



NORTHERN

Officials Policies and Procedures Manual

1/11/2017

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1. Structure of Officials Council

A. Officials Council Members – 2017-2018

- Kristi Bushinski – Chair
- Joe Boyer – Vice-Chair
- Tony Stingley – Staff Liason
- David Fishbaine – Board Liaison
- Heather Landrus – Member
- Richard Arians – Member
- Terri Blando
- Christopher Grant
- Anna Lyon
- Chris Repplier

2. Duties – Chair of Officials

A. Chair of Officials – Kristi Bushinski (Chair)

- Lead Officials Council Meetings
- Selects Respective Official Committee Chairs or Ad Hoc groups
- Main Contact with USTA National
- Leader of the Officials - Retention of Existing Officials
- First point of Contact for Existing Officials (concerns, issues, complaints, suggestions, etc.)
- Responsible for Overall Training Plan (Chair, Roving and Evaluations)
- Represents the Section on the National USTA Officials Committee
- Ensure that all certified officials have met all the certification requirements

3. List of Current Officials

Twin Cities/Rochester

Dick Arians
Joe Boyer
Bruce Burton
Nick Crossley
Tom Derouin
Brad Dorsher
Paul Finkelstein
Terry Gambaiani
Robbie Hank
Dennis Hayden
Tim Heck
Emma Larson
Mike Lipinski
Sandy McLeod
Doug Miller
Vyasachar Mohan
Lisa Mushett
Glenn Nylander
Yinjie Qiu
Rachel Reese
James Robertson
Jan Schreier
Tony Stingley
Steve Tacl
Sabine Tetzloff
Khai Tran
Mike Woelffer
Yelena Yan
Mike Yates

North Dakota

Luke Brodeur
Roy Lillifors
Tim Wynne

South Dakota

Ryan Becker
Dave Darr
Scott Houwman
Darrell Peterson
Kevin Plank
Chris Grant

4. Officials Rank Table

- 100 - D1 Men's Referee
- 150 - D1 Women's Referee, D2 Referee, D3 Referee, D1 Men's Chairs
- 200 - D1 Roving, D1 Women's Chairs
- 250 - D2 Roving, Junior Level 2
- 300 - High School Chairs, Adult Chairs, D3 Roving, Junior Level 3
- 350 - Junior Level 4, Junior Level 5, High School Roving
- 400 - Adult Tournaments
- 450 - Junior Level 6
- 500 - Junior Level 7

5. Steps to Become a Sectional Roving Official

- A. Become a USTA member - www.usta.com
- B. Complete the Criminal Background Check/Safeplay Training course - <https://www.ncsisafe.com/members/selfreglandingUSTA.aspx>
- C. Take the 5 online training modules (Intro to Officiating, Rules and Regulations 1, Rules and Regulations 2, Rules and Regulations 3 and Roving Umpire 1) - https://www.usta.com/About-USTA/Officials/schools_and_training/
- D. Request a Nucula account - officiating@usta.com
- E. Send the assignor an email when steps A-D are complete.
- F. Assignor will provide 3-5 roving opportunities to shadow a top level official (unpaid) – upon completion of shadow work you will become a provisional official.
- G. Upon completing shadow work, your name and email will be provided to the Assignor. You will be sent the following:
 - Set up in Arbitersports.com and welcome message to log in (assigning program)
 - W-9
 - Independent Contractor Agreement
- H. You will then begin receiving emails from the Assignor, about assigning opportunities.
- I. If there is interest in Referee work, you may make a request to the assignor. The assignor will inform the official of the steps to become a Sectional or USTA Referee.
- J. If there is interest in ITA (collegiate) work, you may make a request to the assignor. The assignor will inform the official of the steps to become ITA certified.
- K. Upon completing requirements to work ITA assignments, the official would then need to complete at least two MIAC Division III matches roving with a mentor or trainer. The trainer or mentor will provide feedback to the assignor and you will be informed you when you are ready for ITA assignments.

6. Mentoring Program

To assist new or out-of-practice officials, USTA Northern is offering a mentoring program that provides access to an experienced, current official. The goal is to offer an informal, easy path for questions, scenarios, guidance, support and general information flow. This will help enhance the officiating experience, shorten the learning curve and make for better and more uniform officiating in our section.

Examples include brainstorming about alternative ways to handle real situations, requests for rules clarifications, or questions about standard practices. Mentors will be available to their mentees by email and phone and are expected to respond promptly to queries.

7. Official's Code of Conduct

A USTA official is expected to maintain high professional standards. Violations of this code may result in de-certification or suspension of USTA directed assignments. An official shall:

1. Wear the official USTA uniform at USTA sanctioned events, or as otherwise designated by the USTA.
2. Be prompt for all assignments.
3. Not socialize with or become intimate with the players.
4. Not accept assignments for any match that may cast doubt upon the official's impartiality. Not only is a bona fide conflict of interest prohibited, but the appearance of a conflict makes the assignment unacceptable.
5. Not solicit specific assignments in tournaments.
6. Not accept an assignment and then withdraw from that assignment in favor of another unless released
7. Not be interviewed by the media without permission of the Referee or the Referee's designate.
8. Not publicly criticize other officials.
9. Not participate in, including aiding and abetting whether directly or indirectly, any form of gambling or betting on tennis.
10. Not converse with spectators while on the court.
11. Not request favors or special considerations from a tournament sponsor.
12. Not use title or position to abuse the rules or influence others to do so.
13. Not consume alcoholic beverages or take drugs while in uniform.
14. Not consume alcoholic beverages, drugs, or medications that may inhibit performance during an assignment.

15. Cooperate with the efforts of officials' committees appointed by the National Chairman.
16. Not take photographs of players while in uniform nor at any time request player autographs.
17. Be professional and ethical.

8. Code of Conduct Violations

If there is a violation of the above Official's Code of Conduct, the official will first be informally warned by the Chair, if there is a second violation the Chair will bring the issue to the Official's Committee and a formal letter may go to the official from the Official's Committee. If there are continued violations, the Officials' Disciplinary Committee will be involved to determine various options for discipline.

9. Assigning Policies

A. Assigning

- All assigning is done through the Arbiter Sports system.
- Assignments are listed on the Google calendar. You may access the calendar by going to www.northern.usta.com under community and officials to view this calendar.
- Scheduling will begin approximately mid-month for the following month.
- The official will have 3 days to accept or decline any assignments they have received.
- The time that is listed on the assignment is the time the official should report.
- Assignments are made according to the level of tournament and the rank of the official. Once that information is determined, then it is attempted to spread assignments among those that show available.

B. Adjusted Assigning

- Draws for tournaments are made typically 3-5 days prior to the event. Once that takes place, the assignor is notified by the tournament director of the actual needs for officials. The assignor then determines what changes need to be made to the originally scheduled assignment.
- On some occasions, assignments are completely deleted out of the system due to smaller draws, later start times or earlier end times. The official will get an email generated from Arbiter that their assignment has been declined.
- Many assignments need to be adjusted. The adjusted assignment is sent to the original official and it then needs to be reaccepted. On occasion an official may decline the adjusted assignment.

- It is understood that an official who has accepted an assignment may not be able to come earlier or stay later, but it is expected that if the assignor cannot secure someone else for the adjusted assignment, the original official assigned will work some variation of the original assignment. If the original official assigned cannot flex and work too much earlier or later, the assignor may have to assign them to a much shorter assignment than they originally received. The official will be guaranteed a minimum two hour assignment and will need to reaccept the adjusted assignment. If they do not accept the adjusted assignment within 24 hours, the assignor will override and accept the assignment for them.

C. Sectional Official's Procedural Assigning Expectations

- When there is an issue or question concerning an assignment at your location the first call should be to the assignor and they will decide what action to take.
- When fielding a question or call from a parent or coach you may answer a rules question. It is inappropriate to discuss an official's specific actions or rulings with the parent or coach under any circumstances or to investigate on their behalf. An email to the assignor or the Official's Chair should be sent by the player, parent, or coach and it will be thoroughly investigated with the appropriate steps taken. It is a standard practice within the USTA Northern Office that all parents and coaches wishing to stay anonymous on any issue understand that no action or follow-up will take place and this should be communicated to them specifically. This does not apply when the official is the referee at a tournament and it is part of his/her duties. The referee should always offer the option of contacting the assignor or the Official's Chair if they are not satisfied with the conversation. The referee should report specific performance issues that are personally observed so that we are aware of the situation in a timely manner and can take appropriate steps.
- ITA coaches are specifically instructed to send an email to the assignor asking that an official not be assigned for their future matches. It is preferred that they do so without listing specific reasons. In the MIAC, coaches are not allowed to request specific officials per an agreement with Dan McKane, MIAC Commissioner.

- It is not acceptable to accept an assignment and decide to take another assignment without consulting the assignor to ensure there is appropriate coverage and there is a qualified substitute available. The assignor should be used as a resource to verify all dates of tournaments within the Section to ensure there is no overlap or double acceptances.
- If an official is unable to fulfill an assignment, the assignor should be contacted immediately and will decide if the official needs to find a replacement based on the assigning requirements and level of officials available.
- If an official has concerns regarding assigning, leadership or lack thereof from the Assignor, Trainers, or Official's Chair, please communicate these concerns with the Section office directly. We all need to work together to address the concern and get things right.

D. Reporting

- Upon completion of all assignments, an email should be sent to the assignor reporting actual hours worked and the assignment's corresponding number. This information needs to be sent by the day following the assignment.

E. Penalties for Canceling an Assignment

- Canceling an assignment within two weeks before an accepted assignment may result in a penalty of \$25 per assignment.
- Canceling an assignment within 48 hours before an accepted assignment may result in a penalty of \$50 per assignment.
- Failing to report for an assignment may result in a penalty of \$50 per assignment and you risk being removed from future assignments.
- To avoid a penalty you can contact the assignor and get a list of approved available officials, so you can find someone to cover your assignment.

- Officials are not allowed to contact anyone to take your shift without getting approval from the assignor or the section chair.
- If a replacement is found the official should let the assignor know so they can send the assignment to them and once they accept you are no longer responsible for the assignment and no penalty will be assessed.
- All penalties can be appealed to the Officials Committee by the official.
- No penalties can be waived by the assignor or the section chair.

F. Termination/Resignation/Ending Independent Contractor Status

Pursuant to the independent contractor agreement, the official or the Section may end their relationship upon written notice of 30 days (see #10 of Independent Contractor Agreement).

G. No Call/No Show

- If you have an assignment you are going to miss you are required to inform the assignor, the section chair and the site director. Reaching them by phone is preferred, especially the site director. If unable to reach the assignor and/or section chair by phone leave a voice mail and follow with an email if possible.
- If you miss an assignment you must then communicate with your assignor to assure that you will be at your other assignments, if this communication does not happen an official can be removed from all assignments and placed on inactive status and will not get scheduled.
- The official then must meet in person with at least the assignor and section chair before being reinstated and able to be scheduled for future assignments.

G. Payroll

- All officials will be paid by the 15th of each month for the previous months work.
- All penalties will be deducted from the paycheck for the month the penalty occurred unless the official has appealed the penalty to the official's council.
- After the committee ruling, any standing penalties will be assessed on the next pay period.

10. USTA Referee Information

The assignor will reach out via email with any Referee opportunities in our section. A respond date will be indicated in the email. The assignor will contact the person selected as the USTA Referee for each event. Provisional and Sectional Referee's will be considered for assignment to events that do not require a USTA Referee level certification.

USTA Northern USTA Referee Responsibilities

- Once a USTA Referee is selected for an event, it is the responsibility of the USTA Referee to submit the first draft of their officials needs to the assignor one month before the event.
- The USTA Referee is responsible for working with the Tournament Director to ensure there is a Tournament Committee for each tournament.
- The USTA Referee will communicate with the tournament director when they will be making the draw and the referee must be present for that task.
- Once the draw has been made, the USTA Referee will work with the Tournament Director to schedule the tournament based on courts available, draw size, and match formats. It is ultimately the responsibility of the USTA Referee to ensure the tournament runs smoothly and the match schedule is maintained.
- The USTA Referee will email the assignor with any changes that need to be made of the assignments at a minimum of three days prior to the event.
- As a reminder, there is a specific chain of appeals outlined in the Friend At Court. A player may appeal a rover's or chair's ruling of law to the referee. The referee's decision is final. A player may appeal a referee's ruling of law to the Tournament Committee. The Tournament Committee's decision is final. To that end the USTA Referee should be off court as much as possible (not an active rover) unless enough roving officials cannot be secured or coverage is needed for roving officials needing breaks. The USTA Referee should make his/her presence known and should directly observe courts as needed.
- USTA Referee's will follow the standard rate of pay the Section has in place for their compensation and will not negotiate other rates unless employed by the facility hosting the tournament.

- At the completion of the event, the USTA Referee will report their actual hours worked to the assignor. The USTA Referee will also ensure that all code violations are written up and forwarded to the Junior or Adult Competition Director along with a summary of withdrawals during the tournament identifying any without merit.

11. Uniforms

USTA OFFICIATING CLOTHING PROGRAM

This program is designed to bring a better quality product at a lower price. The uniform has been updated with the new USTA logo. The website is:

<https://www.sandhunifor.ms.com/store/ustaofficials>

Uniform Basics

- USTA Uniform Royal Blue Polo Shirt
- Khaki Pants/Shorts (non-cargo)
- Non-Marking Sports/Athletic shoes that are not predominantly bright or neon colored

Uniform Optional Items

- USTA Uniform Red Hat
- USTA Uniform Navy Lightweight Jacket
- USTA Uniform Navy Heavy weight Jacket
- USTA Uniform Navy Vest
- USTA Court Bag

Uniform Item Guidelines

- Uniform must be washed and neat
- Patches will not be created as this is an entirely new uniform
- Plain navy non-logoed off the rack outerwear is permitted if you do not opt to purchase the USTA Uniform Outwear

Uniform Discount

- Order \$100-\$149 receive a 7% discount
- Orders \$150-\$199 receive a 10% discount
- Orders \$200+ receive a 15% discount

Uniform Deadlines

- Pro Circuit Events: January 1, 2017
- Community Events: March 1, 2017.

If you have any questions regarding the uniform, please email officiating@usta.com.

ITA OFFICIATING CLOTHING PROGRAM

Honig's Whistle Stop, Inc. of Ann Arbor, Michigan...the largest and best of the sports officiating supply companies. Honig's offers the National Shirt along with other top quality garments at competitive prices.

All items are featured on the www.honigs.com website – under “Our Products – USTA Merchandise” or you can find the information directly by linking via www.honigs.com/usta.

ITA Certified Officials are reminded that all ITA Officials Apparel orders should be made by either calling Honig's toll free at 888-468-3284 or going to www.honigs.com/usta. If you have a problem with an order, please call Honig's at 888-468-3284 or e-mail Dick Honig directly at dick@honigs.com.

To order you may call our toll free number 888-468-3284 or visit our website www.honigs.com and order on-line. We are open Monday through Friday – 8am – 8pm, plus most Saturday's – 9am – Noon, Eastern Time

The following items are required when working USTA Northern assignments:

- Tape measure
- Friend at Court
- White socks
- Plain brown belt
- Khaki pants
- Official USTA shirt – short or long sleeve – long sleeves should not be worn under the short sleeved USTA shirt
- Predominantly white tennis shoes w/ a limited amount of bright and or neon colors, or black tennis shoes with a limited amount of color
- Stop watch
- Paper/pencil
- Official hat - optional
- Navy blue jacket or sweatshirt - optional

Uniform of ITA Assignments

- Tape measure
- Friend at Court
- White socks
- Plain brown belt
- Khaki pants

- Official ITA shirt
- Predominantly white tennis shoes w/ a limited amount of bright and or neon colors, or black tennis shoes with a limited amount of color
- Stop watch
- Paper/pencil
- Official hat - optional
- Navy blue jacket or sweatshirt - optional

Uniform of High School Assignments

- Tape measure
- Friend at Court
- White socks
- Plain brown belt
- Khaki pants
- Navy blue shirt
- Official Name Tag (get from Kristi or the USTA Office)
- Predominantly white tennis shoes w/ a limited amount of bright and or neon colors, or black tennis shoes with a limited amount of color
- Stop watch
- Paper/pencil
- Official hat - optional
- Navy blue jacket or sweatshirt - optional

12. Concussion Training

All official are required to go online to take the concussion training. You may access this training by going to:

www.cdc.gov/concussion/headsup/training/headsupconcussion.html

13. Fee Structure for Assignments

A. Junior/Adult/High School

2017 - roving \$20
2017 – referee \$24
2017 - chairs \$50

B. MIAC - Division III

2017 - MIAC –Twin Cities \$90
2017 - MIAC - Moorhead/Concordia \$95
2017 - MIAC - Sartell/CSB/St. Joseph \$95
2017 - MIAC - Gustavus \$100
2017 - MIAC - Owatonna \$100
2017 - MIAC - Winona \$95
2017 - MIAC – Carleton/Northfield \$95

MIAC Mileage Determination:

Travel: \$15 (if travel over 60 miles one-way), \$40 (if over 100 one-way),
\$60 (if over 200 one-way).

C. 2017 MIAC Playoffs

\$95 per match, Referee will be designated and will work entire event,
officials will be offered housing and either a meal card or a meal stipend,
standard government mileage will be given.

2018 MIAC Playoffs

\$100 per match, Referee will be designated and will work entire event,
officials will be offered housing and either a meal card or a meal stipend,
standard government mileage will be given.

D. Gophers - Division I

Duals

2016/2017 Referee - \$145
2016/2017 Doubles/Singles Chair - \$135
2016/2017 Singles Chair - \$135

Tournaments/Invitationals

2016/2017 Referee - \$24
2016/2017 Roving - \$21
2016/2017 Chair -60

- E. North Dakota – Adult/Junior/High School
 - 2017 roving - \$15 per hour
 - 2018 roving - \$18 per hour
 - North Dakota - Division I
 - 2017 roving - \$100 per match
- F. South Dakota - Division I, II and III
 - 2017 roving - \$90 per match
 - South Dakota Mileage determination:
 - Travel: \$15 (if travel over 60 miles one-way), \$40 (if over 100 one-way), \$60 (if over 200 one-way).
- F. ITA Tournaments - Division I, II and III
 - 2017 roving - \$21
 - 2017 referee - \$24
- 14. Reimbursements
 - A. Parking
 - Parking fees are reimbursed for the following events:
 - Gophers matches at Baseline
 - MIAC matches at Baseline
 - MN State High School Tournament matches at Baseline
 - B. Mileage
 - Mileage is reimbursed on a case by case basis. If there are questions direct them to the assignor.