

Game Day Guide for NJSIAA Tennis Officials

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1. Arrive to the courts at least 30 minutes before the scheduled match start time
2. Wear proper attire: NJSIAA yellow official's shirt, black shorts, warm-up pants or slacks & white tennis shoes
3. Bring: "Friend at Court", NJSIAA tennis rules, hand-held stopwatch, tape measure, coin, paper & pen, SS# (for pay voucher), match site and address, school Athletic Director name and phone #
4. If an emergency comes up and you are unable to work the match, then immediately call your NJHSTOA assignor. If you are going to arrive after the scheduled start time, then notify your assignor and then the home school as soon as possible.
5. Introduce yourself to each coach and assistant. Let the coaches know that you will address the players prior to the team introductions (line-up).
6. Ask each coach for their challenge match form & check it for completeness & accuracy. Give sheets to opposing coach or return to the coach. There is no need for you to keep a form unless if there is an issue with it
7. Measure net at center strap (36") and make adjustments, score keepers should be on every court. If not, a 1 game penalty & loss of toss should be given at each position where a working scoring device is not available. This is the responsibility of the home team.
8. Check to see if all 7 players from each team are in the proper matching team uniform prior to the introductions & immediately address any clothing issues. They often switch clothes with a teammate to be compliant
9. Once players have lined up for team introductions, the home coach should introduce you. Then you should deliver pre-match remarks; be brief, but include comments about your role and player behavior expectations.
10. As the players arrive out on each court, have them briefly join you at net for the coin toss. If necessary, briefly interrupt the player's warm-up to complete the coin toss. Players must make their choices (serve, receive, etc.) at that time and not at the end of warm-up. Continue the warm-up on the side that the players will start the match.
11. Hit your stopwatch to time the 10 minute warm up as soon as players begin hitting the ball. Yell "5 minutes remaining" and "2 minutes remaining" so that all of the courts can hear you. When time is up, announce "Time"
12. Methodically rove from match to match staying 2 games on each court. Move to courts where you sense trouble is brewing or where a match has built to a crucial point (i.e. tiebreak).
13. Give "soft warnings" on the changeover or when warranted for borderline behavior. Do not hesitate to issue code violations when they are warranted.
14. Step in promptly and settle scoring disputes when players are having difficulty resolving it on their own. Don't wait to be asked to come to that court. Be proactive!
15. Respond promptly if called to a court, typically for line call problems. Stay at the net post and observe line calls for a couple of games before moving on.
16. Deal with spectators or coaches who may be interfering with the match or illegally coaching.
17. Time changeovers and set breaks – call out "time" approximately 30 seconds before the time has expired.
18. Time and monitor medical time outs and the 10 minute (max.) rest period between the 2nd & 3rd sets. Have the home team get a new can of balls which is mandatory if the match hasn't been decided yet.
19. Approve toilet breaks and other appropriate requests from players wanting to leave the playing area.
20. Do not leave the playing area until all 5 varsity matches are completed. Fill out the pay voucher which the home coach or Athletic Director should provide you. Don't wait until the end of the match to do this.

AIM TO BE CALM, PROFESSIONAL AND CONSISTENT