



**BADMINTON SOUTH AFRICA  
TECHNICAL OFFICIALS  
MANUAL**

**REVISION  
OCTOBER 2010**

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WITH EFFECT FROM OCTOBER 2010

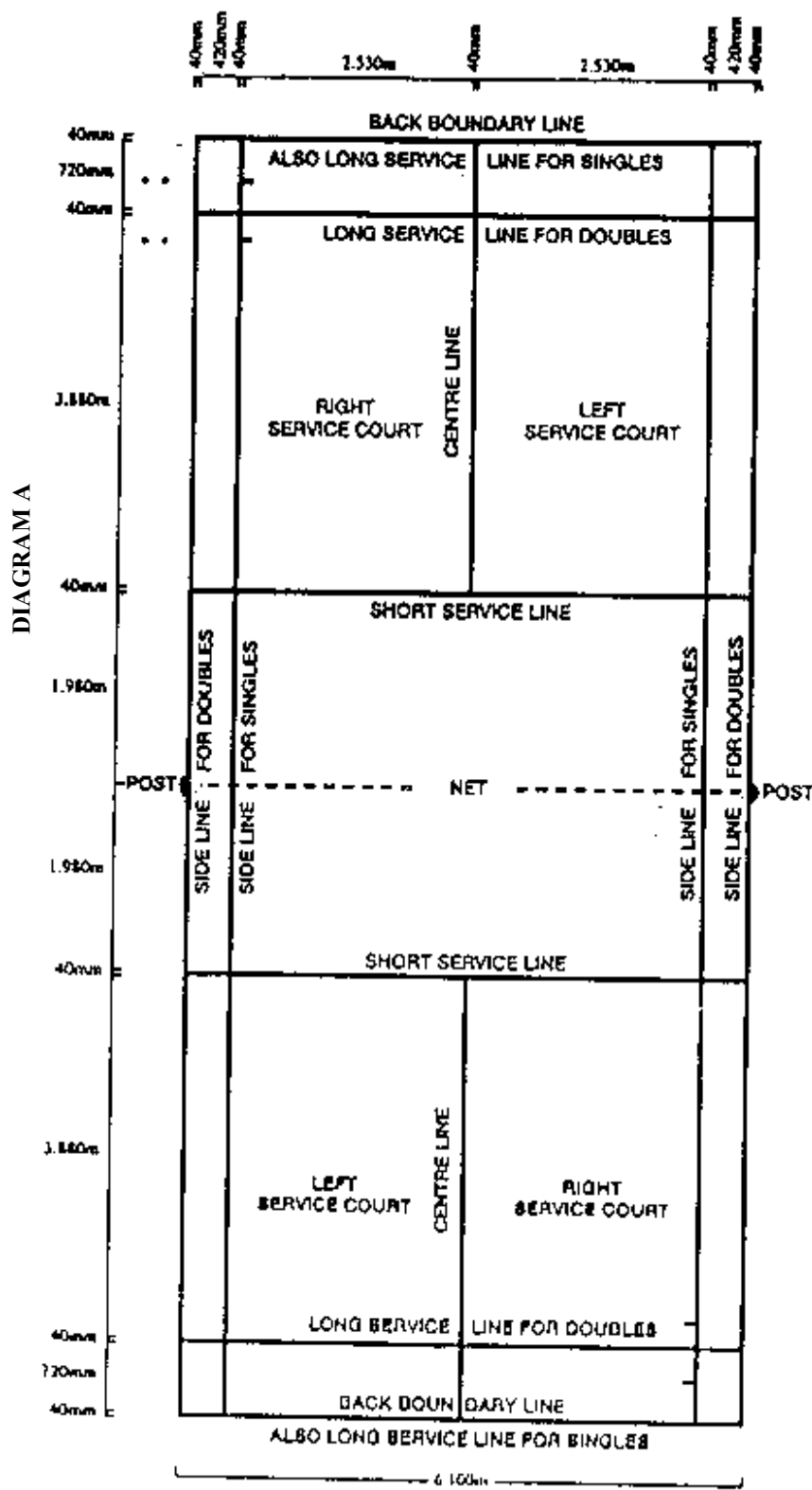
## LAWS OF BADMINTON

### DEFINITIONS

<b>Player</b>	Any person playing badminton
<b>Match</b>	The basic contest in badminton between opposing sides each of one or two players
<b>Singles</b>	A match where there is one player on each of the opposing sides
<b>Doubles</b>	A match where there are two players on each of the opposing sides
<b>Serving side</b>	The side having the right to serve
<b>Receiving side</b>	The side opposing the serving side
<b>Rally</b>	A sequence of one or more strokes starting with the service, until the shuttle ceases to be in play
<b>Stroke</b>	A movement of the player's racket with an intention to hit the shuttle

### 1. COURT AND COURT EQUIPMENT

- 1.1 The court shall be a rectangle marked out with lines 40mm wide as shown in Diagram A.
- 1.2 The lines marking out the court shall be easily distinguishable and preferably be coloured white or yellow.
- 1.3 All the lines shall form part of the area which they define.
- 1.4 The posts shall be 1.55 metres in height from the surface of the court and shall remain vertical when the net is strained as provided in Law 1.10.
- 1.5 The posts shall be placed on the doubles side lines as in Diagram A irrespective of whether singles or doubles is being played. The posts or its supports shall not extend into the court beyond the sidelines.
- 1.6 The net shall be made of fine cord of dark colour and even thickness with a mesh not less than 15mm and not more than 20mm.
- 1.7 The net shall be 760mm in depth and at least 6.1 metres wide.
- 1.8 The top of the net shall be edged with a 75mm white tape doubled over a cord or cable running through the tape. This tape must rest upon the cord or cable.
- 1.9 The cord or cable shall be stretched firmly, flush with the top of the posts.
- 1.10 The top of the net from the surface of the court shall be 1.524 metres at the centre of the court and 1.55 metres over the side lines for doubles.
- 1.11 There shall be no gaps between the ends of the net and the posts. If necessary, the full depth of the net should be tied to the posts.



Note:

- (1) Diagonal length of full court = 14.723m
- (2) Court as shown above can be used for both singles and doubles play
- (3) \*\* Optional testing marks shown in Diagram B on page 3

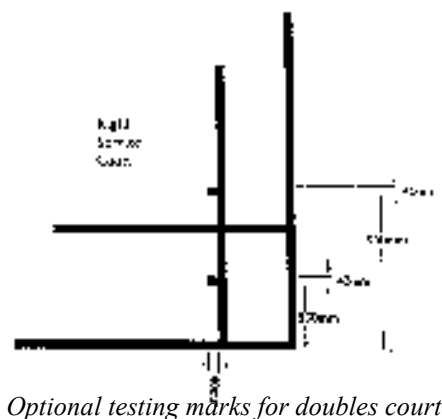
## 2. SHUTTLE

- 2.1 The shuttle may be made of natural and/or synthetic materials. Whatever material the shuttle is made from, the flight characteristics generally should be similar to those produced by a natural feathered shuttle with a cork base covered by a thin layer of leather.
- 2.2 Feathered Shuttle
  - 2.2.1 The shuttle shall have 16 feathers fixed in the base.
  - 2.2.2 The feathers shall have a uniform length between 62mm to 70mm when measured from the tip to the top of the base.
  - 2.2.3 The tips of the feathers shall lie on a circle with a diameter from 58mm to 68mm.
  - 2.2.4 The feathers shall be fastened firmly with thread or other suitable material.
  - 2.2.5 The base shall be 25mm to 28mm in diameter and rounded on the bottom.
  - 2.2.6 The shuttle shall weigh from 4.74 to 5.50 grams.
- 2.3 Non-Feathered Shuttle
  - 2.3.1 The skirt, or simulation of feathers in synthetic materials, replaces natural feathers.
  - 2.3.2 The base is described in Law 2.2.5.
  - 2.3.3 Measurements and weight shall be as in Laws 2.2.2, 2.2.3 and 2.2.6. However, because of the difference in the specific gravity and other properties of synthetic materials in comparison with feathers, a variation of up to 10 per cent is acceptable.
- 2.4 Subject to there being no variation in the general design, speed and flight of the shuttle, modifications in the above specifications may be made with the approval of the Member Association concerned, in places where atmospheric conditions due to either altitude or climate make the standard shuttle unsuitable.

## 3. TESTING A SHUTTLE FOR SPEED

- 3.1 To test a shuttle, a player shall use a full underhand stroke which makes contact with the shuttle over the back boundary line. The shuttle shall be hit at an upward angle and in a direction parallel to the side lines.
- 3.2 A shuttle of correct pace will land not less than 530mm and not more than 990mm short of the other back boundary line as in Diagram B.

**DIAGRAM B**



## 4. RACKET

4.1 The racket shall be a frame not exceed 680mm in overall length and 230mm in overall width consisting of the main parts described in Laws 4.1.1 to 4.1.5 as illustrated in Diagram C.

4.1.1 The handle is the part of the racket intended to be gripped by a player.

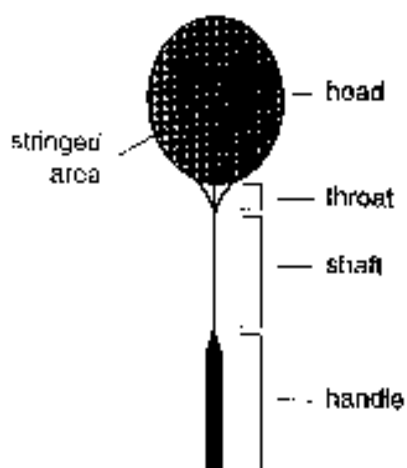
4.1.2 The stringed area is the part of the racket with which it is intended that a player hits the shuttle.

4.1.3 The head bounds the stringed area.

4.1.4 The shaft connects the handle to the head (subject to Law 4.1.5).

4.1.5 The throat (if present) connects the shaft to the head.

DIAGRAM C



### 4.2 The stringed area :

4.2.1 shall be flat and consist of a pattern of crossed strings either alternately interlaced or bonded where they cross. The stringing pattern shall be generally uniform and, in particular, not less dense in the centre than in any other area; and

4.2.2 shall not exceed 280mm in overall length and 220mm in overall width. However, the strings may extend into an area which otherwise would be the throat, provided that:

4.2.2.1 the width of the extended stringed area does not exceed 35mm; and

4.2.2.2 the overall length of the stringed area does not then exceed 330mm.

### 4.3 The racket :

4.3.1 shall be free of attached objects and protrusions, other than those utilized solely and specifically to limit or prevent wear and tear, or vibration, or to distribute weight, or to secure the handle by cord to the player's hand, and which are reasonable in size and placement for such purposes; and

4.4.2 shall be free of any device that makes it possible for a player to change materially the shape of the racket.

## **5. EQUIPMENT COMPLIANCE**

The Badminton World Federation shall rule on any question of whether any racket, shuttle or equipment or any prototypes used in the playing of Badminton complies with the specifications. Such ruling may be undertaken on the Federation's initiative or upon application by any party with a bona-fide interest therein, including any player, technical official, equipment manufacturer or Member Association or member thereof.

## **6. TOSS**

6.1 Before play commences, a toss shall be conducted and the side winning the toss shall exercise the choice in either Law 6.1.1 or Law 6.1.2.

6.1.1 to serve or receive first;

6.1.2 to start play at one end of the court or the other.

6.2 The side losing the toss shall then exercise the remaining choice.

## **7. SCORING SYSTEM**

7.1 A match shall consist of the best of three games, unless otherwise arranged (Appendix 2 and 3).

7.2 A game shall be won by the side which first scores 21 points, except as provided in Law 7.4 and 7.5.

7.3 The side winning a rally shall add a point to its score. A side shall win a rally, if the opposing side commits a 'fault' or the shuttle ceases to be in play because it touches the surface of the court inside the opponent's court.

7.4 If the score becomes 20-all, the side which gains a two point lead first shall win that game.

7.5 If the score becomes 29-all, the side scoring the 30<sup>th</sup> point shall win that game.

7.6 The side winning a game shall serve first in the next game.

## **8. CHANGE OF ENDS**

8.1 Players shall change ends:

8.1.1 at the end of the first game;

8.1.2 at the end of the second game, if there is to be a third game

8.1.3 in the third game, when a side first scores 11 points.

8.2 If the ends are not changed as indicated in Law 8.1, it shall be done so as soon as the mistake is discovered and when the shuttle is not in play. The existing score shall stand.

## **9. SERVICE**

9.1 In a correct service,

9.1.1 neither side shall cause undue delay to the delivery of the service once the server and the receiver are ready for the service. On completion of the backward movement of the server's racket head, any delay for the start of the service (Law 9.2), shall be considered to be an undue delay.

9.1.2 the server and the receiver shall stand within diagonally opposite service courts (Diagram A) without touching the boundary lines of these service courts;

9.1.3 some part of both feet of the server and the receiver shall remain in contact with the surface of the court in a stationary position from the start of the service (Law 9.2) until the service is delivered (Law 9.3);

9.1.4 the server's racket shall initially hit the base of the shuttle;

- 9.1.5 the whole of the shuttle shall be below the server's waist at the instant of being hit by the server's racket. The waist shall be considered to be an imaginary line round the body, level with the lowest part of the server's bottom rib;
- 9.1.6 the shaft of the server's racket at the instant of hitting the shuttle shall be pointing in a downward direction;
- 9.1.7 the movement of the server's racket must continue forwards after the start of the service (Law 9.2) until the service is delivered (Law 9.3);
- 9.1.8 the flight of the shuttle shall be upwards from the server's racket to pass over the net, so that, if not intercepted, it shall land in the receiver's service court (ie. on or within the boundary lines); and
- 9.1.9 in attempting to serve, the server shall not miss the shuttle.
- 9.2 Once the players are ready for the service, the first forward movement of the server's racket head shall be the start of the service.
- 9.3 Once started (Law 9.2), the service is delivered when the shuttle is hit by the server's racket or, in attempting to serve, the server misses the shuttle.
- 9.4 The server shall not serve before the receiver is ready. However, the receiver shall be considered to have been ready if a return of the service is attempted.
- 9.5 In doubles, during the delivery of service (Law 9.2, 9.3), the partners may take up any position within their respective courts, which do not unsight the opposing server or receiver.

## **10. SINGLES**

### **10.1 Serving and receiving courts:**

- 10.1.1 The players shall serve from, and receive in, their respective right service courts when the server has not scored or has scored an even number of points in that game.
- 10.1.2 The players shall serve from, and receive in, their respective left service courts when the server has scored an odd number of points in that game.

### **10.2 Order of play and position on court**

In a rally, the shuttle may be hit by the server and the receiver alternately, from any position on that player's side of the net, until the shuttle ceases to be in play (Law 15).

### **10.3 Scoring and serving:**

- 10.3.1 If the server wins a rally (Law 7.3), the server shall score a point. The server shall then serve again from the alternate service court.
- 10.3.2 If the receiver wins a rally (Law 7.3), the receiver shall score a point. The receiver then shall become the new server.

## **11. DOUBLES**

### **11.1 Serving and receiving courts**

- 11.1.1 A player of the serving side shall serve from the right service court when the serving side has not scored or has scored an even number of points in that game.
- 11.1.2 A player of the serving side shall serve from the left service court when the serving side has scored an odd number of points in that game.
- 11.1.3 The player of the receiving side who served last shall stay in the same service court from where he served last. The reverse pattern shall apply to the receiver's partner.
- 11.1.4 The player of the receiving side standing in diagonally opposite service court of the server shall be the receiver.



11.1.5 The players shall not change their respective service courts until they win a point when their side is serving.

11.1.6 Service in any turn of serving shall be delivered from the service court corresponding to the serving side's score, except as provided in Laws 12.

## **11.2 Order of play and position on court**

After the service is returned, in a rally, the shuttle may be hit alternately by either player of the serving side and either player of the receiving side alternately, from any position on that player's side of the net, until the shuttle ceases to be in play (Law 15).

## **11.3 Scoring and serving**

11.3.1 If the serving side wins a rally (Law 7.3), the serving side shall score a point. The server then shall then serve again from the alternate service court.

11.3.2 If the receiving side wins a rally (Law 7.3), the receiving side shall score a point. The receiving side then shall become the new serving side.

## **11.4 Sequence of serving**

In any game, the right to serve shall pass consecutively:

11.4.1 from the initial server who started the game from the right service court.

11.4.2 to the partner of the initial receiver. The service shall be delivered from the left service court.

11.4.3 to the partner of the initial server.

11.4.4 to the initial receiver.

11.4.5 to the initial server and so on.

11.5 No player shall serve or receive out of turn, or receive two consecutive services in the same game, except as provided in Laws 12.

11.6 Either player of the winning side may serve first in the next game, and either player of the losing side may receive first in the next game.

## **12. SERVICE COURT ERRORS**

12.1 A service court error has been made when a player :

12.1.1 has served or received out of turn; or

12.1.2 has served or received from the wrong service court;

12.2 If a service court error is discovered, the error shall be corrected and the existing score shall stand.

## **13. FAULTS**

It is a "fault" :

13.1 if a service is not correct (Law 9.1);

13.2 if, in service the shuttle:

13.2.1 is caught on the net and remains suspended on its top;

13.2.2 after passing over the net, is caught in the net; or

13.2.3 is hit by the receiver's partner.

13.3 if in play, the shuttle :

13.3.1 lands outside the boundaries of the court (ie. not on or within the boundary lines);

13.3.2 passes through or under the net;

- 13.3.3 fails to pass over the net;
- 13.3.4 touches the ceiling, or side walls;
- 13.3.5 touches the person or dress of a player;
- 13.3.6 touches any other object or person outside the court;

*(Where necessary, on account of the structure of the building the local Badminton Authority may, subject to the right of veto of its Member Association, make bye-laws dealing with cases in which a shuttle touches an obstruction).*

- 13.3.7 is caught and held on the racket and then slung during the execution of a stroke;
- 13.3.8 is hit twice in succession by the same player; However a shuttle hitting the head and stringed area of the racket in one stroke shall not be a 'fault':
- 13.3.9 is hit by a player and the player's partner successively; or
- 13.3.10 touches a player's racket and does not travel towards the opponent's court.

13.4 if, in play, a player :

- 13.4.1 touches the net or its supports with racket, person or dress;
- 13.4.2 invades an opponent's court over the net with racket or person except that the striker may follow the shuttle over the net with the racket in the course of a stroke after the initial point of contact with the shuttle is on the striker's side of the net;
- 13.4.3 invades an opponent's court under the net with racket and person such that an opponent is obstructed or distracted; or
- 13.4.4 obstructs an opponent *i.e.*, prevents an opponent from making a legal stroke where the shuttle is followed over the net;
- 13.4.5 deliberately distracts an opponent by any action such as shouting or making gestures.

13.5 if a player is guilty of flagrant, repeated or persistent offences under Law 16.

## 14. LETS

14.1 'Let' shall be called by the umpire, or by a player (if there is no umpire) to halt play.

14.2 It shall be a 'let' if:

- 14.2.1 the server serves before the receiver is ready (Law 9.5);
- 14.2.2 during service, the receiver and the server are both faulted;
- 14.2.3 after the service is returned, the shuttle is:

- 14.2.3.1 caught on the net and remains suspended on top or,
- 14.2.3.2 after passing over the net, is caught in the net.

- 14.2.4 during play, the shuttle disintegrates and the base completely separates from the rest of the shuttle;
- 14.2.5 in the opinion of the umpire, play is disrupted or a player of the opposing side is distracted by a coach;
- 14.2.5 a line judge is unsighted and the umpire is unable to make a decision; or
- 14.2.6 any unforeseen or accidental situation has occurred.

14.3 When a "let" occurs, play since the last service shall not count and the player who served last shall serve again.

## 15. SHUTTLE NOT IN PLAY

A shuttle is not in play when :

- 15.1 it strikes the net or posts and starts to fall towards the surface of the court on the striker's side of the net;
- 15.2 it hits the surface of the court; or
- 15.3 a "fault" or "let" has occurred.

## 16. CONTINUOUS PLAY, MISCONDUCT, PENALTIES

16.1 Play shall be continuous from the first service until the match is concluded, except as allowed in Laws 16.2 and 16.3.

## **16.2 Intervals**

- 16.2.1 not exceeding 60 seconds during each game when the leading score reaches 11 points; and
- 16.2.2 not exceeding 120 seconds between the first and second game, and between the second and third game shall be allowed in all matches.

*(For a televised match, the Referee may decide before the match that intervals as in Law 16.2 are mandatory and of fixed duration).*

## **16.3 Suspension of play**

- 16.3.1 When necessitated by circumstances not within the control of the players, the umpire may suspend play for such a period as the umpire may consider necessary.
- 16.3.2 Under special circumstances the Referee shall instruct the umpire to suspend play.
- 16.3.3 If play is suspended, the existing score shall stand and play shall be resumed from that point.

## **16.4 Delay in play**

- 16.4.1 Under no circumstances shall play be delayed to enable a player to recover strength or wind or to receive advice.
- 16.4.2 The umpire shall be the sole judge of any delay in play.

## **16.5 Advice and leaving the court**

- 16.5.1 Only when the shuttle is not in play (Law 15), shall a player be permitted to receive advice during a match.
- 16.5.2 No player shall leave the court during a match without the umpire's permission, except during the intervals as described in Law 16.2.

## **16.6 A player shall not:**

- 16.6.1 deliberately cause delay in, or suspension of, play;
- 16.6.2 deliberately modify or damage the shuttle in order to change its speed or its flight;
- 16.6.3 behave in an offensive manner; or
- 16.6.4 be guilty of misconduct not otherwise covered by the Laws of Badminton.

## **16.7 Administration of breach**

- 16.7.1 The umpire shall administer any breach of Law 16.4.1, 16.5.2 or 16.6 by:
  - 16.7.1.1 issuing a warning to the offending side;
  - 16.7.1.2 faulting the offending side, if previously warned. Two such faults by a side shall be considered to be a persistent offence; or
- 16.7.2 in cases of flagrant offence, persistent offences or breach of Law 16.2, the umpire shall fault the offending side and report the offending side immediately to the Referee, who shall have the power to disqualify the offending side from the match.

## **17. OFFICIALS AND APPEALS**

- 17.1 The Referee shall be in overall charge of the tournament or championship of which a match forms part.
- 17.2 The umpire, where appointed, shall be in charge of the match, the court and its immediate surrounds. The Umpire shall report to the Referee.
- 17.3 The service judge shall call service faults made by the server should they occur (Law 9.1.2 to 9.1.8).
- 17.4 A line judge shall indicate whether the shuttle landed "in" or "out" on the line(s) assigned.
- 17.5 An official's decision shall be final on all points of fact for which that official is responsible except that if, in the opinion of the umpire, it is beyond reasonable doubt that a line judge has made a clearly wrong call, the umpire shall change the decision of the line judge.

17.6 An umpire shall :

- 17.6.1 uphold and enforce the Laws of Badminton and, especially call a "fault" or a "let" should either occur;
- 17.6.2 give a decision on any appeal regarding a point of dispute, if made before the next service is delivered;
- 17.6.3 ensure players and spectators are kept informed of the progress of the match;
- 17.6.4 appoint or replace line judges or a service judge in consultation with the Referee;
- 17.6.5 where another technical official is not appointed, arrange for that official's duties to be carried out;
- 17.6.6 where an appointed official is unsighted, carry out that official's duties or play a "let";
- 17.6.7 record and report to the Referee all matters relating to Law 16; and
- 17.6.8 refer to the Referee all unsatisfied appeals on question of law only. (Such appeals must be made before the next service is delivered, or, if at the end of the match, before the side that appeals has left the court).

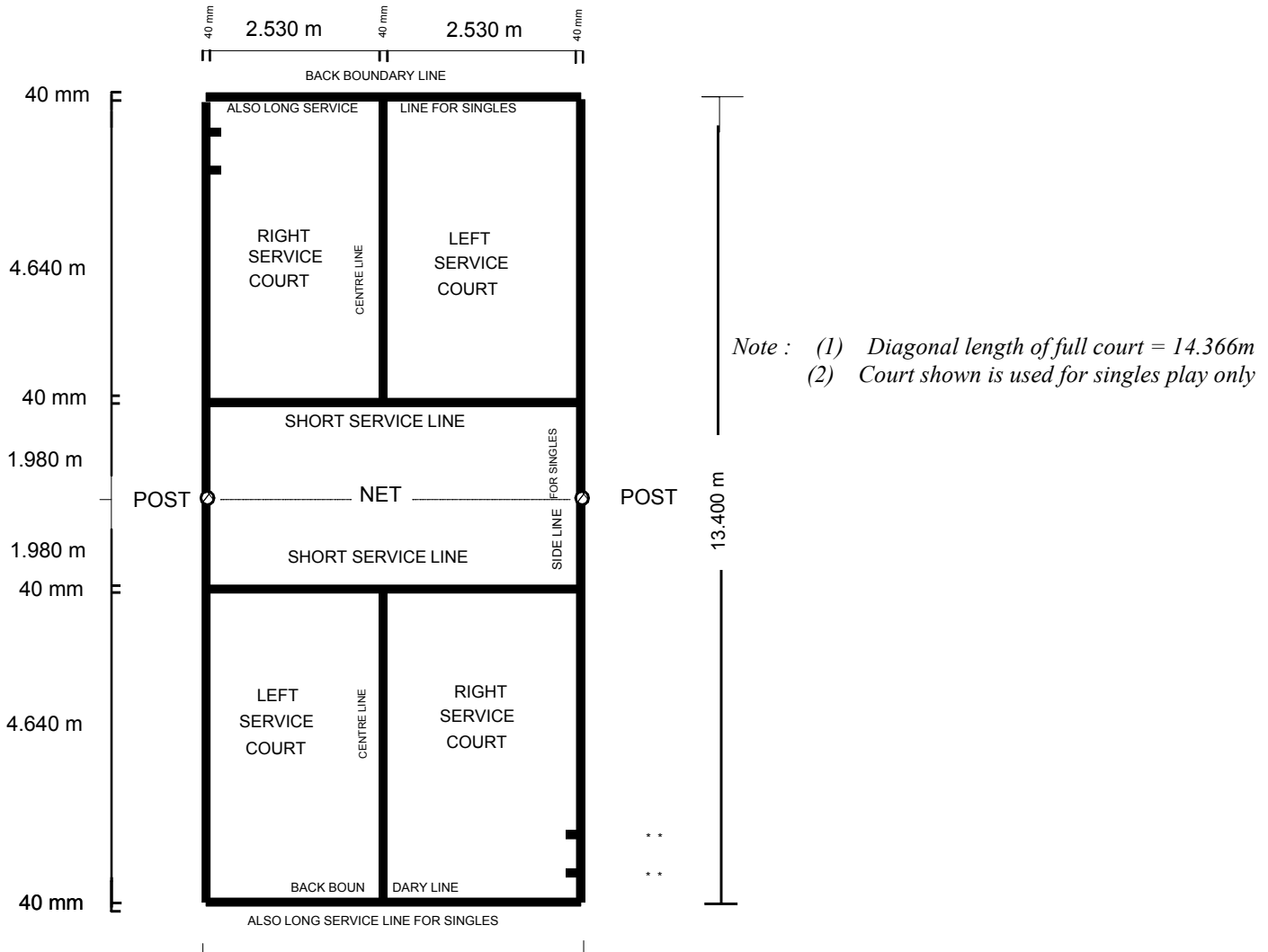
# APPENDICES TO THE LAWS OF BADMINTON

## APPENDIX I

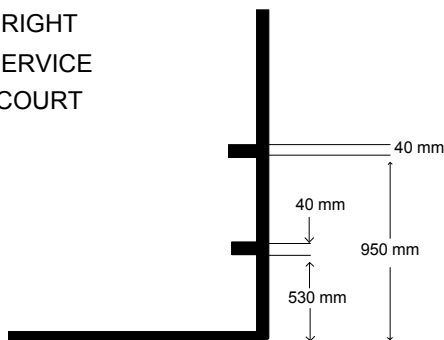
### VARIATION IN COURT AND EQUIPMENT

1. Where it is not practicable to have posts on the sidelines, some method must be used to indicate the position of the sidelines where they pass under the net, eg. by the use of thin posts or strips of material 40mm wide, fixed to the side lines and rising vertically to the net cord.
  - a. A court may be marked out for singles only as shown in Diagram E. The back boundary lines become also the long service lines and the posts or strips of material representing them shall be placed on the side lines.
  - b. The top of the net from the surface of the court shall be 1.524 metres at the centre of the court and 1.55 metres over the side lines.

**DIAGRAM E**



RIGHT SERVICE COURT



\*\* Optional testing marks for singles court

## APPENDIX 2

### HANDICAP MATCHES

In handicap matches, the following variations in the laws apply :

1. The score required to win a game shall not vary from that set out in Law 7.
2. Law 8.1.3 will be amended to read :  
"in the third game, and in a match of one game, when one side has scored half the total number of points required to win the game (the next higher number being taken in case of fractions)".

## APPENDIX 3

### OTHER SCORING SYSTEM

It is permissible to play by prior arrangement, either:

1. one game to 21 points: or
2. the best of 3 games of 15 points.

**In the case of 1 above, the following variation shall apply to the Laws of Badminton:**

#### 8. CHANGE OF ENDS

8.1 In a one game match, players shall change ends when a side first scores 11 points

In the case of 2 above, the following variation shall apply to the Laws of Badminton:

#### 7. SCORING SYSTEM

7.1 A match shall consist of the best of three games.

7.2 A game shall be won by the side which first scores 15 points, except as provided in Law 7.5.

7.3 If the score becomes 14 all, the side which gains a two-point lead first, shall win that game.

7.4 if the score becomes 20 all, the side scoring the 21<sup>st</sup> point shall win that game.

#### 8. CHANGE OF ENDS

8.1.3 in the third game when a side first scores 8 points.

#### 16. CONTINUOUS PLAY, MISCONDUCT & PENALTIES

##### 16.2.1 Intervals

16.2.1 not exceeding 60 seconds between during each game when the leading score reaches 8 points: and

## VOCABULARY

This appendix lists the standard vocabulary that should be used by umpires to control a match.

1. *Announcements and Introductions*

- 1.1 'Ladies and Gentlemen'
- 1.1.1 On my right ..... (player name), ..... (country name) and on my left ..... (player name), ..... (country name); or
- 1.1.2 On my right ..... (player names), ..... (country name) and on my left ..... (player names), ..... (country name); or
- 1.1.3 On my right ..... (country/team name), represented by ..... (player name), and on my left ..... (country/team name), represented by ..... (player name); or
- 1.1.4 On my right ..... (country/team name), represented by ..... (player names), and on my left ..... (country/team name), represented by ..... (player names)
- 1.2.1 ..... (player name) to serve; or
- 1.2.2 ..... (country/team name) to serve
- 1.3.1 ..... (player name) to serve to ..... (player name)
- 1.3.2 ..... (player name) to ..... (player name)

To be used in the order shown in the table below, as appropriate:

Event	Singles	Doubles
Individual	1.1.1, 1.2.1	1.1.2, 1.3.1
Team	1.1.3, 1.2.2	1.1.4, 1.2.2, 1.3.2

2. *Start of Match and Calling the Score*

- 2.1 "Love all;
- 2.2 "Play"
- 2.3 "Service over"
- 2.4 "Interval"
- 2.5 "Court ....(number) '20 seconds'
- 2.6 " .... Game Point ...." eg "20 game point 6", or "29 game point 28"
- 2.7 " .... Match Point ...." e.g. "20 match point 8", or "29 match point 28"
- 2.8 " .... Game Point All ...." e.g. "29 game point all",
- 2.9 " .... Match Point All ...." e.g. "29 match point all",
- 2.10 " Game "
- 2.11 "First game won by ....."(in team championship, use name of country/team)" ....."(score)
- 2.12 "Second game"
- 2.13 "Second game won by ....."(in team championship, use name of country/team)" ....."(score)
- 2.14 "One game all"
- 2.15 "Final game"

3. *General Communication*

- 3.1 "Come here for the toss"
- 3.2 " Who will serve?"
- 3.3 " Choose your end"
- 3.4 " Who will receive?"
- 3.5 " Are you ready? "
- 3.6 " Ready to play"
- 3.7 " "Place your bag properly in the basket"

- 3.8 "Serve from ..."
- 3.9 " Receive in ..."
- 3.10 " Right service court"
- 3.11 " Left service court"
- 3.12 " You missed the shuttle during service"
- 3.13 " The receiver is not ready"
- 3.14 " You attempted the return of service"
- 3.15 " You must not influence the line judge"
- 3.16 " You must not influence the service judge"
- 3.17 "Come here"
- 3.18 "Is the shuttle O.K.?"
- 3.19 "Test the shuttle"
- 3.20 "Change the shuttle"
- 3.21 "Do not change the shuttle"
- 3.22 "Play a let"
- 3.23 "Change ends"
- 3.24 "You did not change ends"
- 3.25 "You served from the wrong service court"
- 3.26 "You received from the wrong service court"
- 3.27 "You served out of turn"
- 3.28 "You received out of turn"
- 3.29 "You must not interfere with the shuttle"
- 3.30 "The shuttle passed through the net "
- 3.31 "The shuttle did not pass over the net "
- 3.32 "The shuttle touched you"
- 3.33 "You touched the net"
- 3.35 "A shuttle came on the court"
- 3.35 "You are standing in the wrong service court"
- 3.36 "You distracted your opponent"
- 3.37 "Your coach distracted your opponent"
- 3.38 "You hit the shuttle twice"
- 3.39 "You slung the shuttle"
- 3.40 "You invaded your opponent's court"
- 3.41 "You obstructed your opponent"
- 3.42 "Are you retiring?"
- 3.43 "Fault - receiver"
- 3.44 "Service fault called"
- 3.45 "Service delayed, play must be continuous"
- 3.46 "You must not delay the game"
- 3.47 "You left the court without permission"
- 3.48 "Play is suspended"
- 3.49 "..... (name of player) "Warning for misconduct"
- 3.50 "..... (name of player) "Fault for misconduct"
- 3.51 "..... (name of player) "Disqualified for misconduct"
- 3.52 "Fault"
- 3.53 "Let"
- 3.54 "Out"
- 3.55 "Line Judge - signal"
- 3.56 "Service Judge - signal"
- 3.57 "Correction IN"
- 3.58 "Correction OUT"
- 3.59 "Wipe the court"
- 3.60 "Coach, leave the court"
- 3.61 "Switch off your mobile phone"

#### 4. End of Match

- 4.1 "Match won by ..... " (name of player/team) "....." (scores)
- 4.2 "....." (name of player/team) 'retired'
- 4.3 "....." (name of player/team) 'disqualified'



## 5. Scoring

0 - Love	11 - Eleven	21 - Twenty One
1 - One	12 - Twelve	22 - Twenty Two
2 - Two	13 - Thirteen	23 - Twenty Three
3 - Three	14 - Fourteen	24 - Twenty Four
5 - Five	15 - Fifteen	25 - Twenty Five
6 - Six	16 - Sixteen	26 - Twenty Six
7 - Seven	17 - Seventeen	27 - Twenty Seven
8 - Eight	18 - Eighteen	28 - Twenty Eight
9 - Nine	19 - Nineteen	29 - Twenty Nine
10 - Ten	20 - Twenty	30 - Thirty

## RECOMMENDATIONS TO TECHNICAL OFFICIALS

### 1. INTRODUCTION

- 1.1 The Recommendations to technical officials are issued by the BWF in its desire to standardise the control of the game in all countries and in accordance with its Rules.
- 1.2 The purpose of these Recommendations is to advise umpires how to control a match firmly and with fairness, without being officious, while ensuring that the Laws of the game are observed. These Recommendations also give guidance to service judges and line judges as to how to carry out their duties.
- 1.3 All technical officials shall remember that the game is for the players.

### 2. OFFICIALS AND THEIR DECISIONS

- 2.1 The umpire shall report to, and acts under the authority of the Referee (Law 17.2) (or the responsible official in the absence of a Referee).
- 2.2 A service judge shall normally be appointed by the Referee but can be replaced by the Referee or by the umpire in consultation with each other (Law 17.6.4).
- 2.3 Line judges shall normally be appointed by the Referee, but a line judge can be replaced by the Referee or by the umpire in consultation with each other (Law 17.6.4).
- 2.4 An official's decision shall be final on all points of fact for which that official is responsible except that if, in the opinion of the umpire, it is beyond reasonable doubt that a line judge has clearly made a wrong call, the umpire shall overrule the decision of the line judge (Law 17.5). If, in the opinion of the umpire, the line judge needs to be replaced, the umpire shall call the Referee (Law 17.6.4, RTTO 2.3).
- 2.5 When another official is unsighted, the umpire shall make the decision. When no decision can be given, a 'let' shall be called (Law 17.6.6).
- 2.6 The umpire shall be in charge of the court and its immediate surrounds. The umpire's jurisdiction shall exist from entering the court before the match until leaving the court after the match (Law 17.2).

### 3. RECOMMENDATIONS TO UMPIRES

- 3.1 **Before the match**, the umpire shall:
  - 3.1.1 obtain the score-sheet from the Referee;
  - 3.1.2 ensure that any scoring device to be used is working;
  - 3.1.3 see that the posts are on the doubles side lines (Law 1.5);
  - 3.1.4 check the net for the height and ensure that there are no gaps between the ends of the net and the net posts;
  - 3.1.5 ascertain whether there are any bye-laws regarding the shuttle hitting an obstruction;
  - 3.1.6 ensure that the service judge and the line judges know their duties and that they are correctly placed (sections 5 and 6);
  - 3.1.7 ensure that a sufficient quantity of tested shuttles (Law 3) is readily available for the match in order to avoid delays during play;

(It is customary for the umpire to delegate the duties specified in Recommendations 3.1.3, 3.1.4, and 3.1.7 to the service judge, where one is appointed.)

- 3.1.8 check that the players' clothing conforms to the relevant Regulations concerning colour, designs, lettering and advertising, and ensure that any violations are rectified. Any decision that the clothing was in violation of the Regulations (or was nearly so) shall be advised to the Referee or appropriate official before the match or, if this is not possible, immediately after the match;
- 3.1.9 carry out the toss fairly and ensure that the winning side and the losing side exercise their choices correctly (Law 6). Note the choice of the ends;
- 3.1.10 note, in the case of doubles, the names of the players starting in the right service court. Similar notes shall be made at the start of each game. (This enables a check to be made at any time to see if the players are in the correct service court);
- 3.2 **To start the match**, the umpire shall announce the match using the appropriate announcement from the following and point to the right or to the left at the appropriate words in the announcement. (W, X, Y, Z being names of the players and A, B, C, D being names of the countries/teams represented.)

### **Singles**

#### Tournament

“Ladies and Gentlemen; on my right, ‘X, A’; and on my left, ‘Y, B’; ‘X’ to serve; love all; play.”

#### Team Championship

“Ladies and Gentlemen; on my right, ‘A’, represented by ‘X’; and on my left, ‘B’, represented by ‘Y’; ‘A’ to serve; love all; play.”

### **Doubles**

#### Tournament

“Ladies and Gentlemen; on my right, ‘W, A’ and ‘X, B’; and on my left, ‘Y, C’ and ‘Z, D’; ‘X’ to serve to ‘Y’; love all; play.”

If doubles partners represent the same country, announce the country name after announcing both players' names, e.g. ‘W and X, A’”

#### Team Championship

“Ladies and Gentlemen; on my right, ‘A’, represented by ‘W’ and ‘X’; and on my left, ‘B’, represented by ‘Y’ and ‘Z’; ‘A’ to serve; ‘X’ to ‘Y’; love all; play.”

The calling of ‘play’ constitutes the start of a match.

### 3.3 **During the match**

#### 3.3.1 The umpire shall:

- 3.3.1.1 use the standard vocabulary in Appendix 4 of the Laws of Badminton;
- 3.3.1.2 record and call the score. Always call the server's score first;
- 3.3.1.3 during the service, if a service judge is appointed, especially watch the receiver. The umpire may also call service fault, if necessary;
- 3.3.1.4 if possible, keep aware of the status of any scoring device; and
- 3.3.1.5 raise the right hand above the umpire's head, if assistance is needed from the Referee.

#### 3.3.2 When a side loses a rally and thereby the right to continue serving (Law 10.3.2, 11.3.2), call

“Service over”

followed by the score in favour of the new serving side; if necessary, at the same time pointing his appropriate hand towards the new server and the correct service court.

- 3.3.3 “Play” shall only be called by the umpire:
- 3.3.3.1 to indicate that a match or a game is to start or that a game after interval or after changing ends is to continue;
  - 3.3.3.2 to indicate that play is to resume after a break; or
  - 3.3.3.3 to indicate that the umpire is instructing players to resume play.
- 3.3.4 “Fault” shall be called by the umpire when a ‘fault’ occurs, except as follows:
- 3.3.4.1 a ‘fault’ of the server (Law 9.1) called by the service judge under Laws 13.1, shall be acknowledged by the umpire by calling ”Service fault called”. The umpire shall call a ‘fault’ of a receiver by calling ‘fault receiver’;
  - 3.3.4.2 a ‘fault’ occurring under Law 13.3.1, for which the line judge’s call and signal suffices (RTTO 6.2); and
  - 3.3.4.3 ‘faults’ occurring under Laws 13.2.1, 13.2.2, or 13.3.3 which shall only be called if clarification is needed for the players or the spectators.
- 3.3.5 During each game when the leading score reaches 11 points, call ‘service over’, where appropriate, followed by the score immediately after the rally scoring the 11<sup>th</sup> point has ended, followed by ”interval”, regardless of applause. This constitutes the start of interval allowed under Law 16.2.1. During each interval, the service judge, where appointed, shall ensure that the court is mopped during the interval.
- 3.3.6 In the interval during the games when the leading score reaches 11 points (Law 16.2.1), after 40 seconds have elapsed, call: “[Court ...], 20 seconds”. Repeat the call.

In the intervals (Law 16.2.1) during the first and second game, and in the third game after the players have changed the ends, each side may be joined on court by not more than two persons. The persons shall leave the court when the umpire calls “... 20 seconds”.

To start the game after interval, repeat the score followed by “play”.

If the players do not claim the interval under Law 16.2.1, play in that game shall proceed without an interval.

- 3.3.7 Extended game:
- 3.3.7.1 When the leading side reaches 20 points, in each game, call “Game point” or “Match point”, as applicable.
  - 3.3.7.2 If a side reaches 29 points, in each game and for each side, call “Game point” or “Match point”, as applicable.
  - 3.3.7.3 The calls in Recommendation 3.3.7.1 and 3.3.7.2 shall always immediately follow the server’s score and precede the receiver’s score.
- 3.3.8 At the end of every game, “game” must always be called immediately after the conclusive rally has ended, regardless of applause. This constitutes the start of interval allowed under Law 16.2.2.

After the first game ends, call:

“First game won by..... [name(s) of player(s), or team (in a team championship)] ..... [score]”.

After the second game ends, call:

“Second game won by ..... [name(s) of player(s), or team (in a team championship)] ..... [score]; One game all”.

At the end of each game, the service judge, where appointed, shall ensure that the court is mopped during the interval and place the interval board, if provided, at the centre below the net.

If a game wins the match, call instead:

“Match won by .... [name(s) of player(s), or team (in a team championship)] ..... [scores]”.

- 3.3.9 In the interval between the first and second game and between the second and third game (Law 16.2.2), after 100 seconds have elapsed, call:  
“[Court ...] 20 seconds”. Repeat the call.
- In the intervals (Law 16.2.2) between two games each side may be joined on the court by no more than two persons. These persons shall join the side after the player have changed ends, and shall leave the court when the umpire calls”... 20 seconds”.
- 3.3.10 To start the second game, call:  
“Second game; love all; play”.
- If there is to be a third game, to start the third game, call:  
“Final game; love all; play”.
- 3.3.11 In the third game, or in a match of one game, call “service over”, where appropriate, followed by the score, followed by the score, followed by “Interval; Change ends” when the leading score reaches 11 points (Law 8.1.3). To start the game after the interval, repeat the score followed by ‘play’.
- 3.3.12 After the end of the match immediately take the completed score-sheet to the Referee.
- 3.4 **Line calls**
- 3.4.1 The umpire shall always look to the line judge(s) when the shuttle lands close to a line and always when the shuttle lands out, however far. The line judge shall be entirely responsible for the decision except as in Recommendation 3.4.2 below.
- 3.4.2 If, in the opinion of the umpire, it is beyond reasonable doubt, a line judge has clearly made a wrong call, the umpire shall call:
- 3.4.2.1 “Correction, IN”, if the shuttle has landed in; or
  - 3.4.2.2 “Correction, OUT”, if the shuttle has landed out.
- 3.4.3 In the absence of a line judge or if the line judge is unsighted, the umpire shall immediately call:
- 3.4.3.1 “out” before calling the score when the shuttle lands outside the line; or
  - 3.4.3.2 the score, when the shuttle lands in; or
  - 3.4.3.3 “let” when the umpire is also unsighted.
- 3.5 **During the match**, the following situations shall be watched for and dealt with as detailed.
- 3.5.1 A player throwing a racket into the opponent’s court or sliding under the net (and who also thereby obstructs or distracts an opponent), shall be faulted under Law 13.4.2 or 13.4.3 respectively.
- 3.5.2 A shuttle invading from an adjacent court shall not automatically be considered a “let”. A “let” shall not be called if, in the opinion of the umpire, such invasion:
- 3.5.2.1 has gone unnoticed by the players; or
  - 3.5.2.2 has not obstructed or distracted the players.
- 3.5.3 A player shouting to a partner who is about to hit the shuttle shall not necessarily be regarded as distracting the opponents. Calling ‘no shot’, ‘fault’, etc. shall be considered a distraction (Law 13.4.5).
- 3.5.4 Players leaving the court
- 3.5.4.1 Ensure that players do not leave the court without the umpire’s permission except during the intervals as described in Law 16.2. (Law 16.5.2).
  - 3.5.4.2 During the game, if play is not held up, the players may be allowed to have a quick towel and / or drink at the discretion of the umpire.
  - 3.5.4.3 Any offending side may have to be reminded that leaving the court needs the umpire’s permission (Law 16.5.2). If necessary, Law 16.7 shall be applied. However, change of a racket at courtside during a rally is permitted.

### 3.5.5 Delays and suspension

Ensure that players do not cause any deliberately delay in, or suspension of play (Law 16.4). Any unnecessary walk around the court shall be prevented. If necessary, Law 16.7 shall be applied.

### 3.5.6 Coaching from off the court

- 3.5.6.1 Coaching from off the court (Law 16.5.1) in any form while the shuttle is in play shall be prevented.
- 3.5.6.2 Ensure that:
- the coaches are seated in the designated seats and do not stand court-side during the match except during the permitted intervals; (Law 16.2)
  - there is no distraction or disruption to the play by any coach
- 3.5.6.3 If, in the opinion of the umpire, the play is disrupted or a player of the opposing side is distracted by a coach, a “let” shall be called. The Referee shall be called immediately.
- 3.5.6.4 The Referee shall ensure that the code of conduct for coaches and team officials (Part III, Section 1B, Appendix 9) is adhered to.

### 3.5.7 Change of shuttle

- 3.5.7.1 Changing the shuttle during the match shall not be unfair. The umpire shall decide if the shuttle needs to be changed.
- 3.5.7.2 A shuttle whose speed or flight has been interfered with shall be discarded and Law 16.7 applied, if necessary.
- 3.5.7.3 The Referee shall be the sole judge for deciding the speed of the shuttle is to be used. If both sides wish to change the speed of the shuttle, the Referee shall be called immediately. The Referee shall get the shuttle tested for speed, if necessary.

### 3.5.8 Injury or sickness during a match

- 3.5.8.1 Injury or sickness during a match shall be handled carefully and flexibly. The umpire must determine the severity of the problem as quickly as possible. The referee shall be called on court, if necessary.
- The Referee shall decide on whether a medical official or any other persons are required on court. The medical official should examine the player and advice the player about the severity of injury or sickness. No treatment causing undue delays shall be administered on court.
- If there is bleeding, the game should be delayed until the bleeding stops or the wound is suitably protected.
- 3.5.8.2 The Referee shall advice the umpire of the time that may be required for the player to resume play. The Umpire shall monitor the elapsed time.
- 3.5.8.3 The Umpire shall ensure that the opposing side is not be put at a disadvantage. Laws 16.4, 16.5, 16.6.1, and 16.7 shall be applied appropriately.
- 3.5.8.4 When appropriate, when there is injury, illness or other unavoidable hindrance, ask the player:
- “Are you retiring?”
- and if the answer is affirmative, call
- “..... [name of player/team, as appropriate] retired, match won by ..... [name of player(s)/team, as appropriate] ... [score]”.

3.5.9 Mobile phone  
If a player's mobile phone rings on the court or it's immediately surroundings, during a match, it shall be considered to be an offence under Law 16.6.4 and shall be penalised appropriately as per Law 16.7.

3.5.10 Players conduct on the court

3.5.10.1 The Umpire shall ensure that players conduct on the court is honourable and inner sportsmen like manner.

3.5.10.2 any breach of players is code of conduct regulations 4.6, 4.10 to 4.16 (Part III, Section 1B, Appendix 4) shall be considered to be an offence under Law 16.6.4.

3.6 Suspension of play

If play has to be suspended, call:

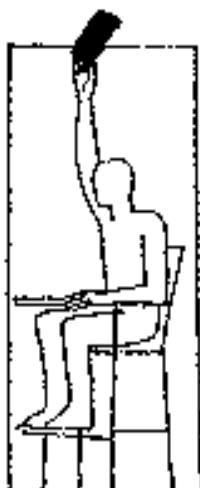
“Play is suspended”

and record the score, server, receiver, correct service courts and ends. When play resumes, note the duration of suspension, ensure that the players have taken the correct positions and call:

“Are you ready?”

call the score and “Play”.

3.7 Misconduct



3.7.1 Record and report to the Referee any incidents of misconduct and the action taken.

3.7.2 Misconduct between games is treated as misconduct during a game. This should be followed with the appropriate call in either recommendations 3.7.3 to 3.7.5 immediately on a clearance of misconduct. At the start of the following game call

“ ..... game; love all.”

only in cases of administration of misconduct under Law 16.7.1.2 or 16.7.2 the umpire shall call

“... [name of player], faulted”

thereafter, call “service over”, we are appropriate followed by the score.

Call “play”.

If the player is disqualified by the referee, call

“... [name of player], disqualified for misconduct”

Thereafter, call in recommendation 3.3.8.

3.7.3 When the umpire has to administer a breach of Law 16.4, 16.5 or 16.6 by issuing a warning to the offending side (Law 16.7.1.1), call “Come here” to the offending player and call:

“... [name of player], warning for misconduct”

at the same time raising the right hand **holding a yellow card** above the umpire’s head.

3.7.4 When the umpire has to administer a breach of Law 16.4, 16.5 or 16.6 by faulting the offending side, which has been previously warned (Law 16.7.1.2), call “Come here” to the offending player and call:

“... [name of player], fault for misconduct”

at the same time raising the right hand **holding a red card** above the umpire’s head.

3.7.5 When the umpire has to administer a flagrant or persistent breach of Law 16.4, 16.5 or 16.6 or breach of Law 16.2 by faulting the offending side (Law 16.7.2) and reporting the offending side immediately to the Referee with a view to disqualification, call “Come here” to the offending player and call:

“... [name of player], fault for misconduct”

at the same time raising the right hand **holding a red card** above the umpire’s head, and calling the Referee.

3.7.6 When the Referee decides to disqualify the offending side, a black card is given to the umpire. The umpire shall call “Come here” to the offending player and call:

“... [name of side] disqualified for misconduct”.

at the same time raising the right hand **holding the black card** above umpire’s head.

Any disqualification for misconduct shall render a player disqualified for the entire tournament or championship.

#### 4. GENERAL ADVICE ON UMPIRING

This section gives general advice which shall be followed by the Umpires.

4.1 Know and understand the Laws of Badminton.

4.2 Call promptly and with authority, but, if a mistake is made, admit it, apologise and correct it.

4.3 Make all announcements and calling of the score distinctly and loudly enough to be heard clearly by players and the spectators.

4.4 Do not call ‘fault’ and allow the game to proceed, if doubt arises in your mind as to whether an infringement of the Laws has occurred or not.

4.5 Never ask the spectators nor be influenced by them or their remarks.

4.6 Motivate your other technical officials, e.g. by discreetly acknowledging the decisions of line judges and establishing a working relationship with them.

#### 5. INSTRUCTIONS TO SERVICE JUDGES

5.1 The service judge shall sit on a low chair by the post, preferably opposite the umpire.

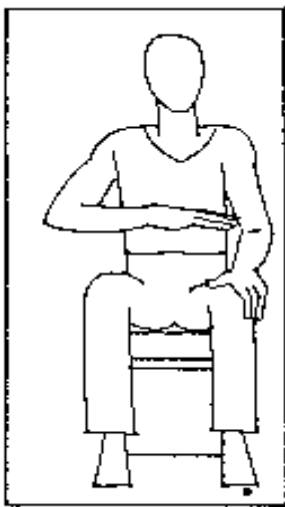
5.2 The service judge is responsible for judging that the server delivers a correct service (Law 9.1.2 to Law 9.1.8). If not, call ‘fault’ loudly and use the approved hand signal to indicate the type of infringement.



5.3 The approved hand signals are:

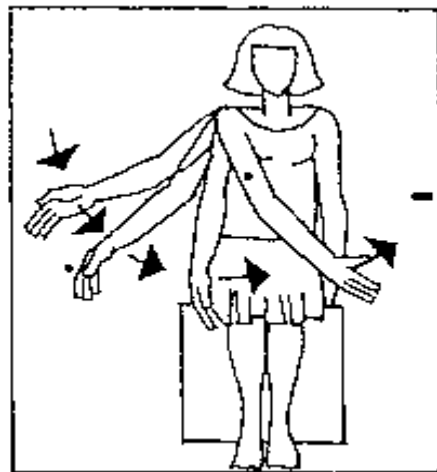
**Law 9.1.6**

*At the instant of hitting the shuttle, the shaft of the server's racket not pointing in a downward direction.*



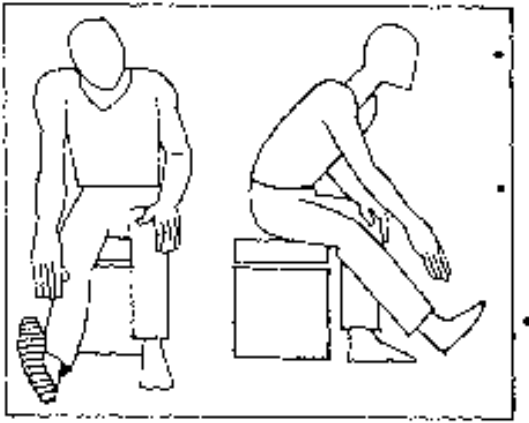
**Law 9.1.5**

*The whole shuttle at the instant of being hit by the server's rackets was not below the server's waist.*



**Law 9.1.7**

*During the delivery of service (Law 9.2, 9.3), the movement of the server's racket does not continuously move forwards*

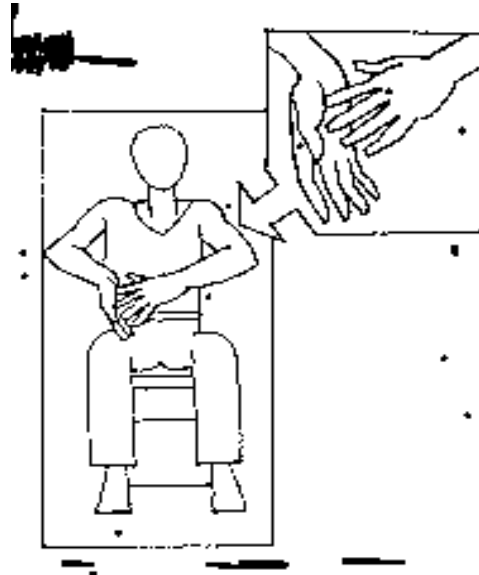


**Laws 9.1.2 and 9.1.3**

*during the delivery of service (Law 9.2, 9.3), one or both feet are not in contact with the service court and in a stationary position until the service is delivered.*

**Law 9.1.4**

*Initial point of contact of the server's rackets with the shuttle not on the base of the shuttle.*



5.4 The umpire may arrange with the service judge any extra duties to be undertaken, provided that the players are so advised.

**6. INSTRUCTIONS TO LINE JUDGES**

6.1 Line judges shall sit on chairs in prolongation of their lines at the ends and sides of the court and preferably at the side opposite to the umpire. (See diagrams page 30).

6.2 A line judge shall be entirely responsible for the line(s) assigned except that the umpire shall overrule the call of line judge, if beyond reasonable doubt, in the opinion of the umpire, a line judge has clearly made a wrong call.

6.2.1 If the shuttle lands out, no matter how far, call "out" promptly in a clear voice, loud enough to be heard by the players and the spectators and, at the same time, signal by extending both arms horizontally so that the umpire can see clearly.

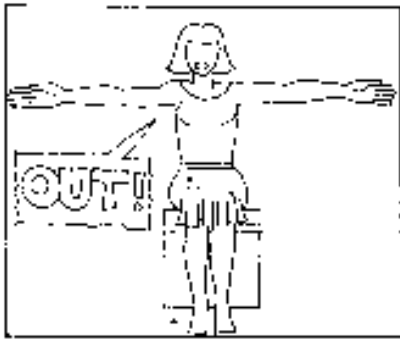
6.2.2 If the shuttle lands in, the line judge shall say nothing, but point to the line with the right hand.

6.3 If unsighted, inform the umpire immediately by putting both hands up to cover the eyes.

6.4 Do not call or signal until the shuttle has touched the floor.

6.5 Calls shall always be made, and no anticipation made of umpiring decisions, e.g. that the shuttle hit a player.

6.6 The approved hand signals are:

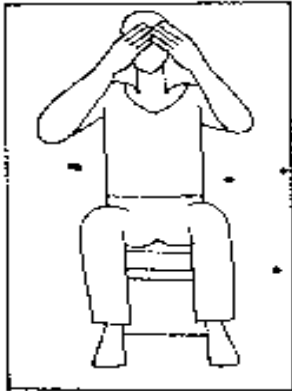
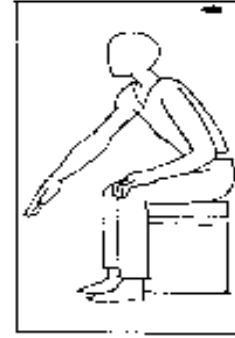


**SHUTTLE IS OUT**

*If the shuttle lands out, no matter how far, call "out" promptly in a clear voice, loud enough to be heard by the players and the spectators and, at the same time, signal by extending both arms horizontally so that the umpire can see clearly.*

**SHUTTLE IS IN**

*If the shuttle lands in, say nothing, but point to the line with your right hand.*



**IF UNSIGHTED**

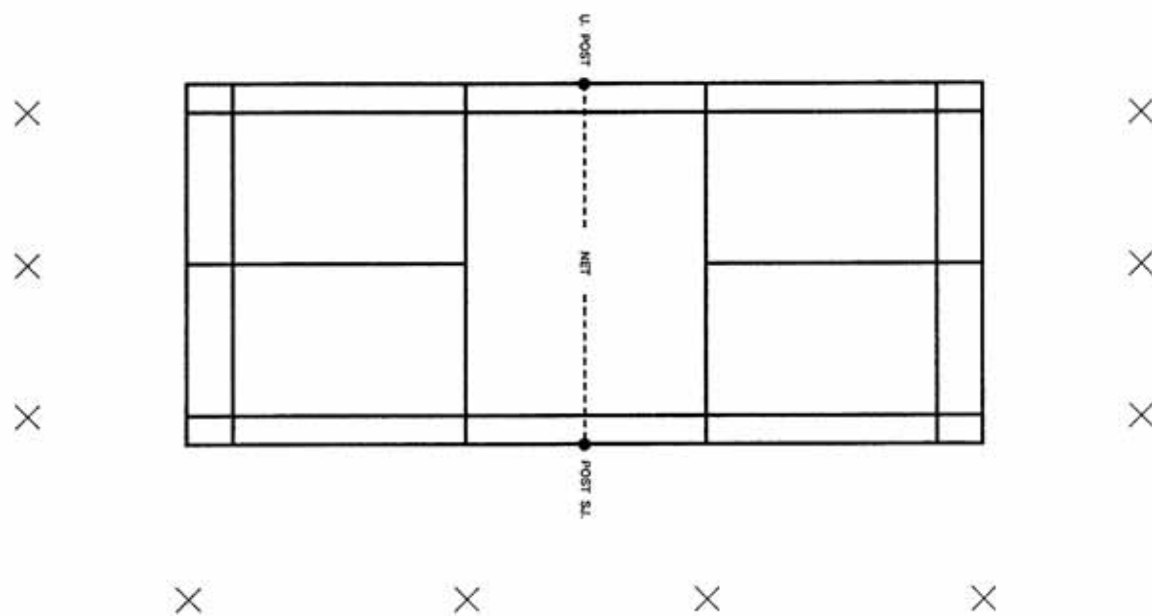
*If unsighted, inform the umpire immediately by holding your hands to cover your eyes.*

## POSITIONS OF LINE JUDGES

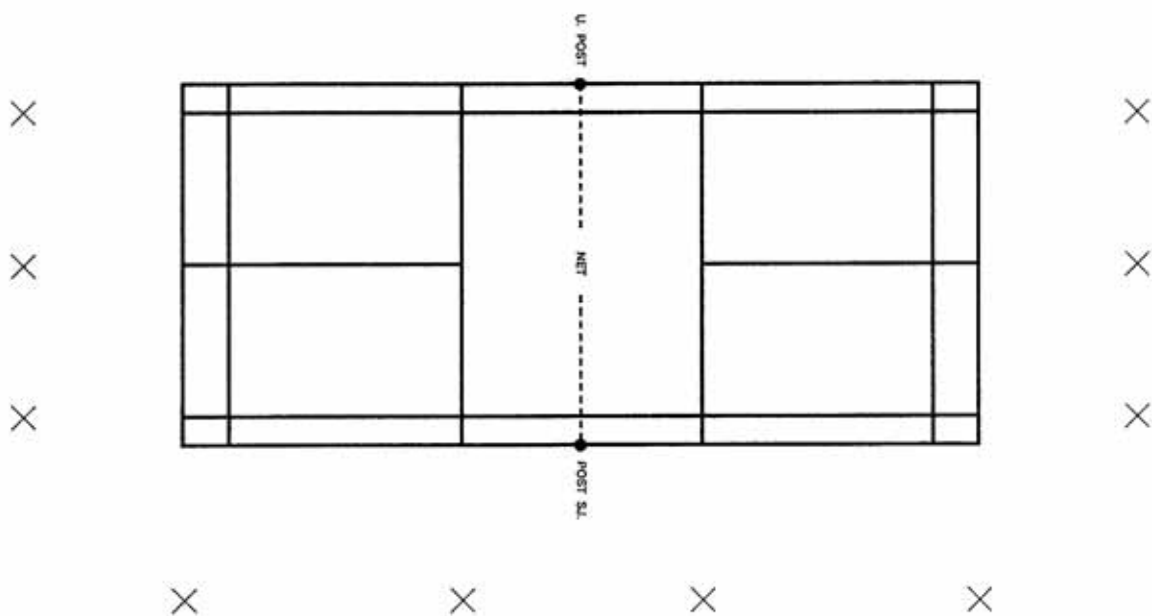
Where practical, it is recommended that the line judges' positions be 2.5 to 3.5 metres from the court boundaries and, in any arrangement, the line judges' positions be protected from encroachment by any outside influence, e.g. by photographers.

X indicates the positions of line judges

### Singles



### Doubles



**BADMINTON SOUTH AFRICA TECHNICAL OFFICIALS**

**BYE-LAWS**

1. THE NAME : The name of the committee shall be the BADMINTON SOUTH AFRICA TECHNICAL OFFICIALS abbreviated to the BSATO.
2. AFFILIATION : The BSATO shall work in co-operation with Badminton South Africa (BSA).
3. OBJECTS : The objects of the BSATO shall be:
- 3.1 To adhere to the Principles laid down in the Badminton World Federation Statute Book or Handbook, as well as those of BSA.
  - 3.2 To improve and maintain the standard of umpiring.
  - 3.3 To encourage and assist Provincial committees and Country District Committees to establish Technical Officials committees within their provinces.
  - 3.4 To assist in the provision of Technical Officials at all matches falling under the jurisdiction of BSA
  - 3.5 To maintain records of all matters pertaining to umpiring.
  - 3.6 To conduct committee meetings at least three (3) times per year.
4. MEMBERSHIP : Membership of this committee shall be open to any person who is interested in furthering the principles of the game and the objects of the Committee AND is registered with the Technical Officials' committee of his/her Province, OR, in the case of there being no Technical Officials' Committee in his province, with the BSATO.
- Members of corporate affiliates must register with provincial sub committees. These corporate affiliates include Correctional Services, SAPS, USSA, SANDF.
5. MANAGEMENT : 5.1 The affairs of the BSATO shall be managed by a Committee of five persons, which shall consist of :
- A Chairperson
  - A Secretary
  - Three Additional Committee Members
- 5.1.1 Nominations for the chairperson shall be submitted to BSA where after the BSA Executive will appoint the chairperson from the nominations. See also 8.1.
  - 5.1.2 The committee of the BSATO shall consist of registered and qualified Technical Officials, who are appointed by the chairperson.
  - 5.2 The Committee shall have the right to co-opt any person it deems necessary, in consultation with BSA. This person shall have the right to vote at Committee Meetings.
  - 5.3 The President of BSA (or other persons delegated by BSA) shall be ex officio members of the Committee, but shall have no vote.
  - 5.4 Transport expenses to attend Committee Meetings will be borne by the BSATO at ruling BSA rates.
  - 5.5 The Quorum at a Committee Meeting shall be four (4) members - excluding ex officio members.
  - 5.6 The term of office of the Committee shall be two (2) years as per BSA Constitution.

- 5.7 The BSATO shall nominate not more than two (2) persons to represent it at BSA meetings.
- 5.8 The Committee may fill vacancies of elected members. Any member who fails to attend two (2) consecutive meetings without a valid excuse, may be replaced by the Committee.
6. RECORDS OF OFFICIALS :
- 6.1 Every Provincial Technical Officials' Committee shall, at the same time, also inform the BSATO of all the names, postal addresses and telephone numbers of their Executive Committee Members.
- 6.2 The BSATO shall keep a Central Register of all Technical Officials.
- 6.3 Special details regarding Technical Officials to be graded shall be presented to BSATO one calendar month before the SA National Championships.
- 6.4 The secretary of the BSATO shall maintain a National Grid of all umpires' duties which shall be compiled from, and updated, upon receipt of official, non-verbal tournament reports.
7. SUSPENSION OR TERMINATION OF MEMBERSHIP :
- 7.1 The membership of any person may, for a reason which the Committee deems sufficient, be suspended for any period, or terminated. The decision to suspend or terminate membership shall be carried by a 2/3 (two thirds) majority of those present, but being a quorum. The reason for suspending the membership of any person are to be clearly defined e.g. breaking the rules of the bye-laws, bad conduct, etc.
- 7.2 The member shall be given at least fourteen (14) days notice, in writing, of the Committee's intention to consider the matter, in order that he or she have the opportunity of appearing before the Committee to state his or her case.
- 7.3 The serving of such Notice shall be made by personal delivery, or registered letter despatched to the last known address of such member.
- 7.4 The Secretary shall, within fourteen (14) days after the Committee has made a decision on the matter, notify the member, in writing, of such decisions.
- 7.5 BSA shall be advised of any action taken.
- 7.6 APPEAL
- 7.6.1 The member may, within fourteen (14) days of despatch of such Notification, give written notice to the secretary of the BSATO of his or her intention to appeal.
- 7.6.2 The Secretary shall thereupon summon an Extraordinary Committee Meeting of the BSATO which shall be held within twenty one (21) days after receipt of such written Notice of Appeal.
- 7.6.3 The decision of the majority of the members present shall be final.
8. GENERAL : MEETINGS :
- 8.1 The General Meeting of the BSATO shall be held during the Melvill Cup and S.A. Championships, one week prior to the Annual General Meeting of BSA at a venue in the town/city hosting the Championships.
- 8.2 Notices convening the General Meeting of the BSATO shall be posted to all Provincial Technical Officials' Associations and Provincial Badminton Associations at least sixty (60) days prior to such Meeting. All matters wishing to be discussed must be in the hands of the Secretary forty (40) days prior to the date of the General Meeting and the Secretary shall forward to all Associations copies of such matters twenty one (21) days prior to the date of the General Meeting.

### 8.3 Quorum

The members present at the General Meeting of the BSATO will be the quorum and are all eligible to vote.

8.4 If a Provincial Association cannot attend, it can nominate in writing a delegate of another Province to represent it by means of a proxy vote.

8.5 In the event of a split vote, the chairperson shall have a casting vote.

8.6 The business of the General Meeting shall be:

8.6.1 To read Notices convening the Meeting.

8.6.2 To receive apologies and delegate's credentials.

8.6.3 To read and confirm Minutes of the previous General Meeting.

8.6.4 To discuss matters arising.

8.6.5 To receive the Conveners report.

8.6.6 To receive matters for discussion.

8.6.7 To receive Provincial Reports.

8.6.8 To elect a Grading Panel.

8.6.9 To discuss general matters.

9. AMENDMENTS : Any Provincial Association desirous of making amendments to these guidelines is to submit proposed amendments to the committee for discussion, decision and promulgation in due course.
10. OFFICIATING : 10.1 The Committee of the BSATO shall have the right to select from its members those who shall officiate at fixtures where its services are requested. Travelling expenses may be defrayed by the BSATO at its discretion.  
AT  
TOURNAMENTS  
AND MATCHES 10.2 Local provinces and/or Badminton South Africa may, on their own initiatives and at their entire discretion, subsidize the Travelling and lodging expenses of their locally approved Technical Officials for National Games, International Matches and Approved tournaments.
11. THE BADGE : The Badge for South African National Graded Technical Officials shall be a Protea with a shuttle inside the Protea and the wording "SOUTH AFRICA TECHNICAL OFFICIAL" in silver on a black background.
12. DRESS : 12.1 Umpire/Service Judge  
12.1.1 BSATO dress may be Technical Officials shirts with black Skirt/Slacks or black longs and black shoes. Technical Officials dry-macks may be worn. The Technical Officials black track suit depicting the South African flag in colour may be worn as an alternative or for international participation.  
12.1.2 Changes at the discretion of the Referee.  
12.1.3 All provinces shall comply with these regulations.  
12.1.4 Alternatives are subject to Sponsors' requests.

12.2 Referee/Assistant Referee

12.2.1 The Referee and /or Assistant Referee may wear the Red Referee dry macks.

13. TECHNICAL OFFICIALS' TROPHY FOR SPORTSMANSHIP

13.1 The BSATO shall present, annually, its Floating Trophy to a registered S.A. badminton player, at the S.A. Senior Badminton Championships.

13.2 The Trophy shall be called the "BSATO Trophy for Sportsmanship".

13.3 The general basis for the presentation of the Award shall be made on a player's general behaviour and appearance on the court, sportsmanship and etiquette.

13.4 Players shall be judged by registered Technical Officials present at the S.A. Senior Championships and Melvill Cup Tournament.

14. GRADED TECHNICAL OFFICIALS

Grading

If any Technical Official is inactive during a period of two years or more from the date of obtaining his/her last grading, he/she would be required to undergo a refresher course as well as umpire a minimum of 20 matches inclusive in two Category 1 tournaments and one Category 2 tournament. National and International graded umpires in addition, must complete 10 Service Judge duties in any of the SA tournaments.

14.1 Development Umpire -

*Pre-course qualification* : Nil

*Education*

*Theoretical* : Course in simplified laws of Badminton.

*Practical* : Practical in simulated play at the course.

*Passing Criteria* : Theory Test : No.  
Practical Test : Assessment at the course.

*Who can present* : Any recognised Technical Official.

14.2 South African Umpire -

Notes:

1. Development Umpires are excluded from these criteria.
2. Time of service from inception to National grade is a minimum of three (3) years.

Inception

Any candidate wishing to become an SA Umpire **must**:

1. be affiliated to a province
2. attend an official course which will be presented by BSATO Officials, and
3. pass a theory exam with at least 60% pass mark.
4. Any candidate who fails the theory exam, can apply to resit the exam within a period of two weeks, failing which a second course must be attended.
5. obtain a logbook at cost from the BSATO.
6. A practical exam **MUST** be completed under the evaluation of any National Graded Technical Official at any Category 1 or higher level tournament.



Thereafter, for an SA Umpire to remain active the umpire **must**:

1. complete 50 matches per year (of which 10% must be at their own Provincial Tournament) at any tournament listed on the BSA calendar,
2. complete 20 service judge duties per year (of which 10% must be at their own Provincial Tournament) at any tournament listed on the BSA calendar,
3. attend a referees course within a period of two years,
4. act as assistant referee for the duration of the tournament, at any Category 1 tournament thereafter,
5. submit quarterly, via their province, a copy of their log book fully signed, to the BSATO secretariat.

#### 14.3 National Umpire -

To upgrade to an SA National Umpire, the umpire **must**:

1. complete 50 matches per year (of which 10% must be at their own Provincial Tournament) at any tournament listed on the BSA calendar,
2. complete 20 service judge duties per year (of which 10% must be at their own Provincial Tournament) at any tournament listed on the BSA calendar,
3. submit quarterly, via their province, a copy of their logbook fully signed, to the BSATO secretariat,
3. have acted as referee for the full duration of the tournament, at two Category 1 tournaments or higher, excluding the SA International tournament,
4. have attended for the entire period and acted as umpire and service judge at any of the following tournaments, which are outside of his/her own provincial borders: SA Under 19, SA Melvill or the SA International tournaments.
6. Request for upgrading must be submitted by the umpire's Provincial body.
7. Grading will be by invitation only and may only be done from the third consecutive active year onwards after date of inception.
8. Pass a practical exam with at least 80% pass mark.
9. No candidate may play in the same tournament for which the candidate is undergoing upgrade.

#### 14.4 Active Umpires

In order to be classed as active, all umpires **must** :

1. complete 50 matches per year (of which 10% must be at their own Provincial Tournament) at any tournament listed on the BSA calendar,
2. complete 20 service judge duties per year (of which 10% must be at their own Provincial Tournament) at any tournament listed on the BSA calendar,
3. A record to the effect, for the above, **must** be submitted to the secretariat each year end.

#### 14.5 Upgrading

Any umpire desirous of upgrading **must** have fulfilled all the criteria, as described above, for the respective level of upgrade required. In addition a letter requesting upgrade **must** be signed and sent to BSATO, from the Provincial body, at least six weeks prior to the time of grading. A completed and signed copy of the log book **must** accompany the request.

#### 14.6 Log Books

Logbooks will be issued after a candidate has completed and passed the theory examination presented given by BSATO.

#### 14.7 International Tournaments

Recognition will be given for officiating at any International tournament sanctioned by the BCA/BWF.

14.8 National Umpire Duty Grid

A National grid shall be maintained by the secretariat of all duties performed by umpires at tournaments on the BSA calendar, and shall only be official once the relevant tournament report with the Umpire Duties pro-forma, wherein the number of matches and Service Judge duties shall be recorded, and has been received by the BSATO secretariat.

15. THE GRADING :  
COMMITTEE

15.1 This Committee shall consist of three (3), or more, of which at least one (1) will be an BWF recognised Technical Official. The other two must be at least National graded Technical Officials, all of whom having been active at Nominated, Sanctioned and/or Open tournaments during the preceding twelve (12) calendar months.

15.2 The members of this Committee shall be elected at the BSATO General Meeting.

15.3 The function of the members of the Grading Committee shall be to individually and separately assess each applicant's practical ability.

15.4 Each applicant shall be assessed by at least two (2) Grading Committee Members at four (4) or more matches.

16. REFEREE

The Referee for any tournament shall be appointed by the BSATO.

17. INTERNATIONAL  
PARTICIPATION Criteria for International Participation

Candidates for International participation shall be approved by the BSATO.

## DEVELOPMENT UMPIRE

1. The Development umpire need have no knowledge of the game.
2. The badminton simplified laws, as per BWF Simplified Laws 6 (August 1998), will be presented as a build up to understanding the laws of the game. Here, however, a basic understanding is required in order to at least know what the game is all about.
3. The international score sheet will be used in its basic form.

### COURSE MATERIAL AND CRITERIA

1. Simplified Laws of Badminton (August 1998)
2. Score sheet.
3. Practical Evaluation sheet (see page 32)
4. Practical will be done in simulated play as per the BSATO byelaws.
5. Assessment will be done at the course.

## SOUTH AFRICAN UMPIRE

1. The umpire course nominees should at least have a good working knowledge of the game as stated in the BSATO byelaws.
2. In order to build up a better understanding of what is required of a South African umpire, it is recommended that the course should be presented in the following order:
  1. Start with laws 17, 16, and 15.
  2. Laws 1 - 7.
  4. Laws 8 - 14.
  5. Appendix 1 and 3.
  6. Recommendations 1, 2, 4, 5, and 6.
  7. Recommendation 3.
  8. Appendix 4.
  9. Score sheets.
  10. Practical evaluation sheet.
  11. Theory test 60%.
  12. Practical evaluation 60%.
3. The course must be presented by at least a National graded Technical Official as per the BSATO byelaws.

### COURSE MATERIAL AND CRITERIA

1. The laws as per BWF statute must be used.
2. The theoretical/practical courses should be presented over one and a half /two days and should be a minimum of 12 hours duration.
3. At the end of the course, a theoretical test must be written and the pass mark of 60% obtained, as per the BSATO byelaws.
4. The candidate must pass a practical test of 60% at any local provincial tournament before he or she can qualify to become a South African umpire.
5. The provincial association must keep the results, but the exam papers are to be sent to the BSATO.

### LAWS

1. a. Law 17: 17.1 - 17.5 Explain the duties of the referee, umpire, Service Judge and Line Judge. Candidates must understand the difference.  
b. Law 17.6: 17.6.1 - 17.6.8 is what an umpire is all about and what his or her exact duties will be. The candidate must be very clear on this.  
c. Law 16: 17.1 and 16.2 must be explained and is applicable in South Africa.  
d. Law 16.5 - 16.8 The candidate must understand what a player is not allowed to do and how he or she must handle the situation in cases of flagrant offence.

2. Law 15. It must be understood what is meant by a shuttle not in play - the game is not always on and what to do. The umpire is still in charge.
3. Laws 1 - 7. These laws must be explained one by one and they must be understood well. Law 6 - the toss, is very important and must be understood well. It is not important to know at this level the nitty gritty of the racket.
4. Laws 8 - 14. These laws must be explained one by one and candidates must understand the importance of these laws.
5. Law 12 - correct service, must be understood very well as it is the most important laws at this level. The candidate must understand how to prevent a service court error, as a player can get an advantage over the opponent.

## **APPENDICES AND RECOMMENDATIONS**

- a) APPENDIX 1 - The candidate must know the variations in court and equipment can be done only as per statute book.
- b) APPENDIX 3 - Games in South Africa in the plate section are often played to 1 game of 21 points. Point out the change of ends and setting in a 21-point game.
- c) RECOMMENDATIONS 1, 4, 5 AND 6 - The candidate must understand and know these very well as it is important to ensure that the candidate have the correct knowledge how to conduct themselves.
- d) RECOMMENDATION 3 - It is very important that the umpire knows what is expected from him/her as soon as he/she is called for a match, to start the match using the full as well as abbreviated formats. The candidate must know how to identify the server and receiver (3.2.3). The vocabulary in 3.3 is important and must be used from the onset. 3.3.9 - the 90 second interval must be explained and understood as well as the intervals in 3.3.10. R3.4 - 3.13 and their implementation.
- e) APPENDIX 4 - The vocabulary is important for a good umpire. The candidate must understand the meaning hereof and read it all the time and use only what is in the book.

## **PRACTICAL EVALUATION MARK SHEET (SEE COPY)**

The umpire uses this as a tool to assess his/her own performance in the chair and so that he/she knows what will be expected of him/her when he/she does the practical evaluation. This can be given to any other player or official to assess him/her for their own benefit. A practical test is to be done at any provincial tournament by at least an A-grade official according to the set practical mark sheet. The pass mark is 60%.

## **SCORE SHEET (SEE EXAMPLE)**

This must be explained and each candidate must be able to fill it in as per the example. This is the international score sheet and the only one to be used by umpires.

## **THEORY TEST**

The pass mark is 60% and the candidate must be given at least two hours to study before the test is taken. The paper will be marked by the course leader(s). The results will be made known to the candidates but the exam paper must be handed back. The BSATO will set all exam papers.

## **THE BSATO**

When candidates qualify as South African Umpires, they must affiliate to their provincial Technical Official structure or the BSATO.

## **REPORT**

A report must be sent to the BSATO after each course. The names of all candidates who qualify must be forwarded to the BSATO by their member association. It is the candidate's own responsibility to gain experience and upgrade as per byelaws.

# SOUTH AFRICAN TECHNICAL OFFICIALS

## PRACTICAL EVALUATION SHEET

CANDIDATES NAME : .....

PROVINCE : .....

EXAMINERS : .....

DATE : .....

.....  
 .....

ACTIVITY	POSSIBLE MARKS	MARK ACHIEVED	REMARKS
1. DRESS/CONDUCT IN CHAIR	<b>10</b>		
2. UMPIRING ABILITY			
1. <u>Start of Match</u>	<b>30</b>		
- Identifying players	5		
- Toss	5		
- Line/Service judge contact	5		
- Opening announcement	15		
2. <u>Duration of Match</u>	<b>30</b>		
- Control of match	10		
- Fault observation/calling	5		
- Lets played/calling	5		
- End of game announcement(s)	10		
3. <u>End of Match</u>	<b>15</b>		
- Closing announcement	10		
- Acknowledge line/service judges	5		
4. <u>Line/Service Judge</u>	<b>10</b>		
- Audibility	5		
- Use of signals	5		
5. <u>Scoresheet</u>	<b>5</b>		
<b>TOTAL</b>	<b>100</b>		Minimum required 60%

PASS/FAIL  
 COMMENTS/SUGGESTION :

PERCENTAGE ATTAINED





# Instruction for use of

## BADMINTON UMPIRES SCORE SHEET

**Pre Match Details** to be completed (if not done by computer) once you are given the scoresheet, in advance, before going onto court

- Preliminaries**
1. **'S' 'R'** server and receiver. Fill in when conducting the toss.
  2. **'L' 'R'** starting of players (left, right) when viewed from the umpire's chair. Fill in when conducting the toss.
  3. **'0'** mark against the serving side before commencing match.
  4. **Start** fill in time match commences ie. when you call 'play'.

- During Play**
1. If the serving side wins the point, write their new score in the next available block.
  2. If the receiving side wins the point, to make it 'service over', write the existing score in the next available block. (last completed block is always the side serving).
  3. Setting – Proceed as normal (15, 16, 17 or 11, 12, 13, etc.).
  4. Warning 'W', Fault 'F' (misconduct), Injured 'I', Disqualified 'D' – put 'W', 'F', 'I' or 'D' on the appropriate players' block.
  5. Referee called 'Ref' - put 'R' on the appropriate players' block above the 'F'.

- End of Game**
1. Write and Circle completed game score.
  2. Fill in completed game score at top of scoresheet.
  3. Mark in '0' against the starting serving side of next game.
  4. Change 'S' and 'R' if necessary for the next game.

- End of Match**
1. Write and Circle completed game score.
  2. Finish – write in time the match ends ie. at the call of 'game'.
  3. Fill in completed game score at top of scoresheet.

- Post Match**
1. Circle the winning side at the top of the scoresheet.
  2. Sign the completed scoresheet.
  3. Get referee to counter sign if required.
  4. Complete any comments, i.e. injuries, warnings, faults, misconduct, disqualifications, etc. at the bottom of the scoresheet (the reverse side **must** be used for explicit explanations).

**An example of the completed scoresheet is shown on the next page.**





# REFEREES GUIDE

## FOREWORD

This checklist and specifications of the tasks of being a Referee is written for referees and organizers to be of mutual use and to make clear in summary what could be expected from either party in preparing for and running a major tournament.

### Table of Contents

1. Introduction
2. Long term planning for a tournament
3. Preparation before a tournament starts
4. Running a tournament
5. Reporting on a tournament

\* \* \* \* \*

## REFEREEING GUIDE

### 1. Introduction

#### 1.1 The Goals

The Referee has overall responsibility for a tournament regarding fairness for the players and, in conjunction with the organizers, a good presentation of the game to the spectators and to the media.

#### 1.2 The Means

The Referee shall assist and advise the officials of the tournament to achieve the goals above and the Referee shall have the power to take any necessary action to do this.

#### 1.3 Policy

In every tournament the referee and the officials shall:

\* uphold the Laws of the game to give justice and fair play to the players

\* give spectators and media a professional and enjoyable presentation of the game.

Most of the formal duties for Referees and officials are stipulated in the Laws and Tournament Regulations of Badminton. There are, however, also important duties not explicitly written in the Laws.

The most important responsibility is to create a good competitive atmosphere among the players, team managers and officials based on respect and confidence in mutual competence.

Other responsibilities are to encourage and support Umpires, Service and Line Judges in their work and to make sure that team managers and players get the information and support they need to enable them to have the best preparation for a good performance.

### 2. Long term planning for a tournament

This part deals with preparation and information well in advance of the start of the tournament;

2.1 the seeding

2.2 the draw

2.3 changes to the draw

2.4 time scheduling and number of courts available

2.5 review of organizer's plans (e.g. Technical Officials, accommodation, transport, shuttle availability, etc.)

2.6 medical facilities and drug testing

### 3. Preparation before the tournament

This list describes what should be done immediately on arrival at a venue before the actual play starts.

#### 3.1 Venue check

Hall and facilities Equipment

- |                      |                         |
|----------------------|-------------------------|
| - lighting           | - nets/measurements     |
| - height/obstruction | - posts                 |
| - changing rooms     | - flooring mats         |
| - transport          | - scoring machines      |
| - catering           | - player identification |
|                      | - other (baskets/mops)  |

Shuttles	Organization
- speeds	- match control/organization
- quality	- Umpires/Service Judges
- record usage	- Line judges
Play	Medical
- scheduling late	- dope testing
- changes properly announced	- physio services
	- doctor
	- on court incidents

### 3.2 Team managers' briefing

- \* Welcome all officials
- \* Play in accordance with the Laws of Badminton and Tournament Regulations of the BWF
- \* Coloured clothing - predominantly white for BWF's own events
- \* Restrictions on advertising on clothing/tracksuits on court at the discretion of the referee
- \* Shuttles
  - speed decided by Referee
  - umpires decide which shuttle to use
  - intervals and Law 16
- \* Position regarding 'lets'
- \* Drug testing
  - procedure
  - medical advise
- \* Continuous play
  - Law 16
  - clarify position with regard to changing shirts, shoes, etc
- \* Substitutions
  - Tournament Regulations
  - MUST BE SANCTIONED BY THE REFEREE
- \* Other persons in court area
- \* Order of play
- \* In team events
  - team nominations, time and place to deliver
  - ranking subject to approval of Referee
- \* Conduct of play
- \* Room numbers where managers can be contacted
- \* Referee available at all times

### 3.3 Umpires' briefing

- \* Welcome all officials
- \* Details from team managers' briefing
- \* mention if players may change shirt and shoes after the first game

- \* 5 min break
  - players may continue if willing
  - make sure play is resumed within the stipulated time period
  - do not extend for court drying or shuttle testing
- \* umpire is in charge of court area
- \* referee (and Deputy Referee) is available at all times for consultation and is a partner to the
  - umpire to ensure fair play for the players
  - nobody except the Referee and Doctor allowed in court area
  - players stay within court area.
- \* Urge prompt presentation of matches
  - limit knocking up time
- \* Score sheets
  - ensure correctly completed
  - record time of start and time of finish
- \* Correct use of names and countries
- \* Check net and position of Line Judges
- \* No general testing of shuttle during play - refer any problems to Referee if dispute
- \* Position regarding Lets
- \* Application of Law 16
  - continuous play
  - procedure for injury on court
  - no shuttle testing
- \* Line Judges
  - expect and DEMAND clear signals
  - prompt action on tardy Line Judges
  - no signals while the shuttle is still in play
  - STOP players calling 'OUT'
  - protect Line Judges from any embarrassment caused by players' bad behaviour
  - when Line Judge signals 'unsighted' Umpire should call if he is certain about the call otherwise call 'LET' - do not automatically call 'LET'
  - Line Judges are not to leave the court during the two minute interval but may stand up
- \* If required have courts mopped during 2 minute interval, or during shirt changing between games
- \* Daily meeting 30 minutes/one hour before play each day

#### 3.4 Medical staff meeting

- dope testing, procedure for selection, recognized by IOC laboratory to be used and transport of samples
- injuries on court
- general medical care
- physiotherapist available
- IOC list of forbidden substances
- "Green List" substances
- national medical information book (MIMS) of the organizer to be available

#### 4. Running the tournament

This part deals with the daily work during the tournament

- 4.1 Checking the arena daily, shuttle manager and match control.
- 4.2 Mini briefing with the Umpires every morning, give support and set standards e.g. in service faulting.

- 4.3 Shuttle testing. If possible use both male and female players.
- 4.4 Medical check.
- 4.5 See Line Judges coordinator and if possible some Line Judges.
- 4.6 Be continuously observing the matches during play. Walk around, support umpires in 2 min intervals, injuries, advertising and coloured clothing. Look for back coaching and check on the performance of the Umpires and the Line Judges. Always try to foresee where problems are going to arise and be ahead of them..

DO NOT have other things going on while being a Referee, like having small meetings, etc

- 4.7 Prepare for the selection of players to be dope tested. Make sure that only the testing staff is involved and that discretion and confidentiality is kept. Check the sealing procedure and make sure that no player leaves the open sample unattended and that they are satisfied when they sign the protocol.
- 4.8 Prepare for the Referee's report.  
- keep diary or log incidents.

## 5. Team Sheets

- 5.1 The referee must work in accordance with the tournament programme.
- 5.2 Orders of strengths must be submitted, prepared and posted timeously.
- 5.3 Objections must be submitted to the referee who must then refer them to the tournaments committee.
- 5.4 Any changes to a draw must then be posted and announced.
- 5.5 Orders of strengths for team events to be submitted as per the regulations laid down in the tournament programme.
- 5.6 The referee must check the team sheets to comply with the orders of strengths **one** hour prior to the start of the team events.
- 5.7 All results to be given to match control and the relevant grid filled in and posted.

## 6. Referee's report

This deals with the evaluation of the whole tournament and it is built up on a standard report form with additional possibilities to expand and explain further details when needed.

- 6.1 Standard Referee's report form (see page 54).

## GUIDELINES FOR UMPIRES BRIEFINGS

### START OF TOURNAMENT

1. Welcome and introductions (new umpires!); who is referee, assistant referee(s), match control
2. At start, identify problem areas with hall; fixtures and lets, etc.
3. Dress code for day, week, semis, finals, etc.
4. Check all umpires have stopwatches, pens, coins, LAW BOOKS, log books .....
5. Mention of players/teams, foreign players/teams
6. Discuss clothing/advertising regulations
7. Discuss injuries on court, medic/doctor
8. Discuss intervals, who is allowed on court and how many
9. Discuss announcements
10. Tracksuits and warm up times
11. Shuttle testing and tipping
12. Scoresheets; who will check and sign
13. Discuss upgrading criteria where applicable; who is grading panel
14. When Line Judges are to be used if any, who will do
15. Allocation of umpires to team for team events
16. Discuss disciplinary committee for incidents (players and umpires)
17. Tea/coffee, food allocations for umpires
18. General questions and answers
19. Good luck

### SUBSEQUENT BRIEFINGS

1. Feedback on last session; praise where required
2. Highlight problem areas
3. Discuss incidents
4. Discuss errors/failures of umpires in a positive manner
5. General questions and answers
6. Allocations of umpires/service judges for quarters, semis, finals when applicable
7. Good Luck

# BRIEFING NOTES FOR TECHNICAL OFFICIALS MEETING

## General

The tournament will be played in accordance with the Laws of Badminton, the BSA Tournament Circular and the Competition Regulations of the BWF.

To ensure a fair tournament, we would like to draw your attention to the following items.

Umpires are asked to be firm but fair. The object is to control matches in a manner that is fair to both sides.

Consistency in umpiring and service-judging are of paramount importance to the players at all times. This applies as much in preliminary rounds as in final matches. Please ensure you give all players a fair deal and apply the Laws consistently at all times.

The Referees' team is available at all times for consultation. They are partners to the umpires to ensure fair play for the competitors.

These notes are probably familiar to you, but please read them nevertheless.

## Umpires Control

All briefings will take place in the Technical Official's Room where applicable. Briefings will be held before every session.

When appointed, the Umpires' Manager will organise the duties. For the remaining days, the Referees will assign the umpires' duties.

## Order of Play

The order of play is on the notice boards. For matches on Friday, Saturday and Sunday, the order of play will be announced later.

## Procedure before and after a match

If a court is available, matches will be called not more than 15 minutes before scheduled time.

When a match is called, the umpire collects the scoresheet at match control and goes to the meeting point and the service judge takes new shuttles and follows umpire to the meeting point.

The umpire makes sure before the match starts that clothing and advertising of players are OK and that players have their name on the back; the service judge can assist the umpire by informing the umpire if he/she sees any problem. If clothing is not OK, players must be asked to correct things. If you are in doubt, or if players are not willing to change, ask for a referee.

Knocking up should **not last longer than 3 minutes**, please use your stopwatch.

After the match the umpire returns the completed scoresheet to the Referees' table. Fill in the result, encircle the winner and add the end time of the match.

## Clothing and Advertising

We would like to make sure that your players are aware of the Conditions concerning clothing, lettering and advertising.

In order to ensure attractive presentation of Badminton, all clothing worn by players during play shall be acceptable badminton sports clothing. Each article of clothing may be of any colour or combinations of colours. It is recommended that doubles partners wear the same colours. It is not allowed to wear shirts inside out, or to tape advertising that is not allowed.

## Attention

In the SA International event, **it is mandatory** for doubles partners to wear the same colour and design on shirts and shorts **from the quarterfinals** onwards. It is recommended that, from the quarter finals onwards, the opposing pairs in each match wear different colours from each other.

## Designs - Lettering and advertising on player's clothing:

- 1.0 Abstract designs are permitted when devoid of advertising, commercial or promotional content.
- 1.1 A design is allowed when it forms part of an advert permitted by Regulation 20 and falls wholly within the permitted dimensions.
  
- 2.0 **Colour, style and height of lettering**
  - 2.0.1 Lettering shall be in capital letters in the Roman alphabet and in one single colour contrasting with that of the shirt.
  - 2.0.2 If there is a pattern on the back of the shirt, the lettering should be on a contrasting panel.
  - 2.0.3 In order that lettering be legible from a distance to spectators in the stadium and television viewers, lettering must be a minimum height of 6 and a maximum of 10 centimetres.
  - 2.0.4 Lettering should be horizontal, or as close to horizontal as practically possible, and placed near the top of the shirt.
  
- 2.1 **Players names**
  - 2.1.1 In the SA International events, the name of the player on the back of the shirt is **mandatory**. The player's name shall include the family name (or an abbreviation thereof) and, if desired, the initials of the given name(s) or nickname and shall correspond with the name on the entry.
  
- 2.2 **Association names**
  - 2.2.1 In team events, the name of the player's association on the back of the shirt is optional, if used, it shall meet all requirements of Regulation 19.
  
- 2.3 **Lettering sequence and use in advertisements**
  - 2.3.1 The sequence of lettering on the shirt from top to bottom shall be player name, country/province name (if present), advert (if present).
  - 2.3.2 Lettering is also allowed when it forms part of an advert permitted by Regulation 20, and falls wholly within the permitted dimensions. Such lettering can then be in any alphabet.
  
- 2.4 The shirt may carry advertising as in 2.4.1 to 2.4.2.
  - 2.4.1 Advertisements may appear on the following locations: left sleeve, right sleeve, left collar, right collar, front of shirt. Each advert must be 20 square centimetres or less, and there must be no more than three in total and only one per location; and
  - 2.4.2 Advertising contained in a band of uniform width not exceeding 10 centimetres; such a band may be at any angle and may be on the front of the shirt, the back of the shirt, or both.
  - 2.4.3 If, in the Referee's sole judgement, there is a clash between the content of the advertising in 2.4.2 and the event sponsors or the TV broadcasters, or if the content of the advertising would infringe local laws or be considered offensive, then the Referee may limit advertising on the shirt to 2.4.1.



## 2.5 **Other Clothing**

2.5.1 Each sock and each shoe may carry two adverts provided each advert is 20 square centimetres or less.

2.5.2 Each other article of clothing may carry one advertisement of 20 square centimetres or less.

2.6 The advertisements in Regulations 23.2 and 23.3 may be the clothing manufacturer's emblem or that of any sponsor.

## 2.7 **Provincial Association advertising**

2.7.1 Provincial Associations may use an area not exceeding fifty square centimetres on their players' shorts or lower part of dresses or skirts

The area shall typically be used for a Provincial Association's logo or an advert for a Provincial Association's sponsor

2.7.3 The advertisement must be the same on the shorts or skirts of all players from any one Provincial Association.

2.7.4 Any Provincial Association wishing to use this type of advertising must have written permission from BSA for doing so.

Advertising on tracksuits shall be permitted only until play starts.

In applying these regulations, the decision of the Referee shall be final.

## **Shuttles**

The speed of the shuttle to be used will be decided by the Referee. Regular tests will be carried out to adapt to any changes of conditions.

Testing of shuttles by players during play will not be accepted but testing within knocking up period before a match can be allowed.

Players will not be allowed to interfere with the speed of the shuttle and umpires will uphold Law 16.

Indiscriminate discarding of shuttles will not be allowed.

Players are asked to give used shuttles to the service-judge.

## **Line judges**

Expect and demand clear signals of line judges according to the instruction. Take prompt action on tardy line judges, encourage them to be alert. See that they don't give signals while the shuttle is still in play.

When a line judge signals "unsighted" the umpire should call "in" or "out" if he/she is certain about the call, otherwise call "let". Stop players calling or showing the shuttle in or out.

Players are not allowed to discuss the decision of a linejudge with the linejudge. Protect line judges from any embarrassment caused by players' bad behaviour.

Before a duty starts, you will be advised about the number of line judges, where possible.

## **Overruling line judges**

BWF has implemented the "overrule" and it is going to be used in this tournament.

The instructions are written on a different paper.

## **Continuous play**

Umpires are asked to ensure continuous play according to Law 16 and to act appropriately if there are problems. Delay is unfair to the opponent and contravenes the Laws of the game.

When your players go onto court make sure they take all they need for the match, as play will be continuous, and players will not be allowed to leave the playing area.

Player's mobile phone ringing at court while playing could be faulted under Law 16.

### **Local regulations**

Advise local regulations.

## **Injuries, cramp and sickness on court**

In a case of injury, cramp or sickness, **first** start your stopwatch. Next, ask if the player is able to carry on; if he/she is not able to, then call for the referee who will come onto court with the tournament doctor/physio.

The referee may call on any assistance in case of an emergency, but team officials will not be permitted on court. Players must stay within the court area. Managers, coaches and other persons will NOT be permitted on court.

Please pay attention to the BWF regulation on blood-flowing injuries. Because of the risk of infection with HIV it is strongly recommended that play be stopped in such situations and an occlusive dressing (e.g. bandage or plaster) applied to the injury.

It is also recommended that any plaster application be done by the player or by the tournament doctor or paramedic. Even a doubles partner could otherwise be at risk, however slightly.

Any stoppage for this purpose must not be unfair to the opposing side otherwise Law 16 could be applied.

### **Medical assistance**

An on-court doctor/physio will be available throughout the tournament, where appointed.

### **Misconduct**

We ask you to pay special attention to Law 16 regarding offensive behaviour and misconduct.

Warnings, faults and disqualifications will be reported to BSA.

Please note that disputing decisions of the Umpire, Service Judges and Line Judges is not permitted and any such case should be dealt according the Law 16. Any delay caused by dissent may also be faulted as a break in continuity of play. Yellow or red cards shall be reported to the Referees after the match.

### **Scoring system**

Make sure you are familiar with the system before your first duty.

### **Finally**

We wish you a very successful and pleasant tournament. In case of any problems or wishes, please contact the Referees' team.

# BRIEFING NOTES FOR TEAM MANAGER'S MEETING

## General

The tournament will be played in accordance with the Laws of Badminton, BSA Tournament Regulations and the Competition Regulations of the BWF.

To ensure a fair tournament, we would like to draw your attention to the following items.

These notes are probably familiar to you, but please read them nevertheless.

## Announcements

All results, messages and requests will be published on the notice boards in the Hall and given to particular "pigeon holes" placed at information desk.

Results, order of play and similar information will be delivered as well.

## Draw

Seeding and selecting of players/pairs for the Main draw/Qualifications/Reserve lists was done by the Tournaments Committee.

## Order of Play

The order of play will be that which has been notified and is on the notice boards. For matches on Friday, Saturday and Sunday, where applicable, the order of play will be announced later.

## Time Schedule and Marching on Court

Players are kindly requested to be ready for play at least **15 minutes** prior to the time scheduled for their match. If a court is available, matches will be called not more than 15 minutes before scheduled time.

Knock-up time on court is limited to 3 minutes. Players can do more warming up in the next training sport hall, where available, but are expected to be in the main hall in time to be ready to start their match 15 before scheduled time.

When a march on together with umpires, players and line judges is to be done, all are expected to be at the meeting point behind referee's table before their match is called.

## Clothing and Advertising

We would like to make sure that your players are aware of the BWF and BSA conditions concerning clothing and advertising.

In order to ensure attractive presentation of Badminton, all clothing worn by players during play shall be acceptable badminton sports clothing. Each article of clothing may be of any colour or combinations of colours. It is recommended that doubles partners wear the same colours. It is not allowed to wear shirts inside out, or to tape advertising that is not allowed.

## Attention

In World Grand Prix events, **it is mandatory** for doubles partners to wear the same colour and design on shirts and shorts **from the quarterfinals** onwards. It is recommended that, from the quarter finals onwards, the opposing pairs in each match wear different colours from each other.

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## Designs - Lettering and advertising on player's clothing:

- 1.0 Abstract designs are permitted when devoid of advertising, commercial or promotional content.
  - 1.1 The front of the shirt may carry the flag or national emblem of the country when represented.
  - 1.2 A design is allowed when it forms part of an advert permitted by Regulation 20 and falls wholly within the permitted dimensions.
- 2.0 **Colour, style and height of lettering**
- 2.0.1 Lettering shall be in capital letters in the Roman alphabet and in one single colour contrasting with that of the shirt.
  - 2.0.2 If there is a pattern on the back of the shirt, the lettering should be on a contrasting panel.
  - 2.0.3 In order that lettering be legible from a distance to spectators in the stadium and television viewers, lettering must be a minimum height of 6 and a maximum of 10 centimetres.
  - 2.0.4 Lettering should be horizontal, or as close to horizontal as practically possible, and placed near the top of the shirt.
- 2.1 **Players names**
- 2.1.1 In the SA International event **the name of the player on the back of the shirt is mandatory.** The player's name shall include the family name (or an abbreviation thereof) and, if desired, the initials of the given name(s) or nickname and shall correspond with the name on the entry.
- 2.2 **Association names**
- 2.2.1 In Team events, the name of the player's association on the back of the shirt is optional, but if used, it shall meet all requirements of Regulation 19.
- 2.3 **Lettering sequence and use in advertisements**
- 2.3.1 The sequence of lettering on the shirt from top to bottom shall be player name, country/province name (if present), advert (if present).
  - 2.3.2 Lettering is also allowed when it forms part of an advert permitted by Regulation 20, and falls wholly within the permitted dimensions. Such lettering can then be in any alphabet.
- 2.4 The shirt may carry advertising as in 2.4.1 to 2.4.2.
- 2.4.1 Advertisements may appear on the following locations: left sleeve, right sleeve, left collar, right collar, front of shirt. Each advert must be 20 square centimetres or less, and there must be no more than three in total and only one per location; and
  - 2.4.2 Advertising contained in a band of uniform width not exceeding 10 centimetres; such a band may be at any angle and may be on the front of the shirt, the back of the shirt, or both.
  - 2.4.3 If, in the Referee's sole judgement, there is a clash between the content of the advertising in 2.4.2 and the event sponsors or the TV broadcasters, or if the content of the advertising would infringe local laws or be considered offensive, then the Referee may limit advertising on the shirt to 2.4.1.

## 2.5 **Other Clothing**

2.5.1 Each sock and each shoe may carry two adverts provided each advert is 20 square centimetres or less.

2.5.2 Each other article of clothing may carry one advertisement of 20 square centimetres or less.

2.6 The advertisements in Regulations 23.2 and 23.3 may be the clothing manufacturer's emblem or that of any sponsor.

## 2.7 **Provincial Association advertising**

2.7.1 Provincial Associations may use an area not exceeding fifty square centimetres on their players' shorts or lower part of dresses or skirts

2.7.2 The area shall typically be used for a Provincial Association's logo or an advert for a Provincial Associations sponsor

2.7.3 The advertisement must be the same on the shorts or skirts of all players from any one Provincial Association.

2.7.4 Any Provincial Association wishing to use this type of advertising must have written permission from BSA for doing so.

Advertising on tracksuits shall be permitted only until play starts.

In applying these regulations, the decision of the Referee shall be final.

## **Shuttles**

The speed of the shuttle to be used will be decided by the Referee. Regular tests will be carried out to adapt to any changes of conditions.

We will not allow testing of shuttles by players.

Players will not be allowed to interfere with the speed of the shuttle and umpires will uphold Law 16.

Indiscriminate discarding of shuttles will not be allowed.

Players are asked to give used shuttles to the service-judge where appointed.

## **Intervals**

The intervals between the first and second game will start from the moment the umpire calls "game" at the end of the game.

During this interval each side may be joined on court by no more than two persons. These persons shall join the players after ends have been changed, and shall leave the court when the umpire calls "20 seconds".

Be aware that the player are not allowed to leave the court during the interval.

During the interval between the second and final game, the players are requested to be near the court when one minute is remaining to start the final game and with clothing on according to the regulations.

If players wish to proceed before expiry of the break, the umpire will start as soon as they are all ready.

After the end of a break, play will be resumed; when players are not ready to continue at that time, the umpire will start the game, fault the missing side using the red card and if necessary call for the Referee who may disqualify player/pair.

There will be no extension to the interval and any activities e.g. court mopping must be carried out during the interval.

## Overruling line judges

Remember the “overrule” is now a law and shall be used in this tournament.

The following BWF instructions will be used.

RTCO 2.4 "An official's decision is final on all points of fact for which that official is responsible. If, in the opinion of the umpire, it is beyond reasonable doubt that a line judge has made a clearly wrong call, the umpire shall change the decision of the line judge. If, in the opinion of the umpire, the line judge should be replaced, the umpire should call the referee to discuss the matter."

In addition, a new RTCO 3.6 should be used (current RTCO 3.6 and subsequent RTCOs to be re-numbered accordingly).

RTCO 3.6 If, in the opinion of the umpire, a line judge has made a clearly wrong call, the umpire shall call:

- "Correction, IN" [if the shuttle has landed "in"]; or
- "Correction, OUT" [if the shuttle has landed "out"].

Players are not allowed to request overruling.

## Continuous play

Umpires are asked to ensure continuous play according to Law 16 and to act appropriately if there are problems. Delay is unfair to the opponent and contravenes the Laws of the game.

When your players go onto court make sure they take all they need for the match, as play will be continuous, and players will not be allowed to leave the playing area.

**Attention:** Ask your players to switch off their mobile phone in their bags while playing otherwise they could be faulted under Law 16.

## Local regulations

No special rules apply.

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## Injuries, cramp and sickness on court

In case of injury, cramp or sickness **only the Referee** in charge is allowed on court and he may call on any assistance in case of an emergency.

Managers, Coaches and other players etc. will **NOT** be permitted on court. All players must stay within the confines of the court.

Please pay attention to the BWF regulation on blood-flowing injuries. Because of the risk of infection with HIV it is strongly recommended that play be stopped in such situations and an occlusive dressing (e.g. bandage or plaster) applied to the injury. It is also recommended that any plaster application be done by the player or by the tournament doctor or paramedic. Even a doubles partner could otherwise be at risk, however slightly.

Any stoppage for this purpose must not be unfair to the opposing side and Law 16 will be applied as usual.

## Medical assistance

An on-court doctor/physiotherapist will be available throughout the tournament, where appointed.

## Misconduct

The Umpires and Service Judges have been instructed that the Laws and Regulations must be applied as written. We especially draw your attention to Law 16 regarding offensive behaviour and misconduct.

Warnings, faults and disqualifications will be reported to BSA and the Tournaments Committee.

Please note that disputing decisions of the Umpire, Service Judges and Line Judges is not permitted and any such case will be dealt with according to Law 16. Any delay caused by dissent may also be faulted as a break in continuity of play.

**Drug testing**

Drug test can be carried out at any time.

**Victory ceremony**

The victory ceremony is going to be after each final match.

**Withdrawals**

To be discussed.

**Finally**

We wish you a very successful and pleasant tournament. In case of any problems or wishes, please contact the Referees' team.

# Standard Assessment of a BWF Referee

For assessment of the highest level of refereeing the level of event should be World Grand Prix.

## Description of the referee performance

Overall responsibility remains with the tournament referee, including tasks delegated to a deputy referee.

### 1. Pre-Tournament Preparation

Planning and scheduling of the following details should be negotiated with the organisers in plenty of time:

- Number of courts
- Start and end of play times
- Number of practice courts available
- Other relevant matter.

## 2. Briefing

### 2.1 General comments

When the Referee is briefing his deputies or Team Manager/players his instructions should be concise, correct, clear and to the point. The Referee should always remain calm and in control. The language of the Referee should be clearly pronounced with a voice loud enough to be easily heard. The Referee should have a friendly manner but joking should be kept to a minimum at briefings as it detracts from the seriousness of the task. It should also be noted that jokes in one language/culture do not necessarily translate well or may not be understood in the way intended in other languages.

The referee should demonstrate leadership by controlling the speeches and comments from the participants during the briefing. This is especially important where the home officials are eager to take over. The leaders and umpires must know, to whom they should turn when there is a question, otherwise the referee will lose control and what is worse, lose confidence with the officials and leaders and thus creating an atmosphere of uncertainty. These points are especially important and the referee has done a good job when there is a good atmosphere and the players feel that they are treated equally and fairly.

### 2.2 Briefing of the umpires and if necessary line-judges

The umpire briefing should comprise of the essential and important points that the umpires should be especially aware of. It should also pin point matters that are specific to the venue or the tournament. Logistics of the umpires/players marching on and off court, results management and match announcements should also be covered.

The referee should state very clearly what is expected regarding the performance of the umpires. The umpires should be aware that the referee supports them in all cases and particularly in cases where there is a need for a formal or informal contact with the referee. Umpires should also be told how to establish such contact.

The referee should also explain to the umpires about shuttle management: i.e. choice of speed, changing of speed when needed and where the shuttle control is located in the hall.

The referee must inform the umpires about the procedures for injuries, who the on-court doctors are and where they will be stationed in the hall. This is very important because if such a situation occurs, all Technical Officials should know what procedures to follow.

### 2.3 Briefing of the team managers

The referee should determine the following points:

- Confirm all team managers are present
- Obtain contact details (hotel/room numbers etc)
- Ensure that all managers understand English

The team manager's briefing should consist of a brief summary outlining what has been said to the umpires. Emphasis should be paid to any specific instructions regarding the venue and the tournament.

The referee should also cover logistics, transportation to and from the hall, injuries on court and shuttle management i.e. the players should be made aware that the referee has the final decision on the speed of shuttles to be used.



The referee must inform the team managers that their players can be selected for drug-testing at any time during the tournament, although such notification would always be after the player's last match of the day.

Together with the team managers the referee shall approve any amendments to the draw, retirements, changes to the scheduling, order of play, etc. This information should also include how any changes will be announced and where the information is available.

The referee must ensure that the team managers inform the players about their duties to meet the media for press conferences etc.

### *2.3 Daily briefing and feed back*

The referee should meet the umpires on a regular daily basis to ensure they are carrying out their umpiring duties to the expected level of performance. Further discussions for specific problems should be arranged with individuals if necessary.

Mistakes or problems should be dealt with immediately, as a process of debriefing for the umpire, to whom the situation occurred, thus ensuring that the umpire will be encouraged to continue and not to go on feeling miserable or uncertain. The referee should then be happy that any similar situation would be dealt with better in future.

### *2.4 Briefing of line judges*

The referee should meet with the line-judges to give general advice and comments and to acknowledge the importance of their work.

### *2.5 Briefing of other Technical Officials*

Officials who are involved in match control should be given responsibility to handle the running and control of the tournament. The referee should remind them that they are responsible for giving information to team managers and for delivering a quick and clear result service.

## **3. Court management**

### *3.1 Inspection of courts*

The referee should carefully inspect the playing courts and the surrounding areas to ensure that they fully meet the requirements of the game and that they are safe for the players i.e. the courts should be clean and dry, the nets should be in position and at the correct height and there shouldn't be any sharp objects or obstacles close to or impeding onto the courts. The appointment and positioning of the A-boards and the line-judge seating should be controlled to make sure that the presentation looks good. For safety reasons all television cables should be securely taped down where possible.

### *3.2 Shuttle-testing*

The mechanics of a shuttle and what decides the speed of a shuttle should be understood by the referee. Shuttle testing should be carried out by a player under the supervision of the referee. The player selected for testing the shuttle should be chosen carefully to ensure proper and fair testing for all player.

### **3.3 Shuttle control**

The referee should give instructions to shuttle control with instructions regarding how to monitor shuttle usage and make a record of consumption of shuttles, the temperature, the humidity and the air-pressure.

## **4. Personal general qualities**

### *4.1 Approachability*

The referee should have an approachable manner towards managers, players and Technical Officials. The referee must be prepared to listen and should be ready to take action when required.

### **4.2 Anticipation**

The referee should try to anticipate possible problems and pre-empt the solution. Anticipation of possible problems i.e. planned television interviews where a camera light may be pointing directly towards the playing area etc.

### *4.3 Effectiveness*

It is important that the referee should be able to prioritise.

#### **4.3.1 Real time action**

The referee should deal with problems in real time. This means that problems of any kind should be dealt with immediately at the time they occur. Problems that cannot be resolved should be brought up to a higher level i.e. for review of the laws.

#### 4.3.2 *Awareness and alertness*

The referee should be aware at all times of what is going on at the venue and on the courts. This means that the referee should not bury himself or herself in paper work and administration. The referee should be scanning the courts as often and as regularly as possible.

#### 4.4 *Efficiency*

The referee shall also be able to work fast, efficiently and with accuracy i.e. the referee must get it right!

### **5. Leadership**

#### 5.1 *Delegation of duties*

The referee should practise delegation as often as possible and as a part of giving responsibility to other Technical Officials. The delegation must be followed up as the ultimate responsibility remains with the referee.

#### 5.2 *Timeliness demanding timeliness from others*

The referee should always be punctual and demand the same respect for timeliness from others.

#### 5.3 **Management and scheduling of umpires duties and order of play**

The referee must forward plan and give as much notice as possible for appointments and duties of the umpires. The referee must also be prepared to give reasons for the appointments if questioned.

#### 5.4 **Creating a good environment and relaxed atmosphere**

The referee and the umpires are there for the game and for the players. This should be reflected at all times in the general behaviour and attitude of the referee and his Technical Officials.

#### 5.5 **Confidence, consistency, firmness in decisions and fairness**

The referee must remain fair at all times and be sure that decisions taken are well understood by the recipients.

#### 5.6 **Language skills**

The spoken language should generally be English and the speech should be slow and calm with a clear pronunciation. If there is a discussion between two parties the conversation should be in English to ensure, that all that is said is understood by both parties.

### **6. Other areas of responsibility**

#### 6.1 *Dope-testing*

The referee is only responsible for the information that dope testing will take place. The referee should ensure that the working conditions for the doping-control officers are satisfactory and follow the BWF regulations for anti-doping activities.

**Roger Johansson**





**HALL**

A total of  courts was used during the tournament.

The general condition of the hall was as follows:

.....  
.....  
.....  
.....  
.....  
.....  
.....

**TOURNAMENTS COMMITTEE / NATIONAL SELECTORS**

The following member(s) were present:

<b><u>Name:</u></b>

A disciplinary committee appointed six weeks prior to tournament: YES/NO

**GENERAL**

.....  
.....  
.....  
.....  
.....  
.....

**TRAINING**

Was any umpire training conducted at this tournament: YES/NO

**REFEREE NAME**

**SIGNATURE**

**DATE**

.....

**DEPUTY REFEREE NAME**

**SIGNATURE**

**DATE**

.....



# **Guidelines for South African Technical Officials**

**Compiled By : Gretha Prinsloo: BWF Accredited Referee**

**And**

**Andrew Reynolds: BWF Accredited Umpire**

# ESSENTIALS OF A GOOD UMPIRE

## COMMITMENT AND PREPARATION

1. The umpire must have a working knowledge of the laws of badminton and should keep up with the latest changes with the laws worldwide.
2. It is essential that the umpire is alert and have a quick reaction to everything that occurs during a match, make instant decisions while they manage the court and its environment.
3. Alertness, eyesight and hearing and most important of all the voice are the important facets of an umpires job

### *"AN UMPIRES VOICE LEVEL IS A CONFIDENCE LEVEL"*

4. Concentration during the whole match is essential - be aware of the danger of an "easy" match.
5. Consistency and fair judgement

#### *Pre-match*

6. Listen to briefings; ask questions and write down all instructions (lets, faults, shuttle testing) announcements, etc.



## ESSENTIAL TECHNIQUES FOR A GOOD UMPIRE

The following points are recommended as being the essential techniques for good umpiring:

Authority  
Match control  
Match awareness  
Scoring

### AUTHORITY

Is the umpire's conduct during the match without being over officious.

Play must be continuous, therefore :

1. No player must be allowed to waste time in any aspect whatsoever, e.g., talking to partner, drinking water between rallies, wiping racquet handles, go on a walk-about or take too long to serve.
2. When the umpire walks on court, you must take charge of the court and its surrounds This includes all Line Judges, scoring devices, the Service Judge, shuttles, net and team player name boards where applicable.
3. No player may question or intimidate a Line Judge. If so, the player must be warned immediately. The umpire must protect the Line Judges.
4. Misconduct - consider the importance of "friendly warnings". If misconduct continues, official warnings and faults MUST be applied.
5. If any dispute arises, the umpire must make a decision immediately with authority. Be aware of over officiousness!
6. Player intimidation (e.g. fist showing or verbal abuse) is not allowed and the umpire must react immediately under the Misconduct law. Any warnings given to a player MUST be given in English irrespective of the player's home language. English is the official language of umpiring. Mark your scoresheet accordingly.
7. Players clothing is the responsibility of the Referee, but the umpire should be satisfied with players clothing before play starts.

### MATCH CONTROL

Match control is the handling of a match in a disciplined manner.

- a. When the match is called, collect your score sheet and go to court immediately.
- b. Match control starts immediately the umpire walks on court. The umpire and Line Judges must be on court before the players.
- c. Immediately call the players to the net and do the toss before the players knock-up. Check clothing! Advise players of water drinking on own service, towelling down, verbal abuse and intimidation, wasting time talking between rallies, calling own lines where necessary, etc.
- d. After toss, walk to chair, FACE THE COURT, sit Line Judges, ensure Service Judge measures net, check any scoring devices, fill in score sheet as applicable, then get into chair. All the above is done during the knock-up period.
- e. Once the knock up time is complete, call "are you ready? " and ensure that the court is neat and tidy. All water bottle, racquets, bags, clothing, etc MUST be placed in/on either boxes or chairs provided for such purpose. THE COURT SURROUNDS MUST BE NEAT AND TIDY!!
- f. Start match (announcement as per Referee); on announcing, "play", the umpire must record that time as the start of the match.

- g. All calls must be made promptly so avoid shuttle watching and be aware of players. Be aware of any close play at the net. Try to sit back and scan the whole of the court without making obvious head movements. Be relaxed.
- h. Call loudly enough for all to hear in the immediate vicinity. If a fault occurs (the shuttle was tipped by the players racquet) and you **do not** call fault, the shot is deemed to be good. If you do not call fault this could show that you are not in control of the match.
- i. DO NOT get into conference situations with player. Call firmly and continue play.
- j. Keep eye contact with Line Judges and the Service Judge and acknowledge their signals.
- k. During the match, make absolutely sure where your players are if they leave the court during the interval. Send the Service Judge to fetch them if and when necessary. Also be aware of players who leave the court without your permission. Warn them gently if they do so.
- l. Should an injury occur, immediately start your stopwatch (applies to Service Judge as well). Do NOT insist that the injured player continues, but ascertain extent of injury, then call the Referee/Medic, who will then decide action to be taken. When a blood injury occurs, call the Referee/Medic immediately.
- m. When ending a match call 'game' and write down the time immediately. This is the official time of the end of the match. Shake hands with players before closing announcement. Be aware of applause. Thank Service Judge and Line Judges.
- n. Leave the chair immediately you have finished closing announcement and completing scoresheet. Lead your team off the court, where appointed, immediately. Shake hands and personally thank them as you collect them.
- o. Return the completed score sheet to match control immediately.

## MATCH AWARENESS

Match awareness is awareness of all incidents/occurrences during the match.

- i) Is the umpire aware of what is happening during the match at all times e.g. does a player show a fist, hit or touch the net or posts during play on both sides of the net?
- ii) The umpire must watch the players and prevent an incident before it happens e.g. losing of temper (Apply Law 16). Be aware of the need to inform the Referee of incident occurring under Law 16.
- iii) If you need to fault a player after a warning, this is deemed that the situation is out of hand and you as umpire are not completely in control.
- iv) Be aware of the possibility of coaching from off court during a match. React immediately by reporting to the Referee.
- v) Be aware of Line Judges and get them involved, protect them from player confrontation when it happens.
- vi) At the end of a rally, look to the Line Judge, acknowledge him, check the players to see what they are doing, mark the score pad, look up and call the score.

### *Shuttle control*

- vii) Changing of a shuttle is done at the discretion of the umpire. A shuttle is tested for wobble ONLY and not speed. The speed of the shuttles should be pre checked by the Referee before the tournament begins. Should the player complain of a fast shuttle the umpire must call the Referee
- viii) The shuttles are the responsibility of the Service Judge when appointed.

## SCORING

The standardized method for filling in of scoresheets and operating any scoring devices.

- i) Use the standard scoresheet, but ensure that the relevant sections are filled in correctly. This should be consistent with all umpires.
- ii) Any scoring device being used should be checked to see if it is in working order. Take a few minutes before the start of the tournament to try out the scoring device. Sometimes the Service Judge is responsible for operating the device, but the umpire needs to be aware of how the device works. A properly working and operated device can aide you in scoring - it is a double check to ensure that you have the score right, who is serving, etc.
- iii) Mark score sheet, look up, then call score.
- iv) In the case of an injury, make a comment on the scoresheet as to what happened and what action was taken. In the case of retirement due to injury, mark score accordingly.
- v) In the case of any incident, record such incident on the scoresheet and report to Referee after conclusion of match..
- vi) Fill in scoresheet as per standard format. BE NEAT!!
- vii) When you have the score sheet and are on court, identify the players and write the names phonetically, in the case of difficult names. Marking of the score sheet if an incident occurs on court is also vital for the attention of the Referee.

## SERVICE JUDGING TECHNIQUES

It is the duty of the Service Judge to control all aspects of a correct service according to the laws and to call fault and show the respective signal.

- i) It is very important to work as a team with your umpire and support him.
- ii) Fetch shuttles from shuttle control as well as name boards, where applicable.
- iii) Measure net as soon as you are on court.
- iv) Place shuttles next to your chair.
- v) Ensure service is correct within the boundaries of the law. If not, call "fault" and show respective hand signal. BE CONSISTENT !!
- vi) Operate any scoring device used if applicable.
- vii) Try and keep a mental score, so that you can correct/aide the umpire in scoring should the umpire lose the score, or is not certain who was serving.
- viii) Control the shuttles. They are ONLY tipped on instruction by the Referee.
- ix) If a player wants to change a shuttle the umpire must decide that the shuttle needs to be changed. He/she must be so aware of the fact that he/she should indicate to the Service Judge before the player comes to you.
- x) The Service Judge is responsible for shuttles and must indicate to the Referee should more be required. Try and get more during an interval if required.
- xi) The Service Judge is responsible for the 2 minutes indicator (cone, 2 minute sign) being placed visibly at centre court. It is to be removed at the "20 second" call or should the player(s) be ready to play before time.
- xii) You may stand by the umpires chair during the interval.

- xiii) Be aware of where the players are at all times during interval should you be required to fetch them at the request of the umpire.
- xiv) **YOU MUST HAVE A STOPWATCH..** This is used to monitor the interval, as well as injury time. This is done as an aide to the umpire.
- xv) With regards to service faults. Which is more important; the waist, shuttle and racquet head, or the feet ? Service Judges should not concentrate on foot faults unless blatant.
- xvi) When the shuttle is being struck, listen for a distinct sound; check the angle of the shuttle before being struck. Get out and practice hitting the shuttle on the cork and feathers so that you can get an idea of how it sounds.
- xvii) Move your chair or change your position in order to get the best view possible of the server.
- xviii) Where is the waist ? Use the position of the elbow, when the arm is hung directly down beside the torso, as a guideline.
- xix) Watch for double motion of racquet head.
- xx) Dwell on the service so that players can see you have watched the complete service.
- xxi) **DON'T CALL IMAGINARY FAULTS.** Call fault as they happen; this must be instinctive.
- xxii) Stand up when the players approach you to shake hands.

#### LINE JUDGING TECHNIQUES

A Line Judge is responsible for calling that line which he/she is in control of and indicating with the correct signal according to the laws.

- i) Work as a team with the umpire.
- ii) Stand behind your chair until the umpire indicates to sit, unless otherwise instructed. Watch the umpire.
- iii) Do not slouch in the chair and look alert at all times. When signalling a line, hold the pose until you have been acknowledged by the umpire.
- iv) Keep eye contact with the umpire when calling a line call until you have been acknowledged.

#### GENERAL

The discipline and respect the players have for the Technical Official must be earned by the official, by taking charge, being firm and yet, play must be enjoyable for all concerned.

## GUIDELINES ON MATCH CONTROL

This is intended as a guide for performing the duties of Match Controller at tournaments.

1. Receive the draw sheet before the tournament commences.
2. Number the draw sheet using the top-bottom principle.
3. Write out the umpires' scoresheets to correspond with the numbers on the draw sheet.
4. Ensure you have enough scoresheets, stationery (pencils, paper, clip boards, etc).
5. Check the sound system.
6. Establish whether Technical Officials are available, and use them for at least the first games (as per the number of courts being used). If no Technical Officials are available, use players from the middle of the second round, or the seeded players (the latter would normally draw a bye). Ensure that players utilised as umpires do not cause time delays.
7. Check that all players have reported before calling the first match(es).
8. Work to the numbering on the draw sheet, i.e. top (match number 1), then bottom (match number 2), then top (match number 3), etc. If you pursue this method, you should only encounter time delays (if times are not advertised) when you have reached the quarter-finals.
9. When running a tournament with plate events, keep a record on plain paper of all losers as they come off the court. If no Technical Officials are available, it is the accepted norm that losers will officiate the next match. This same list can be utilised for this purpose. Tick the names off as you use them for umpiring.
10. The Match Controller is at all times responsible to the Referee for the smooth and efficient flow of the tournament. Close liaison between the Match Controller and the Referee is also critical in respect of players leaving the playing area or hall for whatever reason. The Match Controller should also consult with the Referee with regards to Technical Officials that attend the tournament for upgrading purposes, especially for quarter-finals, semi-finals and finals.
11. Times will also be promulgated on draw sheets. Players must be reminded that they need to be available and ready to play their respective match earlier, if need be (can be caused by walk-overs, injuries, etc). For this reason it has been promulgated that players must be available to play an hour before the scheduled time. The scheduled time must also be indicated on the score sheet, as per the example at Appendix B.
12. Despite the advertising of times on the draw sheets, it is still a good custom to warn the next players, in order that they can start warming up timeously.
13. When you receive the completed umpire's score sheet from the umpire on completion of the match, make sure that the correct player(s) is / are depicted as the winner(s), and enter the name(s) and scores correctly on the draw sheet. Check that the number on the umpire's score sheet corresponds to that on the draw sheet. This is very important, as it could affect entry in the plate event, final position on the draw for Grand Prix Points, etc.
14. Do not call a match for a particular court until you have received the completed umpire's score sheet from the umpire, as this could lead to consternation, especially if the match has not been completed, eg waiting for the third set to commence.
15. The Referee will determine the order of play for the semi-finals and the finals, but this should also be brought to the attention of the players involved.
16. match control is also responsible for all administration during team events.

# PLAYERS' CODE OF CONDUCT

(ADAPTED FOR BADMINTON SOUTH AFRICA)

## 1. PURPOSES

The purposes of this Code are:

- 1.1 to ensure and maintain an orderly and fair administration and conduct for BSA sanctioned events, and to protect the players' rights and the respective rights of BSA, sponsors and the public;
- 1.2 to uphold the good name of BSA and the integrity / reputation of the sport of badminton countrywide.

## 2. APPLICABILITY

- 2.1 This Code is applicable to all BSA sanctioned events and the players participating in them.
- 2.2 All players, at all times, shall be subject to the Code and the Laws of Badminton. Each player who is entered or nominated to participate in an BSA sanctioned event shall also become subject to the Competition Regulations and shall be bound by them.
- 2.3 Any player who commits any conduct defined in Regulations 3 to 5 shall be deemed to have breached this Code. A breach of the Code constitutes the basis for disciplinary action against the player, and subjects the player to punishment of a fine, penalty points, disqualification, suspension and / or expulsion.

## 3. PLAYER ENTRY OFFENCES

The following conduct of a player constitute player entry offences:

### 3.1 Late Withdrawal

Withdrawing from either the qualifying or main draw after publication of the draw without evidence or proof of "bona fide" injury, illness, bereavement or other emergency situation.

### 3.2 Playing Another Event

Having entered and been accepted into either the qualifying or main draw of a BSA sanctioned event and playing in another badminton event during the period of that event.

### 3.3 Playing After Declaring Non-availability due to Injury

Withdrawing from a future event due to injury or illness and then playing in any badminton event during the period between the date of notification of injury / illness and the said event from which the player has withdrawn.

## 4. PLAYER ON SITE OFFENCES

The following conduct of a player constitute player on site offences:

### 4.1 Inappropriate Conduct

During any match or at any time while within the precincts of the site of an BSA sanctioned event, conducting oneself in a dishonourable and unsportsmanlike manner.

### 4.2 Dress Violations

- 4.2.1 Wearing clothing not regarded as clean and acceptable badminton sport clothing.
- 4.2.2 Contravention of prescribed dress code and advertising requirements for a tournament.

### 4.3 Failure To Complete a Match

Failing to complete a match in progress unless reasonably unable to do so.

#### 4.4 **Late Arrival for Match / No Match**

4.4.1 Arriving late for a match, resulting in disqualification.

4.4.2 Withdrawing from any event in a tournament whilst still physically and mentally fit enough to compete on the same day in another event in the said tournament, i.e. players may not default without good reason from one event to concentrate their efforts in another during the same tournament.

#### 4.5 **Failure to Use Best Efforts**

Blatantly and deliberately playing below his / her standard of strength.

#### 4.6 **Attempting to Influence Line Judges**

Attempting to influence the decision of line judges by arm, hand, racket or verbal gestures.

#### 4.7 **Seeking Coaching**

Seeking coaching during play except as permitted under the Laws. Communication of any kind, audible or visible, between a player and a coach, in the opinion of the umpire or Tournament Referee, may be construed as coaching.

#### 4.8 **Failure to Attend Media Conference**

Unless injured and physically unable to appear, failing to attend any post-match media conference organised after conclusion of each match, whether the player was the winner or loser, providing that this does not interfere with the preparation of the player's next match.

#### 4.9 **Violating Ceremony Protocol**

When participating in the finals of a tournament, not participating in the final ceremonies directly after the match or not wearing the style of clothing (eg tracksuit, uniform) requested by the organizers.

#### 4.10 **Audible Obscenity**

Using words commonly known and understood in any language to be profane or indecent and uttered clearly and loudly enough to be heard by the umpire or spectators.

#### 4.11 **Visible Obscenity**

Making of gestures or signs with hands and / or racket or shuttle that commonly have an obscene or offensive meaning.

#### 4.12 **Abuse of Shuttle**

4.12.1 Whether on or off the court, the intentional or reckless striking of a shuttle causing, or having potential to cause, injury or harm to person(s) and / or property in the immediate vicinity thereof.

4.12.2 Deliberately tampering with the shuttle to affect its acceptable flight or speed.

#### 4.13 **Abuse of Racket or Equipment**

Intentionally and wrongfully destroying or damaging rackets or other equipment, or intentionally and wrongfully hitting the net, court, umpires' chair or other fixtures during a match.

#### 4.14 **Verbal Abuse**

Making a statement within the precincts of the tournament site, directed at an official, opponent, spectator or other person that implies dishonesty or is derogatory, insulting or otherwise abusive.

#### 4.15 **Physical Abuse**

Physically abusing an official, opponent, spectator or other person. Even the unauthorised touching of such persons, in the opinion of the Tournament Referee, may be regarded as physical abuse.

## **5. PLAYER MAJOR OFFENCES**

The following conduct of a player constitute player major offences:

### **5.1 Conduct Contrary to the Integrity / Reputation of the Game**

Engaging in conduct contrary to the integrity / reputation of the game of badminton. If a player is convicted of serious violation of a criminal law of any country, the punishment of which includes possible imprisonment, and if a player has at any time behaved in a manner severely damaging to the reputation of the sport.

### **5.2 Wagers**

Wagering anything of value in connection with an event in which one will be, or is, competing.

### **5.3 Bribes or Other Payment**

Offering, giving, soliciting, or accepting, or agreeing to offer, give, solicit, or accept, anything of value to or from any person with the intent to influence any player's efforts or the result of a match in any BWF sanctioned event.

## **6. DRUG OFFENCES**

6.1 In addition to the time-ban penalty, any player found guilty of abuse of any prohibited substance specified by the IOC shall forfeit the right to any prize money won at the tournament at which the offence was registered. The offending player shall also forfeit any World Ranking points and / or BSA Grand Prix points earned during the said event. In the doubles events, the partner of the "drug offender" at the said event, shall incur the same prize money and circuit points penalties for the doubles event in which the offender was partnered.

6.2 According to the severity of the offence, the above penalties could also apply to tournaments / events played after the offence was registered, but before the disciplinary hearing.



# CODE OF CONDUCT FOR COACHES AND TEAM OFFICIALS

1. For the purpose of this Code, a coach / team official is any one taking the seat / role of a coach / team official during a match.
  2. Coaches / Team officials, during a match and / or while they are on or off the court,
    - 2.1 shall be dressed appropriately and must remain seated in the designated chairs provided at each end of the court behind his / her player / players except at the approved intervals;
    - 2.2 must not coach when the shuttle is in play or in any manner distract opposing player or disrupt play,;
    - 2.3 must not delay the game by coaching in any form;
    - 2.4 in the regulation breaks during a match, must return to their designated chairs as soon as the Umpire announces that there are twenty seconds remaining;
    - 2.5 must not verbally abuse or intimidate in any form such as shouting making gesture, towards or in any other way distract any spectator, tournament official, technical official, opposing coach or opposing team official, or opposing player;
    - 2.6 must not attempt to communicate in any way with opposing players or coaches or team officials;
    - 2.7 must not make or attempt to make any unwelcome, abusive or intimidating physical contact in any way with any spectator, tournament official, technical official, opposing players, coaches or team officials.
  3. Sanctions for Breach of Code of Conduct for Coaches and Team Officials
    - 3.1 If a Coach / Team Official
      - 3.1.1 attempts to convey information to a player by any means while shuttle is <sup>in</sup> play (2.2)  
the Umpire will call a 'let' (Law 14.2.5)..
    - 3.2 If a Coach / Team Official
      - 3.2.1 fails to remain seated while play is in progress (2.1);
      - 3.2.2 Attempts to delay the game (2.3);
      - 3.2.3 fails to return to the designated chair when the twenty second announcement is made (2.4);
      - 3.2.4 in any way abuses, intimidates or distracts a Tournament Official, Technical Official, another Coach / Team Official or an opposing player (2.5);
      - 3.2.5 attempts to communicate in any way with opposing players or Coaches or Team Officials during the course of a match (2.6);  
the Umpire will give a verbal warning to the offending Coach / Team Official.
  - 3.3 If the same offence as listed in 3.2 is committed again or any offence as listed in 3.1 is committed, the Umpire will call the Referee to the court. The Referee may remove the Coach / Team Official from the playing area.
  - 3.4 In the case of flagrant breaches of this Code of Conduct or on physical contact (2.7), the Umpire will call the Referee to the court. The Referee will remove the offending Coach / Team Official from the arena floor and may have the Coach / Team Official removed from the arena for the remainder of the event or part thereof.
  - 3.5 In case of action by the Referee as stated in 3.4 above, the place of such coach / team official shall not be substituted by any other Coach / Team Official during the match.
4. Persistent or flagrant breaches of this Code of Conduct will be reported to the BWF immediately by means of the Referee's Report Sheet or by way of a Incident Report Form depending upon severity of offence.
  5. The BWF may, at its discretion, institute disciplinary proceedings, including fines and suspension, against Coaches and Team Officials who are reported for breaches of this Code. The disciplinary process may lead to an offending Coach or Team Official being fined or banned from entering an arena or an arena floor for a stipulated period or number of events. General Competition Regulations 31 Penalties applies.

THE UMPIRES CHANT

LADIES AND GENTLEMEN  
LOVE ALL PLAY  
SERVICE FAULT, SERVICE FAULT  
LOVE ALL PLAY  
PLAY PLEASE, PLAY PLEASE  
LOVE ALL PLAY  
REFEREE, REFEREE  
OFF MY COURT  
SERVICE FAULT, SERVICE FAULT  
FAULT THEM ALL

(Show Red Card)



Compiled by:  
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Tasmania