

2022 Procedure for selecting and hiring certified officials for USTA/Intermountain-Idaho District events

1. The Idaho Tennis Association will provide the Idaho District League championship event calendar at www.idtennis.com for any given year. The schedule/events are subject to change, events could be cancelled for unforeseen circumstances, locations may change, and a few events maybe listed as TBD. Please check the website often and communicate with the Idaho Tennis Association District League Coordinator for the most up-to-date information.
2. The Idaho Tennis Association will accept bids from certified USTA officials to officiate at upcoming district league events.
3. Bids must be submitted in writing, by email, to the Idaho Tennis Association District League Coordinator.
4. The presiding Idaho Tennis Association District League Coordinator will accept requests to officiate from certified officials for each event starting ninety (90) days in advance of the first day of the scheduled event. A record of the time and date the official's bid was received will be kept at the Idaho Tennis Association office.
5. The officiating needs for a specific event will be filled on a first come, first served basis.
6. Expenses.
 - a. Same day travel – A certified official who works for more than 12 hours and the event is more than 50 miles from that official's home is eligible for 3/4 per diem. The Idaho Tennis Association uses the per diem rates published by the General Services Administration (GSA). GSA Website: https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=ID&fiscal_year=2022&zip=&city=
 - b. Overnight travel – if the official's home is more than 100 miles from the event, the official is entitled to per diem in accordance with GSA rates for breakfast, lunch, dinner, and incidentals. The Idaho Tennis Association will reimburse the official for the actual cost of the hotel, and a receipt must be provided. The maximum hotel stay that will be reimbursed is three nights, and the hotel stay must be necessary. For example, the official must be scheduled for the early shift on the first day of the event to require a hotel stay the night before the event begins; working the last shift of the day on the day the event concludes will justify a hotel stay for that night. When booking a hotel, officials should first try to obtain a reservation at the host hotel for the event if one is offered. If there are no vacancies at that hotel, the official may stay at a hotel with a comparable rate.
7. If an insufficient number of certified officials have submitted bids, the Idaho Tennis Association District League Coordinator and/or the Adult Recreation Committee may employ other methods as they deem appropriate to fill any vacancies.
8. The current rate is **\$21.00** per hour worked at the district events.