

2026 RADIO PROCEDURES

Basic Radio Use:

- Keep radios “on” when you first receive them in the morning, confirm channel and test before heading to court.
- Turn them “off” or on low volume when the match has started when you are in the chair.
- Press the “talk” button—hold for a second to make sure channel is clear and then speak clearly (wait a moment and then release the talk button). Green=talking. Red=receiving.
- Speak in a clear and concise manner (see situations below for communications).
- All communications wait for a response to confirm your transmission say “COPY” to acknowledge the transmission. In some instances, you will need to keep the radio on until the situation is taken care of.
- If you cannot locate your radio, borrow one from the Chair Umpire closest to you and call in the request for Field Staff/Referee to bring another radio to the court.
- Do not leave your assigned match while waiting for players.

SITUATIONS:

Referee or Field Staff Needed (KEEP RADIO ON UNTIL STAFF ARRIVES):

“Referee or Field Staff to Court (#).” State what you need.

Medical Situations (KEEP RADIO ON UNTIL STAFF ARRIVES):

“Physio to Court (#), _____ (injury), play has stopped (come directly).” **PLAYER DOWN** = immediately; unresponsive.

“Physio to Court (#), _____ (injury, whatever is needed), needed on next changeover (1 or 2 games, games if necessary).”

“Physio to Court (#), _____ (blood spill/vomit), court needs to be cleaned.”

Code Violations:

“Referee, Court (#), Code Violation, _____ (type: BA, RA, etc.). Wait for confirmation.

Bathroom Breaks (KEEP RADIO ON):

“Field Staff, Court (#), Need bathroom escort, Player(s) wearing (clothing description).” Wait for confirmation.

Split Sets:

“Tournament Desk, Court (#), split sets, players taking rest period.”

End of Match (CALL IN ASAP FROM THE CHAIR):

“Tournament Desk, Match Complete, Court (#).” (Wait for confirmation before turning off radio). No Score, nor winner is needed.

Other (Need supplies or forgot something- balls, name cards, etc.):

“Field Staff, Court (#), please bring _____.”