

1. Arrive at least one half hour before match start time.
2. Wear proper attire: NJHSTOA official shirt, black shorts or slacks, sneakers.
3. Bring: "Friend at Court", NJSIAA rules, stopwatch, tape measure, coin, SS# (needed for pay voucher), school phone number (in case of emergency).
4. If, in an emergency, you are unable to work the match, call the NJHSTOA assignor immediately. If you are going to be late, notify the school as soon as possible.
5. Identify yourself to each coach and assistant. Ask if anyone else is board certified to coach. Let the coaches know that you will address the players just prior to team introductions.
6. Ask each coach for his/her challenge match form. Check briefly for completeness and accuracy and return sheets to opposing coaches.
7. Measure nets at center straps (36") and make adjustments if necessary. Make sure there are scorecards on each court ( home coach responsibility ).
8. Check that all 7 varsity players are in team uniform.
9. Once players have lined up for team introductions, home coach will introduce you to them. Deliver pre-match comments which should be brief but include remarks about your role at the match and your expectations of player behavior.
10. As the players arrive out on the courts, have them join you briefly at the net for the coin toss. If necessary, interrupt players who have already begun warm-up to complete coin toss.
11. Hit your stopwatch to time the 10 minute warm up as soon as players begin striking the ball. Attempt to give a 5 minute and a 2 minute warning to each court.
12. Move among all varsity courts. Stay close to courts where you sense trouble is brewing or where a match has built to a crucial point ( e.g. a tiebreak ).
13. Give "soft warnings", usually at the changeover, for borderline behavior. Do not hesitate to issue code violations when they are warranted.
14. Step in and settle a scoring dispute if players are having difficulty resolving it on their own.
15. Respond promptly if called to a court - typically for line call problems. Stay at the net post and observe line calls for a couple of games before moving on.
16. Deal with spectators or coaches who may be interfering with the match or coaching illegally.
17. Time changeovers if a player seems to be taking excessive time.
18. Time and monitor medical time outs. Also time the 10 minute break between 2<sup>nd</sup> and 3<sup>rd</sup> sets and secure new balls from home coach for 3<sup>rd</sup> set ( mandatory if match not yet decided ).
19. Approve toilet breaks or other requests from players to leave the playing area.
20. Do not leave the playing area until all 5 varsity matches are completed. Be sure to fill out a pay voucher which the home coach should provide.

AIM TO BE CALM, PROFESSIONAL, AND CONSISTENT