

**Referee Clinic Outline**  
**Updated April 28' 2017**  
**Jennifer Teta**

During an officiated match the primary responsibilities of the referee are to:

- Maintain control and keep the match moving efficiently.
- Keep and announce the correct score.
- Call service and non-volley zone (NVZ) faults.
- Recognize whether server and receiver are the correct players in the correct positions.
- Resolve disputes and interpret and enforce the rules.
- Rule on line calls when appealed by a player.

Receive Referee Materials

- Game ball, 2 first server markers and the scoresheet
- Also bring: watch with second hand to track timeouts and time between games, water and extra balls
- Check scoresheet to ensure confirm key info:
  - o Names, court assignment, match type (2of3 or 1-15)
  - o Event (bracket) and referee name
  - o Number 1-2 on back of score sheet
  - o Mark game and number in which players will switch sides for “rubber match”

Starting match

- Introduce yourself. If you don't know the players confirm their names.
- Ask who will be first server from each team and give/confirm they have “band”
  - o Mark on score sheet the player on each team that will be serving first
- Explain match format 2of3 or 1-15 switch on...
- Explain your role and who will call what lines
  - o Ensure they know that you will be calling the current serve, and they are not to serve before you call the serve. If they do server before you call the score that will result in a fault (no warnings are to be given)
- Chose one player and ask them to pick a number 1 or 2....
  - o Once determined update scorecard. Circle the S next to the team serving first
- Check if players need time to warm up or are ready to play.
- If they are warming up note the time and initiate the match after 5 minutes
- If players are not present or not ready to play after 10 minutes, you may call a match forfeit for that team.

## Referee Clinic Outline

Updated April 28' 2017

Jennifer Teta

### Calling serve and managing the score:

- Tricks and techniques to manage the score, who's serving, etc.
- Turn sheet to side of team serving
- Stand on serving side of court (1-3 feet from the post)
- Track server using 1 or 2 fingers on the clip board or clothes pin turned to 1 or 2 method
- Check if receiver and server are ready
- Call out the score to initiate the point
  - o If the team serves before you call the score it is a fault
- Watch server's feet for foot fault
- Watch to ensure the serve clears the NVL
- Watch kitchen line for foot faults
- In both cases just touching the line with a foot is a fault.
- After rally call 1 of 3 things: point, second serve or side out
- Mark score sheet
  - o Point : circle score, keep finger number
  - o Second server: no point hence no update to score, change finger to 2
  - o Side out: mark hash mark after last point, turn scoresheet around, change back to finger 1, move to other side of post.
- Check if receiver and server are ready. Call score.

### Watching lines

- Serve: foot faults, outside the service box or illegal serves, and kitchen faults
  - whether the serve clears the NVL --- that is a short serve
- Again just touching the line is a fault
- From then on focus on the NVL not on watching the ball
  - o If you see a fault call it right away and update the score and server number appropriately
- Focus is not on line calls. The teams make all other line calls other than serve and kitchen. Teams can ask the Referee if a ball is in or out. If, and only if you have seen the call clearly then you make a ruling which is then final. If not, the teams ruling is final.
- Demonstrate when a ball is considered in and out.
- If you erroneously call a foot fault or the ball did bounce in the kitchen before striking the ball in the kitchen: call referee error and replay the point

### Serving from wrong side

- Explain odd/even tracking
- If you observe the players (either side) is on the wrong side, do not warn the player.
- If serving team is wrong wait until they serve the ball and then call server fault. The server loses the serve
- If the receiving team is wrong then wait until the ball is hit on the return of server. Call receiver fault. Award point to serving team.
- Either way place player in the correct location after the play.
- If the teams ask if they are on the wrong side before they serve the ball then let them know and if necessary let them correct themselves. No penalty is given.

**Referee Clinic Outline**  
**Updated April 28' 2017**  
**Jennifer Teta**

Timeouts:

- Each team has 2 -1 minute time out per game.
  - o Time outs can any be asked for during stoppage of play
  - o When a team calls a time out circle the appropriate number next to the current game
  - o Before players leave the court
    - have them place their paddles where they will be standing when play resumes
    - have the sever place the ball under his/her paddle
    - confirm the score, who is serving and if they are server 1 or 2
    - Remind them they have 1 minute
    - Begin tracking the time
    - Announce when 15 sec remain. Call "time in" after 1 minute
    - Pre USAPA rules teams have 10 seconds to be really to continue play. If they are not ready the ref can call a delay of game technical foul
- 2 minutes between/ games.
  - o After a game completes announce they have 2 minutes until the start of the next game
  - o If it is a rubber game remind them that they will switch on X
- Injury time out: 1 -15 minute injury time out per player per match
- Equipment time out: 1 2-minute per player per match after normal timeouts have been depleted

Wheelchair specific Rules (Rick M.)

Once the match is complete:

- Mark the final point
- Update the score sheet to indicate which team won by circling that team
- Collect the ball
- Ask one player from each team to sign the scoresheet
- Return the ball and the scoresheet to the scorer's table so they can record the results and schedule the next match. Or hand to a "runner" if one is present.

Additional follow-up

- Ensure you are familiar with the USAP Rule book
- Review the Referee Handbook
- Take the Referee Test
- Ask people to volunteer to help referee at other tournaments during the year.