

## MEMO

### **How do certified Officials obtain an additional certification?**

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Please find below the procedures for obtaining an additional certification. To be considered for an additional certification officials must have gained a sufficient level of experience in the requested category. Their work record must be updated and the official must receive an endorsement from the National Association. In addition the official must follow the below mentioned procedure.

ITF Officiating reserves the right to deny requests if requirements are not met and / or if the work experience is not sufficient.

#### **White Badge Chair Umpires / Referees / Chief Umpires → White Badge Chief Umpire and / or Referee certification:**

White Badge Chair Umpires, Referees or Chief Umpires who wish to obtain an additional White Badge Chief Umpire and / or Referee certification need to attend a Level 2 School.

Officials are not required to attend the entire school. They can choose between two options: they can either attend all five days or only the last three days of the school. Please note that there is no option to attend four days of the school.

In case an official decides to attend the last three days of the school, he/she should notify ITF officiating one week after selections for the school have been published.

In order to receive the certification, all officials need to pass the final exam.

ITF Officiating strongly advises officials to attend the entire school.

#### **White Badge Referees / Chief Umpires → White Badge Chair Umpire certification**

White Badge Referees or Chief Umpires who wish to obtain an additional White Badge Chair Umpire certification need to attend a Level 2 School.

Officials are required to attend the entire school. In order to receive the certification students need to pass the practical and final exam.

### **International Chair Umpires / Referees / Chief Umpires → White Badge Chief Umpire and / or Referee certification**

International Chair Umpires, Referees or Chief Umpires who wish to obtain an additional White Badge Chief Umpire and / or Referee certification have two options:

#### 1. Option

International Chair Umpires, Referees or Chief Umpires who wish to obtain an additional White Badge Chief Umpire and / or Referee certification need to attend a Level 2 School.

Officials are not required to attend the entire school: they can either attend all five days or only the last three days of the school. Please note that there is no option to attend four days of the school.

In case an official decides to attend the last three days of the school, he/she should notify ITF officiating one week after selections for the school have been published.

In order to receive the certification, all officials need to pass the final exam.

ITF Officiating strongly advises officials to attend the entire school.

#### 2. Option

Officials can apply through their National Association to obtain a White Badge Referee and / or Chief Umpire certification. The following requirements need to be fulfilled:

- ITF Officiating to receive an official letter from the National Association requesting the additional certification
- Official should have gained a sufficient level of experience and all tournaments (any level). This needs to be recorded on the ITF Officiating Portal
- ITF Officiating to review the work record, performance and any correspondence. If the assessment is satisfactory, ITF Officiating will invite the official to an oral exam (usually by phone for around 30 min)
- Official will be certified by ITF Officiating if the oral exam was successfully passed.

### **International Referees / Chief Umpires → White Badge Chair Umpire certification**

International Referees or Chief Umpires who wish to obtain an additional White Badge Chair Umpire certification need to attend a Level 2 School.

Officials are not required to attend the entire school. They can choose between two options: they can either attend all five days or only the last three days of the school. Please note that there is no option to attend four days of the school.

In case an official decides to attend the last three days of the school, he/she should notify ITF officiating one week after selections for the school have been published.

In order to receive the certification, all officials need to pass the final exam.

ITF Officiating strongly advises officials to attend the entire school.

For more information about the certification process please contact:

Officiating Department

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