



PRE-MATCH BRIEFING

This document is an example only. Specific tournament guidance will come from the Tournament Director (TD). The information is intended for you to become familiar with this procedure.

Take under two minutes for pre-match briefing, keeping in mind that once the Players have their first match, they need not have to hear repeated information unless it is new. For matches later in a tournament, try for a less than 1 minute pre-match briefing.

It has become more common for Players to be electronically sent the rules/procedures for the tournament. Just ask the Players if they have any questions, rather than taking the time to recite them again. The TD may request that significant rule changes be briefly reviewed.

1. After you have checked the court and the net, introduce yourself
2. Confirm with the Players, the event and their names on the scoresheet.
3. Confirm game format – 2/3 match or 1 game to 15
4. Point out court abnormalities
5. Remind Players who is responsible for line calling
 - Base line and service lines on the serve – the Referee
 - NVZ line during rally – the Referee
 - Other Line calls including the center line on the serve – the Players or Line Judges (LJ : except the center line on the serve)
6. Review process for appeals – to come to the Referee only
7. Check for Players wearing ear buds. Only medically required hearing aids allowed.
8. Inspect paddles at all sanctioned tournaments. Paddles should be free of dents, signs of delaminating, or foreign substances that might add more ball grip. Ask the Players if their paddle is approved and be observant of a USAP Approved Sticker or Writing.
9. Have one Player choose # 1 or 2, to determine Serve, Receive, End or Defer
10. Handout starting Server bands
11. Allow Players to finish their warmup with the time remaining
12. Notify Players when there is 60 seconds remaining
13. Allow time for the Player to choose the game ball
14. Announce “15 seconds”. If you have Line Judges, ask if they are ready (allow serving Team the choice of game ball)
15. At the start of the first game of the match, you may announce the names of the ***Last names*** of the Players to verify you have the correct scoresheet and ensure that the clipboard is pointing towards the serving Team
16. At time equals T-0
 - Make sure you are in your referee position
 - Clear stopwatch
 - Be aware of all Player readiness
 - Call Game # (if applicable) and “Time in”
 - Call the score
 - Start 10 second count