



PROCEDURES FOR COMPLETING CHAIR AND LINE REPORT FORMS AT NON PROFESSIONAL EVENTS

Effective from January 2017

Try to complete these forms for as many of the officials attending the event as possible. If necessary, please consider asking other experienced officials to help you complete the assessments and sign the form accordingly.

These forms can be completed for U3 Chair and L4 or LT Line officials.

If possible, try to show an LT line official how to complete a scorecard and let them practice at the side of a match in progress as this is a requirement for their attendance on the next course. Please mark their assessment sheet if this has been done.

Our preference is for the forms to be completed electronically. However, if required the forms can also be completed by hand at the tournament.

Complete as much of the form as possible for each official, using the options provided. Some categories have options such as "N/A" or "not tested" in case they do not apply. An overall percentage score will be automatically calculated on the form according to the marks that you enter in the column headed "score". In calculating this percentage, items left blank or where you have selected "N/A" or "not tested" will be not be taken into account.

Be honest and objective in providing your feedback. Marks should be awarded irrespective of the grade or experience of an official. Avoid marking an official highly just because they are new to officiating or chair umpiring. This will help us to understand how each official is performing and enable us to select the better performing officials for relevant training courses etc. All other factors being equal, we would expect a less experienced official to achieve a lower score than a more experienced official. You should explain this when you debrief the officials, so as not to discourage them. This should also help officials identify more easily the areas which they need to work on and hopefully enable them to see themselves making progress over time. It should also help to achieve a greater consistency in marking between different managers.

Where possible, avoid being over-critical or negative in your comments.

Where time permits please debrief each official that you have assessed during the course of the day and ensure that conversations take place at an appropriate time and place.

Please avoid including comments regarding the official's suitability for promotion or selection for courses on the form itself as this can create false expectations for the official concerned. It is better to include them in the additional comments section of the Manager's Report Form.

Completed forms should be sent to:

- the LTA Officiating Department (Matthew Morrissey and Chris Drew)
- the ABTO Non-Professional Events Co-ordinator (Veronica Mwendela)
- the official concerned

If you have any questions regarding completing the Chair and Line Umpire Report Forms please contact Chris Drew (chris.drew@lta.org.uk) Matthew Morrissey (matthew.morrissey@LTA.org.uk) or Veronica Mwendela (veronicamwo.abto@gmail.com).