

## Designate Chair Umpires: Expectations and Responsibilities

### Introduction

Being assigned as a Designate Chair Umpire for an event comes with additional expectations and responsibilities on top of what you would normally be expected to do at an event. This brief guide aims to detail these extra items to help all designate officials understand what this role entails.

### Expectations

- Punctuality – a Designate Chair Umpire is expected to always be on time and to report in advance of the daily stated report time to see if the Chief Umpire or Referee require any help.
- Teamwork – a Designate Chair Umpire is expected to let the Referee know they have arrived on site in the morning (a simple wave or greeting will suffice) and they are expected to offer their help to the Chief Umpire and/or Referee if required.
- Set an Example – a Designate Chair Umpire needs to be aware that the other officials at the event will be looking at them as the experienced officials there that week. Consequently, a Designate Chair Umpire must set a good example in everything they do both on and off court during the tournament week.
- Preparation – a Designate Chair Umpire must come to the tournament prepared. They must have the correct uniform for the event, they must know the rules and procedures for the event and they must inform the Chief Umpire and Referee of any players on their “no list” playing at the tournament.

### Responsibilities

- Daily Reserve – one of the Designate Chair Umpires at the event will need to stay until the end of the matches at the event every day. This is as back-up in case a chair umpire on court needs to be replaced or cannot make their match. The Chief Umpire or Referee may assign the daily reserve or they may leave it up to the Designate Chair Umpires to work it out between themselves. A Designate Chair Umpire should not leave the site for the day without first checking with their fellow Designates who the reserve is. Designates should also try to split late nights evenly where possible.
- Evaluations – most Designate Chair Umpires will be assigned to evaluate chair umpires of a lower grade on matches during the tournament. This is an important way in which officials can learn and improve and the Designate Chair Umpires should watch as much as possible of their assigned official during the week, whilst also ensuring they are prepared for their own matches.
- End of the Day – check with the Chief Umpire and Referee that you are ok to leave and also check that they don't require any help now preparing for the following day. For example, if there is a lot of mess/litter left in the umpires' room help the Chief Umpire to clean the room before leaving for the day.
- End of the Tournament – submit all written evaluations by the given deadline and submit your fee/expense form to LTA Finance promptly after the event.