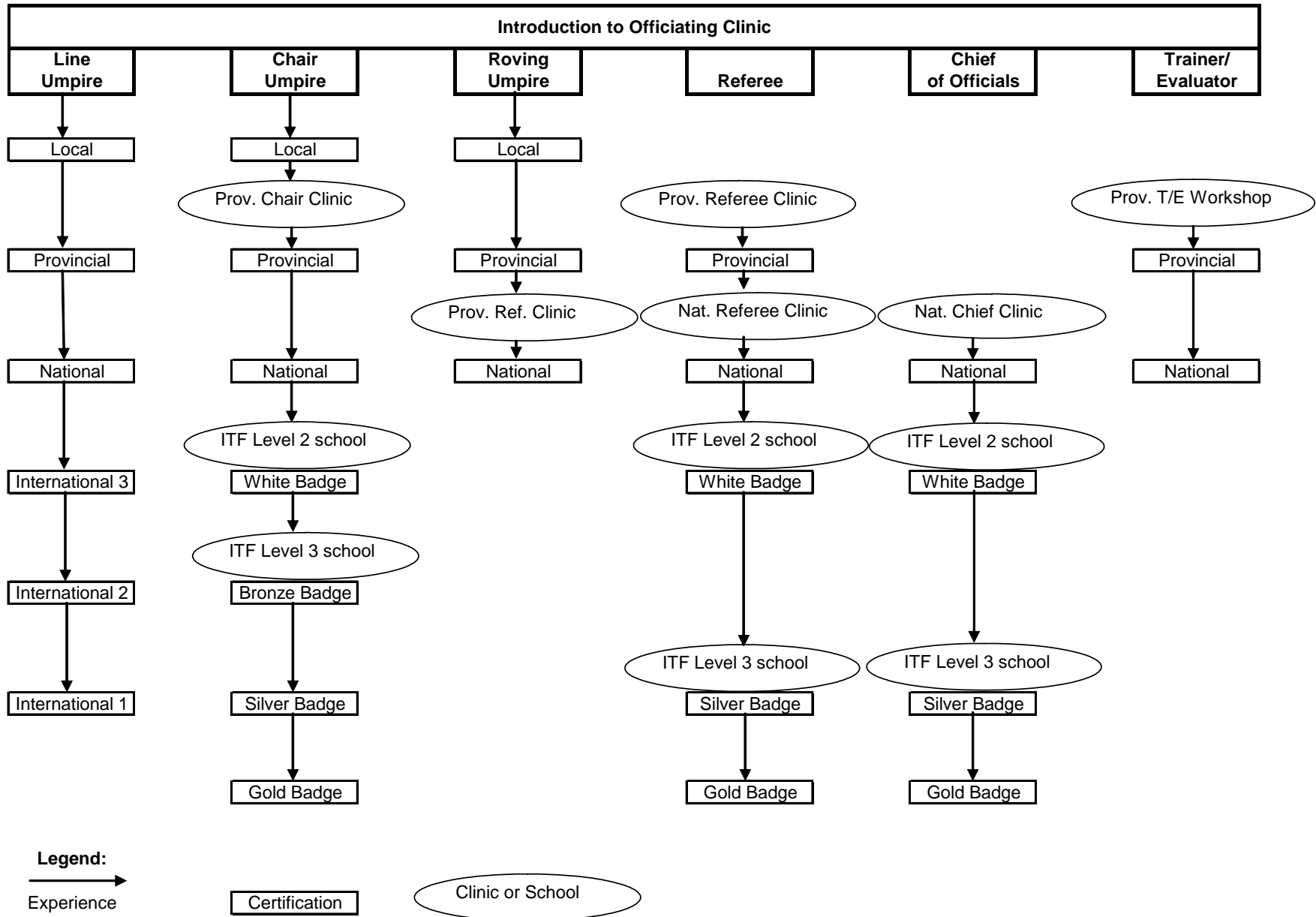


Note: Line Umpires advance through on-court experience and evaluations

**Figure 3
International Tennis Federation
Certification Structure for Officials**

| Chair Umpire | Referee | Chief Umpire |
|--|--|--|
| <p>Gold</p> <ul style="list-style-type: none"> -All rounds at all tournaments -60 matches at Grand Slams, ATP, WTA, Davis/Fed Cup World Group | <p>Gold</p> <ul style="list-style-type: none"> -All tournaments -Min. 2 events, 1 of which is a \$50K challenger or higher | <p>Gold</p> <ul style="list-style-type: none"> -All tournaments -Regular work at \$50K Challengers or higher |
| <p>Silver</p> <ul style="list-style-type: none"> -All rounds at all tournaments, but only up to semi finals at Davis/Fed Cup -60 matches at \$50k challengers and higher | <p>Silver</p> <ul style="list-style-type: none"> -ATP/WTA tour, challengers, ITF circuit, Davis and Fed Cup Zonal ties -Min. 4 professional events | <p>Silver</p> <ul style="list-style-type: none"> -All tournaments except Grand Slams -Regular work at ATP/WTA tour, Davis/Fed Cup and below |
| <p>Bronze</p> <ul style="list-style-type: none"> -All rounds challengers and ITF circuits; up to semi finals at Grand Slams, ATP/WTA tour; Davis and Fed Cup Zonal ties -40 professional matches | | |
| <p>White</p> <ul style="list-style-type: none"> -All rounds at ITF Circuits, junior & veteran events; WTA & ATP tour events (depending on event level); up to final round Q at Grand Slams -25 professional matches | <p>White</p> <ul style="list-style-type: none"> -ITF Junior, Senior and Wheelchair events; national events -Regular work at ITF & national events | <p>White</p> <ul style="list-style-type: none"> -Professional events (when approved) -ITF and national events -Regular work at ITF and national events |

**Figure 4
Officiating Pathway**



APPENDIX 1: OFFICIATING INTRANET

Summary of Structure and Content

Welcome page: important announcements and information of interest to Officials

News page: professional and personal news about our Officials

Certifications: criteria for certification for Officials and a complete list of all currently certified Officials in Canada

Clinics: complete list of all Officiating clinics – past, present and future – held each year by Tennis Canada and the Provincial Tennis Associations

Rulebooks: links to the English and French versions of the current year's edition of the Tennis Canada Rulebook, Rules of the Court, posted on the Officiating page of the Tennis Canada public website.

Rules Frequently Asked Questions: forum for Officials to submit questions concerning Rules and Regulations

Officiating Links: links to Officiating pages of Provincial and other National Associations' websites

Code of Conduct: Code of Conduct for Officials and the Conduct Agreement that all Officials must sign and submit to Tennis Canada

Uniforms: order forms for the various items comprising the Tennis Canada officiating uniform, as well as a policy statement concerning the use of uniforms

Fee Schedule: recommended minimum fees for Officials working in tournaments at local, provincial, national and international levels

Assignments: annual list of all national and international tournaments to which the Officiating Department assigns Officials, along with a list of the persons assigned to each

Fines and Suspensions: continuously updated list of all players currently under suspension by the Provincial Associations and a list of outstanding Circuit Canada fines. All provincial Executive Directors have been given access to this list.

Draw Sheets: a wide range of downloadable draw sheets in electronic format

Officiating Forms: downloadable Line Umpire rotation forms, Referee tournament report forms, evaluation forms, work record forms, conduct agreements, incident reports

Circuit Canada Forms: forms for Referees to use when working Circuit Canada events

Officiating Manuals: downloadable training manuals:

- Introduction to Officiating manual (English and French)
- Provincial Referee manual (English and French)
- National Referee manual (English)
- National Chief of Officials manual (English)
- Intermediate Chair Umpire teaching syllabus (English and French)

Photo Gallery: collection of photos of Canadian Officials at work

News Archives: collection of news items from previous years

Officiating Department: list and contact information for the personnel of the Officiating Department, including Provincial Officiating Coordinators