



ITA Division I Team Match Protocol

Official Time Management Guidelines

Effective January 1, 2016

These Time Management Guidelines are intended for individual dual meet matches and may not apply to team matches played during a Tournament (e.g. ITA Kick-off Weekend, ITA National Team Indoor Championships, Blue Gray National Tennis Classic). Coaches should refer to Tournament specific rules and policies since circumstances vary from tournament to tournament.

Additionally, these are guidelines intended to ensure that all matches start at the published match time by providing more structure to the hour prior to the start of the match. Certain portions of this guide may need to be adjusted based on facility, institutional resources and pre-match event management procedures some institutions may already have in place.

This guide begins one hour prior to the start of the team match.

➤ **Prior to Start of Doubles**

60 minutes prior to match time:

- Timer starts countdown to match time
- Referee meets with both head coaches
 - Line-up exchange (and appeals)

5 minutes prior to match time:

- Courts are cleared
- 5 minute time warning given by Referee
- Players equipment to courts
- Teams line up for National Anthem

4 minutes prior to match time:

- National Anthem (average anthem length 1:34)

2 minutes prior to match time (or post-anthem):

- Doubles line-ups announced by public announcer (PA)
- Team huddle/chant

1 minute prior to match time:

- Final time warning given by Referee
- Players to courts
 - If matches are chaired, officials conduct coin tosses on each court.
 - If matches are not chaired (roving officials), players spin rackets for serve, side.

When timer reaches 00:00:

- Play begins
- Lateness penalties will apply consistent with *ITA Regulation I.N. Penalties for Lateness at Start of Match.* (p. 22 in the 2016 ITA Rulebook)

➤ **At the Completion of Doubles & Prior to Singles (Intermission)**

Immediately following clinching of doubles point:

- Timer starts 5 minute countdown to the beginning of singles
- PA announces that singles will begin in 5 minutes
- ***The referee to check with each head coach regarding any line-up changes and once all changes have been reported, the referee will relay this information to each coach.***
- Any match promotions to begin immediately

3 minutes prior to singles match time:

- Visiting team line-up announced

2 minutes prior to singles match time:

- Home team line-up announced and players enter the courts
- Courts cleared and promotions complete

1 minute prior to singles match time:

- Final time warning given by Referee
- Players to courts
 - If matches are chaired, officials conduct coin tosses on each court.
 - If matches are not chaired (roving officials), players spin rackets for serve, side.

When timer reaches 00:00:

- Play begins
- Lateness penalties will apply consistent with *ITA Regulation I.N. Penalties for Lateness at Start of Match.* (p. 22 in the 2016 ITA Rulebook)

Please note – There is NO warm-up with opponents. For facilities with less than 6 courts - Singles players in the second wave of matches are allowed a 10 minute warm-up with their opponent (with used tennis balls – new balls to be used at the start of the match).