

Procedures for Court Supervisors

The role of the Court Supervisor is to assist the referee, and the duties and responsibilities vary depending on the format, size and duration of the tournament. The referee will supply Code of Conduct report forms, daily order of plays and a shift pattern each day whilst clearly explaining what is expected from them. In general, a court supervisor is there to oversee matches and ensure that players and the matches are being played according to the Rules of Tennis and any other appropriate regulations which that tournament may be subject to. It is important that all court supervisors act consistently during an event so ensure that during meetings with the referee it is clear which procedures they would like you to follow.

As a court supervisor you are expected to:

- Be fully up to date with all rules related to the tournament being worked. These include: ITF Rules of Tennis, ITF Duties and Procedures, LTA Competition Regulations, LTA Safeguarding Procedures and any regulations relating to ITIA and Code of Conduct.
- Arrive at the tournament half an hour before the scheduled start of play, unless directed otherwise by the Tournament Director or Referee.
- Dress clean and smart in the LTA Official uniform.
- Have a bag containing all essential equipment including; a coin, a net measuring device or tape measure, a pen or pencil, a stopwatch, a watch, spare balls, both new and used.
- Supervise a number of courts as allocated by the Referee, remaining alert at all times.
- Before and after matches ensuring that the courts are fit and ready for play. This may mean disposing of litter left behind, resetting the scoreboard, watering the court if playing on clay, assisting in drying the courts after a rain delay, and measuring the net.
- Ensure that the players arrive on court at the appropriate time, and if someone is missing try to locate them, possibly in co-ordination with the referee.
- Keep in contact with the referee regarding scores on courts as requested by them.
- Check that player's clothing meet with the relevant regulations for the specific tournament at the coin toss and once they start the match in case they have removed their warm up clothing.
- Check that the players have no electronic equipment on and in sight, this may include smart watches.
- Perform a coin toss before the warm up with the players, explaining the match conditions and your location if needed, this is especially important for clay events where you may have to perform ball mark inspections
- Time the warm up to ensure it does not exceed five minutes

- Find the best position to monitor the assigned match courts.
- Uphold the rules and regulations regarding coaching
- Resolve any disputes between players in matches played without a chair umpire in accordance with current procedures. (See LTA Tournament Regulations 5.55 – 5.56.)
- Ensure that any issues regarding the Rules of Tennis and Code of Conduct are dealt with correctly and promptly.
- If a Code Violation – Warning is given then advise the Referee as soon as possible.
- If a Code Violation – Point Penalty or Game Penalty is given the Referee MUST be informed immediately.
- If an incident warrants a potential default, then the match must be paused and the Referee called to the court immediately to give a ruling, this is not to be dealt with by the Court Supervisor themselves.
- Fill out any Code of Conduct report forms accurately and clearly as soon as possible after the match and hand directly to the Referee. If there is a supervisor change before the match is complete, make sure that the next official is aware that you have issued a code violation. They will then complete a second form if another code is issued.
- Make sure that the players are updating the scoreboard at least every change of end and perform any necessary ball changes.
- At a shift change give any relevant information to the next Court Supervisor such as Code Violations or situations with parents/coaches, and what action, if any, has been taken.
- If for whatever reason the Referee instructs play to be suspended then ensure that the current score is collected as well as which end each player is at and write it down. In addition, collect the match balls and return them to the Control Desk or Referee's Office, whichever is applicable.
- In case of any medical situation occurring stay in contact with the Referee and any relevant tournament staff, which may require filling in incident reports.
- At the end of the day check with the Referee that all duties are complete and confirm the report time for the next day before leaving site.

Court Supervising is a very valuable contribution to the smooth running of any tournament. If you are a newly qualified Supervisor or inexperienced Referee, it is also a good way to gain experience from other more experienced Referees. This will allow you to build up your own refereeing

expertise by choosing aspects from others that you think were done well. It also allows the Referee to mentor your progress and advise on anything you can improve on for next time.