Instructions to Referees

March 2022
The intention of this presentation is to offer support to BWF Referees in their preparation to officiate at a tournament.

This presentation is not a complete checklist or an audit guideline and does not claim to be fully comprehensive.

It will be updated periodically.
Centre of our Sport

Athletes are the centre of our sport. The on-court performances of world class players are an inspiration to those who play and follow badminton.

Players are central to the development and promotion of badminton and are the main ‘actors’ on the Field of Play around which events revolve.
Role of the Referee
The referee shall be in overall charge of the tournament or championship(s) of which a match forms part. (Law 17.1)

The referee ensures that the tournament is conducted in accordance with the Laws of Badminton, the rules and regulations of the BWF and any other regulations pertinent to the specific competition.
Role of the Referee

The referee ensures:

- the facilities (including for practice) are safe and of an appropriate standard;
- approval of the playing program and practice schedule;
- transport and catering meet the needs of the event; and
- the wellbeing of all stakeholders (team members, organisers’ staff, technical officials, etc.)
Role of the Referee

There shall be no appeal against the decision of a referee.

(BWF GCR 17.4.5.)
Role of the Referee

Even if the competences and power of the referee are extensive, it is first and foremost necessary to achieve a justifiable balance of interests between all stakeholders involved.

In addition to leadership competence, social, communication and negotiation skills are required.
Appointment Planning

- BWF Referees’ appointment to BWF Grade 1, 2 and Para Badminton Tournaments are usually planned 12 months in advance.
- Immediately upon receipt of your appointment letter, you should recheck your availability for the respective event.
- Reply promptly to the BWF Office.
Appointment Planning

The timelines for tournaments – as shown in BWF Statutes, Section 5.3.2 – are there to help you in the planning of a tournament.

Keep in mind that a referee needs not only to be available for the time of the actual tournament. There are also milestones in preparation and follow-up where a referee has to spend time on their appointment.
Appointment Planning

- Request the Referee Report from the latest tournament in the venue, if not already provided/available.
- Additionally you can ask for the TP file (and licence) of the tournament of the preceding year.
- Ensure early communication with the organiser and your deputy/deputies. As you may not have worked with this organiser or referee colleagues in the past, briefly introduce yourself and the referees team.
Communication

- Communication will increase closer to the tournament.
- The referee manages requests from various stakeholders and provides information as appropriate.
Delegation of Duties

- Identify individual strengths within the referee team and delegate duties accordingly.
- Integrate your deputies fairly in the whole work processes.
- Every delegated activity should be followed up as the head referee is still accountable.
- If BWF Referee Assessor(s) are appointed to the tournament, copy them in correspondences.
Delegation of Duties

Possible areas for delegation are:

• observing courts (e.g. 1-3 vs. 4-5)
• briefings (selected or daily)
• technical officials evaluation
• pre-session equipment checks
• shuttle testing
• umpire/service judge allocation
• checking team nominations (team event)
Delegation of Duties

Factors affecting delegation:

- number of days of play
- number of courts
- length of sessions
- ‘importance’ & visibility
- training purposes
- rest time (for long/team tournaments)
- other duties / responsibilities
Travel
Travel Planning

Based on the information provided in the BWF invitation letter and Tournament Prospectus, you will be able to plan your travel.

Plan your travel times so that you can meet obligations; venue inspection, meetings, follow-up post tournament, etc.

Follow the current Travel Policy for BWF TOs in planning your travel. If you have any queries, contact the BWF Office.
Travel Planning

- With respect to visa, it is your own responsibility to check the requirements and take appropriate action.
- Passport should be valid at least six months after the date of departure and have two opposing empty pages.
- It may be helpful to gather information from the foreign ministry or department of state of your country.
Travel Planning

- You should check your medical status concerning vaccination and/or other issues.

- As a BWF Technical Official, you are covered by BWF’s Group Insurance Policy, available on the BWF Corporate website.

- For your own safety, you should clarify whether this policy gives you adequate coverage. If not, please contact the BWF Office.
Travel Planning

- Make sure you are well prepared for your journey. Recheck your travel documents, identity document, visa (if needed) and medical status.

- Have the required information/documents available for Immigration.

- Have back-up storage of important documents – cloud storage is useful.
Referee Checklist
The purpose of the referee’s checklist is to give a comprehensive overview on the state of planning. The Referee Report from the previous year can be helpful in forming the referee’s checklist. The checklist needs to be tailored to the respective tournament.
Referee’s Checklist

- When tailoring your checklist, avoid too many questions at one time.
- Depending on the response from the host organiser, there may be need for further clarification on specific areas of interest.
- Video meetings with the host and/or BWF TSMs can be a useful tool. For Grade 1 Tournaments, include BWF Major Events Manager and Events Projects Team.
### Referee’s Checklist

<table>
<thead>
<tr>
<th>Section</th>
<th>Considerations</th>
</tr>
</thead>
</table>
| **Venue** | • Has the venue been used for badminton tournaments?  
• Does the venue and equipment comply with specifications approved by the BWF?  
• The venue layout should allow enough space in the surroundings of the courts for equipment, advertising, media (TV and photographers) and other support.  
• The venue layout should allow adequate placement of the referee's table (close to court, with good overview, centrally located, etc.  
• Does the venue offer enough space for functional areas (e.g. tournament office, media centre, ...)?  
• Are the positions of the assembly point and mixed zone appropriate? The assembly point is preferred close to the players’ warm-up area. The mixed zone should be in the vicinity of the media centre. |
<table>
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| Practice Facilities | • Is the availability of practice facilities in accordance with regulations for this specific tournament?  
• Where are the practice facilities?  
• Are they suitable?  
• What is the distance and travel time from accommodation and venue? |
| Accommodation     | • Accommodation should be of decent standard.  
• Normally, the organiser will designate an official hotel(s).  
• Shops in the vicinity are appreciated.                                      |
| Transport         | • Transportation between the airport and the hotel must be provided - information available in the Prospectus  
• Transportation between the official hotel and venue or practice facilities should be provided, if not within walking distance.  
• Transportation is only available to/from the official hotel(s). |
## Referee’s Checklist

<table>
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<tr>
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<tbody>
<tr>
<td>Tentative Schedule</td>
<td>• Includes information about the number of courts to be used and the estimated playing time. For some tournaments there is a guideline for the schedule (available on the Statutes page under <a href="#">Section 5.2 Tournament Regulations</a>).&lt;br&gt;• Check if the proposed schedule is feasible and make changes if required.</td>
</tr>
<tr>
<td>Shuttles</td>
<td>• BWF approved shuttles must be used for the tournament.&lt;br&gt;• What is the planned stock of shuttles? Are there sufficient speeds available, and appropriate stock of each speed?&lt;br&gt;• If the tournament is at the same venue as the previous year, use the Referee Report as a guide.&lt;br&gt;• If it is a new tournament, altitude, humidity &amp; temperature should be considered.&lt;br&gt;• It is not mandatory for hosts to provide practice shuttles, however, if practice shuttles are provided, this will be clearly noted in the Prospectus.</td>
</tr>
</tbody>
</table>
## Referee’s Checklist

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| Technical Officials| • Request the number of qualified technical officials (umpires and line judges) that would be provided. Check if this meets the BWF or tournament requirements/regulations.  
  • Will there be a coordinator for umpires and line judges?  
  • Will there be assessors (referee/umpire) present?                                                   |
| Medical Support    | • Confirm what medical support is available during the tournament (i.e. physiotherapist and/or doctor).  
  • Will there also be emergency personnel and what is the distance to the nearest hospital, preferably with medical specialisation for sports injuries. |
| Host Organiser     | • Who are the tournament staff involved and their responsibility? Are they experienced?                                                                                                                      |
Additional Considerations

There may be other considerations with possible restrictions or consequences, that would affect a tournament. Examples are public holidays with prohibition of sports events or additional safety requirements.

Be aware of local circumstances by asking the host organisers.
Tournament Invitation/Prospectus
Invitation / Prospectus

- BWF and the referee will receive a draft to check and confirm if the tournament prospectus is in accordance with the valid regulations.
- The minimum required information for a prospectus is listed in GCR 10.1.
- The timelines for tournaments, including the release date of the invitation/prospectus, is listed on the BWF Statutes page under Section 5.3.2.
The intention of a tournament prospectus is to:

- give a summary of the required information for teams and players, well before the entry date.
- ensure that the information is available in a format that is simple and understandable.

Changes to the invitation must be published and distributed immediately.
Closing Date for Entries
M&Q
Seeding
Draw
# Tournament Preparation

<table>
<thead>
<tr>
<th>Draw Management</th>
<th>Procedure</th>
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</thead>
<tbody>
<tr>
<td>Closing Date for Entries</td>
<td>• After the entry closing date, the frequency of communication will increase.</td>
</tr>
<tr>
<td></td>
<td>• The timelines for tournaments is listed on the BWF Statutes page under <a href="#">Section 5.3.2</a>.</td>
</tr>
<tr>
<td>M&amp;Q Report</td>
<td>• The Friday after the entries close, BWF will publish the first version of the M&amp;Q Report based on the World Ranking of this respective week for Grade 2, 3 and Junior Tournaments</td>
</tr>
<tr>
<td></td>
<td>• The organiser is asked to check and confirm whether the entries are in order</td>
</tr>
</tbody>
</table>
The referee has to check and confirm, if the M&Q Report is in order.

Points for review are:
- Player ID
- List of banned countries
- List of barred players
- World ranking
- Notional Ranking

This information is available on the BWF website.
There is usually more than one version of the M&Q report. Check all updated versions accurately.
Send your reply to BWF Office in a timely manner, especially if you have remarks, comments or questions.
Ensure that you are aware of all withdrawals.
### Seeding Report

- The Friday before the draw, the first version of the seeding report based on the World Ranking of this respective week will be published for Grade 2, 3 and Junior Tournaments.
- The referee is asked to check and confirm if the seeding report is in order.
- There are different World Ranking dates for main and qualification draw.
- In doubles events, a Main Draw seeding from one to four is on the basis of World Ranking, but a seeding no higher than five is based on notional and/or adjusted ranking.
# Tournament Preparation

<table>
<thead>
<tr>
<th>Draw Management</th>
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</table>
| Draw            | • Immediately after the draw, you will receive it for checking and confirmation, before it is published.  
                  • Be available to check and confirm the draw, notifying the BWF Office as soon as possible.  
                  • Take into account the specific tournament regulations. |
| Withdrawals (Before the tournament) | • After the draw, the organiser compiles any withdrawals and submits them to the referee at the Team Managers’ Meeting.  
                                         • The organiser shall inform the eligible players about their inclusion in the main or qualification draw.  
                                         • The referee shall support the organiser in this process.  
                                         • After the draw, the organiser will record all withdrawals using the BWF Withdrawal Form, which is sent to BWF post-tournament. |
Badminton is a sport with rising media impact and advertising interests.

There are obligations towards sponsors which can impact the tournament and/or practice schedule.

BWF Events Staff are responsible for such obligations and the referee should co-operate with BWF and organisers.
## Preparation

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Practice Schedule</td>
<td>• The approval of the practice schedule is the referee’s duty as stated in GCR 17.7.2.</td>
</tr>
<tr>
<td></td>
<td>• The referee must be able to explain the rationale for the equitable distribution of practice opportunities.</td>
</tr>
<tr>
<td></td>
<td>• BWF Statues, Section 5.3.4 (Specifications for International Standard Facilities) outlines requirements and criteria for practice hall/courts.</td>
</tr>
</tbody>
</table>
## Tournament Preparation

<table>
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</table>
| Briefings   | • Start preparing your presentations well in advance and not upon arrival at the host city.  
• Presentation templates are available for the Team Managers’ Meeting and Technical Officials’ Briefing, for the respective BWF Tournaments.  
• Decide what information you need to give in your briefing and what you wish to focus on, highlighting what is specific for the tournament.  
• The referee’s checklist may give you points to include.  
• Prepare your draft, share with your colleague(s), BWF Tournament Series Manager (TSM), the organiser and other stakeholders, as appropriate. For Grade 1 Tournaments, include BWF Major Events Manager and Events Projects Team. |
## Tournament Preparation

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Playing Schedule</td>
<td>• The organiser will send the proposed playing schedule for the first day or first two days, for your approval.</td>
</tr>
<tr>
<td></td>
<td>• Check this proposal carefully and take into account the withdrawals which have already been sent to the organiser.</td>
</tr>
<tr>
<td></td>
<td>• The schedule must comply with the specific tournament regulations.</td>
</tr>
<tr>
<td></td>
<td>• Keep in mind that a qualification draw can influence the match schedule planning for the main draw first round.</td>
</tr>
<tr>
<td>Tournament Planner</td>
<td>• BWF provides you with the valid license key for the tournament. Register the software and check for possible updates.</td>
</tr>
<tr>
<td></td>
<td>• Check the proposed schedule given by the organiser using the tournament planner software.</td>
</tr>
</tbody>
</table>
Arrival at the Tournament
Appearance (Clothing)

A referee is also a referee off-court; from the time of arrival until departure.

An important part of your appearance is clothing, especially when on-duty:

- **Dress trousers (not jeans) are to be worn.** Construction worker’s pants with outside pockets are not suitable.

- **Dress shoes (not runners) are to be worn.**
Information Consolidation

- Make contact with key organisational staff
- Visit the venue
- In gathering information, you should approach topics from the teams/players and organisers point of view.
Contacts

- Organiser
- Tournament Director/Office
- Media Officer
- Match Control
- Umpires/Line Judge Coordinator
- Medical Staff
- BWF Events Staff
- Visual Reality
- IRS / Hawk-Eye
- Others
The organisers consist of the following individuals or groups, each with their own responsibility:

- tournament director
- court service (FOP)
- tournament office
- doctor
- media officer
- physiotherapy
- transport officer
- umpire coordinator
- match control
- security
Tournament Director

The tournament director is the head of the organisation and it’s final decision maker.

Based on the organisational structure, decision-making power might be delegated or divided. Make sure that you are aware of the structure and functioning of the organisation.
The following tasks are usually co-ordinated in the tournament office:

- accommodation / hotel
- transport
- practice arrangements
Accommodation / Hotel

- Does the accommodation / official hotel meet the expectations? If not, what can you do?
- Are organisation staff, BWF Events Staff, technical officials also staying in the official hotel(s)?
- Is the food offered convenient and acceptable for the guest teams?
- Does hotel provide breakfast early enough for those who play/officiate early? Is food also available after play finishes?
Transport

Players and officials should be transported between the official hotel(s) and their point of arrival and departure, to and from the venue, to and from the practice hall and to and from social functions.

Normally transport is provided two days before the event until, and including, one day after completion of the event.
Transport

- A transport schedule should be prepared and information given to team managers and be available at the information areas at the venue and at the hotels.
- Players may wish to be transported to the venue so that they can arrive at least one hour before their first match.
- The last transport from the venue should be flexible to make sure there is transport available even if the schedule is running late.
Practice Coordination

- The organiser will prepare a practice schedule based on the available practice facilities which should also be co-ordinated with playing schedule.
- The referee should check that this schedule is reasonable.
- The referee may have to do the practice schedule if the organising committee has not done it.
It is necessary to instruct the media about the procedures on the Field of Play and in the media areas (i.e. mixed zone).

It will be the media officer’s duty to ensure that media comply with the instructions.
The organiser will have a person responsible for match control, if this task is not covered by Visual Reality.

The organiser must have an updated status report about withdrawals and promotions.

Match control will provide the referee with an updated proposal of the order of play for the first day(s).
Court Service

- It is necessary to make sure that all specialised equipment is of an appropriate standard, BWF approved (Events page on the BWF website) and available when needed.

- The staff responsible for the Field of Play should ensure that all courts and equipment are in good condition during the event.

- Manufacturers often provide their own equipment and support staff.
Announcer

- The announcer(s) must have good pronunciation and correct English as well as the national language.

- Their voice should be loud and clear.
Shuttle Control

A person must be appointed to be in charge of shuttle control, who shall distribute shuttles to matches and receive unused shuttles.

A daily report of the shuttle usage should be given to the referee.

There should be sufficient stock of shuttles of the correct speed. They should also have other speeds available should the playing conditions change.
Shuttle Control

- Shuttle control is also responsible for the security and storage of the shuttles.
- Shuttle control reports hall temperature and humidity as this may affect shuttle speed selection.
Stringing Service

- Normally, the preferred badminton equipment manufacturer or tournament sponsor will offer stringing services at the venue.
- Other manufacturers might offer stringing services outside the venue.
The umpire coordinator is your link with the umpires. Check with the umpire coordinator for the intended method of duty allocation. There are a few options (e.g. groups, rotation, ...) each with their own characteristics.
The line judge coordinator your contact person and will assist in communicating with the line judges.

Make sure that the duty roster is suitable and ensures a reasonable quality of line judging.
Tournament Doctor

- The tournament doctor must be available at all times - before start of play and during play.
- The doctor should have access to a medical examination room close to the court.
Meet the doctor shortly before the start of the matches. Provide them instructions on what is expected, if they are needed on court.

They should be located in the Field of Play and available to go on court, when required.

They should have medical equipment available (spray, tape, plaster, alcohol, gloves etc.).
Physiotherapy

- A physiotherapist should be available before matches start until after each session’s end of play.
- The physiotherapist should have access to a room (with a treatment table) close to the court.
- To what extent and conditions is physiotherapy offered?
- Can the teams use the physio rooms for their own physiotherapists?
- Are ice packs available?
Paramedics

- Are emergency paramedics available during the tournament and how will they be equipped?
- They should be familiar with the local conditions and procedures in case of accidents and injuries.
- Medical service is not only responsible for players.
Security

- Security is needed for the participants and audience.
- Find out about the organiser’s preparations (e.g. accreditation, security staff ...).
BWF Events Staff

- BWF Events Staff may be present at the tournament.
- If you have any problems or require further clarification, consult the BWF Tournament Series Manager (TSM) on-site.
- For Grade 1 Tournaments, you may also need to consult the BWF Major Events Manager and Events Projects Team.
- As the referee team is not always aware of the contractual arrangements for the event, the BWF Events Staff are an important point of contact for any questions.
For standardisation purposes, BWF requires organisers to use personnel and hardware from Visual Reality.

They will work close to and support match control.
IRS / Hawk-Eye

For BWF Grade 1 and Grade 2 Tournaments, IRS is used and is currently operated by Hawk-Eye.
IRS / Hawk-Eye

- Check that the result of a challenge is displayed correctly.
- Once the Hawk-Eye system is set up, you cannot move the court.
- Make sure you have contingency arrangements in place in case the results display fails; umpires should know how they will find out.
Functional Areas

- Venue
- Field of Play
- Practice/ Warm-up facilities
- Assembly Area
- Mixed Zone
- Players’ Lounge
- Changing Rooms
- Medical Room
- Doping Room
- Function Rooms
- Spectator Area(s)
- ...
The venue can be divided into the following areas:

- Field of Play
- Functional areas (changing room, players lounge, etc.)
- Spectator area
- Hall foyer
Field of Play (FOP)

- The FOP is the total area upon which the courts are laid and where spectators are not allowed.
- BWF has set a required minimum standard which the organiser has to meet.
- There may be further requirements, which are part of the BWF contracts with the host organisers.
The courts and surrounding must comply with the “Specifications for International Standard Facilities” (BWF Statutes, Section 5.3.4) and the equipment used such as courts, nets, posts or umpire chairs must be approved by BWF.

The referee shall assist BWF Events Staff and/or host organiser, when requested.
‘Further’ court equipment

In addition to the standard court equipment, additional technical equipment may be used.

Examples for this are IRS, speed gun and electronic A-boards.
Media at the Court

In cooperation with the referee team, the media officer ensures that the media has a suitable working space.

This space should not cause any adverse effects on spectators or other media representatives.
Walk-on / Walk-off

- Designated walk-on and walk-off areas should be crossing-free and relatively short.

- Entrance and exit to the Field of Play should be considered in addition to the court layout. This applies to everyone moving in and out of the FOP.

- This may affect the placement of the assembly area and the mixed zone.
Warm up hall or court(s)

- The warm up hall is intended to allow players to prepare for their match.
- This is a different area from the practice hall.
- Ideally, the warm up hall should be close to the assembly area and players lounge.
Practice Facilities

Practice facilities allow players to continue training during a tournament. Even if they have lost, they can prepare for the next tournament.

This may affect minimum requirements for practice facilities.
Assembly Area

- The area where all those involved in the upcoming match gather.
- This is also where the umpire checks clothing regulation compliance.
- Communication, such as a walkie-talkie, is required between the person in charge at the assembly area and warm up courts, and the announcer.
Mixed Zone

-The mixed zone is where the media interviews players after their match.
-The organiser ensures there is an appropriate backdrop with branding.
-The mixed zone should be close to the press room and with no access possible for the audience.
Press Room

- The press requires a suitable working space; with strong internet connection.
- Depending on the event, a room for press conferences can be set up within the vicinity.
- The BWF or organiser-appointed media officer are the points of contact in the press room.
Players’ Lounge

- The players lounge gives players a place to rest.
- A screen with the results of the on-going matches should be available.
- In addition to beverages and food an internet connection is also desirable.
- The players lounge should preferably be located near the assembly area and the mixed zone.
Sufficiently large changing rooms with sanitary facilities of appropriate hygiene standard must be provided.
Medical Rooms

The tournament doctor and physiotherapist should be provided with an adequate room with a treatment table and running water.
Doping Control Room

- A room should be provided with facilities according to the requirements set by Doping Control.
- Access to the doping control room is restricted to the selected player(s), an accompanying person and the referee.
- Location of the doping control room shall be adequately signposted.
Doping Control

The referee may be approached by players, coaches, team managers or the Doping Control Officer (DCO), with an enquiry related to the doping control process.

The *Role of the Referee in the Doping Control Process* serves as a guidance document on possible scenarios referees may encounter and appropriate (suggested) response in each instance.
Anti-Doping

- Be familiar with the BWF Anti-doping Regulations, relevant to their role.
- If you are asked, witness the random draw organised by the NADO / DCO if a random draw is to be conducted. Target testing of individuals may take place instead of a random draw.
- The list of players to be selected for test is confidential.
Anti-Doping

If requested:

- Inform the DCO that there could be players selected for testing who play in two or more matches in that day / session.
- Tell the DCOs a little about the rolling schedule of play and unpredictability of start time.
- Provide the schedule of play and support to identify selected players if requested.
Bear in mind that referees do not have the authority to cancel an anti-doping test.

Report any potential anti-doping incidents to the BWF.

If you have doping-related questions, see the BWF TSM on-site.
Function Rooms

The following working groups may require rooms:

- tournament organiser
- BWF / IMG
- technical officials
- court service / Field of Play
- technical support
- shuttle storage
- ...
Spectator Areas

The audience-accessible area includes:

- Stands
- spectators-players-interaction
- VIP (by invitation only)
- exhibitions
- Shops
- Catering
- Rest rooms
Stands

- The stands should give spectators a view of the field of play. Spectator seating should be clearly marked.
- Separate players and officials seating areas are also required. These areas should be clearly designated.
- The use of stewards will ensure compliance with order and local regulations (e.g. prohibition of photography).
Sales Area

- Exhibitions, shops and catering areas may be available.
- They should correspond to the status of the tournament.
The relationship between spectators and athletes increases the profile of our sport.

Thus, spectators-players interaction such as public autograph sessions, high-fiving, throwing rackets/clothing into the crowd, etc. are allowed.
After the venue inspection, compare the actual conditions against the checklist. Use the perceptions of each member of the referees team.

List out anything that required further attention or change.

The BWF Events Staff is available to assist, if required.
Sign-Off the Venue

- The sign-off of the venue confirms that the required tournament conditions are met.
- Improvements should be made, as identified.
- The final sign-off (verbal) should be done on the eve of the start of the tournament.
Briefings
These presentations should be prepared prior to arriving at the tournament - use the templates for the respective BWF Tournaments.

Following your meeting with the host and venue inspection, update the briefings accordingly.

The briefing should be tailored to the audience. Point out the specifics of this tournament and updates.

Messaging should be simple and clear.
Meeting/Briefing Purposes

• Give information/instructions
• Seek co-operation
• Answer questions
• Establish new relationships
• Establish tone/style for event
• Motivation
Team Managers’ Meeting

- Withdrawals and resulting promotions will be dealt with at the Team Managers’ Meeting (TMM).
- In preparation for this briefing check the current state and possible effects on the planned match schedule.
Team Managers’ Meeting

- Prepare a hand-out for the attendees of the meetings only if needed. Check the information provided by the organiser (general information, housekeeping, etc.) - practical information for participating teams and technical officials.

- Make also sure that you will receive the data you need (attendance list, contact information, new withdrawals, etc.).
Attendance

At the briefings the host should be represented by staff who can answer questions.

Attendance of the key staff is important.
Withdrawal/Promotion

- Collect all information about withdrawals and share them in the Team Managers’ Meeting.
- Follow the relevant regulations for the tournament.
- Your actions must be clear and understandable.
- Clear any doubts you may have, by asking questions.
Withdrawal/Promotion

Note the following when doing the promotions:

- players/pairs to be promoted must be clearly mentioned
- the position to which promotion takes place must be clearly identified
- do a double draw
- use the BWF cards
Draw and Schedule Revision

- Update the draw as a result of the reported withdrawals and promotions (as per the Draw Management - A Guide for BWF Referees)
- Adapt the order of play in consultation with BWF, TV and organiser
- Publish the updated draw as soon as possible
- Inform the BWF Office of the updated draws
The TO Briefing will take place before the Team Manager’s Meeting.

The content of the presentations would generally be the same as in the TMM, but goes into the detail of the technical official’s duties.
The line judges are the largest group of technical officials, and usually with a large proportion from the host country. Their knowledge of English may be limited - the line judge coordinator helps with communication. Keep this in mind during briefings.
Internal Debriefing (Daily)

- Take time for a debriefing with the team (referees, host, match control, tournament director, etc.) at the end of the day or after each session.
- At the end of the day, discuss the event and any issues that occurred and make corrections, as necessary.
- Have a plan for the following day, including the allocation of duties.
During the Tournament
Day 1

- Prior to the start of the tournament, arrive at the venue 1.5 hours before the first match.
- Be alert for further withdrawals or technical problems.
- The daily equipment check may also take longer.
Use the allocated room for TOs for the daily or pre-session briefing with your TOs.

Messaging should be simple and clear.

The duration of your briefing must allow the TOs sufficient preparation time for their first matches.
Daily Briefing

A possible agenda can be:

• introduction / icebreaker
• review of yesterday (good and bad) / incidents
• awareness of previously mentioned issues
• outlook for the day (including duties)
• possible organisational points
• questions from the technical officials
• information concerning the next briefing
Umpire Allocation

- Neutrality is required as far as possible.
- If national neutrality is not fully feasible, it is more important to have neutral umpires than service judges.
- It is also important to prioritise and have neutrality on TV courts rather than non-TV courts.
Daily Equipment Check

A daily or pre-session equipment check before the start of play.

Areas to check will be:

- functioning of the ‘technical’ elements
- individual functional areas are carrying out their duties as instructed.
- shuttle test (if needed)
Availability at the Referee’s Desk

- Be present to answer questions.
- On Day 1, there may be issues caused by further withdrawals and questions concerning clothing.
- There may be time-sensitive issues to deal with (e.g. further withdrawals after the managers meeting).
- Cross check your information with match control, the announcers and published information.
Observing Courts

Follow the matches on courts you are responsible for, and be prepared to go on court – even if you are not summoned by the umpire.

When observing the courts, you will get an impression of the umpires’ performance.
Maintain communication with the respective functional areas in order to deal with any problems arising (e.g. required changes to the order of play or a change of the shuttle speed).
Playing Schedule

- Start early with planning and involve the key stakeholders (organisers, BWF and media). BWF Event Staff co-ordinate media requests.

- When the order of play is finalised, it should be published promptly.
On-Court Incidents

- As on-court incidents are reported in the Referee’s Report, ensure you have the required information.
- If in doubt about a situation and/or the umpire’s action, clarify it with the umpire. If you do not agree with the umpire’s action or interpretation of the law, note such a comment in your referee’s report and recommend BWF to refrain from applying a penalty.
Incidents

Incidents/offences covered under BWF Statutes, Section 2.5 ‘Table of Offences and Penalties’ shall be reported in the Referee’s Report.

If an incident occurs, make a note and have proof, if possible. If applicable, use a camera/smartphone to document the incident. This helps BWF in decision making.
Major Incident Report

A major incident is an incident such as gross misconduct or a major conflict (on court) that attracts public interest.

If major incident occurs, it must be reported using the BWF Incident Report Form, including statements from everyone involved, (technical officials and BWF Staff).

Submit the report as soon as possible, after the incident or at latest by the next morning. This allows BWF to respond to media enquiries.
Updated Results

After the end of each day’s play, make sure that the daily results (signed off by the referee) are updated in the TP file and sent to the BWF Office.
Log File

Have a referee’s log file where the whole team notes important information and data.

This will help both to keep the whole team updated and support a follow-up where action is needed.

With the use of a log file, data which is needed for the Referee’s report will be collected.
Feedback for Umpires

- Give individual feedback to umpires, separate from the daily briefing. In case of critical situations (e.g. error made on a point of Law) do this immediately after the match, if you could not correct the situation on court.

- If a BWF Umpire Assessor(s) is appointed, keep them informed of your perceptions and planned action.

- Listen to their comments. They have more time and expertise than you in observing umpires’ performance.
Quarterfinals

- Approaching the quarterfinals, changes may occur that affect the layout, presentation and interest of stakeholders.
- Usually, the number of courts is reduced.
- Presentation is important (e.g. A-boards, media, floor speakers, etc.).
- For TV purposes, scheduling and the flow of matches is important.
Quarterfinals

- Match/media presentation is agreed upon in advance.
- The referee is involved in this decision-making process, and in principle, has the final say.
- Ensure that the player’s rest is respected.
- Be aware that this whole process may take time.
Quarterfinals - Umpire Duties

- The availability of technical officials may be restricted in number and qualification.
- A “followed by” Order of Play can lead to different “match speeds” on the courts.
- Consider this in the umpire allocation, as well as the fact that technical officials on the TV-court should not be changed.
Semifinals

Similar to the quarterfinals, there will be a reduction of the number of courts used for the semifinals.

If all semifinals are to be played on only one court, make sure you check with TV broadcasters if there will be any break in television broadcast.
“One-Nation-Matches”

- If there is a match between players or pairs of one nation, and if there are any doubts about the competitive nature of these matches, then allocate this match to a streaming court.
- This allows the BWF Event Staff the possibility to record this match.
- Also consider that these matches are not necessarily interesting for TV broadcast.
Finals Day
Preparation for the Finals

- The organiser will provide a detailed run down for the Finals on the previous day, as agreed by stakeholders.
- Give the TV broadcaster the information about the appointed technical officials at an early stage without publicising it.
- Take part in the rehearsal and point out potential problems, if any.
Briefings on Finals’ Day

The Technical Officials Briefing on the final day gives you the opportunity to look at the special features/issues on presentation, including the ceremonies.

Thank the volunteers for their work.
Feedback for Line Judges

- Give feedback to the line judges and thank them for their dedication.
- Their commitment in future tournaments is important for the external presentation of our sport and especially for the local host.
Preparation for Finals

Prior to the start of the finals, make sure that everything is prepared. Allow time for adjustments, if any.

You will have to check more issues than on a “standard tournament day” (e.g. television floor manager, mascots accompanying the players during walk on/off court, etc.).
Last Chance to Collect Data

- Make sure you collect all the necessary data for your Referee’s Report. Do this in a timely manner.
- For the information which may only be available after the completion of the last match (e.g. IRS-Report from Hawk-Eye), get in contact with the person in charge.
- Make sure you have the relevant contact details.
Feedback with the Organiser

Discuss the tournament with the organiser and give them your feedback.

Do this regularly, throughout the week and at the conclusion of the tournament.

At the end of the tournament, provide an overview of the points in the Referee Report. Additional information may surface during this discussion.
Feedback with BWF

- Review the tournament with BWF Event Staff and discuss topics of importance, that may be noted in the Referee’s Report.

- Discuss what went well at the tournament and suggestions for improvement.
Final Debriefing

- After the finals, have a debriefing with the referee team.
- Review the day and the tournament as a whole.
- Go through the log file, identify important points and issues for the Referee’s Report. If possible, prepare a draft report.
- Discuss topics which could have been dealt with in a better manner.
Umpire Evaluation

Evaluation of the umpires is part of the Referee’s Report and therefore you need to have facts for your evaluation.

Discuss this with the referee’s team.
Sending Final Results to BWF

- Update all withdrawals after the draw using the BWF Withdrawal Form.
- Send this form together with the final results updated in the TP file, to BWF office as soon as the tournament is over.
- Make sure that the final results are published on the internet.
After the Tournament
Preparing the Referee’s Report

There is a BWF Referee Report template, that details the required information.

Check that you have all the information needed to complete the report.
Prepare a first draft of the Referee Report.

The report must be clear and concise. It is intended to serve the organiser as well as BWF in the further development of their tournaments.

The report should contain all information that would be useful for the following year’s referee, as reference.
Circulate the Draft

- Distribute your draft report to your team.
- If there were specific issues discussed with the BWF TSMs, include them when distributing the draft. For Grade 1 Tournaments, include BWF Major Events Manager and Events Projects Team.
- Ask your team for their comments and/or additions, if any.
Finalising Referee’s Report

- Once you have consolidated all necessary data and the replies from your team, finalise the Referee’s Report.
- The Referee Report must be sent to the BWF Office within 14 days of completion of the tournament.
- Include all attachments/annexes mentioned in the report.
Expense Claim

- Unless otherwise agreed, submit your expense claim to the BWF Office using the Expense Claim Form.
- Include all the receipts/documents required for the billing process.
Follow-Up

- Review your performance during your appointment.
- If you have questions, feel free to contact the BWF Referee Assessment Panel. They will support you.
BWF Assessment Panel

- BWF takes action to ensure and raise the quality of its technical officials. Member(s) of the BWF Assessment Panel may be present at the tournament to conduct assessment or appraisal.
- The assessor(s) will contact you prior the tournament.
If there is an assessor at the tournament

- When preparing for the event, you will be informed that there is an assessor will be present at the tournament
- The assessor is part of the team
- Keep the assessor copied in on all correspondence before, during and after the tournament.
At the tournament

- The assessor should arrive on the same day as the referee team.
- The assessor will shadow you at all times - provide your schedule for the week.
- The assessor will be present at all meetings (with host, TMM, TO Briefings)
- Assessors are there to help/guide you, as necessary.
At the tournament

Soon after arrival, the assessor will meet with you and your team to explain the role of the assessor.

During the event, meetings may be arranged to discuss your performance.

The 360-degree appraisal system is used, which includes input from other stakeholders (tournament director, BWF TSM, team managers, umpire coordinator, umpires, match personnel, etc.)
After the tournament

- The assessor will appraise you in all aspects of the tournament.
- Post-tournament reporting is considered in the appraisal.
- The assessors’ report will be recorded.
General remarks

- The assessor will help you if needed.
- Do not be nervous because there is an assessor is present.
- Conduct the tournament to the best of your ability.