



**TO: NON-PROFESSIONAL TOURNAMENT MANAGERS**

**FROM: MATTHEW MORRISSEY, CHRIS DREW AND VERONICA MWONDELA**

**RE: MANAGER'S PACK**

Dear Manager or Official in Charge (I/C)

Thank you for agreeing to be Manager or I/C at an upcoming Non-Professional Tournament. Please find below some guidance on working as a Manager or an I/C, along with details of the other files attached to the email you have received from the LTA Officiating Department.

- A Manager is appointed when we are covering 3 or more courts and an I/C is appointed when we are covering only 1 or 2 courts. Please note that an I/C should do their fair share of on- court officiating in addition to their off-court duties, chairing suitable matches according to their Chair Umpire grade. By contrast, a Manager should ideally only umpire a match if it is the last match of the day and other officials can leave as a result. In these situations, all other on-site duties should usually be completed before umpiring the match. The Manager or I/C should arrive before the report time and not leave until the last match of the day has been completed.
- Please contact the Organiser of the tournament approximately 48 hours before umpires are due to attend, in case there are any changes to the arrangements. The Organiser's contact details are included on the Non-Professional Tournament Manager or I/C Report Form ("Report Form") sent to you by the LTA Officiating Department. In this conversation, please check that proper Umpires' chairs have been organised (since chairs on tables are not acceptable under any circumstances for insurance purposes). Please try to let the other officials know if there is a change in the report/start time. Contact details for the officials attending the event can be found in the Report Form, the selection email from the LTA Officiating Department and on the Officials area of the LTA website (<https://www2.lta.org.uk/Login/>). A copy of the Fact Sheet sent to all Tournament Organisers can also be found on the same website (in the Organisers and Officials Resources section). It is worth familiarising yourself with the contents of this document before you speak to the Organiser so that you are aware of what has already been communicated to them.
- Please liaise with the LTA Officiating Department in advance of the event if you are concerned about the number of officials selected or the number of courts/matches to be covered. On the day, if necessary, please discuss with the Referee which courts/matches cannot be covered, if we are below the required numbers or where the weather or the length of matches affects the planned schedule.
- Our policy is that umpires are not asked to stay at a tournament for more than 8 hours, or to start a match after 6pm. Although this is an important general principle, please be a little flexible and negotiate with the Referee if there is likely to be a problem.
- Please try to make sure that umpires have suitable breaks between matches/sessions, although you should assign the team to cover the matches to the best advantage. Also, please try to accommodate any reasonable requests from the Referee to help complete the matches on schedule.
- Officials are not expected to cover matches with handicap scoring.
- Officials graded ZT/LT are new (trainee) officials and should be used to call long lines only. However, please take the opportunity to ensure that they know how to complete a scorecard. If they have not done so before, it would be good for them to shadow all or part of a match and complete a scorecard off-court. This will help to prepare them for the LTA Accreditation Course.
- One of your primary responsibilities is to support and encourage the less experienced officials working at the event. In particular, U3 Chair Umpires who do not have much experience working in the chair would benefit from your guidance and feedback. In addition, LT Line Umpires need further training following their attendance at the Basic Line Umpire Course. Less experienced L4 Line Umpires would also benefit



from your feedback. Please try to spend the necessary time to provide this feedback using the forms provided (see below for more details).

- For B Tournaments, you should receive expenses (in cash) of at least £30 per official per day, to distribute to the officials working at the event. However, if there are additional officials selected (over the numbers requested by the Tournament), the LTA Officiating Department will cover the cost of their attendance (usually by subsequent payment by BACS). The number of officials requested by the Tournament is detailed in the Report Form. Please note that trainee members attending an event should receive full expenses in line with other members. On your Report Form, please clearly note any official that still needs to be paid in the relevant section. In these circumstances the Manager or I/C should normally be the first official to forgo payment on the day. As trainee members may not yet be set up for payment through the BACS system, if possible please try to pay them on the day and if necessary ask other more experienced officials to wait for a subsequent BACS payment from the LTA. Please do not pay any “additional officials” yourself. Our preference is for all “additional officials” (including the Manager or I/C) to receive a BACS payment from the LTA. This avoids the Manager or I/C having to lay out expenses from their own pocket and also makes the accounting records more straightforward.
- Please note that £30 is the minimum required contribution towards expenses for officials at B Tournaments. If an Organiser is happy to pay more than this amount, then the excess amount should be shared equally between the officials and the amount actually paid to each official noted on your Report Form. In these circumstances if there are more officials selected than requested, the LTA will pay the additional officials at the higher rate.
- For A Tournaments, all officials will normally be paid by BACS transfer after the event. You will receive a Finance Sheet to complete and return to The LTA Officiating Department. Please ask each official to sign the Finance Sheet in the relevant place to indicate their agreement to the amount of expenses to be paid to them. The LTA Officiating Department will advise you if any alternative arrangements apply to these Tournaments.
- Officials should not be allowed to work at an event unless their name is on the final selection list on the Report Form sent to you by the LTA Officiating Department, even if they volunteer to officiate for no expenses. Any additions to the final selection list should be cleared with the LTA Officiating Department. If an official needs to withdraw from an event for emergency reasons after the two week withdrawal deadline then, if this occurs more than 48 hours before the event, they should contact the LTA Officiating Department who will advise you directly of their non-attendance and whether any replacement officials will attend in their place. If the emergency arises within 48 hours of the event, the official should contact you directly. In these circumstances if this results in the number of officials attending falling below the requested number, you may endeavour to find replacement official(s), provided that the number of officials attending does not then exceed the requested number of officials.
- If an official that you were expecting to attend does not arrive, please try to contact them to determine the reason for their non-attendance. This helps identify those officials who have had problems on their way to the tournament site.

You should also find the following files attached to the email sent to you by the LTA Officiating Department:

1. Non-Professional Tournament Manager or I/C Report Form;
2. Chair Umpire Report Form;
3. Line Umpire Report Form; and
4. LTA Scorecard.

### **Non-Professional Tournament Manager or I/C Report Form**

This is the main document of the pack where you should enter details of the day, including information on the venue, the matches officiated, and any issues arising.

Included on this form you will find the final list of officials selected for the event, along with their mobile phone numbers and Chair and Line Umpire grades.



Please complete the boxes at the top of the form with the details of the day (start and finish time, number of matches and courts covered), including the suitability of the court equipment and the hospitality provided, as well as the relationship with the Organiser and/or the Referee. Any concerns in these areas should be noted in the Additional Comments section.

For each official due to attend the event, please indicate whether or not they attended, how many matches they chaired (if any), what expenses were paid (if any), what expenses are owed (if any), and assign them a grade for their conduct throughout the tournament, using the following scale:

- A=Excellent, no problems to report
- B=Minor Situation
- C=Major Problem

Please provide details in the Additional Comments section if any official receives a B or C grade for conduct. "B" marks would typically be given for lateness, a request for an early release or a minor uniform non-conformity. Please be fair and honest in providing your feedback. What may be considered minor on one occasion becomes more serious if it is repeated regularly. Please do not give yourself a mark for conduct or to any other official where there is a conflict of interest.

Please indicate in the relevant columns whether or not you have completed a Line Umpire and Chair Umpire Report Form for each official that attended the event.

Finally, please take extra time to write about any notable performances from any official who attended the event in the Additional Comments section of your Report Form. Your comments will be recorded and officials' performance monitored as appropriate

### **Chair Umpire & Line Umpire Report Forms**

Please try to complete these forms for Chair Umpires and Line Umpires that work at the tournament. These forms should be sent to the LTA Officiating Department (Matthew Morrissey and Chris Drew) and Veronica Mwendela, along with your Report Form.

Although these forms can be completed for Chair and Line Umpires of any grade, we would like officials that are new to officiating and/or chair umpiring to be priorities for assessment. Please also email a copy of the completed form to the official concerned using the email address in the selection email from the LTA Officiating Department or on the Officials area of the LTA website. Please avoid including comments regarding the official's suitability for promotion or selections on the Chair or Line Umpire Report Forms themselves as this can create false expectations. It is better to include these comments in the Additional Comments section of the Manager's Report Form.

### **LTA Scorecard**

Please print a few copies of the scorecard in case the tournament does not provide them (although they should!). Please include a comment on your Report Form if the tournament does not provide you with any scorecards.

### **Submitting your forms**

After the conclusion of the event, please forward your completed Report Form and completed Chair and Line Umpire Report Forms to [chris.drew@lta.org.uk](mailto:chris.drew@lta.org.uk) and [matthew.morrissey@LTA.org.uk](mailto:matthew.morrissey@LTA.org.uk) and copy them to [veronicamwo.abto@gmail.com](mailto:veronicamwo.abto@gmail.com) Please try to send your report back as soon as possible after the event. In particular, this will help to minimise any delays in arranging payment to those officials with outstanding expenses. If necessary, we are happy to receive the Report Form itself first and any Chair and/or Line Umpire Report Forms later if that would help to reduce any delays.

If you have any concerns or questions about non-professional tournaments, please contact us. Further guidance on being a Manager or I/C can be found in the "Procedures for Managers" document on the LTA Officiating Website.



If you would prefer not to be Manager or I/C at future events, please note this in the Additional Comments section of your Report Form. Otherwise, thank you very much for taking on the extra responsibility of working as a Manager or I/C and we look forward to receiving your report.

Kind regards.

Matthew Morrissey  
LTA Officiating Manager

Chris Drew  
LTA Officiating Co-ordinator

Veronica Mwendela  
ABTO Non-Professional Tournaments Co-ordinator