

Procedures for Non-Professional Tournament Managers

These procedures outline the duties and responsibilities in leading a team of officials at a Non- Professional Tournament, either as a Manager or as an I/C (Official in Charge). This person acts as the link between the Tournament Organiser, Referee and on-court officials at the event.

ROLE OF THE MANAGER OR I/C

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.

INTRODUCTION

When you receive the manager's email from the LTA Officiating Department, check the number of officials attending and the number of courts/matches to be covered. If you have any questions or concerns with the agreement that has been made with the tournament, please contact the LTA Officiating Department.

If you encounter serious problems of any nature, contact the LTA Officiating Department as soon as possible.

DUTIES AND RESPONSIBILITIES

The Manager or I/C has the following duties:

To liaise with the Tournament Organiser and Referee. Ensure that the schedule for the day is broadly similar to the information you have received from the LTA Officiating Department. 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. Endeavour to find out which are likely to be the potentially more difficult matches so that you can assign officials accordingly. Finally, agree on the hospitality arrangements and, towards the end of the day at B Tournaments, receive the cash to distribute to the officials for their expenses.

To ensure that there are sufficient Umpires' chairs, Line Umpires' chairs and scorecards for the courts to be covered. Officials are never to umpire matches where there is no Umpire's chair or when the Umpire's chair is unsafe. It is dangerous and unacceptable for insurance purposes to attempt other options (chair on

table, etc.). The only compromise available when there are no or insufficient Umpires' chairs is for an official to stand by the court and keep the score (but not to call the lines).

To ensure that umpires are properly advised of match conditions, dress code and assignments. Chair Umpires are required to call all the lines not covered by Line Umpires. The players are not to call the lines on matches with a Chair Umpire.

To assign matches sensibly, using the best officials on the most difficult matches. Avoid using officials with limited experience on the tougher matches and never use Trainees (ZT/LT graded officials) in the chair. Have a chat with the U3 umpires to find out what kind of matches they have umpired before and act accordingly. If possible, try to have an experienced official as a Line Umpire when officials are chairing their first few matches.

Use the grades of the officials which are shown on the Non-Professional Tournament Manager or I/C Report Form ("Report Form") sent to you by the LTA Officiating Department to help allocate chairs (but remember these are confidential). Avoid using men only for Men's/Boys' matches and women only for Women's/Girls' matches.

Also, do not base your assignments on "who needs the chairs". Ideally, no umpire should chair more than 3 matches in a day and the total number of matches should be fairly distributed. Do your best to give officials time to prepare for their match(es), 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. Try not to have many umpires off-court at any one time as this can give the impression that we are over-staffed!

To act as a trouble-shooter or mediator in the event of an on- or off-court problem. This involves liaising with the Referee when on-court difficulties arise and with the Tournament Organiser regarding off-court matters.

To act as a reserve, as a last resort, in the event of a no-show or when we are below the requested number of officials.

To assess U3 Chair Umpires, particularly new officials, using the forms provided. This is designed to help umpires starting their officiating careers receive advice, encouragement and support. Try not to be over-critical or negative. Be honest but constructive in your comments.

To assess Trainee (LT) and L4 Line Umpires using the forms provided using the same criteria as stated above.

At the end of the day, thank the Organiser, Referee and Kitchen Staff as you leave. You are representing the LTA and ABTO and ensuring a good relationship with tournaments is a high priority.

OTHER POLICIES FOR B AND C EVENTS

Length of Day

All Tournament Organisers are asked to arrange the Order of Play to ensure that on-court officials are not required to remain on site for more than 8 hours, or asked to start a match after 6pm. This is provided as advice to tournaments and should be used with discretion and common sense, negotiating with the Organiser and Referee when necessary

Trainees

Trainees (graded ZT/LT) are only to work as Line Umpires on long lines only.

Expenses

At B Tournaments, you should receive expenses (in cash) to distribute to the officials working 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). Please note that trainee members attending an event should receive full expenses in line with other members. 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 and 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.

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. The finance sheet should be completed electronically on Excel and emailed to matthew.morrissey@LTA.org.uk and a copy signed by all officials should be posted to LTA Officiating, or scanned and emailed to the above address. 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.

Volunteers

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.

Handicap Scoring

Officials are not expected to cover matches with handicap scoring.

No-Shows

If an official that you were expecting to come to the event does not arrive, try to contact them to find out the reason for their non-appearance. This also helps identify officials who have had problems on their way to the tournament site.

NON-PROFESSIONAL TOURNAMENT MANAGER OR I/C REPORT FORM

Your report is vital in keeping us informed of what is happening at Non-Professional Tournaments all over Britain. It needs to “paint a picture” of what kind of event this was and how well the team performed.

Your report should include:

Updated attendance. Indicate whether or not each official on the final selection list attended the event. If an official did not attend then please explain when you found out that the official would not be coming, together with any reasons that you are aware of.

Number of chairs. Please indicate how many matches each official chaired. If the total number of matches umpired is more or less than the numbers agreed in advance with the LTA Officiating Department, please give the reasons for this in your report.

Expenses paid. Please provide the actual amount of expenses paid to each official. The expense code indicates the “minimum required contribution towards expenses” for officials. If an Organiser is happy to pay more than this rate, the excess amount should be shared equally between the officials and the actual

amount paid to each official indicated in your report. In these circumstances if there are more officials selected than requested, the LTA will pay the additional officials at the higher rate.

Expenses owed. Please indicate clearly if any official is owed expenses and needs to be paid by the LTA.

Code for Officials (A/B/C). Please give a grade to each official 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.

Line and Chair Umpire Report Forms. 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.

Changes from original agreement. Please report any changes from the original agreement between the Tournament Organiser and the LTA Officiating Department. Changes in start times and/or the number of courts and/or the number of matches to be covered, should be noted in the Additional Comments section of your report.

Manning levels. Please let us know what line cover (if any) was achieved. If you feel that more or less officials are required for this event in future years, please provide your recommendation in the Additional Comments section of your report.

Court Equipment. Please indicate whether the equipment provided was satisfactory or not. Please report any shortage of Umpires' chairs, Line Umpires' chairs or scorecards.

Relationship with Tournament Organiser and Referee. Please indicate how well the ABTO team was treated and report any difficulties encountered.

Hospitality. Please indicate whether the hospitality provided was satisfactory and report any issues.

Other comments. Including at what time the last match finished any money outstanding to officials, any other notable on-court performances and, importantly, anything controversial that might attract publicity.

Please try and send your report back as soon as possible after the event. In particular, this will help to minimise any delays in arranging for those officials with outstanding expenses to be paid. 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.

SUMMARY

In conclusion, the role of the Manager or I/C is very important. You are there to keep the tournament and team working together harmoniously and to report back all relevant information. Never tackle a very serious problem alone – try to contact the LTA Officiating Department if you are unsure how to handle a difficult situation.