

# **North Carolina Professional Tennis Umpire Association (NCPTUA) Tournament Guidelines**

## **General Guidelines**

- (1.) NCPTUA requires that all tournaments be conducted in a professional manner by qualified and certified officials, providing a comfortable working environment for umpires and a quality product for the customer at a fair price.
- (2.) North Carolina officials are to be used when at all possible.
- (3.) Umpires should be paid on the last day they work in NCPTUA run tournaments. (See pay guidelines below)
- (4.) NCPTUA fee is 2% of the contract up to a maximum of \$50.
- (5.) All tournaments will not necessarily be NCPTUA tournaments. The tournament NCPTUA would like to have is as follows:  
  
Professional tournaments  
ITA Tournaments  
National Junior Tournaments  
Sectional Junior Tournaments
- (6.) The words “A NCPTUA event” must be on your availability in order that all will know the tournament is be run under the NCPTUA guidelines.
- (7.) NCPTUA shirts must be worn at all NCPTUA events except professional events, at which the USTA shirts must be used per the USTA guidelines.
- (8) Anyone appointed as Chief Umpire or Referee must be a North Carolina resident, or pay the full NCPTUA membership fee. (\$20.00)
- (9) The referee or chief umpire must complete the attached evaluation form and return it to the chairman of the contract committee within ten (10) days after the tournament.
- (10) The referee must plan to work the tournament in its entirety, but in case of an emergency only, a deputy referee must be appointed to act in his/her stead whenever he is away.

## **Contract**

A member of the contract committee should negotiate the contract for a tournament. It should also be in writing if possible. If the contract is not negotiated by the contract committee, a copy should be sent to the chairman of the contract committee.

If the tournament was previously done by NCPTUA, the referee may make adjustments to previous contracts as needed to meet NCPTUA tournament guidelines. A copy should be sent to the chairman of the contract committee.

## **Expectations**

If you must negotiate your own contract,

- \* Ask the tournament Director if they mind having a written contract to avoid any misunderstandings.
- \* Negotiate a price and talk with them to get an agreement before writing up the contract.
- \* Verbal contracts are fine but use discretion, while having something in writing for your self is ideal.
- \* Make sure that your contract meets NCPTUA guidelines.
- \* If you have questions, talk with someone on the contract committee.
- \* Send a copy of the contract to the Treasurer, to get checks to pay umpires (see guidelines on pay below)

Suggestions for your contract:

- \* A meeting and break area for officials
- \* Meals and drinks for officials
- \* Housing
- \* Transportation
- \* A means of communicating with officials at alternate sites, etc

## **Fees**

The fees will vary between tournaments. Here are some fee guidelines. The daily rates are:

### ITA Tournaments

Referees \$125-150

Umpires \$85-110

### Junior & Adult USTA Tournament (State and Sectional)

Referees \$70-100

Umpires \$60-100

Chief Umpire \$70-100

### Junior & Adult USTA (National)

Referees \$90-125

Umpires \$75-100

Chief Umpire \$80-120

### Professional

Referees \$125-175

Lines \$65-90

Chief Umpire \$80-120

## **Roving guidelines**

Roving umpires, maximum of 4 courts per umpire, no more than 1-½ hours on court to every ½ hour break.

## **Pay guidelines**

(1.) Thirty (30) days before the event starts send the following to the Treasurer:

\* A copy of the contract if in writing. If the contract is not in writing, send the contract total and the amount paid per umpire.

\*The names and addresses of all umpires to be paid.

(2.) Talk to the Tournament Director about receiving payment for our services on or before the first day you start to work. This makes it possible to pay the umpires as they

leave on their last day. If it is not possible to receive payment on the first day of work, then as soon as possible.

(3.) Make arrangements to have the check given to you, or mailed to the NCPTUA Treasurer. If the check is coming to you, send that information to the Treasurer with the information in number one above. The Treasurer will send you a deposit slip, so you can deposit the check in the NCPTUA account.