



2023 Nationals “Nuts and Bolts” information for Umpires

D. Davies – Head Referee

Because you are a certified official, you know how to do your job on court. However, there are details unique to this event that you need to know. Here they are:

1. **Tournament website:** www.ustaboys.com
2. **Officials’ website:** www.kzooumps.com
3. **Umpire meeting:** Thursday, Aug. 3rd, 7:30 pm. Court #2 Stowe Tennis Stadium, Kalamazoo College campus. In the event of rain, the RPM will be held at Markin Indoor Tennis Center, corner of Academy & Catherine streets on campus. **Academy St. is re-routed as one way east bound during the tournament.**
4. **Credentials:** Pick up at RPM meeting. Pick up at first work assignment if you cannot attend the meeting. Credentials will only be issued at Stowe Stadium.
5. **Parking:** Free at all venues but limited around Stowe Stadium. Standard parking lots for the other two venues.
6. **Lunch:** “Fuchsia One” announced over public address system. At Stowe Stadium, food is available at upper level in the Balch Theater lobby.
7. **Rules:** All USTA. Issues with pros & ITA players.
8. **USTA Coaches:** Experienced umpires have been designated to help with chair technique. This is not related to any official USTA evaluation process.
9. **Radios:** Assigned per court each morning. First match ump takes it to court. Be sure it works before you leave the meeting site. Keep “OFF” or with low volume until you need to communicate from the court. Practice using it so you can communicate effectively. Leave out on court unless it rains.

10. **Seat cushions:** Umps take out for first morning matches and leave out for the day.
11. **Extra balls:** ONLY for the first matches on Friday, take 4 new balls out to warm up with. Remove one ball after warm-up so you will have a replacement ball.
12. **From the tournament desk:** Pre-printed score card, balls & two player name cards. Return all after match, complete with signature.
13. **Stowe Stadium ump chairs and score trees:** Chairs are off set from net post to accommodate access to flip cards on the score tree and for umpire safety. Use flip cards closest to net post for first set, then work outward from there for remaining sets. Player names are positioned up or down in the plastic holders (in between the two plastic plates) according to their location up or down on your pre-printed score card.
14. Know your **match format** before you go to court!
 - a. 5-minute warm-up
 - b. 2/3 tie-break set – MAIN DRAW
 - c. 2 tie-breaks, MTB - CONSOLATION
15. Take **used balls** to court in case of new ball loss / breakage during match.
16. **CODE VIOLATION DOCUMENTATION:** You must **print** your name wherever it says “sign” on your score card. All code violations must be designated correctly and clearly **on the back of your scorecard (Stowe will be using iOnCourt and will still record all codes with a scorecard)**. Use **last name and first initial** on the scorecards and not just initials. Place a red sticker onto the scorecard, noting that there is a code violation associated with that match. All of this is **critical** for accurately recording suspension points and being able to verify documentation if suspensions are appealed months later! You do not want me calling during your family Christmas dinner to clarify something about a code violation you issued which is not clear from your original card!
17. **Field & Support staff:** Each site will have multiple referees and trainers. Use your walkie-talkie to access them.
18. **First matches of each day:** Delay the start of warm up until the national anthem is concluded.