

INSTRUCTIONS TO PARA BADMINTON TECHNICAL OFFICIALS (PBITTO)

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1 INTRODUCTION

- 1.1 The Para Badminton Instructions to Technical Officials (PBITTO) are issued by BWF to standardize the worldwide control of Para Badminton in accordance with its Statutes.
- 1.2 The purpose of these Instructions is to advise Technical Officials how to control a tournament and a match firmly, with fairness and common sense, without being officious, while ensuring that the Laws of Badminton and other BWF Statutes are observed.
- 1.3 All Technical Officials shall remember that Para Badminton is for the players.
- 1.4 In these Instructions, words signifying the masculine gender include the feminine and neuter genders and vice versa. References to "Instructions" are to individual clauses in this document, while references to "Laws" are to the Laws of Badminton (BWF Statutes, Section 4.1).

2 OFFICIALS AND THEIR DECISIONS

- 2.1 A Referee and a Technical Delegate (TD) are appointed for all BWF sanctioned Para Badminton tournaments by BWF (Grade 1, Grade 2 – Levels 1 to 3 and Grade 3). The Referee is in overall charge of the tournament (Law 17.1). Where appointed, the Deputy Referee(s) will have the same roles and responsibilities as the Referee.
- 2.2 An Umpire is appointed for a match by the Referee and shall report to, and act under, the authority of the Referee (Law 17.2).
- 2.3 A Service Judge and Line Judges are normally appointed for a match by the Referee and can be replaced by the Referee or 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:
 - 2.4.1 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 17.5.1).
- 2.5 When another official is unsighted, the Umpire shall make the decision. When no decision can be made, a 'let' shall be called (Law 17.6.6).
- 2.6 The Umpire shall be in charge of the court and its immediate surrounds (Law 17.2).
- 2.7 The Umpire's jurisdiction shall exist from entering the Field Of Play before the match until leaving the Field Of Play after the match. The Field Of Play is defined as the total area upon which the courts are laid and where spectators are not allowed.

3 INSTRUCTIONS AND GUIDELINES FOR REFEREES

- 3.1 General
 - 3.1.1 The Referee is in overall charge of the tournament (Law 17.1). The Referee shall consult with the Technical Delegate (TD), the BWF (or CC) Events Officer in charge if on site, particularly in tournaments at the

highest levels and on contract related issues, as well as with the Organising Committee, before taking major decisions.

- 3.1.2 The Referee's responsibility for appointing Umpires, Service Judges and Line Judges (Instructions 2.2 and 2.3) for all matches may be delegated to Deputy Referees or other Officials (e.g. Umpire Coordinator), but the overall responsibility remains with the Referee. As far as possible, neutral Technical Officials shall be appointed to a match.
 - 3.1.3 The Referee shall lead and manage the Technical Officials for the tournament and ensure that they know and perform their duties in accordance with the Laws of Badminton and the BWF (and when appropriate the CC) regulations and guidelines. The Referee shall hold regular briefings to ensure that all Technical Officials and other stakeholders (Team Managers, Organisers, etc.) are aware of their responsibilities and how best to discharge them, and to make them aware of any relevant decisions taken.
 - 3.1.4 The Referee (or a Deputy Referee) shall be available on the Field Of Play at all times from well before the scheduled start of play until after play is finished for the day. The Referee shall observe play and take all necessary steps to ensure that play is fair and safe for the players and Officials.
 - 3.1.5 The Referee is responsible for keeping BWF (or the relevant CC) informed about the daily results of the tournament. Any major incident during the tournament shall be reported as early as possible accompanied by statements from the Officials involved. After the conclusion of the tournament, a full report using the standard template shall be delivered to BWF (and/or the CC) within the stipulated period.
 - 3.1.6 The Referee and the TD are responsible for the draw, the seeding and the scheduling of the tournament.
- 3.2 Before Arrival at the Tournament
- 3.2.1 After accepting an appointment, the Referee shall contact the Tournament Director and other key stakeholders (e.g. TD, Deputy Referee, local Deputy, BWF or CC Events Staff appointed to the tournament, if any) to introduce himself and start an initial dialogue to form the foundation of a productive working relationship. Communication channels and responsibilities shall be agreed and coordinated between the Referee, the TD and the BWF or CC Events Staff.
 - 3.2.2 The Referee and the TD shall be aware of the required timeline (BWF Statutes, Section 5.5.3) for pre-tournament activities (e.g. publishing of the Prospectus, M&Q report, conducting the draw) and shall liaise with BWF or CC Events staff to ensure that these activities are completed on time.
 - 3.2.3 Well ahead of the tournament, the Referee shall contact the BWF or CC office to request a copy of the Referee's Report from the previous edition of the tournament if it has not already been provided. The Referee shall familiarize himself with any major issues that were highlighted in the previous year's report. The report as a whole should be considered confidential and not forwarded to personnel outside the Referee team.
 - 3.2.4 The Referee shall, assisted by the TD and BWF or CC staff, approve the Prospectus before it is published.

- 3.2.4.1 The Referee shall check that the Prospectus contains all required information (BWF Statutes, Section 5.1 (GCR), Regulation 10, and Section 5.5 (PBGCR)).
- 3.2.4.2 The Referee and the TD shall ensure that the provisional schedule contained in the Prospectus (playing hours, rounds per day, number of courts), is realistic and fair to the players while taking into account the needs of the tournament and, if applicable, any BWF (or CC) regulations pertaining to that level of tournament.
- 3.2.4.3 The tournament's provisional schedule of play shall not be published until the Prospectus is approved.
- 3.2.5 Well ahead of the tournament, the Referee shall send to the organisers or BWF/CC staff a checklist requesting pertinent information to ensure that the key elements required for a successful and smooth-running tournament are in place and that plans are developed to address any gaps.
 - 3.2.5.1 The checklist shall be carefully prepared and adapted to the tournament level and the experience of the organizing committee in order to avoid duplication of work.
 - 3.2.5.2 The initial checklist should focus on items that need to be confirmed well in advance of the Referee's arrival at the venue, for example ensuring that adequate practice facilities required for the level of tournament are arranged, that planning for any items pertaining to required health and safety procedures is on track, as well as any major logistical issues described in the previous year's Referee's Report.
 - 3.2.5.3 The Referee shall include a request for a detailed lay-out covering the Field Of Play, as well as for information on pertinent aspects of the venue outside the Field Of Play.
 - 3.2.5.4 The Referee shall include a request for a transport schedule covering the official hotels, venue, and any other training facilities.
 - 3.2.5.5 The Referee should follow up with the organisers at appropriate intervals to receive updates on any action items identified to ensure that all major issues have been addressed prior to arrival at the tournament. Any follow-up activities shall be coordinated between the Referee and the BWF or CC Events Staff, when such staff is appointed to the tournament.
 - 3.2.5.6 A secondary checklist covering routine, less critical items and items with a shorter timeline to resolution can be sent by the Referee to the organisers in the few weeks leading up to the tournament, or be discussed individually as necessary.
 - 3.2.5.7 Based on the number of courts that will be used and per any regulations applicable to the level of tournament, the Referee shall ensure that a suitable number of Umpires and Line Judges of appropriate experience and, if possible, geographic diversity have been arranged/appointed to the tournament. In the eventuality that there are fewer technical officials present than that required to cover all duties, the Referee shall decide

how best to deploy them (e.g. no Service Judge, Line Judge priority given to Wheelchair courts).

- 3.2.6 In tournaments without a re-entry process, the Referee and TD shall, assisted by BWF or CC staff, both approve the initial M&Q report in a timely manner before it is published.
 - 3.2.6.1 The Referee and TD shall carefully check the initial M&Q report for accuracy around the date of the World Rankings used (BWF Statutes, Section 5.3.2 and Section 5.5.9), adjusted and notional ranking calculations (BWF Statutes, Section 5.5.9 (Para Badminton)), and listing of entries in the main draw and reserve list.
 - 3.2.6.2 The Referee and TD shall check that any updates made to the initial M&Q report accurately reflect any withdrawals that have been received since the latest version. If not provided, the Referee shall request a copy of the official withdrawal documentation originating from the player's Member/Team Manager.
 - 3.2.6.3 Upon receiving the Seeding Report, the Referee and TD shall check that the designated seeds in the main draw are correct based on the applicable World Ranking date (BWF Statutes, Section 5.3.2), and requirements around use of adjusted/notional rankings for Para Badminton (BWF Statutes, Section 5.5.7).

The draw and the scheduling for the initial days shall be done by the Technical Delegate and Referee at the conclusion of the 2nd Team Managers' Meeting.

- 3.2.7 The Referee and TD shall both approve the draw in a timely manner before it is published.
 - 3.2.7.1 In tournaments without a re-entry process, the Referee and TD shall carefully check the draw to ensure the correct draw format has been used, and that seeds and byes have been placed correctly (PBGCR, Regulations 11.2, 11.11, 11.16), as well as verifying that separation of entries is in accordance with Regulation 11.7 of the PBGCR or as described in the tournament-specific Regulations.
 - 3.2.7.2 In tournaments with a re-entry process, the draw and scheduling for the initial days shall be done by the Technical Delegate and Referee at the conclusion of the 2nd Team Managers' Meeting.
- 3.2.8 The Referee shall maintain a list of all withdrawals received after the draw is published and check that the organisers correctly inform any Members whose players are in line to be promoted and that responses from Members are received. The Referee shall be copied on all such communications.
- 3.2.9 The Referee shall ensure that after it is initially published, the draw is not republished showing withdrawals, etc., until the conclusion of the Team Managers' Meeting

3.3 Arrival at the Tournament

- 3.3.1 The Referee shall make travel arrangements such that the timing of arrival at the tournament is consistent with the details provided in the invitation letter from BWF/CC or with any agreement subsequently made with BWF/CC.
- 3.3.2 The Referee and the TD shall meet with the Tournament Director/Chair of Organising Committee as appropriate, as soon as is practical after arrival to go over all logistical details and resolve any outstanding matters that may have arisen during the pre-arrival communication.
- 3.3.3 The Referee and the TD shall meet with other key stakeholders as necessary prior to the start of the tournament e.g. BWF/CC Event Officer, Chief Classifier, Field Of Play Coordinator, Umpire and Line Judge Coordinators, Umpire Assessors, Referee Assessors, Head of Security and TV Coordinator.
- 3.3.4 The Referee shall review the transportation schedule between the hotel(s) and the competition venue and training venues, if they are at different locations, to ensure it provides for adequate coverage.
 - 3.3.4.1 In particular, the Referee shall ensure that:
 - 3.3.4.1.1 The first trip of each day has adequate capacity, in particular for WH players, and is timed to deliver the players and Technical Officials to the venue sufficiently ahead of the start of play after allowing for local traffic conditions.
 - 3.3.4.1.2 The timing of the last trip of the day has adequate flexibility to account for uncertainty in the time of the conclusion of play and in particular has adequate capacity for WH players.
- 3.3.5 The Referee shall be familiar with all pertinent aspects of the venue outside of the Field Of Play, and in particular:
 - 3.3.5.1 Ensure, to the extent possible, that the venue infrastructure is safe for players, Technical Officials, other stakeholders, and spectators.
 - 3.3.5.2 Ensure that adequate security has been arranged and that procedures to be followed in the event of an emergency are in place and understood.
 - 3.3.5.3 Ensure that the designated room for doping control is adequate in terms of privacy, security, and amenities, and is accessible for WH players.
 - 3.3.5.4 Ensure that any supporting medical facilities (e.g. physio room) are clean and adequate for the level of the tournament, and are accessible for WH players.
 - 3.3.5.5 Check the adequacy and functionality of toilets, in particular disabled toilets, and locker rooms.
 - 3.3.5.6 Ensure that the size and appearance of any media facility(s) and mixed zone are appropriate for the level of the tournament.
 - 3.3.5.7 Confirm the locations of the seating areas for players, including viewing area for WH players, Technical Officials, and VIPs.

- 3.3.5.8 Confirm the locations of the lounges for players and Technical Officials.
- 3.3.5.9 Confirm the arrangements (space and cost, etc.) for rackets restringing and of the repair shop for wheelchairs and prosthetics.
- 3.3.5.10 Check the adequacy and functionality of the storage room for wheelchairs and the changeover area for WH players.
- 3.3.6 The Referee shall conduct an initial inspection of the Field Of Play and inform the tournament staff of any remedial action that needs to be undertaken prior to the final walk-through. In particular, the Referee shall:
 - 3.3.6.1 Check that the court surface is of good quality and safe for the players.
 - 3.3.6.2 Check that there is adequate space surrounding each court, and that the background is free from extraneous light and light-coloured backgrounds are minimized as much as is practicable.
 - 3.3.6.3 Check that the court mats have the required run-offs at the back of the court and for the sidelines (BWF Statutes, Section 5.5.2).
 - 3.3.6.4 Check that the lighting over each court is adequate and positioned as optimally as possible. If applicable verify that the lighting meets the minimum requirement for TV (BWF Statutes, Section 5.5.2, Regulation 5).
 - 3.3.6.5 Finalize the placement of all hardware on the Field Of Play (e.g. positioning of Umpire, Service Judge, Line Judge, Coaches and Court Attendant chairs, shuttle dispensers (if applicable), shuttle bins, interval boards, A-boards (manual and digital), scoreboards, and TV cameras/microphones).
 - 3.3.6.6 Check if the chairs for the Technical Officials are ergonomically suitable for prolonged seating during consecutive matches and over the multiple days of the tournament.
 - 3.3.6.7 Confirm which areas on the Field Of Play photographers will be permitted to work from and how they will access those areas.
 - 3.3.6.8 Check that the standing courts have been fitted with the additional line for the half court situation.
 - 3.3.6.9 Check that an additional chair has been placed on each side of the Umpire's chair on the standing courts (to be used by SL3 players during intervals).
 - 3.3.6.10 Ensure that on WH courts only the top third of the net has been tied to the post (to facilitate players changing ends by passing under the net).
- 3.3.7 The Referee shall confirm the locations of Match Control, Shuttle Control, Field Of Play Coordinator, Information Technology (IT) Coordinator, and of the Referee desk and medical personnel.

- 3.3.8 The Referee shall confirm with Shuttle Control the procedure for delivery and removal of shuttles before and after each match (i.e. whether this will be done by Shuttle Control or by the Service Judge).
- 3.3.9 The Referee shall review and approve the practice schedule, and in particular:
 - 3.3.9.1 Ensure that the practice schedule for the first day(s) is fair to all players/teams and takes account of the size of the player contingents from each Member.
 - 3.3.9.2 Check that the allotted practice times prior to the start of the tournament are consistent with known arrival times of the players, and also take into account the time of classification of the player(s).
 - 3.3.9.3 Confirm that the transportation times between the venue and hotel(s) takes account of the practice schedule.
 - 3.3.9.4 Inspect the practice and warm-up courts. Ensure they provide for safe playing conditions, and that their number and available hours are in accordance as far as possible with the requirements of BWF Statutes, Section 5.5.2, Regulation 9.
 - 3.3.9.5 Ensure that practice shuttles are made available to players as required for the level of tournament and as specified in the Prospectus.
- 3.3.10 The Referee shall decide and communicate to relevant parties who will have responsibility for maintaining the official working copy of the Tournament Planner (TP) file at all times.
- 3.3.11 The Referee shall confirm the location of the pre-match player's assembly point, and make decisions around the logistics of announcement of matches, and for march-on and march-off procedures for players and Technical Officials.
- 3.3.12 The Referee shall ensure that the provisional schedule for the first day of play is established (but not published) prior to any changes that may result from the execution of withdrawals and promotions at the Team Managers' Meeting.
 - 3.3.12.1 If not already established (as should be the case for higher level BWF Tournaments), the Referee shall determine whether, for the early rounds, matches will be pre-assigned to specific courts, allocated on a "next available" basis, or a combination of both (e.g. if live streaming on some courts will be in effect).
 - 3.3.12.2 The Referee shall determine if the Umpires will work in shifts, in teams on pre-assigned courts, or on a rotational basis during the initial days of the tournament. Ensure the details of any such arrangements are finalized prior to the initial Umpire Briefing.
- 3.3.13 The Referee, accompanied by his Deputy/Deputies and other key stakeholders, shall conduct a final walk-through of the Field Of Play at a pre-arranged time and verify that all requests and corrective actions identified in the initial inspection(s) have been implemented.

3.4 Meetings and Briefings – Referee Responsibilities

The Referee and the TD shall attend the Classification Meeting.

The Team Managers' (TM) Meeting(s)

In tournaments with a re-entry process, two TM Meetings are held:

1st TM Meeting: Conducted by the Referee as described in Instructions 3.4.1 to 3.4.3 and communicating the procedure and time-line of the re-entry process by the TD.

2nd TM Meeting: Conducted by the TD covering the content in Instructions 5.5.5 - 5.5.8 in partnership with the Referee and including confirmation of the entry lists per event including re-entries, communicating the combination of events where necessary, and drawing by lot of doubles pairings where necessary.

In tournaments without a re-entry process, a single TM Meeting is held with the Referee and TD leading the presentations of the content described above.

3.4.1 Before the Team Managers' Meeting(s), the Referee shall:

3.4.1.1 Inspect the meeting room to ensure it is of appropriate size, is accessible for wheelchairs and has the necessary equipment (e.g. projector, screen, laptop connecting cable, microphone).

3.4.1.2 Check that the time and location of the meeting has been communicated to all Team Managers.

3.4.1.3 Ensure that a sign-in sheet has been prepared.

3.4.1.4 Check that copies of the draw and other materials (e.g. withdrawal form, video recording permits, practice request form, transport schedule) have been prepared as handouts for distribution at the meeting. In tournaments with a re-entry process check that a copy of the entries per event is displayed outside the meeting room to be checked/consulted by the Team Managers during the re-entry process and that a suitable number of re-entry forms have been prepared by the TD.

3.4.1.5 Review with the Deputy(s) and TD the material to be covered at the meeting including checking the current list of withdrawals and the logistics to be used for execution of promotions.

3.4.2 The Referee shall conduct the Team Managers' Meeting in a professional but relaxed manner that conveys calm authority and which establishes a sense of approachability. In particular, the Referee shall:

3.4.2.1 Speak clearly, slowly and use simple language.

3.4.2.2 Make use of an interpreter, if necessary.

3.4.2.3 Pause after each section to allow the opportunity for questions to be raised.

3.4.3 The Referee shall customize the presentation to focus as much as possible on details and logistics associated with the specific tournament in question, including contact details during the tournament, as well as on any recently changed Laws/Regulations.

- 3.4.3.1 Judge the pace and depth for which the more generic material is covered based on the experience of the Team Managers present.
- 3.4.3.2 Ensure any material mandated by the BWF/CC office is included in the presentation (e.g. content around ethics/integrity).
- 3.4.4 The TD shall lead the processing of withdrawals, forced withdrawals arising from knock-out rounds, promotions, and substitutions at the end of the single Team Managers Meeting for tournaments without a re-entry process, and at the end of the 2nd Team Managers Meeting for tournaments with a re-entry process, as described in Instruction 5.5.7. The Referee shall assist as required.
- 3.4.5 The Referee and TD shall conduct any necessary redraws according to Instruction 5.5.8.
- 3.4.6 At the conclusion of the relevant meeting, the Referee shall approve any changes required to the first day's match schedule as a result of the executed withdrawals, forced withdrawals, promotions, and substitutions. In particular, the Referee shall:
 - 3.4.6.1 Ensure that the executed withdrawals, forced withdrawals, promotions, substitutions, and any redraws are entered and documented correctly in the TP file, along with any changed match times.
 - 3.4.6.2 Ensure that the updated TP file is published and a back-up copy e-mailed to the BWF/CC office.
 - 3.4.6.3 Ensure that the updated draw and schedule is published online as soon as possible.
- 3.4.7 The Referee shall document in the Referee's Report any Member whose team or players were not represented at the Team Managers' Meeting.

The Umpires' Briefing

- 3.4.8 Before the Umpires' Briefing, the Referee shall:
 - 3.4.8.1 Inspect the briefing room to ensure it is of appropriate size and has the necessary equipment (e.g. projector, screen, laptop connecting cable, microphone).
 - 3.4.8.2 Check that the time and location of the briefing has been communicated to all Umpires.
 - 3.4.8.3 Check if there are any local by-laws regarding 'Lets' or 'Faults', should a shuttle hit an obstruction.
 - 3.4.8.4 Review with the Deputy(s) the material to be covered at the briefing.
 - 3.4.8.5 After completion of the classification process, check with the TD if there are any players to whom the Umpires should pay particular attention to (e.g. a player who has to play specifically with their right or left hand).

- 3.4.9 The Referee shall conduct the Umpires' Briefing in a professional but relaxed manner that conveys calm authority and approachability and which promotes a sense of teamwork. In particular, the Referee shall:
- 3.4.9.1 Speak clearly, slowly and use simple language.
 - 3.4.9.2 Pause after each section to allow the opportunity for questions to be raised.
- 3.4.10 The Referee shall use any template provided and customize the presentation to focus as much as possible on Umpire details and logistics associated with the specific tournament in question (e.g. location of assembly point, march-on and march-off procedures, number of line judges, any local by-laws regarding 'Lets' or 'Faults', should a shuttle hit an obstruction). In particular, the Referee shall:
- 3.4.10.1 Remind the Umpires of any recent changes to the Laws and ITTO.
 - 3.4.10.2 Judge the pace and depth for which the more generic material is covered based on the experience of the Umpire crew.
 - 3.4.10.3 If applicable, communicate any special considerations that may apply to the TV court (e.g. intervals are mandatory).
 - 3.4.10.4 If necessary, review operation of any scoring device that will be used.
 - 3.4.10.5 Remind the Umpires of their obligations under BWF Code of Ethics and Code of Conduct for Technical Officials, particularly as related to betting and wagering, and the use of social media.
 - 3.4.10.6 Check that Umpires without Para Badminton experience are instructed about the Laws and Regulations specific to Para Badminton.
- 3.4.11 The Referee shall communicate details around the disposition of Umpire duties, including neutrality for the first days of the tournament (e.g. whether Umpires will work in shifts, on pre-assigned courts in teams, or on a rotational basis).
- 3.4.12 If present, the Referee shall leave sufficient time at the end of the briefing for the Umpire Assessors to address the Umpires.

The Line Judges' Briefing

The Referee shall:

- 3.4.13 Meet with the Line Judges prior to the start of the tournament.
- 3.4.14 Speak to the Line Judges in a manner that conveys calm authority, approachability, and which puts the Line Judges at ease. In particular, the Referee shall:
 - 3.4.14.1 Speak clearly, slowly and use simple language.
 - 3.4.14.2 Make use of an interpreter, if necessary.
- 3.4.15 Emphasize to the Line Judges that they are an important part of the Technical Officials team.

3.4.16 Review briefly the Line Judge duties and expectations, and address any questions that arise. Remind the Line Judges that the size of the court may change depending on the class and event, and that they should check with the Umpire prior to going on court.

3.4.17 Ensure that the Line Judge Coordinator has been briefed regarding march-on and march-off procedures, and concerning the re-positioning of Line Judge chairs (and if applicable Coaches chairs) in a half-court match.

3.5 Court Management and Towards the Finals Day

General

3.5.1 The Referee shall keep aware of the general progression of all aspects of the tournament both within and outside of his direct areas of responsibility. In particular, the Referee shall:

3.5.1.1 Meet as necessary with members of the Organising Committee as the tournament progresses and as specific issues arise.

3.5.1.2 Redirect to the appropriate stakeholders any questions/problems that fall outside of the Referee's immediate area of jurisdiction, but be sure to follow up at a suitable juncture to ensure that the problem has been addressed satisfactorily and the outcome communicated back to the person who raised the issue.

3.5.1.3 At the start and end of each day, aim to boost morale and promote team spirit by conversing with, and thanking, tournament staff and volunteers around the venue who contribute to the overall smooth running of the tournament.

3.5.1.4 On the first day of the tournament observe the mechanics of the general traffic flow around the Field Of Play, efficiency of march-on/march-off, audibility and appropriate content of announcements, etc. and make any necessary adjustments for subsequent days.

3.5.1.5 Whenever possible during play, ensure the Referee team is positioned such that all the courts in use can be easily observed (i.e. when multiple courts are being used the Referee and Deputy(ies) should avoid being co-located for extended periods in one area if possible).

3.5.1.6 If necessary, go onto court during a match without being called by the Umpire.

Start of the Day

3.5.2 The Referee shall arrive at the venue sufficiently early each day to carry out all required duties to ensure that play is ready to start on time. In particular, the Referee shall:

3.5.2.1 Walk through the Field Of Play to check that the courts are clean and all hardware is in the right positions (e.g. Line Judge and Coaches chairs, interval boards, towels/mops). Check that the net heights have been measured.

- 3.5.2.2 Ensure that all IT functionality is operational (e.g. Public Address (PA) system, Umpire scoring devices, scoreboards).
- 3.5.2.3 Ensure key personnel are in place (e.g. Match Control, Shuttle Control, Field Of Play staff, Tournament Doctor or medical team).

Medical Personnel

- 3.5.3 Prior to the start of the first day's play and anytime there is a change to new medical personnel, the Referee shall meet briefly with the Doctor/Medical Officer.
 - 3.5.3.1 An interpreter may be used, if necessary.
 - 3.5.3.2 The Referee shall ensure that the Tournament Doctor knows that he acts under the Referee's direction and that if called onto court, the Tournament Doctor's primary role is to advise the player of the severity of any injury, and not to administer any treatment that may cause undue delay.
 - 3.5.3.3 The Referee shall ensure that the Tournament Doctor has basic medical supplies on hand in a portable container (e.g. plasters, scissors, gloves).
 - 3.5.3.4 At all times when play is in progress and well before the first match of the day, the Tournament Doctor (or other medically trained personnel) shall be located courtside or have a direct contact to the Referee in order to assist the Referee on court in case of a player's injury or illness.

Shuttle Testing

- 3.5.4 Prior to the start of the first day's play, the Referee shall oversee the testing of shuttles.
 - 3.5.4.1 The shuttles should be tested by an active player in the tournament, preferably a male SL4 player, or by a coach.
 - 3.5.4.2 All available speeds shall be tested from both ends of the court.
 - 3.5.4.3 Instruct the shuttle tester during the test, if necessary, such that the shuttles are being tested correctly.
 - 3.5.4.4 When assessing the result of the shuttle test, take into account the manner in which the shuttles were hit (strength of shot and trajectory), and whether they were hit from the correct location (over the back line) (Law 3).
 - 3.5.4.5 Communicate the shuttle speed decision to Shuttle Control.
 - 3.5.4.6 Do not communicate the decision regarding the selection of the shuttle speed to be used to the shuttle tester or ask his opinion.
 - 3.5.4.7 Retest the shuttles, if necessary, on a given day if playing conditions change substantially (e.g. temperature and humidity) or it is warranted based on visual observations and/or feedback from Umpires.

- 3.5.4.8 If the playing conditions do not change significantly and if the shuttles are found to be consistent from tube-to-tube, then it is not necessary for the shuttles to be tested on every subsequent day.

Withdrawals and Promotions

- 3.5.5 The Referee and TD shall process any withdrawals, no shows and forced withdrawals arising from knock-out rounds that occur after the final Team Managers' Meeting according to PBGCR, Regulation 13.
 - 3.5.5.1 An entry on the reserve list may be promoted to the main draw until the order of play for the first day(s) has been published (PBGCR, Regulation 13.1.1).
 - 3.5.5.2 Ensure all promotions (PFR), withdrawals (WDN), no shows (DNS), forced withdrawals (FWDN), substitutions (SUB), retirements and walkovers are documented correctly in the TP file, using the correct abbreviations.
 - 3.5.5.3 Include all withdrawals subject to a fine in the Withdrawal Report (PBGCR, Regulation 14.1.2).

Technical Officials Management

The Referee shall:

- 3.5.6 Look after the general well-being of the Umpires and Line Judges throughout the tournament and ensure they have the amenities necessary to discharge their duties effectively (e.g. food, water, coffee, tea, etc.).
- 3.5.7 Promote teamwork and camaraderie within the group of Technical Officials while maintaining sufficient distance to avoid the perception of favouritism, etc.
- 3.5.8 Ensure that all Technical Officials abide by the Technical Officials Code of Conduct (BWF Statutes, Section 2.2.5).
- 3.5.9 Give daily Umpire briefings as necessary. The briefings should focus on generic feedback from play on the previous day with communication of any systematic adjustments required, passing on any changes to procedures to be adopted for the current day (e.g. changes to march-on and march-off, change in number of Line Judges, etc.), and allowing time for questions, answers and comments by Umpire Assessors, if present.
- 3.5.10 Offer constructive feedback on an Umpire's performance when appropriate based on first-hand observations or when requested by the Umpire, and in particular:
 - 3.5.10.1 Offer such feedback promptly after a match whenever an adjustment in an Umpire's performance is necessary in order to bring it into line with expectations.
 - 3.5.10.2 Offer such feedback in a setting with privacy and free from distractions.
 - 3.5.10.3 Be certain your instructions are understood and subsequently observe the Umpire to make sure they are followed.

- 3.5.11 Ensure Umpire and Service Judge assignments are made fairly and appropriately.
 - 3.5.11.1 Ensure Umpire and Service Judge neutrality as far as possible.
 - 3.5.11.2 If complete Umpire and Service Judge neutrality cannot be achieved then at a minimum prioritize Umpire and Service Judge neutrality on the TV court, and then, if possible, neutral Umpires on other courts.
 - 3.5.11.3 In the eventuality that there are fewer technical officials present than that required to cover all duties, then decide on how best to deploy them (e.g. no Service Judge, Line Judge priority given to Wheelchair courts).
 - 3.5.11.4 Take note of any matches with significant tension between the Umpire or Service Judge and players, and, if necessary, avoid assigning that Umpire to matches featuring the same player in subsequent rounds.
 - 3.5.11.5 Ensure all Technical Officials have sufficient rest between duties/shifts.
- 3.5.12 If present, communicate with Umpire Assessors frequently as the tournament progresses.
 - 3.5.12.1 The Referee shall solicit the Umpire Assessors' feedback on each Umpire's performance to help guide your decisions around assignments for the latter stages of the tournament.
 - 3.5.12.2 To the extent possible, the Referee shall accommodate the Umpire Assessors' requests regarding Umpire and Service Judge assignments in order to facilitate the assessment/appraisal process.
 - 3.5.12.3 The Referee has final authority regarding all Technical Officials assignments.
- 3.5.13 Meet with the Line Judges as needed as the tournament progresses, and in particular:
 - 3.5.13.1 Offer feedback on Line Judge performance and any adjustments needed through the Line Judge Coordinator.
 - 3.5.13.2 Pass on feedback from Umpires and the Referee team to the Line Judge Coordinator on stronger and weaker performing Line Judges so that they can be assigned appropriately in the latter stages of the tournament.
 - 3.5.13.3 If any appointed international Line Judges are present, ensure they are utilized in the most competitive matches and on the more difficult lines, and particularly in any matches in the latter stages of the tournament featuring players from the host Member.

Players and Coaches Management

- 3.5.14 The Referee shall deal with any complaints by players, coaches and Team Managers firmly and fairly.

- 3.5.15 When required, the Referee shall make decisions concerning compliance of a player's or Coach's clothing.
- 3.5.15.1 In cases of uncertainty, the Referee should permit the clothing in question and submit a picture of it to BWF after the tournament for review.
- 3.5.15.2 Be aware of any lighting differences between the assembly area and the Field Of Play that may alter perceptions of colour differentiation between shirts.
- 3.5.15.3 The Referee shall make decisions concerning opponents wearing significantly different colours by taking into account both shirts and shorts (or similar). For example, players wearing the same colour of shirts but significantly different colours of shorts shall be deemed to be dressed differently.
- 3.5.15.4 The Referee has the discretion whether or not to report a player's or Coach's non-compliant clothing to BWF (or CC) for assessment of fines.
- 3.5.16 In observing play, the Referee shall ensure that anyone sitting in a coach's chair on the Field Of Play abides by the Coaches and Educators Code of Conduct (BWF Statutes, Section 2.2.6).
- 3.5.16.1 The Referee shall take immediate action if a Coach moves the designated chair from its position such that the visibility of any advertising is disturbed.
- 3.5.16.2 If necessary, the Referee may remove a Coach or Team Manager/Official from the Field Of Play for an appropriate duration (e.g. the remainder of a match, a session or day(s)) depending upon the seriousness of recurrence of the offence.
- 3.5.16.3 The Referee shall inform BWF (or CC) of any serious or flagrant breaches of the Coaches and Educators Code of Conduct through the Referee's Report (or through an Incident Report, if necessary).

Schedule

- 3.5.17 The Referee shall approve each subsequent day's match schedule proposed by the TD before it is published.
- 3.5.17.1 The next day's schedule should be published as early as possible on the preceding day (even if the identities of some of the players are not known at the time of initial publishing), but it should not be published until the order of play, and if appropriate, the court assignments are finalized. Record the time when the schedule for the next day is published and check that the publicly accessible published schedule is the same as that inputted into Tournament Planner.
- 3.5.17.2 In developing the next day's schedule, solicit input from the relevant stakeholders (e.g. BWF/CC Event Officer, TV Coordinator, Tournament Director).
- 3.5.17.3 Requests from TV around the order of play and court assignments should be accommodated, if possible, as long as it does not result in undue hardship to any player.

- 3.5.17.4 Any player is entitled to a minimum of a 30-minute interval between matches. The Referee shall, however, seek to provide a longer interval between any two matches of a given player, and in particular between a player's matches in the same event.
- 3.5.17.5 Ensure that opposing sides in a match do not have disproportionately different rest times since their previous round matches in that event.
- 3.5.17.6 Where possible, consider having a variety of events scheduled in a given timeslot to maximize spectator interest and overall presentation.
- 3.5.17.7 The Referee shall develop or check the next day's practice schedule as applicable and approve it before it is published.
- 3.5.17.8 After completion of the group stage of every event the TD and Referee shall make the re-draws for the knock-out stage.

Final Stages of Tournament

- 3.5.18 The Referee shall ascertain and communicate to the rest of the Technical Officials if there will be any changes in security procedures/accreditation requirements etc. for the semi-finals and finals due to the presence of VIPs.
- 3.5.19 The Referee shall approve any reconfiguration of the Field Of Play for the semi-finals and finals, etc.
 - 3.5.19.1 As the number of courts is reduced, the objective for any Field Of Play reconfiguration should be to provide the most attractive presentation for spectators and TV, and best utilize any extra space created.
 - 3.5.19.2 Communicate any changes to march-on and march-off procedures to the Umpires and Line Judges, and to the announcer.
- 3.5.20 Particular care should be taken when determining the order of the semi-finals and finals. The Referee and TD should take into account factors such as TV requests, spectator interest, considerations for players in multiple finals (i.e. rest time and playing singles before men's and women's doubles (usually)), and participation of host Member players. Seek input from all relevant stakeholders, most particularly the BWF (or CC) Event Officer, if present, on any contractual obligations that must be respected.
- 3.5.21 Umpire and Service Judge appointments for the semi-finals and finals must be carefully considered and, after taking neutrality into account, should be based on factors such as observed performance throughout the tournament, experience level, presentation skills, and teamwork exhibited during the tournament. Solicit input from Umpire Assessors, if present.
- 3.5.22 The Referee shall ascertain from the tournament organizers the plan for the award ceremonies, and shall participate in the ceremonies if requested. The Referee shall monitor that players participating in the award ceremonies are dressed appropriately and that they do not bring onto the podium any items that are not permitted (e.g. flags, rackets)

(BWF Statutes, Section 5.3.6, Regulation 1.10). Ensure that players participating in the award ceremonies are not accompanied onto the podium by family members or other persons. Ensure that WH players attend the award ceremony in a wheelchair.

End of Day's Play

- 3.5.1 At the end of each day's play the Referee, TD and Deputy/Deputies should debrief with each other and with other key stakeholders as appropriate (e.g. Tournament Director).
 - 3.5.2 Obtain the quantities of shuttles used during the day and shuttles remaining both from the TP file and by a physical count to ensure that there is a sufficient quantity left of appropriate speed for the number of matches remaining.
 - 3.5.3 Ensure the TP file is published and a back-up copy sent to the BWF (or CC) office at the end of each day's play.
 - 3.5.4 Record the finish time of the day's play.
- 3.6 Injuries, Illness and Incidents
 - 3.6.1 The Referee shall be called on court by the Umpire or intervene on his own initiative to handle cases of injuries, illness or incidents, as well as shuttle speed issues, when necessary.
 - 3.6.1.1 When called by the Umpire in case of injury or illness, the Referee and the Doctor shall immediately go on court. The Referee shall first speak to the Umpire to be informed of the relevant facts and to remind the Umpire to time the delay due to the injury.
 - 3.6.1.2 The Tournament Doctor's duty is to examine the player's injury and quickly determine whether it is medically advisable for the player to continue to play. The decision, however, which shall be taken as fast as possible, remains with the player. The Tournament Doctor may apply a quick relief, such as a bandage on a bleeding injury or a spray, but no time-consuming treatment is allowed except in the regular intervals and then only if the Tournament Doctor estimates that the treatment can be completed (or nearly so) before the interval ends. The Tournament Doctor may be called to apply spray only once to a particular player per match except to administer additional sprays in the regular intervals.
 - 3.6.1.3 The Referee may allow a maximum of two persons on court to assist and advise the injured player and help with translation. In fairness, the Referee shall allow the opposing side the same consideration.
 - 3.6.1.4 The Referee shall resolve the injury situation as quickly as possible and well within a few minutes so that play can be resumed or abandoned. The Referee may need to point to potential disqualification if it is suspected that the player is exploiting the injury situation to regain wind or if the player repeatedly hesitates in deciding to continue or abandon play.
 - 3.6.1.5 The Referee shall ensure that there is Emergency Service available (ambulance and hospital) and be aware how to

initiate immediate medical assistance. The Team Managers shall be kept fully informed about any medical assistance available.

- 3.6.1.6 In case of a severe injury, where there is no doubt that the player cannot continue, the regular process (Instructions 3.6.1.2 - 3.6.1.5) shall be disregarded, and the Tournament Doctor shall provide the necessary first aid until the player can be transported to hospital.
- 3.6.1.7 The Referee shall be aware of any physiotherapy or facilities for physiotherapists available and ensure their accessibility for WH players at the tournament and keep the Team Managers informed.
- 3.6.1.8 As the Tournament Doctor may not be allowed to practice medicine in the host country, there shall be local medical service available at all times to cater for cases of illness among players and officials. The Referee shall pass on relevant information to the Team Managers.
- 3.6.1.9 If called because a WH player requires an additional break for catharsing, the Referee shall ensure that the player is accompanied to the toilet by an official (e.g. Service Judge or Line Judge) who will ensure that the procedure is completed as quickly as possible.
- 3.6.1.10 If called because there has been damage to a wheelchair or artificial limb, the Referee shall supervise any reparation work. If it is necessary to leave the court the Referee shall accompany the player. The Referee shall decide on any reasonable time needed to carry out the repair.

3.6.2 Incidents and Misconduct

The Referee shall be called on court by the Umpire or intervene on his own initiative in case of flagrant or other misbehaviour resulting in a red card (Law 16.7) or when the Umpire needs his assistance to resolve other issues.

- 3.6.2.1 Coming on court, the Referee shall first speak to the Umpire (and if necessary, the Service Judge) to receive information about the situation, and only afterwards address the players. In case information from other sources is necessary to resolve the situation, such personnel shall be called to the court, with the Referee normally remaining on court until the situation is resolved. While the Referee is on or near the court dealing with the problem, play is deemed suspended, unless the Referee advises the Umpire and the players otherwise.
- 3.6.2.2 Should the Referee decide to disqualify a player, this player is disqualified from all events of the tournament, and a Disciplinary process may be recommended in the Referee's Report. The player's doubles partner may continue in other events of the tournament (PBGCR, Regulation 31.5).
- 3.6.2.3 The Referee shall resolve the situation as quickly as possible, explain his decision clearly, briefly and with conviction to the

Umpire and the players, leave the court, and play shall resume, if applicable. There shall be no further discussion or appeal.

3.6.3 Shuttle Speed

The Referee shall at all times, when observing play, consider whether the shuttle speed selected before play started still appears to be correct.

3.6.3.1 When called on court by the Umpire because both sides wish to change the shuttle speed, the Referee shall first speak to the Umpire to add the Umpire's comments to his own observations before taking the decision to change the shuttle speed or not. Testing by the players may be performed, but will often not provide valid additional information.

3.6.3.2 When no shuttles of correct speed are available, tipping may exceptionally be done (preferably by the Service Judge or another neutral person), but only as a last resort to continue play.

3.7 After the Tournament

3.7.1 The Referee is responsible for the continued oversight of the tournament after the last match is concluded.

3.7.2 The Referee shall plan sufficient time before leaving the Field Of Play to finalize and duly inform BWF (or the CC) of the results, and to thank all remaining Technical Officials, the Organising Committee and other stakeholders for their contributions. The Referee shall ensure that any doping controls still underway after the end of play can be completed and that arrangements are made for players to return to their hotel before the Referee leaves the stadium.

3.7.3 The Referee shall immediately after the tournament send to BWF (or the CC) a report on withdrawals, yellow and red cards, that may trigger further sanctions.

3.7.3.1 The Referee may decide not to report a card given by an Umpire if the Referee or a Deputy has observed the situation where the card was given and decides that the card should not have been issued.

3.7.4 The Referee shall, no later than two weeks after the tournament is finished, send the Referee's Report to BWF (and/or the CC), using the stipulated standard template.

3.7.4.1 The Referee's Report shall contain all relevant detail but focus on what was noteworthy for the tournament and highlight information that may be relevant for further tournaments in the same venue or by the same organiser. The Referee's Report shall also contain any recommendations for BWF Statutes or guidelines.

3.7.4.2 When drafting the Referee's Report, the Referee should consult his Deputy/Deputies. However, the responsibility for the timely delivery and the content of the Referee's Report remains with the Referee.

3.8 Team Tournaments

- 3.8.1 A Team Tournament is normally governed by specific regulations issued by BWF (or a CC), describing the terms and conditions for entries, method of competition, draw and other particular features of the Team Tournament. In the absence of such regulations, the tournament prospectus shall contain such terms and conditions.
- 3.8.1.1 Team Tournaments are frequently played in pools and groups, at least in the initial stage, and the BWF General Competition Regulations for play in groups and pools apply (PBGCR, Regulation 16) unless specifically stated otherwise.
- 3.8.2 The Referee is responsible for ensuring that the entries of teams and nominations of players to participate in the Team Tournament are in accordance with the Team Tournament regulations.
- 3.8.3 The Referee is responsible for conducting the draw (or verifies the result of the draw), and for the overall schedule of play for the ties of the Team Tournament.
- 3.8.4 The Referee shall decide the time for nomination of teams for the individual team ties and communicate the decision to the Team Managers at the Team Managers' Meeting, unless it is stipulated in the regulations.
- 3.8.5 Based on the team nominations, the Referee shall decide the order of play for the tie following the process laid down in the regulations for the Team Tournament, if such a process is described.
- 3.8.5.1 If a process for deciding the order of play is not given, the Referee shall decide the order of play so that, as far as possible:
- no player plays in two consecutive matches, and
 - players playing both singles and men's or women's doubles play singles first.
- 3.8.5.2 Once decided, the Referee shall communicate the order of play to the teams and to the member of the Organising Committee responsible for further publication.
- 3.8.6 Unless otherwise stipulated in the specific regulations for the Team Tournament, prior to a player's first match in a tie, the Referee may allow a substitute for a player, who, in the opinion of the Referee is incapacitated by illness, injury or other unavoidable hindrance, provided that the substitute player or pair is lower ranked (per the World Ranking date stipulated in the Prospectus for the Team Tournament) than the player or pair being replaced.
- 3.8.6.1 Any pair unaffected by the substitution shall be left unchanged.
- 3.8.6.2 A substituted player shall not take part in that tie, but may play again in a later tie in the Team Tournament.
- 3.8.7 The Referee may disqualify at any stage of a Team Tournament
- Any team which fails to report its arrival at the stipulated time;
 - Any team which fails to carry out its required program; or
 - Any team that has failed to carry out its obligations or breaches the Rules and Regulations of BWF (or the CC).

4 GENERAL ADVICE ON REFEREEING

4.1 The Role of the Referee and Relations to Other Stakeholders

- 4.1.1 The Referee shall know and understand the Laws of Badminton.
 - 4.1.1.1 The Referee shall at all times stay updated on BWF Code of Ethics (BWF Statutes, Section 2.1), General Competition Regulations (GCR) (BWF Statutes, Section 5.1), Para Badminton General Competition Regulations (PBGCR) (BWF Statutes, Section 5.5) and related documents, in particular the Technical Officials' Code of Conduct (BWF Statutes, Section 2.2.5), and other official tournament related official communications from BWF (and CC).
 - 4.1.1.2 The Referee shall be familiar with BWF information technology (IT) tools and their operation.
- 4.1.2 Being in overall charge of the tournament, the Referee shall lead, manage and motivate the Technical Officials.
 - 4.1.2.1 The Referee shall establish constructive working relationships with the TD, any Deputy Referees, Umpire Assessors, the Organising Committee, the Team Managers (representing the players) and any BWF (or CC) Representatives or Staff appointed to the tournament.
 - 4.1.2.2 The Referee, representing BWF (or the CC) shall lead by example. The Referee shall be punctual and demand punctuality of others, dress correctly and request that the other Technical Officials do likewise.
- 4.1.3 The Referee shall observe play and, after consultation when appropriate, take all necessary action to ensure that play is fair and correct.
 - 4.1.3.1 The Referee may delegate duties to other Technical Officials. However, delegation shall be followed up and the ultimate responsibility remains with the Referee.
 - 4.1.3.2 A decision by a Deputy Referee shall be considered as a decision by the Referee. There is no appeal of such a decision to the Referee.
- 4.1.4 The Referee, in cooperation with the Organising Committee and BWF (or CC), is responsible for the conditions under which the tournament is conducted.
 - 4.1.4.1 The Referee shall provide the players with safe and good playing conditions.
 - 4.1.4.2 The Referee is responsible for providing all Technical Officials with conditions that will enable them to carry out their duties safely and effectively.
 - 4.1.4.3 The Referee shall assist the Organising Committee and BWF (or the CC) with providing the best possible presentation of the tournament to the spectators in the stadium and to any television audience. The Referee and TD shall work in close cooperation with BWF staff and respect the Federation's contractual obligations (e.g. to television and sponsors).

- 4.1.5 The Referee must remain fair and calm at all times, and shall be prepared to take all necessary decisions.
 - 4.1.5.1 Before a major decision is taken, review any relevant regulations or legislation, reflect and, if in doubt, consult the TD, Deputy Referees, BWF (or CC), the Organising Committee and/or a Referee Assessor, as appropriate.
 - 4.1.5.2 When a decision is taken, communicate it clearly and ensure that it is well understood by the recipients.
 - 4.1.5.3 Should a mistake be made, admit it, correct it, and apologize.

4.2 Handling Questions and Complaints

- 4.2.1 The Referee shall be available and approachable, such that Team Managers (on behalf of the players), Technical Officials and other stakeholders are encouraged and feel comfortable to come forward with their questions, comments or complaints. This approach will generally facilitate and improve the Referee's decision-making process.
- 4.2.2 When a Team Manager or a player comes to the Referee to request a decision on a specific case, the Referee should:
 - 4.2.2.1 Listen carefully to the case and the arguments put forward;
 - 4.2.2.2 Ask questions to fully clarify the issue, using an interpreter if necessary, and ensure that all the facts are well understood;
 - 4.2.2.3 Take time, if necessary, to reflect over the case, consult any relevant legislation, regulations and other sources of information;
 - 4.2.2.4 Bear in mind that the person raising the case is an advocate for his team or players;
 - 4.2.2.5 Consider the importance and the urgency of the decision, decide on the priority and whether the Referee shall take the decision or if it should be referred elsewhere;
 - 4.2.2.6 Consider whether the outcome of the decision may set an unhelpful precedent.
 - 4.2.2.7 Take the decision as soon as possible but only when ready to do so; and
 - 4.2.2.8 Communicate the decision to the person raising the case and to all others that the decision may directly or indirectly affect.
- 4.2.3 In order to minimize the occurrence of justified complaints, the Referee shall be proactive in anticipating and preventing potential problems and in taking pre-emptive action to solve issues before they materialize or escalate.
- 4.2.4 Unsatisfied complaints and problems that cannot be resolved at the tournament may indicate the need for a review of Laws or regulations and should be reported to BWF (or CC) through the Referee's Report or otherwise.

4.3 Anti-Doping and Match-Fixing

- 4.3.1 The Referee, as well as all other Technical Officials, shall at all times be in compliance with the BWF Code of Ethics, Technical Officials' Code of Conduct, and their related documents. In particular, the Referee has an obligation to promote the provisions related to betting, wagering and irregular match results to the Technical Officials working under his authority and to observe that they follow the provisions of the codes.
- 4.3.2 Concerning anti-doping, the Referee has the responsibility
 - 4.3.2.1 To verify that the Organising Committee provides adequate working conditions for doping testing;
 - 4.3.2.2 To make the Team Managers aware that random and/or targeted doping testing may take place during and after the tournament;
 - 4.3.2.3 To be aware of any doping testing arrangements that BWF may have made with the relevant National Anti-Doping Organization (NADO) and assist the National Anti-Doping Officers in executing their task if requested to do so; and
 - 4.3.2.4 To look after the players' health and safety and ensure that fair play prevails (e.g. the playing schedule may, if necessary, be changed to accommodate players having been selected for or undergoing doping testing).
- 4.3.3 Concerning match-fixing, the Referee has the responsibility
 - 4.3.3.1 To make the Team Managers aware of the BWF regulations and countermeasures in place concerning players not giving their best efforts, particularly the arrangements for observation of matches between players from the same Member;
 - 4.3.3.2 To closely observe play on court as well as what may be happening around the tournament, including the audience in the stadium, bearing in mind that match-fixing may potentially be occurring; and
 - 4.3.3.3 To take appropriate action promptly should any suspicious action be observed and inform BWF immediately.
- 4.4 Media
 - 4.4.1 Media play an important role in the presentation of any tournament and the Referee shall assist in providing adequate working conditions for journalists, photographers and television staff, without jeopardizing the health and safety of the players, the working conditions for the Technical Officials or the playing conditions.
 - 4.4.2 The Referee shall be aware of any specific BWF (or CC) guidelines for media staff and assist in upholding these guidelines on the Field Of Play.
 - 4.4.3 The Referee, on behalf of all Technical Officials, shall assist BWF (or the CC) Communication staff in responding to technical questions from the media related to the tournament, or, in their absence, answer such questions.

5 INSTRUCTIONS AND GUIDELINES FOR TECHNICAL DELEGATES

- 5.1 This section describes the role of the Technical Delegate (TD) and its relations to other stakeholders.

- 5.1.1 The Technical Delegate (TD) is in charge of the format of the tournament. The TD shall consult with the Referee, the BWF (or CC) Events Officer in charge if on site, particularly in tournaments at the highest levels and on contract related issues, as well as with the Organising Committee, before taking major decisions.
- 5.1.2 The TD together with the Referee is in charge of the draw, the seeding and the scheduling of the tournament.
- 5.1.3 In this section the role of a TD at a tournament with re-entry and classification (Grade 2 Level 2 or 3) is described. Some of the activities are not necessary at a tournament without classification (Grade 2 Level 1). There may be additional responsibilities delegated to the TD at Grade 1 (e.g. World Championships or Paralympic Game, see BWF Statutes).

5.2 Before Entry Deadline

- 5.2.1 After accepting an appointment, the TD shall contact the Chief Classifier to introduce himself and start an initial dialogue to form the foundation of a productive working relationship. Communication channels and responsibilities shall be agreed and coordinated between the Referee, the TD and the BWF or CC Events Staff.
- 5.2.2 The Referee and the TD shall be aware of the required timeline (BWF Statutes, Section 5.5.3) for pre-tournament activities (e.g. publishing of the Prospectus, M&Q Report, conducting the draw), and shall liaise with BWF or CC office staff to ensure that these activities are completed on time.
- 5.2.3 The TD shall assist the Referee in approving the Prospectus before it is published.
- 5.2.4 The TD together with BWF office, Referee and Organisers shall answer questions about the tournament sent to the official address for entries.

5.3 Between Entry Deadline and Arrival at the Tournament

- 5.3.1 After the entry deadline the TD together with the BWF office shall review all entries and identify those events that can not be played alone or by combinations of Para-Classes because an insufficient players from different Members have been entered (e.g. WS SL3 or WD SH 6). If a singles' event is identified, then all members that have entered a player to this event shall be informed. The Members may withdraw the player(s) without paying an entry fee.
- 5.3.2 After the entry deadline, upon reviewing the entries the TD shall document the list of medals to be presented in the official events of the tournament. This list shall be sent to the Organiser and to the BWF office.
- 5.3.3 The Referee and TD shall carefully check the initial M&Q report for accuracy around the date of the World Rankings used (BWF Statutes, Section 5.3.2), adjusted and notional ranking calculations for Para Badminton (BWF Statutes, Section 5.5.7), and listing of entries in the main draw and reserve list.
- 5.3.4 The Referee and TD shall check that any updates made to the initial M&Q report accurately reflect any withdrawals that have been received since the latest version.

- 5.3.5 Upon receiving the Seeding Report, the Referee and TD shall check that the designated seeds in the main draw are correct based on the applicable World Ranking date (BWF Statutes, Section 5.3.2), and requirements around use of adjusted/notional rankings for Para Badminton (BWF Statutes, Section 5.5.7).
- 5.3.6 After the entry deadline the TD shall review the TP file of the tournament.
- 5.3.7 If there is a lack of clarity on how to interpret the Para-Badminton General Competition Regulations, the TD shall contact the BWF office and the members of BWF Para-Badminton Commission in charge of Laws and Regulations.
- 5.3.8 The TD shall collect all information about specific restrictions for players that have been entered (e.g. “must play with right hand”), from the official entry list and inform the Referee.
- 5.3.9 Until arrival at the tournament, the TD shall be responsible for reviewing and documenting all withdrawals.
- 5.3.10 Before arrival at the tournament, the TD shall review the ranking points of players/doubles pairs and the notional and adjusted ranking points for doubles pairs using the latest published ranking.

5.4 Arrival at the Tournament

- 5.4.1 The TD shall make travel arrangements such that the timing of arrival at the tournament is consistent with the details provided in the invitation letter from BWF/CC or with any agreement subsequently made with BWF/CC.
- 5.4.2 The Referee and the TD shall meet with the Tournament Director/Chair of Organising Committee as appropriate, as soon as is practical after arrival to go over all logistical details and resolve any outstanding matters that may have arisen during the pre-arrival communication.
- 5.4.3 The Referee and the TD shall meet with other key stakeholders as necessary prior to the start of the tournament (e.g. Chief Classifier, BWF/CC Event Officer, Field Of Play Coordinator, Umpire and Line Judge Coordinators, Umpire Assessors, Referee Assessors, Head of Security and TV Coordinator).

5.5 Meetings and Briefings – Technical Delegate Responsibilities

The Classification Meeting

- 5.5.1 The Referee and the TD shall attend the Classification Meeting.
- 5.5.2 After the Classification Meeting the TD shall organise with the Chief Classifier how to update all classification information processed during the classification.

The Team Managers’ Meetings

In tournaments with a re-entry process, two TM Meetings are held:

1st TM Meeting: Conducted by the Referee as described in Instructions 3.4.1 to 3.4.3 with inputs provided from the TD as in Instruction 5.5.3, including communicating the procedure and time-line of the re-entry process by the TD.

2nd TM Meeting: Conducted by the TD covering the content in Instructions 5.5.5 – 5.5.7 in partnership with the Referee and including confirmation of the entry lists

per event including re-entries, communicating the combination of events where necessary, and drawing by lot of doubles pairs where necessary.

In tournaments without a re-entry process, a single TM Meeting is held with the Referee and TD leading the presentations of the content described above.

- 5.5.3 Before the 1st Team Managers' Meeting, the TD shall:
 - 5.5.3.1 Discuss a provisional schedule with the Referee.
 - 5.5.3.2 Collect all information about withdrawals.
 - 5.5.3.3 Collect all classification results.
 - 5.5.3.4 Update the TP file of the tournament.
 - 5.5.3.5 Collect all new information about specific restrictions for players (e.g. "must play with right hand") and inform the Referee.
 - 5.5.3.6 Prepare enough copies of the re-entry forms (for nations and for doubles) with support from BWF office and Organiser.
 - 5.5.3.7 Prepare with support from the BWF office at least one copy of the entries per event to be checked/consulted by the Team Managers during the re-entry process.
 - 5.5.3.8 Decide on the re-entry deadline.
 - 5.5.3.9 Hand out the re-entry forms.
- 5.5.4 Between the two Team Managers' Meetings, the TD shall:
 - 5.5.4.1 Receive and accept the completed re-entry forms.
 - 5.5.4.2 Update the TP file and publish it.
 - 5.5.4.3 Prepare the Seeding Report by entering all ranking points (including adjusted and notional rankings).
- 5.5.5 In the second Team Managers' Meeting, the TD shall:
 - 5.5.5.1 Show the updated TP file.
 - 5.5.5.2 Ask for any new withdrawals.
 - 5.5.5.3 Together with the Referee organise the draw for doubles players that have been entered with "Partner Wanted". The process should be handled in a way such that the maximum number of additional doubles pairs is realised.
 - 5.5.5.4 Decide on and inform the Team Managers the format of every event (pools, combinations, exhibition events).
 - 5.5.5.5 Inform the Team Managers about the seeding, and, if necessary, draw lots for seedings together with the Referee.
 - 5.5.5.6 Inform the Team Managers when the publication of the full draw and the schedule for the first competition day can be expected.
- 5.5.6 The TD shall conduct the 2nd Team Managers' Meeting in a professional but relaxed manner that conveys calm authority and which establishes a sense of approachability. In particular, the TD shall:

- 5.5.6.1 Speak clearly, slowly and use simple language.
- 5.5.6.2 An interpreter may be used if necessary.
- 5.5.6.3 Pause after each section to allow the opportunity for questions to be raised.
- 5.5.7 The TD shall lead the processing of withdrawals, forced withdrawals arising from knock-out rounds, promotions, and substitutions at the end of the single Team Managers Meeting for tournaments without a re-entry process, and at the end of the 2nd Team Managers Meeting for tournaments with a re-entry process. The Referee shall assist as required.
 - 5.5.7.1 Add any withdrawals communicated at the meeting to those received after the draws were published. Confirm if withdrawn players are present at the tournament.
 - 5.5.7.2 If the Team Manager of a player to be promoted from the reserve list cannot confirm that the player will be present at the tournament and will play, then do not promote that player and instead move on to the next player on the reserve list.
 - 5.5.7.3 When more than one player/pair is to be promoted to the main draw, process the promotions drawing both players and positions in the draw.
- 5.5.8 The Referee and TD shall only conduct a redraw only if play in that draw has not begun and either:
 - 5.5.8.1 An error has been made in the control of entries or in making the draw;
 - 5.5.8.2 In tournaments without re-entry, the format of the main draw is no longer compliant with the number of confirmed players/pairs.
 - 5.5.8.3 In exceptional circumstances, a main draw has been rendered severely imbalanced;
- 5.5.9 After the relevant Team Managers' Meeting, the TD shall:
 - 5.5.9.1 Assist the Referee in checking the updated TP file and preparing and publishing the schedule for the next day.
 - 5.5.9.2 Prepare information for the Chief Classifier about the scheduled matches of non-confirmed players.

5.6 Duties Towards the Finals Day

General

- 5.6.1 The TD shall assist the Referee in general aspects of the tournament.
- 5.6.2 The TD shall check the TP file and ensure its regular publication by match control.
- 5.6.3 The TD together with the Referee shall organise the re-draw for the knock-out stage after the end of the last group match of an event.
- 5.6.4 For a combined event, the TD shall decide on any additional matches to be played to determine medal winners from the more handicapped class.

5.6.5 The TD together with the Referees' team shall prepare and publish the schedule for the next day and send a copy to the Organiser and BWF office. The Referee and TD shall take into account factors such as TV requests, spectator interest, considerations for players in multiple finals (i.e. rest time and playing singles before men's and women's doubles (usually), and participation of host Member players) for the finals day.

5.6.6 The TD shall obtain the final classification list from the Chief Classifier.

End of Day's Play

5.6.7 At the end of each day's play the TD, Referee and Deputy(s) shall debrief with each other and with other key stakeholders as appropriate (e.g. Tournament Director).

After the Last Match

5.6.8 The TD shall prepare a list of official winners for the victory ceremony taking in consideration the combined events. The list shall be handed to Organiser.

After the Tournament

5.6.9 The TD is responsible for the transmission of the completed TP file to the BWF office.

5.6.10 The TD and the Referee shall inform BWF (for the attention of the members of the Para-Badminton Commission) through the Referee's Report about any issues concerning Laws and General Regulations that occurred during the tournament and, if possible, propose solutions.

6 INSTRUCTIONS TO UMPIRES

6.1 Before the Match – Off Court

6.1.1 Obtain the scoresheet;

6.1.2 Ensure that the specified number of Line Judges, and if applicable, Court Attendants are present;

6.1.3 Ensure that the players' clothing (as far as name, lettering, advertisements, colour and design are concerned) and equipment are compliant with the PBGCR as instructed by the Referee;

6.1.4 Ensure all players' mobile phones are switched off; and

6.1.5 Ensure the players line up according to the order of the names printed on the scoresheet or as instructed by the Referee.

6.2 Before the Match – On Court

The Umpire shall:

6.2.1 Carry out the toss fairly and note the choices made by the winning and losing sides (Law 6). These choices, once made, are final;

6.2.2 Get into the Umpire's chair as quickly as possible after the toss, start the stopwatch and then:

6.2.2.1 Time the warm-up period. Unless instructed otherwise by the Referee, the two-minute warm-up starts when the Umpire sits in the chair and ends with the calling of "Play" to start the match. The Umpire shall call "Ready to play" to instruct the players to

get ready to start the match at ninety seconds of the two-minute warm up period, unless instructed otherwise by the Referee;

6.2.2.2 When a scoresheet is used, write “0” for both sides and “S” for server, and in the case of a Doubles match, “R” for receiver;

6.2.2.3 Check that any scoring device is working; and

6.2.2.4 Check that the Line Judge and Coach’s chairs are correctly positioned, in particular for the Sport Classes playing half-court.

6.3 Start of the Match

6.3.1 The Umpire shall announce the match using the appropriate announcement below, and point to the right and to the left.

W, X, Y, Z are names of the players and A, B, C, D are names of the Member.

Singles

Tournament

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

Team

Tournament

“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 Member, announce the Member name after announcing both players’ names. e. g. ‘W and X, A’).

Team

Tournament

“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.”

6.3.2 The calling of “Play” indicates the start of the match.

6.3.3 Click the ‘Play’ button on the scoring device immediately before calling ‘Play’, or, if a scoresheet is used, note the time on the scoresheet immediately before calling ‘Play’.

6.4 During the Match

The Umpire shall:

6.4.1 Use the standard vocabulary in BWF Statutes, Section 4.1.5;

6.4.2 Record and then call the score. Always call the server’s score first.

- 6.4.3 During the service, if a Service Judge is appointed, especially watch the receiver. The Umpire may also call a service fault;
- 6.4.4 Be aware of the status of any scoring device and inform the Referee in the case of a malfunction;
- 6.4.5 Raise the right hand above the head when the Referee is required on court;
- 6.4.6 When a side loses a rally and the right to continue serving (Law 10.3.2 and Law 11.3.2) call "Service over" followed by the score starting with that of the new serving side.
- 6.4.7 "Play" shall be called by the Umpire to
 - 6.4.7.1 Instruct the players that a match or a game is to start, to continue after an interval, after a change of ends, or to resume play following a break; and
 - 6.4.7.2 Instruct the players to resume play.
- 6.4.8 "Fault" shall be called by the Umpire when a "fault" occurs, except when
 - 6.4.8.1 A service fault (Law 9.1) is called by the Service Judge under Law 13.1. The Umpire shall call "Service fault called" followed by an explanation using the appropriate vocabulary (BWF Statutes, Section 4.1.5, Section 4);
 - 6.4.8.2 A fault during service is called by the Umpire. The Umpire shall announce the service fault or receiver fault using the appropriate vocabulary (BWF Statutes, Section 4.1.5, Section 4); or
 - 6.4.8.3 A "fault" occurs under Laws 13.2.1, 13.2.2 (which are obvious), 13.3.1 (for which the Line Judge's call and signal suffices) or 13.3.2, 13.3.3, 13.3.4, 13.3.5 unless clarification is needed for the players or spectators when one of these faults occurs.
- 6.4.9 During each game, after the rally which takes a side to 11 points (or the appropriate score for matches being played using other scoring systems as outlined in BWF Statutes, Sections 4.1.3 and 4.1.4), the Umpire shall call the score followed immediately by "Interval" or "Service over", the score and then "Interval".
- 6.4.10 The timing of the interval allowed under Law 16.2.1 starts when the appropriate rally is decided, regardless of any applause.
- 6.4.11 At the start of each interval (Law 16.2.1), request the Court Attendants/Line Judges to wipe the court.
- 6.4.12 In all intervals during games, at 40 seconds, call: "Court ... (number) (if more than one court is used), 20 seconds". Repeat the call.
- 6.4.13 In all these intervals (Law 16.2.1) each side may be joined on the court by no more than two accredited Coaches. They must leave the court when the Umpire calls "20 seconds".
- 6.4.14 To resume a game after an interval, repeat the score followed by "Play".

- 6.4.15 If both sides do not wish to take an interval as allowed under Law 16.2, play in that game or match shall continue without an interval, except where intervals are made mandatory by the Referee.

6.5 Extended Game

- 6.5.1 When the leading side reaches 20 points in each game, call “Game point” or “Match point”, as applicable.
- 6.5.2 If a side reaches 29 points, in each game and for each side, call “Game point” or “Match point”, as applicable.
- 6.5.3 The calls of “Game point” and “Match point” in 6.5.1 and 6.5.2 must always immediately follow the server’s score and be before the receiver’s score.

6.6 End of Each Game

- 6.6.1 “Game” must always be called immediately after the final rally of each game has been decided, regardless of applause, except if the Umpire overrules a Line Judge’s call (then call as in Instruction 6.8.2 followed by “Game”). This call of “Game” is the start of any interval allowed under Law 16.2.2.
- 6.6.2 After the first game ends, call:
“First game won by [name(s) of player(s), or Member (in a Team Tournament)], (score)”.
- 6.6.3 After the second game ends, call:
“Second game won by [name(s) of player(s), or Member (in a Team Tournament)], (score); One game all”.
- 6.6.4 At the end of each game the Umpire shall request the Court Attendants/Line Judges to wipe the court. After the Umpire has called “Game” and finished his announcement, the Service Judge, when appointed, shall stand up and walk to place the interval board, if provided, on the centre of the court below the net (See also Instruction 8.8).
- 6.6.5 If a game wins the match, after the players have shaken hands with their opponents, the Umpire and Service Judge, the Umpire shall call:
“Match won by [name(s) of player(s), or Member (in a Team Tournament)],[scores]”.
- 6.6.6 In the intervals between each game, at 100 seconds, call:
“Court... (number, if more than one court is used), 20 seconds”.
Repeat the call.
- 6.6.7 During these intervals (Law 16.2.2) after the players have changed ends, each side may be joined on the court by no more than two accredited Coaches. They must leave the court when the Umpire calls “20 seconds”.
- 6.6.8 To start the second game, call:
“Second game; love all; play”.
(Unless there has been a fault for misconduct during the interval).
- 6.6.9 When there is a third game, call: “Final game; love all; play”.

(Unless there has been a fault for misconduct during the interval).

- 6.6.10 In a third game, or in a match of one game, after the rally which first takes a side to 11 points (or the appropriate score for matches being played using other scoring systems as outlined in BWF Statutes, Sections 4.1.3 and 4.1.4), the Umpire shall call the score followed immediately by “interval, change ends” or “service over”, the score and then “interval, change ends”.
- 6.6.11 During this interval and after the players have changed ends, each side may be joined on the court by no more than two accredited Coaches. They must leave the court when the Umpire calls “20 seconds”.
- 6.6.12 To resume the game after the interval, repeat the score followed by “Play”.

6.7 After the Match

- 6.7.1 At the end of the match, the Umpire shall note the end time, the duration of the match and the quantity of shuttles used on the score-sheet, if used.
- 6.7.2 If any incidents happened on court that may be reported by the Referee after the tournament, the Umpire must immediately take the printed or completed score-sheet with notes on the relevant incidents (BWF Statutes, Section 4.1.5, Section 7 for examples), if necessary, to the Referee. Examples of incidents that do not need to be followed up with the Referee after the match include a clothing violation which was rectified by the player or Coach, an injury not resulting in a retirement, or suspension of play due to a minor repair to a player's equipment, or to the court and its surroundings.

6.8 Line Calls

- 6.8.1 The Umpire shall always look to the Line Judge(s) when the shuttle lands close to a line and always when it lands out, no matter how far. The Line Judge(s) are entirely responsible for their decisions except in Instructions 6.8.2, and 6.8.3.
- 6.8.2 If, in the opinion of the Umpire, it is beyond reasonable doubt that a Line Judge has clearly made a wrong call then the Umpire shall immediately call:
 - 6.8.2.1 “Correction, IN” if the shuttle landed “in”; or
 - 6.8.2.2 “Correction, OUT” if the shuttle landed “out”.
- 6.8.3 Where there is no Line Judge or if a Line Judge is unsighted, the Umpire shall immediately call:
 - 6.8.3.1 “Out” when the shuttle lands outside the line and then call either the score or “Service over” and then the score; or
 - 6.8.3.2 The score or “Service over” and then the score when the shuttle lands “in”; or
 - 6.8.3.3 “Let” followed by the score when the Umpire is unsighted.

6.9 Specific Situations During the Match

- 6.9.1 The Umpire shall keep a careful watch for the following occurrences and deal with them as instructed:

- 6.9.1.1 A player throwing a racket into the opponent's court or sliding under the net and who, in the opinion of the Umpire, clearly obstructs or distracts their opponent, shall be faulted under Law 13.4.2 or 13.4.3 respectively;
- 6.9.1.2 A shuttle coming onto the court from an adjacent court shall not automatically be considered a "let". A "let" shall not be called in such circumstances if, in the opinion of the Umpire, the shuttle has not obstructed or distracted the players;
- 6.9.1.3 A player shouting to a partner who is about to hit the shuttle shall not necessarily be regarded as deliberately distracting their opponents;
- 6.9.1.4 A player calling 'fault', etc. to the opponent when making a stroke or after the opponent has made a stroke, shall be considered a deliberate distraction (Law 13.4.5);
- 6.9.1.5 A player attempting to influence or intimidate the Service Judge or a Line Judge, in any form, audibly or visibly, shall be reminded that such conduct is unacceptable, with Law 16.7 applied, if necessary;
- 6.9.1.6 A player throwing sweat or otherwise contaminating the court and its immediate surroundings shall be reminded that such conduct is unacceptable, with Law 16.7 applied, if necessary; and
- 6.9.1.7 After a rally, a player celebrating excessively or offensively (e.g. raising a clenched fist or screaming in the direction of the opponent, otherwise excessive screaming, removing a shirt) shall be reminded that unsportsmanlike and offensive conduct is unacceptable (Laws 16.6.3 and 16.6.4), with Law 16.7 applied, if necessary.

6.10 Players Leaving the Court

- 6.10.1 The Umpire shall ensure that players do not leave the court without the Umpire's permission (Law 16.5.2) except during the intervals described in Law 16.2, or that when doing so they do not delay play. A change of a racket at courtside during a rally is permitted.
- 6.10.2 Any offending player(s) shall be reminded that leaving the court needs the Umpire's permission (Law 16.5.2) and if necessary, Law 16.7 shall be applied.
- 6.10.3 During a game, if play is not unduly held up, the players may be allowed to have:
 - 6.10.3.1 A quick towel only; or
 - 6.10.3.2 A towel and drink, at the discretion of the Umpire.
- 6.10.4 If the court needs to be wiped, the players shall indicate to the Court Attendants where mopping is needed. The players shall be on court as soon as the wiping is over and before the Court Attendants leave the court.

6.11 Delays and Suspension

- 6.11.1 The Umpire shall ensure that the players do not deliberately cause any delay in play (Law 16.4). Any unnecessary walk around the court between rallies and testing of replacement rackets on court, shall be prevented and if necessary, Law 16.7 shall be applied.
- 6.11.2 Play may be suspended by the Referee or Umpire if warranted by a circumstance affecting playing conditions.
- 6.11.3 If, during a match, a court or its immediate surroundings needs repair, or it is temporarily not playable, the Umpire shall call the Referee (or the Referee shall go onto the court) and play be suspended until the court and its immediate surroundings are again suitable for play.
- 6.11.4 When play is suspended, the Umpire shall call: "Play is suspended" and note "S" on the scoring device or score-sheet, if used.
- 6.11.5 When play resumes after the suspension, the Umpire shall note the duration of the suspension and ensure that the players are on the correct side of the net and in the correct service courts, then call "Are you ready?" followed by the score and "Play".

6.12 Coaching from Off Court

- 6.12.1 Coaching is not allowed from the moment the players have taken up position to serve and receive the next service, and while the shuttle is in play.
- 6.12.2 Coaches must be seated in their designated seats and must not stand court-side during the match except during the permitted intervals (Law 16.2). If a Coach wishes to move to another court, they must do so while the shuttle is not in play (BWF Statutes, Section 2.2.6).
- 6.12.3 Coaches are not allowed to move their chairs from the designated positions without the Referee's permission and in particular the Umpire shall ensure that no Line Judge nor the visibility of commercial advertising is disturbed by any such movement of the Coach's chair.
- 6.12.4 There must not be any distraction or disruption to play by any Coach.
- 6.12.5 Coaches at courtside must not attempt to communicate in any way with opposing players, Coaches, Team Officials or on court Technical Officials during a match.
- 6.12.6 Coaches at courtside must not use any electronic device for any purpose.
- 6.12.7 If, in the opinion of the Umpire, play is disrupted or a player of the opposing side is distracted by a Coach, a "let" shall be called (Law 14.2.5). The Referee shall be called immediately if such an incident is repeated.
- 6.12.8 Coaches at courtside must be dressed appropriately as instructed by the Referee (PBGCR, Regulations 20 and 24).

6.13 Change of Shuttle

- 6.13.1 Change of a shuttle during a match must be fair. The Umpire shall decide if the shuttle should be changed.
- 6.13.2 A shuttle whose speed or feathers have been deliberately interfered with shall be discarded and Law 16.7 applied, if appropriate.

- 6.13.3 The Referee shall be the sole judge for deciding the speed of the shuttles to be used. If both sides wish to change the shuttle speed, the Referee shall be called immediately

6.14 Injury or Sickness During a Match

- 6.14.1 This type of incident must be handled carefully and flexibly. The Umpire must try to determine the severity of the problem as quickly as possible and call the Referee onto court, if necessary. The Referee will decide whether the Tournament Doctor or anyone else is required on court (Instruction 3.6). The Tournament Doctor shall examine the player and advise the player about the severity of injury or sickness. No treatment causing undue delay shall be given on court. The Tournament Doctor may be called to apply spray only once to a particular player per match except to administer additional sprays in the regular intervals. The Umpire shall time the delay caused by the injury.
- 6.14.2 For a blood flowing injury, the game should be delayed until the bleeding stops, the wound is suitably dressed, or the Referee advises the Umpire otherwise.
- 6.14.3 If a player approaches the Umpire and expresses the wish to retire because of injury or illness, the Umpire shall ask the player "Are you retiring?" and if confirmed, the Umpire shall make the appropriate announcement (BWF Statutes, Section 4.1.5, Clause 6.6).
- 6.14.3.1 If the Umpire is uncertain about the legitimacy of the player's injury or illness, he shall call the Referee on court.

6.15 Mobile Phone

- 6.15.1 A player's mobile phone ringing on the court or its immediate surroundings during a match shall be considered to be an offense under Law 16.6.4 and shall be dealt with as appropriate under Law 16.7.

6.16 Misconduct

- 6.16.1 The Umpire shall ensure that players' conduct on the court is honourable and in a sportsmanlike manner. Any breach of clauses 3.2.2 to 3.2.3, and 3.2.6 to 3.2.15 of the Players' Code of Conduct (BWF Statutes, Section 2.2.4) shall be considered to be an offense under Law 16.6.4.
- 6.16.2 Record and report to the Referee any incident of misconduct and the action taken.
- 6.16.3 When the Umpire has to administer a breach of Law 16.2, 16.4.1, 16.5.2 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", followed by a specific explanation of the misconduct (BWF Statutes, Section 4.1.5, Section 5),
- at the same time raising the right hand holding a yellow card above the Umpire's head

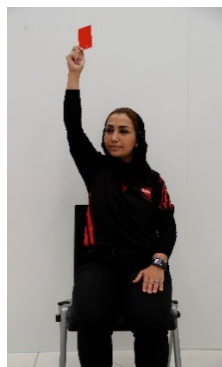


6.16.3.1 The Umpire shall use the standard vocabulary (BWF Statutes, Section 4.1.5, Section 5) to explain the specific misconduct.

6.16.4 When the Umpire faults a side (Law 16.7.1.2 or 16.7.1.3) the Umpire shall call:

“Come here” to the offending player and then call:

“... [name of player], fault for misconduct”, followed by a specific explanation of the misconduct (BWF Statutes, Section 4.1.5, Section 5), at the same time raising the right hand holding a red card above the Umpire’s head. The Umpire must call the Referee on court and report immediately.



6.16.4.1 The Umpire shall use the standard vocabulary (BWF Statutes, Section 4.1.5, Section 5) to explain the specific misconduct.

6.16.5 When the Referee decides to disqualify the offending player or pair of players, a black card is given to the Umpire. The Umpire then must call:

“Come here” to the offending player or pair followed by

“... [name of player(s)], disqualified for misconduct” followed by a specific explanation of the misconduct (BWF Statutes, Section 4.1.5, Section 5),

at the same time raising the right hand holding a black card above the Umpire’s head.



- 6.16.5.1 The Umpire shall use the standard vocabulary (BWF Statutes, Section 4.1.5, Section 5) to explain the specific misconduct.
- 6.16.5.2 The Umpire shall then announce, “Match won by ... [name of player(s), or Member (in a Team Tournament)]”, and the scores.
- 6.16.6 Misconduct during intervals (Law 16.2) is treated as misconduct during a game. This should be followed with the call as in Instructions 6.16.3, 6.16.4 or 6.16.5 immediately on occurrence of misconduct.
- 6.16.7 In cases of misconduct during an interval where a player has been warned under Law 16.7.1.1, after the interval, the Umpire shall call:
- 6.16.7.1 “11- [score]” then “Play” (after intervals at 11 points); or
- 6.16.7.2 “.....game; love all; Play” (after intervals between games).
- 6.16.8 In cases of misconduct during an interval where a player has been faulted under Law 16.7.1.2 or 16.7.1.3, after the interval the Umpire shall call:
- 6.16.8.1 “11- [score]” “... [name of player], faulted” followed by “Service over”, where appropriate, the new score and then “Play” (after intervals at 11 points); or
- 6.16.8.2 “..... game; love all” “...[name of player], faulted” followed by “Service over”, where appropriate, the new score and then “Play” (after intervals between games).
- 6.16.9 If the player/pair is disqualified during an interval by the Referee, do not wait for the end of the interval, but call immediately:
- “...[name of player(s)], disqualified for misconduct” followed by call as in Instructions 6.16.5.1 and 6.16.5.2.
- 6.16.10 Misconduct before the match while on the Field Of Play before “Play” has been called at the start of the match, shall be treated as in Instructions 6.16.3, 6.16.4 or 6,16.5. Any card(s) given shall have no effect on the score of the match but a card(s) shall be taken into account if further offenses occur during the match (Law 16.7.1.2).
- 6.16.11 Misconduct after the match that happens on the Field Of Play, shall be treated as in Instructions 6.16.3, 6.16.4 or 6.16.5 and reported to the Referee immediately.

7 GENERAL ADVICE TO UMPIRES

This section gives general instructions which shall be followed by Umpires.

- 7.1 Know and understand the Laws of Badminton and PBITTO. Pay special attention to recent changes.

- 7.2 Call promptly and with authority, but, if a mistake is made, admit it, apologise and correct it.
- 7.3 Change your decision if you have been quickly and convincingly advised by your Service Judge of a mistake (e.g. an unnoticed line call, scoring error).
- 7.4 Call the Referee on court when a problem arises that you are not certain you can handle on your own.
- 7.5 Listen to your Service Judge when he delivers an important message. Together you form one team.
- 7.6 Make all announcements and calling of the score distinctly and loudly enough to be heard clearly by players and the spectators
- 7.7 In announcements involving the names of doubles partners such as in Instructions 6.6.2, 6.6.3, 6.6.5, 6.16.5, 6.16.5.2, 6.16.9, call “and” between the names of the partners.
- 7.8 If a doubt arises in your mind as to whether an infringement of the Laws has occurred or not, do not call a ‘fault’, and allow the game to proceed.
- 7.9 Never ask the spectators nor be influenced by them or their remarks.
- 7.10 Motivate the other Technical Officials (e.g. maintain eye contact with the Service Judge and discreetly acknowledge the decisions of Line Judges) and establish a working relationship with them.
- 7.11 Wear the appropriate uniform, including following the Clothing Regulations for Umpires where a uniform has not been provided (PBGCR, Regulation 25).
- 7.12 Adhere to the Technical Officials Code of Conduct (BWF Statutes, Section 2.2.5).

8 INSTRUCTIONS TO SERVICE JUDGES

- 8.1 The Service Judge shall sit on a low chair by the net post, opposite the Umpire.
 - 8.1.1 The Service Judges position for matches played on half-court (Wheelchair and Standing Classes playing half-court) are shown in the diagram below.

[diagram or photo to be inserted shortly]
- 8.2 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.
 - 8.2.1 In Wheelchair Badminton:
 - 8.2.1.1 The Umpire shall observe that from the start of the service and until the service is delivered, the wheels of the server and the receiver must be stationary, except for the natural counter-movement of the server’s wheelchair, and
 - 8.2.1.2 The whole shuttle shall be below the server’s armpit at the instant of being hit by the server’s racket, and the shaft of the racket shall be pointing downwards.
 - 8.2.2 In Standing Classes Badminton:
 - 8.2.2.1 The whole shuttle shall be below the server’s waist at the instant of being hit by the server’s racket, and the shaft of the racket shall be pointing downwards.

8.3 The Umpire shall use the standard vocabulary (BWF Statutes, Section 4.1.5, Section 4) to acknowledge the Service Judge's call and explain the specific service fault.

8.4 The approved hand signals for breaches of the Service Laws are:

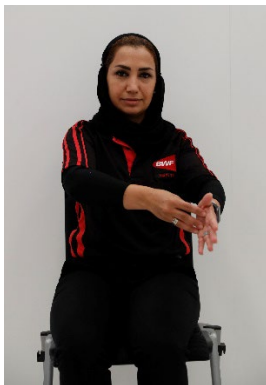
Laws 9.1.3 and 9.1.4

The server and the receiver shall stand within diagonally opposite service courts without touching the boundary lines of these service courts. 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).



Law 9.1.5

The server's racket shall initially hit the base of the shuttle.



Law 9.1.6.1 and Alternative Service Law 9.1.6

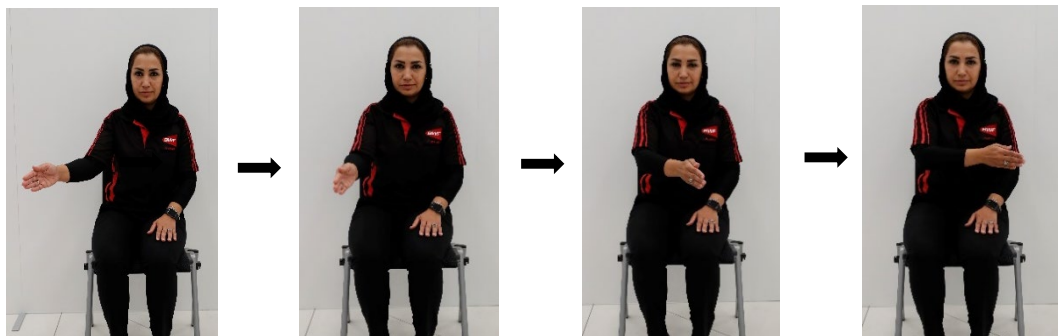
In Wheelchair Badminton, the Service Judge shall observe that the whole shuttle shall be below the server's armpit at the instant of being hit by the server's racket, and the shaft of the racket shall be pointing downwards.

In Standing Classes Badminton, the Service Judge shall observe that the whole shuttle shall be below the server's waist at the instant of being hit by the server's racket, and the shaft of the racket shall be pointing downwards.



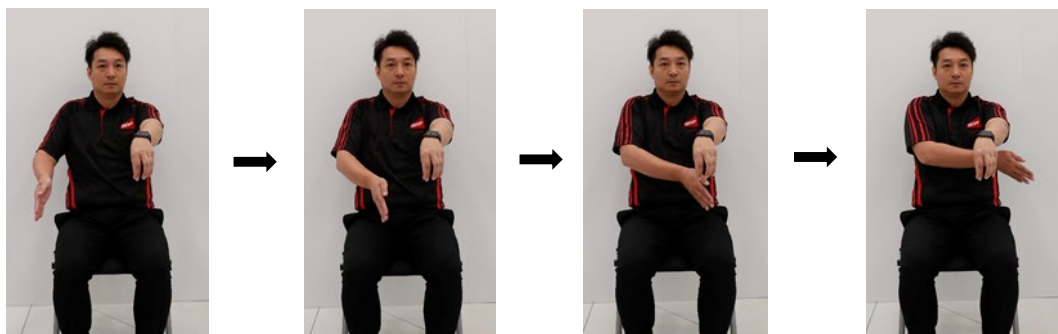
Law 9.1.7

The movement of the server's racket shall continue forwards from the start of the service (Law 9.2) until the service is delivered (Law 9.3).



Law 9.1.8

In attempting to serve, the server shall not miss the shuttle.

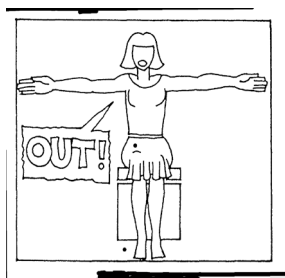


8.4.1 For Alternative Service Laws (BWF Statutes, Section 4.1.4): Law 9.1.6 is replaced with:

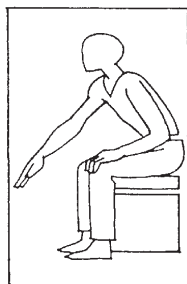
- a) The whole shuttle shall be below the server's waist (Standing)/armpit (for WH) at the instant of being hit by the server's racket. The waist shall be considered to be an imaginary line around the body, level with the lowest part of the server's bottom rib.
 - b) The shaft and the racket head of the server's racket at the instant of hitting the shuttle shall be pointing in a downward direction.
- 8.5 The Service Judge, when appointed, shall administer any change of shuttle under the Umpire's instruction, unless other arrangements are in place (e.g. shuttle dispensers), and ensure that a sufficient quantity of shuttles is readily available throughout the match in order to avoid delays during play.
- 8.6 The Umpire may arrange for the Service Judge to perform additional duties such as checking that the posts are on the doubles side lines (Law 1.5), confirming that the service height measuring device(s) are in place and are level, checking the height of the net, if it is deemed necessary, or to call the sideline closest to the Service Judge where there is no Line Judge appointed, with the players so advised.
- 8.7 The Service Judge shall back up the Umpire and assist the Umpire as required. The Service Judge shall alert the Umpire immediately upon noticing a potential mistake committed by the Umpire.
- 8.8 At the end of a match, immediately after the Umpire has called "Game" the Service Judge shall stand to shake hands with the players. After the Umpire has announced the result of the match the Service Judge shall walk across the court to the Umpire's Chair to assemble the players and join the Umpire in leaving the court.

9 INSTRUCTIONS TO LINE JUDGES

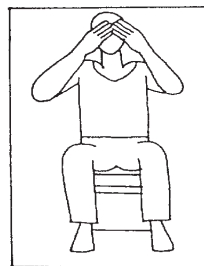
- 9.1 The Line Judges shall sit on chairs directly looking down their designated lines at the ends and sides of the court and preferably at the side opposite to the Umpire unless otherwise instructed by the Referee (see diagrams).
- 9.2 A Line Judge shall be entirely responsible for the line(s) assigned except that the Umpire shall overrule the call of the Line Judge if, in the opinion of the Umpire, it is beyond reasonable doubt that a Line Judge has clearly made a wrong call (Law 17.5.1). Any overrule by the Umpire shall supersede the original line call by the Line Judge.
- 9.3 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 while looking towards the Umpire.
- 9.4 If the shuttle lands in, the Line Judge shall say nothing, but point to the line with the right hand while looking towards the Umpire.
- 9.5 If unsighted, inform the Umpire immediately by putting both hands up to cover the eyes.
- 9.6 Do not call or signal until the shuttle has touched the floor or has touched anything outside the court boundaries, except a player.
- 9.7 Calls or signals shall always be made without any anticipation of the Umpire's decision regarding faults (e.g. the shuttle touching the player, his clothing, or racket before landing on the court, however obvious).
- 9.8 The approved hand signals are:



SHUTTLE IS OUT



SHUTTLE IS IN



UNSIGHTED

SHUTTLE IS OUT - SHUTTLE IS IN - UNSIGHTED

- 9.9 Where practical, it is recommended that the Line Judges' positions be 2.5 to 3.5 meters from the court boundaries and, in any arrangement, the Line Judges' positions be protected from any outside influence (e.g. by photographers).