BWF

BWF TECHNICAL OFFICIALS' RESOURCES

REFEREES' MANUAL

LEVEL 1

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CONTINENTAL CONFEDERATIONS

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• Badminton Asia	www.badmintonasia.org
• Badminton Europe	www.badmintoneurope.com
• Badminton Pan Am	www.badmintonpanam.org
• Badminton Oceania	www.badmintonoceania.org

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MORE INFORMATION

The resources for Technical Officials will be available in different languages. The material can be downloaded from the BWF Education website: bwfeducation.com

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BADMINTON TECHNICAL OFFICIALS

REFEREES' MANUAL

LEVEL 1

CHAPTER 1

OVERVIEW

1. OVERVIEW

1.1 BWF TECHNICAL OFFICIALS' RESOURCES

Welcome to the BWF Level 1 Referees' Manual, which forms part of the BWF Technical Officials' Resources. The BWF is committed to providing quality resources to assist in the training of technical officials from grassroots to international levels. This resource is free for anyone to use in improving their refereeing practice.

The BWF Technical Officials' Resources include:

RESOURCE	SEQUENCE	TARGET LEVEL
LINE JUDGES' MANUAL	SINGLE LEVEL	From grassroots through highest world levels
UMPIRES' MANUAL	LEVEL 1	Up to and including national level
	LEVEL 2	Up to and including continental level
REFEREES' MANUAL	LEVEL 1	Up to and including national level
	LEVEL 2	Up to and including continental level

These resources are available to all our member associations to use in training their technical officials. Each country will have their own structure for training, evaluation and certification of technical officials. For those who are interested in forming part of the technical officials team, the first step is to contact your national federation to inquire about opportunities and procedures.

Photo credit: BWF/BADMINTONPHOTO

1.2 MANUAL CONTENTS

This Referees' Manual is designed to form part of the BWF Technical Officials' Resources outlined in the previous section. For new referees it will provide an introduction to the many qualities, skills and procedures that a referee will need. For those who already have some experience as referees and are looking to improve or deepen their knowledge, this resource will be a useful source of information. Finally, for national badminton federations who are interested in training referees at local or national levels, the resource can be used as a learning tool in such training programmes.

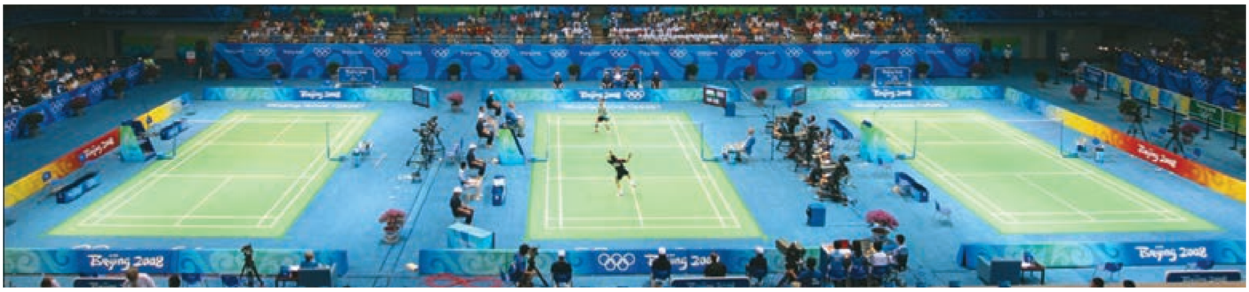
As mentioned in the previous section, this Level 1 Referees' Manual is aimed at initial grassroots training up to national level. Users can focus on the parts that are most relevant to their needs, whether that means learning the absolute basics or reviewing the details of good refereeing practice. This same principle applies to national federations, who are free to use the content that most suits their training needs and national structures. The Level 2 Referees' Manual will focus on more advanced aspects, aimed at training up to continental level. Beyond continental level, referees will need a good deal of experience and mentoring at high-level tournaments if they aim to progress to world level.

The following chart offers an easy reference to the way the manual is organised.

SECTION	BRIEF DESCRIPTION
01. Overview	Introduction to refereeing and badminton in general
02. Refereeing Principles	The role of the referee, relationship to other stakeholders, referee styles
03. Pre-Tournament Planning	Initial dialog, developing and approving the entry form / prospectus, referee checklists, seeding and draws, scheduling
04. Draws and Scheduling	Types of draws and how to conduct them, scheduling principles
05. Getting Ready to Start Play	Venue and field-of-play inspection, pre-tournament briefings, getting ready to start
06. During the Tournament	Daily workflow, shuttle testing, managing umpires, handling on-court disputes, injuries, off-court interactions with coaches and players, good decision making
07. Codes of Conduct	Discussion from a referee's perspective of the key attributes that should be included in any codes of conduct for players, coaches, and technical officials
08. After the Tournament	Lessons learned, referee reports

There is also a supporting ***video clip*** available on BWF's YouTube Channel BWFTV illustrating the correct process for testing shuttles. Further videos may be added in the future. The videos clips for line judges and umpires, available on the same site, may also be of interest to referees.

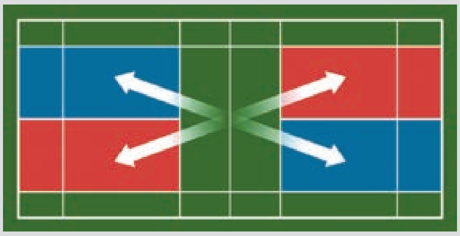
1.3 BADMINTON BASICS



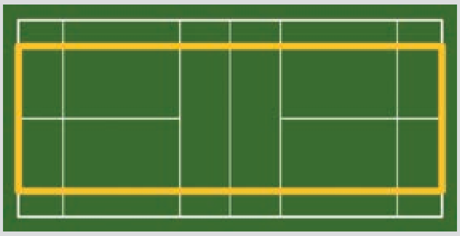
Badminton is:

- a net game.
- played on a rectangular court.
- a volleying game, with rallies beginning with an underarm serve.
- a game that has five events – singles (men's / women's), doubles (men's, women's and mixed).

Singles badminton involves serving diagonally into a long, narrow service box. Rallying then continues on a long court with the border on the first side line.

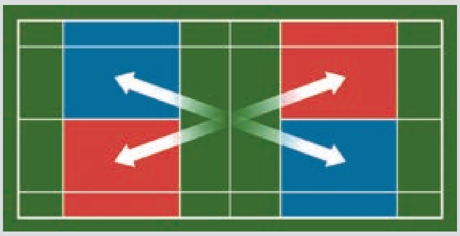


The shuttle is served diagonally into the opponents 'service box'.

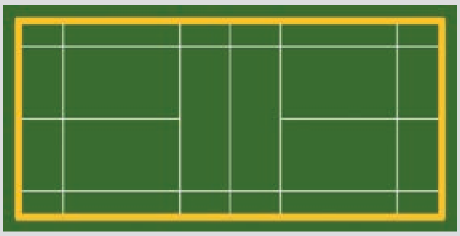


The shaded part shows the area of play for singles. A shuttle that lands outside this area means a point is won / lost.

Doubles badminton involves serving diagonally into a shorter, wider service box than in singles badminton. After the serve, rallying takes place on the whole court area.



The shuttle is served diagonally into a shorter, wider service box in doubles.



After the serve, doubles rallies are played on the whole court area.

For players with a disability, court sizes are adapted according to the sport class of the player under the Para badminton classification system.

The complete set of rules – Laws of Badminton and Regulations governing the sport, can be downloaded from the BWF website – http://bwfcorporate.com/statutes/

1.4 AIM OF THE GAME

The aim of the game is to score points by:

- landing the shuttle in your opponent's court.
- forcing your opponent to hit the shuttle out of the court area.
- forcing your opponent to hit the shuttle into the net.
- striking your opponent's body with the shuttle.

1.5 ELITE LEVEL BADMINTON

At the highest levels of badminton, the sport requires extraordinary fitness, technical ability, perception and predictive skills, as well as extremely fast reaction times.

Players at the top level require extraordinary physical ability including:

- aerobic stamina
- agility
- strength
- explosive power
- speed

Photo credit: BWF/BADMINTONPHOTO

At the top levels, badminton is a very technical sport, requiring high levels of motor coordination, sophisticated racquet movements and precision when under pressure. Badminton is also a game where tactics and deception are very important.

1.6 OLYMPIC & PARALYMPIC GAMES

Since 1992, badminton has been a Summer Olympic Games sport. Altogether 15 medals are available in Olympic badminton – gold, silver and bronze for each of the five events:

- men's singles
- women's singles
- men's doubles
- women's doubles
- mixed doubles

Photo credit: BWF/BADMINTONPHOTO

Badminton players from each region (Asia, Africa, Europe, Oceania and Pan America) compete at the Olympic Games.

Since 1992, players from China, Korea, Indonesia, Malaysia, Denmark, Great Britain, the Netherlands, Spain, India, Russia, and Japan have won medals at Olympic Games badminton events.

Beginning with the 2020 Games in Tokyo, para-badminton has also been included in the Paralympic sport programme.

1.7 THE ORIGINS OF BADMINTON

Although the exact origins of badminton are unclear, games based on a shuttlecock and a battledore were played in China, Japan, India, Siam and Greece over 2000 years ago.

Between 1856 and 1859 a game known as 'battledore and shuttlecock' started to evolve into the modern game of badminton at "Badminton House", the Duke of Beaufort's country estate in England.

Similar games were played in Poona India around this time and a set of badminton rules was drawn up in 1877.

The aim of battledore and shuttlecock played at "Badminton House" was to keep the shuttlecock in the air for as long as possible by hitting the shuttle between two or more people. The reverse is true today. The aim now is to finish a rally as quickly as possible by scoring winning points against your opponent.

In 1893, the Badminton Association of England was formed to administer the game internationally from England.

1.8 REGULATING BADMINTON WORLDWIDE

The International Badminton Federation (IBF) was established in 1934 and consisted of nine founding members – badminton associations from Canada, Denmark, England, France, Ireland, Netherlands, New Zealand, Scotland and Wales.

In 2006 the IBF changed its name to the Badminton World Federation (BWF).

The BWF is the world governing body for badminton, recognised by the International Olympic Committee (IOC). In 2011 the Para-Badminton World Federation formally merged with the BWF, bringing both sports under the same umbrella of governance and emphasizing the message of "one sport, one team". The BWF supports this philosophy through the incorporation of badminton and para-badminton in its competition and development activities.

BWF's members are, with a few exceptions, the national governing bodies for badminton. These are organised into five confederations under the IOC system, with each Continental Confederation representing one of the five Olympic rings – Africa, Asia, Europe, Oceania and Pan America.

CONTINENTAL CONFEDERATIONS

Badminton Africa	www.bcabadminton.org
Badminton Asia	www.badmintonasia.org
Badminton Europe	www.badmintoneurope.com
Badminton Pan Am	www.badmintonpanam.org
Badminton Oceania	www.badmintonoceania.org

1.9 BWF VISION, MISSION, GOALS

The BWF works closely with National Badminton Associations and the five Continental Confederations for badminton and *promotes, presents, develops,* and *regulates* the sport worldwide.

Photo credit: BWF/BADMINTONPHOTO

VISION

- Making badminton a leading global sport accessible to all – giving every child a chance to play for life.

MISSION

- To lead and inspire all stakeholders, deliver entertainment through exciting events to drive fan experience, and create innovative, impactful and sustainable development initiatives.

GOALS

The BWF goals are to:

- Publish and promote the BWF Statutes and its Principles.
- Encourage the formation of new Members, strengthen the bonds between Members and resolve disputes between Members.
- Control and regulate the game, from an international perspective, in all countries and continents.
- Promote and popularise badminton worldwide.
- Support and encourage the development of badminton as a sport for all.
- Organise, conduct and present world-class badminton events.
- Maintain an Anti-Doping Programme and ensure compliance with the World Anti-Doping Agency (WADA) Code.

BADMINTON TECHNICAL OFFICIALS

REFEREES' MANUAL

LEVEL 1

CHAPTER 2

REFEREEING PRINCIPLES

2. REFEREEING PRINCIPLES

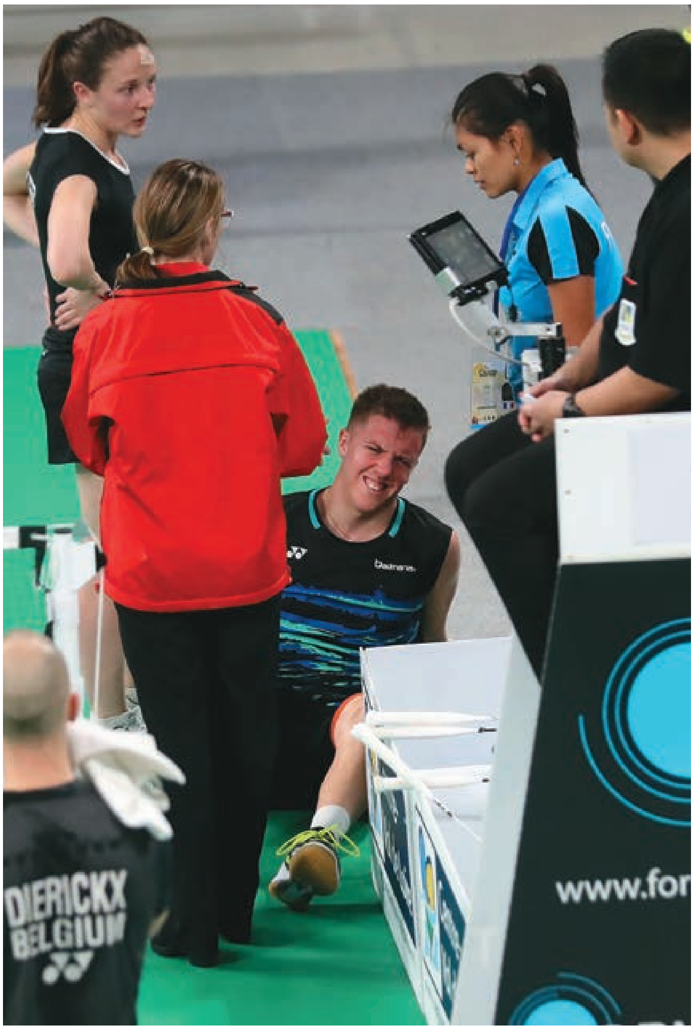
LEARNING OUTCOMES

By the end of this module, learners will be able to:

- explain the role of a referee at a badminton tournament;
- differentiate between the responsibilities of the referee and the tournament director;
- identify the qualities that help establish a referee's leadership;
- describe important elements in a referee's style.

2.1 INTRODUCTION

The first half of this chapter will introduce the roles and responsibilities of referees at all levels of tournament and will discuss how these duties intersect with those of other technical officials, as well as the tournament director. The second half of the chapter will describe the characteristics and personality traits that referees should have and / or develop in order to carry out these duties successfully.



Photos credit: BWF/BADMINTONPHOTO

2.2 ROLES & RESPONSIBILITIES OF THE REFEREE: GENERAL

The Laws of Badminton define the role of the referee as follows:

"The Referee shall be in overall charge of the tournament..."

Photo credit: BWF/BADMINTONPHOTO

This all-encompassing statement clearly establishes the importance of the referee at a tournament. However, this does not mean that the referee acts in isolation, nor does it mean that the referee has a hands-on role in all aspects of tournament operation or is responsible for making every routine decision. Rather it emphasises that the referee position is one of leadership. This means that the referee exerts influence by means of relationships and interactions with the rest of the technical officials team and the wider organising committee. This influence includes the setting of goals and expectations, effective people-management, and general oversight.

A well-run tournament is like a well-oiled machine, with the referee playing a central (but not dominating) role. Naturally there are occasions where the referee will need to make technical decisions and judgements related to on-court situations or answer questions from coaches and team managers. However, the people-management skills of referees are usually a bigger contributor to the overall success of the tournament than the extent of their in-depth technical knowledge.

The referee is the head of the technical officials team, consisting of the following people with the following roles:

- *"The umpire, where appointed, shall be in charge of the match, the court and its immediate surrounds. The umpire shall report to the referee."*
- *"The service judge shall call service faults made by the server should they occur."*
- *"A line judge shall indicate whether a shuttle landed 'in' or 'out' on the line(s) assigned*."

An umpire is also qualified as a service judge. At larger tournaments, there may be people responsible for appointing umpires, service judges and line judges to particular matches, but at many local / regional tournaments with small organising teams, this may be up to the referee. In addition, at smaller, lower-level tournaments there may not be enough umpires and line judges to cover all matches, so the referee would then need to decide how best to use these resources. In all cases, the referee is responsible for ensuring that the appointed technical officials execute their duties to the best of their abilities and to a standard that meets the needs of the tournament. In extreme cases, the referee, in consultation with the umpire, may replace a service judge or line judge from a match in progress.

2.3 COLLABORATION BETWEEN THE REFEREE AND THE TOURNAMENT DIRECTOR

Any level of tournament relies on additional personnel beyond its technical officials in order to be successful. The most important such role is fulfilled by the **tournament director**, who is the head of the **organising committee**. The composition of the organising committee will vary depending on the size of the competition. For large national and international tournaments, this committee may be comprised of the heads of smaller sub-committees (for example, Transportation, Hospitality, Facilities, Sponsorship, Volunteers, etc.), while for smaller tournaments there may be a single person in charge of each area or these may even be managed directly by the tournament director.

No matter the size of tournament or its organisational structure, the relationship between the referee and the tournament director is extremely important for several reasons. Although they have distinct responsibilities, their close collaboration and open communication before and during the tournament is essential. The referee will need to be aware of, check, and in some cases, approve many of the arrangements made by the tournament director and his or her team. On the other hand, the tournament director is usually the person to interact with the venue management and with outside parties like sponsors and media, and as such needs to be aware of any relevant technical issues during the tournament that involve the field of play (FOP). The tournament director should also have knowledge of, and be given the opportunity to provide input into, the daily order of play.

Photo credit: BWF / BADMINTONPHOTO

Establishing a sense of trust between the referee and the tournament director from the beginning is therefore critical. For this reason, it is recommended that as soon as the appointment to a tournament has been made, the referee reach out to start a dialog with the tournament director. This can be particularly important at grassroots competitions, as it provides an opening for the referee to learn more about the level of experience of the tournament director and the organising committee. This will help the referee judge how much hands-on participation will be needed in overseeing some of the non-technical areas of the tournament.

At tournaments with relatively inexperienced personnel, tension can sometimes arise because of a lack of understanding around the different responsibilities of the referee and tournament director. Broadly speaking, the referee is directly responsible for all technical aspects of the tournament, while the tournament director and organising team take the lead on the non-technical areas. However, as noted above, collaboration, discussion, and agreement on how to proceed will be required in many cases. Although the division of responsibilities will be unique for each tournament, the examples shown in Table 2.1 are typical for a local / regional level of tournament.

Tournament Director (TD)	Referee
Develop operating budget and secure sponsorship. Submit sanction request to appropriate body and receive approval.	Once appointed, reach out to the TD and establish initial dialog.
Reserve venue.	Obtain details from the TD on key aspects of the venue playing conditions (flooring, height, lighting, background / air currents, space around courts). Follow-up with the TD on any obvious shortcomings.
Prepare entry form / prospectus.	Review and approve entry form / prospectus.
Ensure key tournament personnel are confirmed (for example, tournament doctor, umpires, line judges, match control, volunteers). Book any necessary hotel rooms.	Ensure that medical personnel, a sufficient number of umpires of suitable experience, and line judges will be present throughout the tournament.
Procure shuttles.	Verify that sufficient shuttles of suitable speed(s) (if known) will be available.
Respond to players' questions during the entry phase, and process the entries once the deadline is reached.	Assist the TD as required in responding to players' questions during the entry phase. Check the final entry lists for accuracy.
Pass the final entry lists onto the responsible party for seeding and draws.	Check that the seeds and draws are correct based on the appropriate regulations. (Note: The referee may be the person performing the seeding and draw steps.)
Publish the draw once approved.	Approve the draw.
Develop a preliminary schedule.	Assist in development of and approve the schedule.
Meet face to face once arrived at the venue. Go over all logistics.	
Implement any changes requested by referee to the field-of-play set-up.	Inspect the field of play and sign off after any identified changes have been made.
Arrange for meeting / briefing room (if needed).	Conduct team managers meeting (if required) and initial umpire briefing.
Ensure all field-of-play volunteers are trained and know their duties.	Test shuttles prior to starting play and select appropriate speed. Ensure all personnel are in place ready for start of play.
Oversee execution of tournament. Answer any non-technical questions from involved parties and make decisions / adjustments as required (for example, to transportation schedule, field-of-play set-up, hospitality arrangements, etc.). Dialog with referee as required.	Monitor execution of daily matches. Answer questions from players / coaches relating to technical matters (for example, draws, schedules, on-court incidents), and make decisions as required on and off court. Dialog with tournament director as required.
Hold daily debriefing together. Decide on any adjustments needed for subsequent days.	
Prepare post-tournament financial report and document lessons learned by organising committee for next tournament(s).	Prepare post-tournament referee report, including feedback on venue and tournament organisation.

Table 2.1. Generic Responsibilities of Tournament Director and Referee at Local Tournaments

The above list is by no means inclusive, and as noted, the specifics will vary from tournament to tournament. But it serves to illustrate that while the tournament director and referee have distinct roles, close collaboration is required and they need to be in close communication both before and during the tournament since many of their tasks overlap. It is recommended that if a referee is working with a relatively inexperienced tournament director, part of their early dialog should cover the separation of basic responsibilities as described above. This is especially important for those that happen during the playing hours, so as to avoid any confusion over the different roles once play gets underway. Each of the referee's roles stated in Table 2.1 will be discussed in detail in Chapters 3 and 4.

2.4 ROLES & RESPONSIBILITIES OF THE REFEREE: TECHNICAL

As described above, the role of the referee involves much more than technical oversight of the tournament. However, at its core the playing of the daily roster of matches is the fundamental activity of any tournament, and the referee plays a central role ensuring that this proceeds smoothly and according to plan. So what technical knowledge and skills do referees need in order for this to be successful? As the requirements below show, in order to keep the tournament running smoothly and to deal with the sometimes unexpected situations that can arise, referees need a combination of technical knowledge, quick thinking, and leadership and people-management skills.

TECHNICAL KNOWLEDGE REQUIREMENTS

1. Referees require thorough knowledge and understanding of the Laws of Badminton.

2. Referees require detailed knowledge of the tournament regulations in effect for the particular tournament in question. Depending on the tournament, these may be regulations developed by a national / regional / local association for tournaments under its jurisdiction, Continental Confederation tournament regulations, BWF Competition Regulations, or a combination of the above. In all cases, referees need to understand what procedures are to be followed for scenarios that may arise during play, including but not limited to possible substitutions in draws, no-shows / walk-overs / rescheduling of matches, acceptable clothing with respect to colour / lettering / designs / advertising.

   At grassroots tournaments in countries where badminton is still developing, there may not be an adequate set of technical tournament regulations in place, in which case the referee may need to draft some basic guidelines to cover the most important aspects. This should be reviewed and agreed with the tournament director, included in the entry form / prospectus, and posted at the tournament itself. In all cases, the referee should have something to refer to when needing to make any decision affecting a player. If this is not the case, rules and procedures may seem arbitrary, which can result in misunderstandings and conflict.

3. Referees need to understand how the seeds for the tournament will be determined. For a higher level of tournament, the procedure to be used for seeding is likely well-established and already referenced in the draft of the entry form / prospectus sent to the referee. The essential information is:

   - the number of seeds per event
   - the set of ranking data to be used for the seeding
   - the date of the ranking data to be used
   - any modification to the ranking data to be done prior to seeding, such as calculating adjusted and notional rankings (which is beyond the scope of this Level 1 resource, but will be addressed in Level 2).

   For these tournaments, referees do not need to know the detailed mechanics of how the ranking system works (for example, how ranking points are allocated). However, they need to have access to the list of player rankings as of the appropriate date in order to verify the seeding, and they should know which ranking document to refer players to if there are questions as to how the seeds were determined.

Photo credit: BWF/BADMINTONPHOTO

More problematic are lower-level and grassroots tournaments run by organisations that do not have an established ranking system in place. For such tournaments, the referee should converse with the tournament director during the entry form / prospectus review and reach an understanding of how the seeds will be established in the absence of hard data. The goal is to make the procedure as objective as possible. At least some reference to the seeding procedure should be included in the entry form / prospectus, even if it is just a simple statement along the lines of "seeds will be determined based on results obtained in the last [XYZ] months". In any cases where there is at least some subjectivity involved as far as the seeds are concerned, the referee should be sure to understand the basis for the selected seeds when these are presented for approval, and if necessary, push back and ask for a reconsideration. This is because during the tournament any questions around seeding will likely come to the referee as the first point of contact, and so the referee must feel comfortable explaining and justifying the decisions made.

4. Referees need to have a thorough understanding of the principles involved in doing a draw. Although they may not be the ones doing the draw, they should always be required to approve the draw before it is officially published. Therefore, they need to be familiar with the tournament-specific regulations that were used for the draw. Also, the referee is usually the first person to get complaints about the draw, so it is important to understand the process well enough to be able to answer any questions accurately and confidently. Additionally, if before an event starts a mistake is discovered or there are multiple withdrawals, the referee may need to do a redraw in real-time in front of players and coaches, and therefore needs to also have an understanding of how to do a draw.

   The key principles to understand around conducting draws are:

   a. what type of draw will be used for different sizes of event (for example, simple elimination format, elimination with drop-down rounds, round-robin, pool-play followed by play-offs, etc.)

   b. the correct placement of byes and seeds within a draw

   c. geographical separation requirements for players from the same club / state / county, etc.

   These aspects of draw-making will be discussed in detail in Chapter 3.

5. Referees need to be familiar with the relevant codes of conduct for:

   - players
   - coaches and educators
   - technical officials

   These documents describe expectations for behaviour at a tournament, and any violations may result in disciplinary action during or after the tournament. It is recommended that all associations running tournaments at whatever level have these types of codes in place. When writing a new code of conduct, the corresponding BWF code can be taken as a starting point and customised / simplified according to the needs of the specific organisation.

6. Referees should be familiar with the *BWF's Instructions to Technical Officials (ITTO)*. The "Instructions and Guidelines for Referees" section of this document is a valuable resource for all levels of referees, as it covers roles and responsibilities, as well as tips for executing them. Some of the tasks outlined will not apply to lower levels of tournaments, so the content should be applied as required for the tournament in question.

TECHNICAL LEADERSHIP REQUIREMENTS

1. Referees must be effective leaders of teams of technical officials (umpires and line judges). Communicating effectively at umpire briefings, in a manner that conveys calm authority, is an important way to gain the respect of the entire team. It is also important for the referee to be able to assess the strengths and weaknesses of the umpires on the team, in order to help support each of them as needed during the tournament, as well as to make appropriate umpire and service judge appointments for the final rounds of matches.

2. Referees must be able to communicate effectively and gain the trust of coaches and team managers. The first impression created at the pre-tournament team managers meeting (if held) can strengthen the relationship between tournament participants and the referee once the tournament starts. Coaches and team managers need to feel that the referee is technically competent, that they can approach the referee with any questions / issues that arise, and that these will be handled fairly and without bias.

3. During tournaments, referees need to be aware of what is going on at all times on the field of play in case it becomes necessary to intervene. This requires referees to focus on the tournament and watch the courts, rather than socialising or checking emails.

4. Referees need to be able to respond to any situations that arise (whether on court or off court) in a consistent, timely and decisive manner. This should take into account any relevant laws and regulations as well as the overall needs of the tournament. In making decisions, it is also important to be aware of the consequences of setting a precedent.

5. Besides *making* such decisions, referees need to have the communication skills to *explain* their decisions clearly and concisely to the relevant parties (players, coaches, etc.), using simple language that is not overly technical. While the players / coaches may not necessarily agree with the decision, they should understand how it was made and feel that the referee has taken their point of view into account.

6. Referees need the ability to maintain concentration and work under pressure. The referee is often the one member of the tournament personnel who must be in the hall for the whole day. Long hours and fatigue increase the likelihood of mistakes being made. If there is a deputy referee, it is important to share the workload and delegate responsibilities in order to reduce pressure on the referee and allow some short breaks away from the field of play. This is especially important during the longest days of the tournament.

7. Referees need to show good common sense, flexibility, and a feeling for the game. In contrast to umpiring procedures, referees' decisions are not always black and white. Sometimes the specific circumstances are not explicitly covered by a regulation, or they may mean that multiple regulations have to be considered, which may be in apparent conflict with each other. The more practice referees get the more comfortable they will become in dealing with such grey areas in a timely manner that inspires confidence and gives the sense that the referee is in full control of the tournament.

2.5 REFEREEING QUALITIES

The above sections have shown that successful referees needs to have many attributes, related to:

- technical knowledge
- people-management skills
- technical leadership
- general communication skills
- decision-making ability

There are a number of personal qualities that can contribute to a referee's success (at any level of tournament), which are contrasted below with those qualities which will tend to make a referee's job more difficult (Table 2.2).

Favourable Referee Qualities	Unhelpful Referee Qualities
Timeliness – arriving first for meetings	**Tardiness** – arriving late for meetings
Communication: Good Language Skills – being able to communicate in simple language, speaking slowly and clearly	**Communication: Poor Language Skills** – having difficulty communicating due to speaking too fast, using complex language, or using local slang
Communication: Good Body Language – recognising that how you say something (eye contact, tone of voice, hand gestures, etc.) is as important as the actual words that are spoken	**Communication: Poor Body Language** – reducing the effectiveness of the message or the respect / trust that others have in the referee
Approachability – conveying to other technical officials, tournament staff, players, coaches, etc. that they can talk to the referee about questions or concerns	**Distance** – creating an environment where others do not feel comfortable asking questions of the referee
Pride in Personal Appearance (smartness) – setting the standard for the rest of the tournament personnel and showing that the tournament is important	**Poor Personal Appearance (smartness / hygiene)** – giving the impression that the tournament is not a priority
Good Planning and Organisation – showing stakeholders that the referee is on top of the details and instilling confidence that the tournament will be a success	**Disorganisation** – making it difficult for the referee to earn respect from other stakeholders and making them doubt that the tournament will run according to plan
Empathy – making players, coaches, etc. feel that the referee cares, and that their point of view is understood and will be duly considered	**Indifference** – giving the impression that rules and regulations are the only things that matter to the referee, as opposed to the human element of any specific situation
Delegation (to deputy referee and other personnel) – demonstrating a sense of trust to other members of the team, as well as being essential for managing the heavy workload during the tournament	**Control / Micro-Managing** – not supporting good teamwork or establishing trust among the technical officials or the tournament organising team

Favourable Referee Qualities	Unhelpful Referee Qualities
Consistency / Fairness – showing reliable decision making, even when the outcome may be unpopular	**Inconsistent Decision Making** – making the players / coaches doubt the referee and maybe even suspect bias
Firmness –taking the time to explain decisions clearly and patiently to the relevant stakeholders and having the confidence to stick with them despite objections	**Officiousness** – forgetting that the "game is for the players" and acting in a dictatorial way towards players / coaches and stakeholders, rather than as an arbiter and facilitator
Flexibility – using common sense and a feel for the game in coming to decisions that are not black and white	**Rigidity** – relying strictly on rules and regulations rather than applying common sense to decision making as appropriate
Proactivity – foreseeing future problems before they arise and taking steps to avoid (or at least mitigate) them	**Reactivity** – allowing situations to escalate and reacting to crises rather than trying to handle them at the first sign of trouble
Big-Picture Awareness – thinking through all the consequences of making a decision and recognising the precedent it may set	**Moment-to-Moment Thinking** – making decisions in isolation without regard to consistency or the precedents being set (for later in the tournament or for a future one)
Humility – being willing to admit when a mistake has been made, apologising, and taking action to correct the error	**Arrogance** – always blaming others when something goes wrong, or trying to cover up a mistake rather than admitting and fixing it

Table 2.2. Favourable and Unfavourable Personal Attributes for Referees

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2.6 REFEREEING STYLES

The way the personal attributes described above come together and are perceived by others will contribute to a referee's style. This has to do with how referees carry themselves, make their decisions, and interact with players, coaches and other personnel. Refereeing style will naturally evolve over time as referees:

- gain experience
- get exposed to a greater number of unexpected situations for the first time
- gain confidence in handling such situations
- become more comfortable in sometimes having to initiate difficult conversations with players, coaches, and other tournament personnel

The following two suggestions can help referees work on developing their style.

- First, when referees are starting out (and at regular intervals thereafter), it is recommended that they conduct self-assessments of the personal attributes listed in Table 2.2 to identify their strengths and weaknesses. They might then select three areas of current weakness and make conscious efforts to improve these during upcoming refereeing assignments.
- Second, referees should reach out to trusted colleagues and ask for some honest feedback as to how they are perceived when refereeing. Others' perceptions regarding their approachability, leadership effectiveness, consistency / fairness in decision making, etc. may differ significantly from their own self-assessments. Such feedback, if referees are willing to accept it and act on it, can be invaluable for helping them to improve.

For more mature Member Associations, a programme of more formal referee appraisals is recommended, if the resources and budget are available. At the BWF level, for example, each referee is appraised at least once every two years.

A few of the attributes in Table 2.2 are particularly important and deserve special attention in considering a referee's style.

- *Approachability* is an important quality for referees to convey. Referees should consider human-resources management as a major part of their role. This means creating an environment where all stakeholders (players, coaches, umpires, tournament director, etc.) feel comfortable asking questions or discussing sensitive topics with the referee. The first impressions that referees create when they conduct pre-tournament team managers meetings and initial umpire briefings go a long way to establishing a sense of approachability versus coldness and aloofness. This means that referees should make sure they are fully prepared for these presentations, so that they do not seem nervous or hesitant. For novice referees, it may even be helpful to do a practice run of each one beforehand.
- Being *firm, fair,* and *consistent* in decision making is also a key pre-requisite for success. In dealing with players, referees must remember that they are advocates for **all** the players, with no special consideration to be given to any 'star players' that might be present at the tournament. At local tournaments, this might mean treating everyone equally with respect to how requests for late arrivals and match rescheduling are handled, or around the timely payment of entry fees. When considering requests from players or coaches, it is natural to want to avoid conflict, but in general referees should avoid agreeing to any proposals until they have thought through all the consequences. In many cases, immediate answers are not required, and

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it is perfectly acceptable for referees to take some time to consider requests before responding. In particular, besides considering any relevant regulations / protocols, referees should think about whether agreeing to a specific request from a player might be perceived as bias. This is especially true if it goes against what has been done in similar situations with other players in the tournament. Additionally, it is important to consider if it will set a precedent which may cause difficulties later in the tournament or for a different referee at a future tournament. The goal should be consistency not only within a given tournament, but also from tournament to tournament and from referee to referee.

- Similarly, referees must avoid playing favourites with umpires. This means maintaining an appropriate separation between the referee(s) and the umpires, particularly towards those that may be close friends outside of the tournament. This is to avoid any perception of bias during the later stages of the tournament when referees have to assign umpires and service judges to the finals and other high-profile matches. Such assignments should always be made as objectively as possible, based largely (but not necessarily exclusively) on factors such as observed performance during the week and experience level.
- At times there can be a fine line between being *firm* and being *officious*, the latter being a highly undesirable quality. When referees are working under pressure, perhaps dealing with multiple issues simultaneously, plus having to interact with strong and stubborn personalities at the end of a long day, it can be difficult to maintain an even temperament, and it is easy to become curt and dismissive. Referees who are perceived to be officious tend to rely on quoting regulations in turning down requests from players or coaches, rather than taking the time to explain their decisions in simple language. If players or coaches feel like the referee has listened to their point of view and has made an effort to understand the situation, they are much more likely to accept the decision, as opposed to a conversation where the referee has simply dismissed their request by quoting a regulation at them. Oftentimes players, who may be under stress as they are getting ready to play a match, are merely seeking reassurance from the referee that their concerns have been heard. In these cases, a friendly acknowledgement from the referee that their concerns will be addressed can go a long way to reducing tension.
- Finally, being *humble* is a particularly important attribute for referees. Of course no one can expect referees to know the answer to every questions that might come up, so it is perfectly acceptable to say, "I'm sorry, I don't know the answer to that, but I will get back to you" and then take some time to consult with a colleague or look up the relevant regulations. This is certainly a much better approach than guessing and potentially giving false information to a player / coach. Recognising and admitting gaps in knowledge or experience is a sign of self-awareness and will help referees earn the trust and respect of their peers.

On another note, all technical officials at all levels in all sports make mistakes, and badminton referees are no exception. The BWF's ITTO instructs referees, upon making a mistake, to "admit it, correct it, and apologise". It should be considered a sign of strength when a referee is comfortable admitting a wrong decision and having the confidence to take action to remedy it and then move on. In contrast, a referee who is unable to admit to making a mistake, or one who seeks to blame others, projects insecurity, arrogance, or a combination of both. It only takes one such incident to damage a referee's image, since negative impressions are often not easily overcome.

2.7 SUMMARY

This chapter has explored:

- the ***roles and responsibilities*** of referees
- referees' ***relationships and interactions*** with other tournament personnel, particularly with tournament directors
- the ***knowledge requirements and personality characteristics*** that referees need in order to be successful
- a discussion of ***refereeing style***

Practice and experience are the other two essential elements for the development of successful referees. Regardless of how well prepared referees are in terms of training and knowledge, there is no substitute for putting the concepts outlined in this chapter into practice at real tournaments. Practice and experience help increase referees' confidence and 'feel for the game' – something which can't be taught, but which can be as important a factor when deliberating a decision as an in-depth knowledge of laws and regulations. (This is especially true when these are in conflict with each other.) Additionally, when newly qualified referees start working at tournaments, they will quickly realise the importance of being flexible and that one approach does not fit every tournament and every interaction with players / coaches / umpires / stakeholders. Determining the type of response required in a specific dialog with a player or coach (in other words, the appropriate balance of firmness, empathy, support and decisiveness) is an important skill best acquired through experience of what works and what doesn't. In the end, it is through experience at tournament after tournament that a referee's own individual style will emerge, through exposure to all kinds of scenarios not specifically covered in any training manual. These require referees to use their judgment and experience in figuring out how to proceed in a way that is fair to those concerned, in the overall interests of the tournament, and consistent with any relevant regulations. Even the most experienced referees will acknowledge that at each tournament some new variant of a situation comes up and makes them think. Although this can be stressful at times, dealing with the unexpected is part of what makes the refereeing job an interesting and rewarding one!

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SELF-ASSESSMENT QUESTIONS

1	The referee is responsible for: *(Tick all that apply)*	Ensuring that the tournament runs smoothly	
		Calling faults for misconduct	
		Overruling calls by line judges	
		Supervising the team of technical officials on duty	
2	Which of the following are NOT direct responsibilities of the referee? *(Tick all that apply)*	Inspecting the field of play	
		Obtaining shuttles	
		Testing shuttles	
		Training volunteers	
3	Referees need to have knowledge of:	Tournament regulations	
		Seeding procedures	
		Draw principles	
		All of the above	
4	Which of the following qualities is NOT desirable for a referee?	Empathy	
		Organisation	
		Humility	
		Rigidity	
5	Which of the following best represents a positive refereeing style?	Being extremely friendly with everyone at the tournament, including umpires, coaches, and players	
		Showing authority by refusing to listen to any arguments by players or coaches	
		Explaining decisions clearly and calmly in a way that shows understanding of the situation	
		Quoting regulations for every decision so that players and coaches feel confident in the referee's knowledge	

BADMINTON TECHNICAL OFFICIALS

REFEREES' MANUAL

LEVEL 1

CHAPTER 3

PRE-TOURNAMENT PLANNING

3. PRE-TOURNAMENT PLANNING

LEARNING OUTCOMES

By the end of this module, learners will be able to:

- explain the importance of pre-tournament planning in successful execution;
- identify the essential information that should be included in the prospectus / entry form;
- describe different ways for the referee to collect necessary information before the tournament.

3.1 INTRODUCTION

To a casual observer at a tournament, the referee's job may appear quite easy – sitting at the tournament desk without apparently much to do except watching the matches being played. As these finish, they are quickly replaced with the next set of players and technical officials, and the match schedule progresses in a timely fashion throughout the day. However, at another tournament, the perception might be quite different – the tournament is hours behind schedule, the referee looks stressed and is constantly surrounded by unhappy players asking all kinds of questions, with many courts left empty for extended periods and substantial delays between one match and the next, and without enough umpires for the number of courts being used. To a large extent, these differing views of how a tournament is proceeding – smoothly or chaotically – reflect the pre-tournament planning that the referee has carried out. This pre-tournament planning phase is the subject of the next three chapters:

- Chapter 3 (this chapter) will discuss aspects of the entry form / prospectus and referee checklists
- Chapter 4 will focus on draws and scheduling
- Chapter 5 will describe the field-of-play set-up and pre-tournament briefings

3.2 INITIAL DIALOG

The first thing referees should do after formally accepting a new assignment (ideally at least three months ahead of time) is to confirm the fundamentals of the tournament. This means reaching out to the contact person and establishing an initial dialogue as early as possible. If the referee has worked with the tournament director previously and is familiar with the venue, this may be less urgent. In this case, the organising team's strengths and weaknesses will be known, as will the basic layout of the venue and any shortcomings associated with it. If, however, this will be the first collaboration with these organisers and / or at this venue, there will be a significant amount of information gathering needed at this early stage.

These early exchanges should also be helpful in determining how hands-on the referee will likely need to be in planning steps that might otherwise be led by the organising committee. If there is a lack of responsiveness in requests from the referee for this basic information, it should be taken as an early warning sign that the referee will probably need to be quite involved in the pre-tournament phase. As noted in Chapter 2, referees may need to be quite flexible in assuming any such additional responsibilities, especially for grassroots / local tournaments.

In the initial dialog with the tournament organisers, the referee should request the following information:

a. What are the tournament dates, the name of the venue, the number of courts available, and the playing hours?

b. Which events will be played (for example, for a juniors or seniors tournament, what are the age categories)? Is the tournament part of a circuit (for example, a national / regional / local tournament circuit), and if so, is there a set of regulations that applies to the circuit as a whole?

c. Who will be responsible for developing the entry form / prospectus, and what is the timeline for publishing it and for the entry deadline?

d. What tournaments has this organising group run before, and what tournaments have been held in this venue previously? Are there any major logistical challenges associated with the venue (as a result of lessons learned from previous tournaments or from a site inspection)?

In the case of Member Associations with a well-developed technical officials structure, there may be a database of referee reports from past tournaments. The referee report from the previous tournament at the venue can be an invaluable resource for learning about any issues associated with (d) above. Referee reports are discussed in greater detail in Chapter 8. If such a report is not provided at the time of the referee's appointment, the referee should request the previous year's report and read it to become familiar with any major issues that will need to be addressed up front. Note that, in general, referee reports should be treated as confidential and should not be forwarded to anyone outside of the referee team.

At an early stage, the referee should also reach out to any appointed deputy referee(s), introduce himself / herself, and set the groundwork for a productive working relationship. It is also important to copy the deputy referee(s) on all correspondence with the tournament director.

3.3 ENTRY FORM / PROSPECTUS DEVELOPMENT

The entry form or prospectus is the reference document concerning pertinent aspects of the upcoming tournament. This is made available to players (in electronic form, hard copy, or both) well ahead of the entry deadline as they consider whether to enter the tournament. For tournaments with online entries (using the tournament software application), the entry form / prospectus may simply take the form of accompanying information added to the online portal. In the remainder of this chapter, the term "entry form" will be used for simplification, but "prospectus" can be used interchangeably.

The entry form is usually developed by the tournament organisers and then approved by the referee, and the referee may need to remind the organisers that this approval is necessary before they proceed with publishing the entry form. The reason the approval step is important is that when players or coaches have questions during a tournament, referees may sometimes look to the entry form for answers and supporting documentation for their decisions. It is, therefore, important that the information contained in the entry form is accurate. It should be noted, though, that sometimes referees are appointed to tournaments at a relatively late stage, after the entry form has already been published. If any major inaccuracies are discovered, these should be addressed, either by publishing an updated version of the entry form or by communicating the changed information to players / coaches at the tournament itself. It should also be noted that at lower-level tournaments or those with an inexperienced organising team, the referee may actually be an active participant in the writing of the entry form.

The level of detail contained in the entry form will be tournament specific, but there is some basic information that should always be included, and the referee should check to make sure this is present (Table 3.1).

Importance	Entry Form Item
Mandatory	Name of tournament
	Sanctioning organisation
	Venue name and address
	Dates of tournament
	Hours of play each day
	Entry deadline
	Entry fee details
	Link to online entry or other instructions on how players enter the tournament
	Prize money amount (and currency) or other prizes, as well as when prize money will be paid out
	Name and contact information of tournament director
	Player eligibility (for example, open to all or residence-restricted, etc.)
	Events to be played
	Indication of the laws and regulations governing the tournament, whether national, BWF, or other (covering aspects like scoring system to be used, service laws in effect, withdrawal policies, etc.)
	Restrictions around combinations of events players are allowed to enter (for example, in multi-age-group tournaments a maximum of one singles event, one doubles event, and one mixed doubles event)
	Any waiver that needs to be accepted as a condition of entry
Mandatory (if known at time of entry form posting)	Name and contact information of referee and deputy referee(s)
Recommended	Directions to the venue
	Nearby hotels (mandatory item if there is an official hotel)
	Timeline for seeding and draw
	Brand and type of shuttles to be used
	Maximum draw sizes
	Procedure for determining the seeds
	Procedure for determining which players will be accepted into the draw and which will be on a reserve list if an event is oversubscribed
	Competition format (for example, single elimination, elimination with consolation, round-robin, pool play with play-offs, etc.)
	Sponsor information

Table 3.1. Suggested Entry Form Content for Local and Regional Tournaments

Every tournament will be different, but the mandatory items in Table 3.1 serve as a good starting point for referees to check when they receive entry forms to review and approve, or when they need to help develop one. It should be noted that for higher-level tournaments, particularly at the international level, it is also important to include details around any media obligations and the potential for drug testing. Most of the items in Table 3.1 are self-explanatory, but some additional guidance can be given in a few cases:

Entry Deadline: How far in advance the entry deadline should be set will vary depending on the size and complexity of the tournament. In general though, even for the smallest of tournaments, it is recommended that the entry deadline be a minimum of two weeks ahead of the first day's play. In many instances, three or four weeks will be needed to ensure sufficient time for the processing of entries and for the seeding, draws, and scheduling steps.

Maximum Draw Sizes: Draws will be covered in Chapter 4, including how to determine the maximum number of matches that can be fitted into the tournament's total playing hours (Section 4.4). From this calculation and the expected numbers of players for each event, the maximum size of each event can be established. This will mean that there is no danger of running out of time if the tournament is oversubscribed. Estimates for the anticipated number of players entering each event may be obtained by:

- looking back at the previous year's tournament
- reviewing the sizes of recent tournaments of a similar level in the same vicinity
- using best guesses of the referee and / or tournament director based on their experience and intuition (in the absence of any hard data)

Another alternative is to state on the entry form that entries will be accepted on a first-come-first-served basis.

Seeding and Reserve List Procedures: To avoid possible controversies later on, it is recommended to state in the entry form how the seeds in each event will be determined. It is also important to specify, in case an event is oversubscribed, how players will be accepted into the draw or placed on the reserve list. Ideally, reference should be made to player rankings on a specified date (generally coinciding with the entry-deadline date). If no such ranking system is available, then at a minimum the entry form should indicate that seeds will be determined based on results at a defined group of tournaments over a specified time period (for example, the preceding 12 months). A similar statement can be provided for how entries are *accepted* versus *reserve listed* as well. If accepted entries in an event must include at least one entry from a given geographic locale (for example, to guarantee that the host club has player representation in every event), this should also be stated.

Timeline for Seeding and Draw: These details will also be tournament specific and will vary depending on the complexity of the event, but for tournaments with a two-week entry deadline period, the following timeline is reasonable (Table 3.2).

Days before start of tournament	Milestone
14	Entry deadline
10	Entry lists published showing accepted and reserve-list players for each event
8	Seeds published
4	Draws published
2	Match times for first rounds published
0	Start of tournament

Table 3.2. Recommended Generic Timeline for Seeding and Draw Steps for Local and Regional Tournaments

For higher-level tournaments, a more extended timeline would typically be appropriate. See the BWF timelines in Section 5.3.2 of the BWF Technical Regulations at bwfbadminton.com/statutes/

3.4 REFEREE CHECKLISTS

The initial steps described mean that:

- communication between the referee and tournament director has been established
- the fundamentals of the tournament have been confirmed
- the entry form has been developed, reviewed and published

Once these details have been taken care of, the main task of the referee in the period leading up to the entry deadline is to find out all pertinent details around how the tournament is going to run. This includes:

- becoming familiar with the layout of the facility
- understanding the mechanics of the daily operation (for example, whether personnel have been assigned to all key roles and what their level of experience is)
- identifying whether there are any problems already known at this stage and needing to be solved, and if so, who will be taking responsibility for doing so

Referee checklists are a useful tool for finding out much of this information. They consolidate many of the questions that referees will have of tournament organisers in one document, which allows the organisers to provide the information requested concisely, in one form, and at one time. This is easier for a tournament director than receiving multiple emails from the referee with many individual questions and trying to respond to each of them efficiently in what is typically a very busy time for the organisers.

Photo credit: BWF/BADMINTONPHOTO

It is crucial that referees **customise** the checklist they send to tournament directors according to the level of the tournament (for example, grassroots, local, regional, national), and to the stated expectations / requirements (if any) that exist for the tournament around the quality of the playing conditions and the support areas (for example, available medical services). In particular, referees should ensure that checklists do not include requests for information that is simply not relevant for the tournament in question (for example, asking about TV production support, media centre requirements, or drug testing room details for a grassroots local tournament where such items are clearly not applicable). Sending an overly long checklist to the tournament director with numerous items that obviously do not apply to this particular tournament may make the tournament director question whether the referee truly understands the nature of the tournament and may make it difficult to establish a trusting working relationship.

Of course, the checklist should not be the first contact between the referee and the tournament director, since at first glance the request for information may appear overwhelming and extremely time consuming. It is important that the referee reach out earlier to establish an initial dialog with the tournament director, as noted in Section 3.2.

While every checklist should be customised, the content in Table 3.3 can be taken as a starting point for the Referee Checklist for most local / regional / national level tournaments.

Question	Answer
Venue	
What is the number of courts that will be used each day	
What is the court surface – mats, wood floor, other	
Do the courts have permanent lines or is taping required	
How much space is there around and between the courts	
Is there adequate space for line judges' and coaches' chairs	
Is there adequate seating for spectators (How many?)	
What is the minimum ceiling height	
Are there any overhead obstructions	
Are there any sunlight issues, and if so, can these be readily fixed	
What is the background color	
Is there a significant draft from heating or air conditioning	
Can any heating or air conditioning be turned off if necessary	
Are there any dedicated warm-up courts and / or a warm-up area	
How many changing rooms, including showers, are available	
How many toilets will there be for players, officials, spectators	
If possible, please provide a diagram showing the layout of the facility and the field of play	
Schedule	
Will the referee or the local organisers do the scheduling	
What rounds are intended to be played on which days	
Shuttles	
What brand will be used	
How many speeds will be available	
How many tubes of each speed will be available	
Equipment	
How many umpire chairs are available	
Are there sufficient chairs for service judges, line judges, and coaches	
How many tables will be provided for the officials and referees	
Are the net posts to be used of stand-alone or multi-court type	

Question	Answer
Are the nets available of good quality and without holes	
Are weights needed to maintain the net at the correct tension	
Are measuring sticks for checking the net height available	
Will devices be used to measure fixed service height (if applicable), and if so, how many are available	
Will there be containers for used shuttles	
Will there be baskets on each court for players' equipment	
Will court numbers be provided	
Will two-minute-interval signs be provided	
Will paper scoresheets or electronic scoring pads be used	
Will any scoring devices be used, and if so, of what type (electronic, flip board, etc.)	
Will there be mops and towels available for cleaning the courts	
Are the microphone and speakers of sufficient quality for announcements to be heard clearly throughout the hall	
Will there be racket-stringing service available	
Will there be information boards for posting the draws and any announcements	
Will clipboards and stopwatches be provided for umpires	
Transport	
Will transport be provided for players and officials between the airport and hotel	
Will transport be provided for players and officials between the hotel and venue	
Food	
Are there food stands / concessions at the venue	
Are there food outlets / fast food restaurants near the venue	
Will water for players and officials be provided	
Will food (snacks, lunch, dinner as applicable) be provided for umpires and line judges	
Medical Services	
Will there be a tournament doctor available during all the playing hours	
Will there be a physiotherapist / paramedic available	
Will a basic first aid box be available	
Is there a defibrillator available at the venue	

Question	Answer
Will ice bags / ice packs be available for players	
What is the distance to the nearest hospital	
Officials	
How many umpires will be available each day and what is their level of experience	
Will all matches have line judges or only the latter stages (semifinals and finals, for example)	
How many line judges will be available each day	
Will there be a line judge coordinator	
Will the line judges need to be trained at the tournament, or are most of them already experienced	
Miscellaneous	
Who is in charge of match control	
Are the match-control personnel experienced at using Tournament Planner	
How experienced are the other desk staff	
Are accreditation badges needed to gain access to the venue / field of play, and if so, who is in charge of distributing them	
Are any social events planned	
What is the plan for the presentation of awards after each final	

Table 3.3. Generic Referee Checklist for Local / Regional / National Level Tournaments

If referees choose to use the checklist in Table 3.3 as a starting point, then in addition to adding and deleting items as required for the specific tournament in question, they should be sure that any items highlighted as problematic in the previous year's Referee Report (section 3.2) are included in the checklist sent to the tournament director. On the other hand, they should avoid asking for too much detail around small, non-critical items that are not particularly time sensitive. These can be covered once the referee arrives at the venue and inspects the hall and field of play with the organisers. In general, the checklist should cover "must have" items as well as those with a long lead time. The "nice to have" items can be included, but the details left until the referee's arrival at the tournament.

Ideally referees will receive the information requested in the checklists from the tournament directors in a timely fashion. Inevitably though, some follow-up dialog will be required around some of the areas. Referees should use their judgement around which of the remaining details can wait until they meet with the organisers upon arrival at the venue, and which are important enough that answers are needed ahead of time. The goal is that this communication leave the referee feeling confident that:

- the tournament director and the organising team are on top of things
- they have sufficient resources to prepare for and execute the tournament to the expected standard
- there are action plans to remediate any gaps identified as a result of the checklist and resulting dialog

The referee should monitor the progress of any remediation activities to ensure they are completed in good time.

3.5 SUMMARY

This chapter has described the pre-tournament activities of the referee around:

- establishing an initial dialog and working relationship with the tournament director
- reviewing and approving the entry form (keeping in mind the key features that it must contain, as well as guidance around the key timeline steps)
- applying referee checklists to assist in gathering information around how the tournament will be executed

As a result of completing these activities, referees will have built the groundwork for a successful tournament. The steps outlined above will reduce the chances of unpleasant surprises during the tournament itself as a result of gaps or missing responsibilities that were not identified ahead of time. The next chapter will discuss in depth the other major pre-arrival referee responsibilities around seeding and draws.

SELF-ASSESSMENT QUESTIONS

1	Which of the following is NOT a benefit of making early contact with the tournament director / organising committee?	Establishing the referee's authority over the team	
		Learning about any potential issues with the venue	
		Determining the experience level of the team	
		All of the above	
2	Which of the following are considered mandatory information for the prospectus? *(Tick all that apply)*	Venue address	
		Entry deadline	
		Dates and hours of play	
		Events to be played	
3	Which of the following are suitable enquiries to be included on the referee checklist? *(Tick all that apply)*	The quantities of each speed of shuttle that will be available	
		The cost of ticket prices to watch the finals	
		The number of line judges that will be present each day	
		Who will be responsible for putting together the order of play each day	
4	The advantage(s) of a customised referee checklist is / are: *(Tick all that apply)*	It provides a concise way to collect a great deal of information.	
		It helps new tournament organisers assess areas they may not have considered.	
		It forces the organisation to spend a lot of time completing paperwork.	
		It allows the referee to identify any major areas of concern prior to the tournament.	

BADMINTON TECHNICAL OFFICIALS

REFEREES' MANUAL

LEVEL 1

CHAPTER 4

DRAWS AND SCHEDULING

4. DRAWS AND SCHEDULING

LEARNING OUTCOMES

By the end of this module, learners will be able to:

- identify the advantages and disadvantages of different types of draws;
- describe the process for reviewing and accepting entries;
- explain how seeds are determined and placed;
- define the different steps in carrying out a draw;
- discuss some of the main issues involved in developing the schedule of play.

4.1 INTRODUCTION

The previous chapter described the referee's role in the pre-tournament operational planning that needs to happen for the tournament to run as smoothly as possible. The completion of the referee checklist and the majority of the resulting discussions should be handled well in advance of the entry deadline, since at that time the referee's primary focus will switch to another critical pre-tournament area: draws and scheduling.

As noted earlier, depending on the level of tournament and the experience of the organisers, the referee's involvement in this area may be limited to merely reviewing and approving the processed event lists, seeding, draws, and preliminary schedule. In some cases, however, the referee will be responsible for actually conducting these steps. It is necessary, therefore, for referees to understand the principles and best practices associated with each of these areas.

This chapter will discuss:

- the common types of draws and the scenarios in which each is typically used
- the sequence of steps from taking raw "as-received" entry lists through to ready-to-publish draws (described and illustrated with examples)
- guidelines for successful scheduling

4.2 TYPES OF DRAWS

Across the badminton world, there are many different types of draws used, but most of them are variants on a few common formats as follows:

- knockout draws
- round-robin draws
- pool-play draws followed by play-offs
- consolation draws

KNOCKOUT DRAWS

In this type of draw there are head-to-head matches, with the winners proceeding to the next round and the losers exiting the competition. It is by far the most common type of draw seen in individual (versus team) competitions where the number of entries is larger than eight, since it is the most efficient type of draw in terms of time. An example of a knockout draw is shown in Figure 4.1.

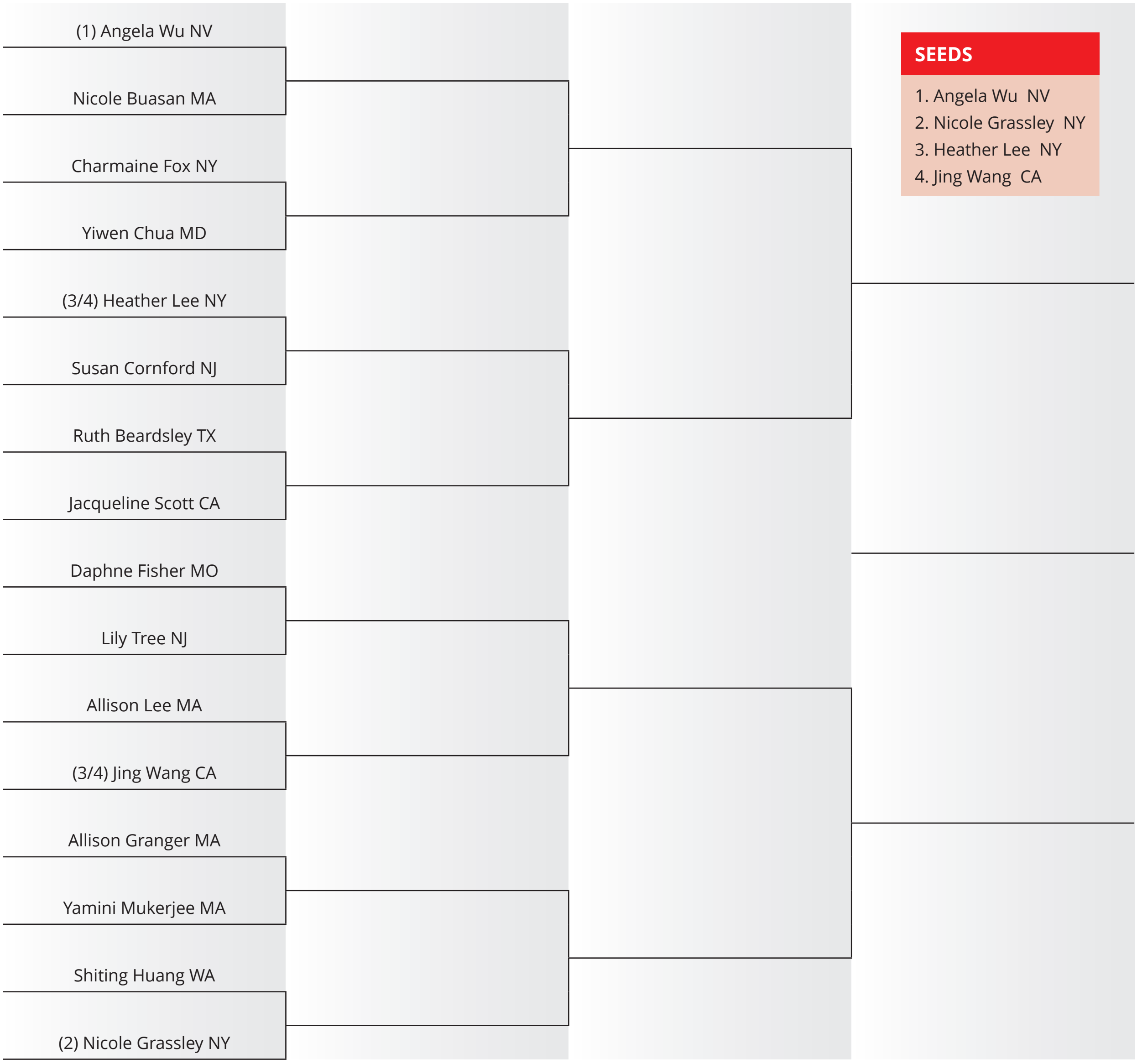


Figure 4.1. Example of a Knockout Draw

How many matches are required to complete a knockout draw from start to finish? Regardless of the size of a knockout draw, the total number of matches is given by the simple formula:

Total number of matches = Number of entries – 1

Thus, for the size 16 draw in Figure 4.1, a total of 15 matches would be required (8 first round matches, 4 quarterfinals, 2 semifinals, and the final). Try a few knock-out draws of other sizes to convince yourself that this formula always holds true. In some tournaments, a third-place play-off match (between the losing semifinalists) may be played (for example, if the organisers have arranged for distinct 3rd and 4th place medals / other prizes, or if the tournament will award different numbers of ranking points to 3rd and 4th place finishers). In this case, one more match will be required, so the total number of matches will equal the number of entries.

ROUND-ROBIN DRAWS

In this format, all entries in an event play each other once. It has the advantage over knockout draws that the "luck of the draw" factor is eliminated, but it is usually only practical for events with six or fewer entries because the number of matches required to complete the draw grows exponentially with size. An example of a round-robin draw is shown in Figure 4.2.

Entry	Wins	Place
Judy Hua JBC		
Iliza Chong CBC		
Yen-Jung Wang GSU		
Laura Mann SAR		
Luisa Ramirez SAR		

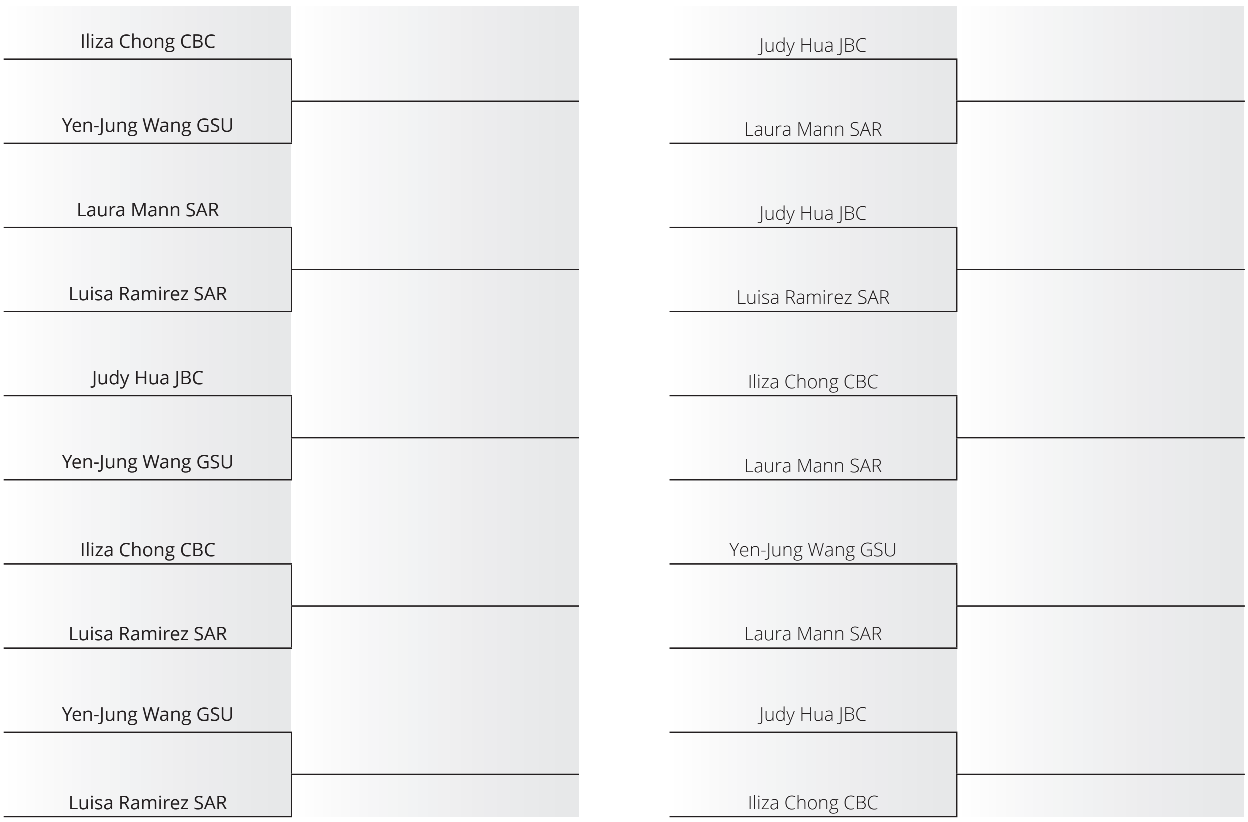


Figure 4.2 Example of a Round-Robin Draw

The number of rounds and total number of matches required to complete a round-robin draw as a function of its size is shown in Table 4.1.

Size of Round-Robin Draw	Number of Rounds	Total Number of Matches
3	3	3
4	3	6
5	5	10
6	5	15

Table 4.1. Round and Match Requirements for Round-Robin Draws

In what order should the matches in a round-robin draw be played? In the interests of fairness to all players, the schedule should be set up such that one round is played at a time, or approximately so. This is to avoid a scenario where some players have completed all of their matches in the event while others still have two or more matches to play. With this constraint, there are still many variations possible in the sequence of matches for a given size of round-robin event, with the structure in Table 4.2 being one possibility for referees to adopt.

	Group of 3	Group of 4	Group of 5	Group of 6
Round 1	1 v 3	1 v 4 2 v 3	1 v 5 2 v 4	1 v 6 2 v 4 3 v 5
Round 2	2 v 3	1 v 3 2 v 4	1 v 3 2 v 5	1 v 4 2 v 5 3 v 6
Round 3	1 v 2	1 v 2 3 v 4	3 v 5 1 v 4	1 v 3 2 v 6 4 v 5
Round 4			2 v 3 4 v 5	1 v 5 2 v 3 4 v 6
Round 5			1 v 2 3 v 4	1 v 2 3 v 4 5 v 6

Table 4.2. Suggested Order of Play for Rounds of Round-Robin Draws

The numbers ("1", "2", "3", etc.) refer to the order in which the entries are listed within the round-robin group. While the sequence of rounds might be played as suggested in the Table, within a given round (Round 1, Round 2, etc.), the precise order of individual matches can be varied.

There are a few cases where the referee may wish to deviate from the suggested sequence of rounds given in Table 4.2.

- If there are two entries in the draw from the same county / club / school (or whatever type of geographical designation is being used for entries in that event), then often it is preferable for those entries to play each other in the **first** round of round-robin matches. For example, in Figure 4.2 it can be seen that the order of rounds play for a size 5 round-robin event suggested in Table 4.2 has been adjusted (Rounds 1 and 4 have been interchanged) so that the two players from SAR (Laura Mann and Luisa Ramirez) play each other in the first round of the competition. Such matches are often less interesting because the players already know each other, so it is desirable to play them earlier rather than later. This also reduces the chances of match results being manipulated to produce a final ranking of players within the group that is not a true reflection of their ability.
- In trials events (where players are competing to determine who will represent a country / county / region, etc. in future team competitions or who will be the recipient of sponsorship funds), it may be desired to have a random order of round-robin play. This is compromised if the seeded players (those designated with a (1) or (2) in front of their names) are always listed first in the group as is traditional, and the same order of rounds play such as in Table 4.2 is always adopted. In such cases the extra degree of randomness is most easily established by drawing each player in the round-robin group randomly to specific positions in the group (in other words, not automatically placing the seeded entry(s) at the top of the group), rather than trying to adjust the order of rounds play shown in Table 4.2.

RANKING AT THE END OF ROUND-ROBIN PLAY

Once all the matches have been played in a round-robin draw, the players can be ranked into a final finishing order. It is important that the referee be familiar with how this is accomplished, especially regarding the tiebreakers that apply if two or more players have won and lost the same number of matches, since questions often arise from happy or disappointed players wondering how their final position in the group / pool was determined. It is recommended that the following set of Round-Robin Ranking Rules be applied at all levels of competition (Figure 4.3).

Ranking After Round-Robin Matches

The ranking of players / pairs in a pool after all the matches between players / pairs in that pool are completed shall be established as follows:

a. Ranking will be established by the number of matches won.

b. If two players / pairs have won the same number of matches, the winner of the match between them will be ranked higher.

c. If three or more players / pairs have won the same number of matches, ranking will be established by the difference between total games won and total games lost, with greater difference ranked higher.

    i. If this still leaves two players / pairs equal, the winner of the match between them will be ranked higher.

d. If three or more players / pairs have won the same number of matches and are equal in the difference between total games won and total games lost, ranking will be established by the difference between total points won and total points lost, with greater difference ranked higher.

    i. If this still leaves two players / pairs equal, the winner of the match between them will be ranked higher.

    ii. If three or more players / pairs are still equal, then ranking will be established by drawing lots.

e. If illness, injury, disqualification or other unavoidable hindrance prevents a player / pair from completing all their pool matches, or if a player / pair chooses not to complete all their pool matches, then all the results of that player / pair shall be deleted prior to determination of the pool ranking order. Retiring during a match shall be considered to be not completing all pool matches.

Figure 4.3. Rules for Determining Final Round-Robin Positions

The tiebreakers used in this set of Round-Robin Ranking Rules is consistent with the algorithm used in the popular Tournament Planner software. However, if Tournament Planner is being used and round-robin tiebreakers are involved, it is recommended that the referee always perform a manual check around the final finishing positions to verify the result reported by the software.

If each player / pair in the group has won / lost a unique number of matches then the final ranking order is straightforward. But if two or more pairs finish with the same win / lost record then careful checking is required. The following examples illustrate the application of the tiebreakers described in the rules in Figure 4.3.

Example 1

Entry	Wins	Place	Tiebreaker
Karen Ni	3	1	Head-to-head with N. Idianto
Helen Huang	0	5	
Nadia Idianto	3	2	Head-to-head with K. Ni
Jessica Dong	2	3	Head-to-head with J. Sarmiento
Jennie Sarmiento	2	4	Head-to-head with J. Dong

Karen Ni	Jennie Sarmiento	Jennie Sarmiento	21-13, 16-21, 22-20
Helen Huang	Jessica Dong	Jessica Dong	14-21, 21-13, 21-18
Karen Ni	Nadia Idianto	Karen Ni	25-23, 20-22, 21-17
Helen Huang	Jennie Sarmiento	Jennie Sarmiento	21-16, 21-17
Nadia Idianto	Jennie Sarmiento	Nadia Idianto	21-13, 21-15
Karen Ni	Jessica Dong	Karen Ni	21-6, 21-15
Helen Huang	Nadia Idianto	Nadia Idianto	21-15, 21-19
Jessica Dong	Jennie Sarmiento	Jessica Dong	21-8, 19-21, 25-23
Karen Ni	Helen Huang	Karen Ni	21-10, 21-11
Nadia Idianto	Jessica Dong	Nadia Idianto	21-16, 21-9

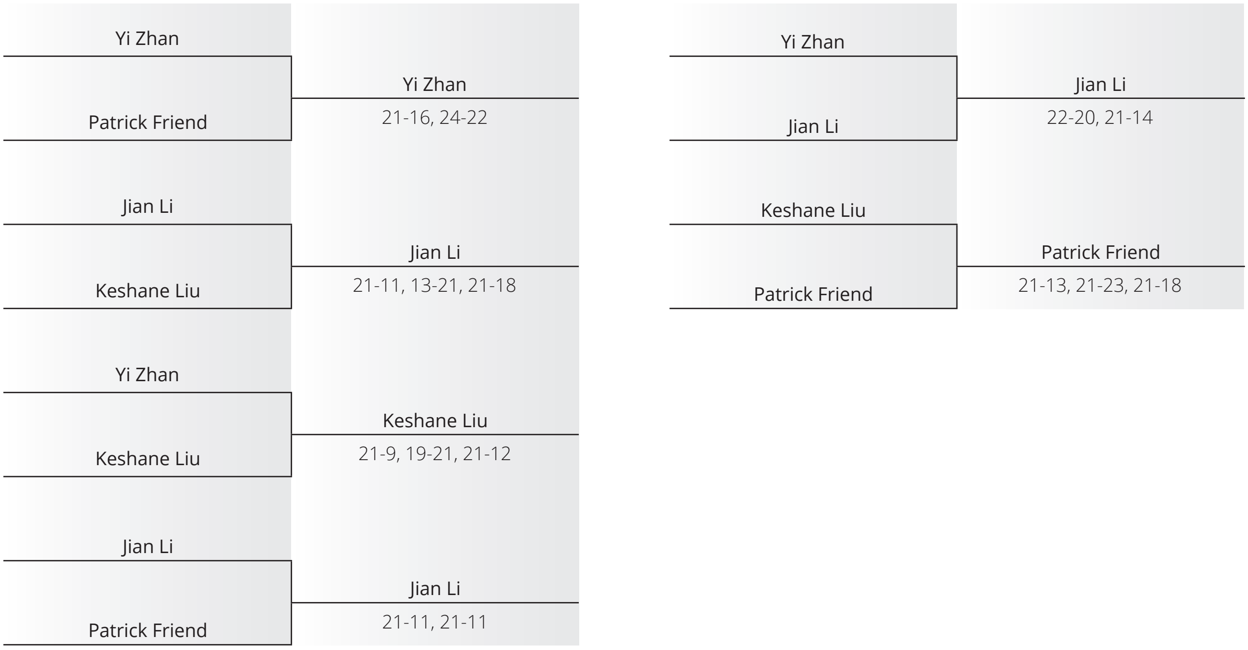
In this completed round-robin draw, Helen Huang is clearly in 5th place (as indicated in the summary table) as she lost all four of her matches. Of the remaining four players, two of them, Karen Ni and Nadia Idianto finished with three wins and one loss, while Jessica Dong and Jennie Sarmiento each recorded two wins and two losses. Application of the tiebreaker described in Round-Robin Ranking Rules (b) is therefore required to place these four players:

"If two players/pairs have won the same number of matches, the winner of the match between them will be ranked higher."

Looking at the relevant head-to-head matches, and as notated in the "Tiebreaker Column" of the summary table, it can be seen that Karen Ni beat Nadia Idianto (Karen Ni therefore finishes in 1st place and Nadia Idianto in 2nd place), and Jessica Dong beat Jennie Sarmiento (Jessica Dong therefore finishes in 3rd place and Jennie Sarmiento in 4th place).

Example 2

Entry	Wins	Place	Tiebreaker #1	Tiebreaker #2
Yi Zhan	1	2	Games: 3-4	Head-to-head with K. Liu
Jian Li	3	1		
Keshane Liu	1	1	Games: 4-5	Head-to-head with Y. Zhan
Patrick Friend	1	4	Games: 2-5	



In this round-robin draw, three players (Yi Zhan, Keshane Liu, Patrick Friend) each recorded one win and two losses. To determine their relative finishing order behind Jian Li, who recorded three wins, Round-Robin Ranking rule (c) in Figure 4.3 is first applied:

"If three or more players/pairs have won the same number of matches, ranking will be established by the difference between total games won and total games lost, with greater difference ranked higher".

Note that **all** the matches played by these three players is included in the calculations, not just the matches they played against each other. This gives the results shown in the "Tiebreaker #1 column" of the summary table:

- Patrick Friend has a "minus 3" differential (he won two games and lost five games, so 2 - 5 = -3)
- Yi Zhan and Keshane Liu both have a "minus 1" differential (they each lost one more game than they won)

This then establishes Patrick Friend as the lowest place finisher of these three players, and so he is placed in 4th positon overall. To determine which of Yi Zhan and Keshane Liu finishes in 2nd place and which in 3rd place, the second part of Round Rule Ranking rule (c) in Figure 4.3 is then applied:

"If this still leaves two players/pairs equal, the winner of the match between them will be ranked higher".

From the listed results, it can be seen that in their head-to-head match, Keshane Liu beat Yi Zhan, which means that Keshane Liu finishes in 2nd place and Yi Zhan in 3rd place.

At lower levels of tournaments, players may be unfamiliar with the tiebreakers involved to separate players after round-robin play is completed. In the interest of good communication and player education, it is recommended that rather than simply posting the final results and ranking order, the referee additionally call the players concerned to the referee desk and walk them through the tiebreak procedure that was applied. This proactive gesture is appreciated by players and it can save the referee from having to answer questions from (possibly upset) players one-by-one later on.

WALKOVERS AND RETIREMENTS IN ROUND-ROBIN EVENTS

The circumstance of a player not completing all of his / her round-robin matches is covered in Round-Robin Ranking rule (e) in Figure 4.3:

"If illness, injury, disqualification or other unavoidable hindrance prevents a player / pair from completing all their pool matches, or if a player / pair chooses not to complete all their pool matches, then all the results of that player / pair shall be deleted prior to determination of the pool ranking order. Retiring during a match shall be considered to be not completing all pool matches."

This means that if players fail to show up for **any** of their round-robin matches or if they retire with an injury in **any** of their matches, then **all** the matches they have previously played in the round-robin group / pool are deleted. Customarily any remaining round-robin or pool-play matches in that event are awarded as walkovers to their opponents. It is very important that the referee make this point very clear, especially at grassroots / local / regional level tournaments where many of the players and coaches may be unfamiliar with this detail. Indeed, even at national-level competitions, a surprising number of players are unaware of the consequence of failing to complete or not showing up for one of their group matches. Referees can stress the importance and help educate players on this aspect of round-robin play, for example, by:

- making numerous announcements over the loudspeaker system during the days when round-robin play is occurring
- posting the Round-Robin Ranking Rules in Figure 4.2 on the Draws notice board
- instructing umpires to call for the referee if a player in a round-robin match expresses the intent to retire

Note that normally there is no need for the umpire to call for the referee if a player wishes to retire due to injury or sickness during a match. However, in the special case of round-robin play at lower levels of competition, it is recommended as it gives the referee an opportunity to remind the player of the consequence of retiring (keeping in mind that the referee must never force a player to continue playing, as it is always the decision of the player).

POOL-PLAY DRAWS FOLLOWED BY PLAY-OFFS

These are events that start off with round-robin play exactly as described above, but instead of consisting of only one group, there are two or more groups. The winners (and usually the second-place finishers) in each of the groups then proceed to a knockout play-off round. This type of draw structure is common for draw sizes of 6, 7, and 8 entries, and particularly in team competitions. The concept can be applied to any event of size 6 and above, but it becomes harder to manage in terms of the overall match load when the event size is over 16.

Variations are possible around the number and size of the starting groups that can be set up for a given event size. The following configurations for pool play with play-offs draws are recommended for events of size 6 to 16 (Table 4.3).

Event Size	Initial Groups	Number of Group Matches	Play-Off Size (top 2 finishers from each group)	Total Matches
6	2 groups of 3	6	4	**10**
7	1 group of 3 and 1 group of 4	9	4	**13**
8	2 groups of 4	12	4	**16**
9	1 group of 4 and 1 group of 5	16	4	**20**
10	2 groups of 5	20	4	**24**
11	1 group of 2 and 3 groups of 3*	10	8	**18**
12	4 groups of 3	12	8	**20**
13	3 groups of 3 and 1 group of 4	15	8	**23**
14	2 groups of 3 and 2 groups of 4	18	8	**26**
15	1 group of 3 and 3 groups of 4	21	8	**29**
16	4 groups of 4	24	8	**32**

*for size 11 draws an alternate group configuration of 1 group of 5 and 1 group of 6 is possible (25 group matches)

A 3rd place match is included in the play-offs phase.

Table 4.3. Recommended Configurations for Pool Play with Play-Offs Draws.

It can be seen that the match burden for this type of draw structure is heavier than for a simple knockout draw of the same size (Table 4.1). This is why the pool play with play-offs format is less often used in individual tournaments for events of size 9 or greater, due to considerations regarding scheduling and available hours of play.

The **pool-play** part of the event is conducted exactly as described above for round-robin play, including the determination of the final player ranked positions in the groups as described in Figure 4.3. The top two finishers from each group then proceed to the **play-offs**. This will be a knockout draw of size 4 if there are two starting groups, or of size 8 if there are four starting groups. Considerations around setting up these play-offs draws will be discussed in Section 4.9.

CONSOLATION DRAWS

Consolation draws are often a feature of grassroots / lower level tournaments that are more social than competitive in nature. This is especially important when the main goals include increasing the number of players, fostering enthusiasm in beginner-level players, and helping relatively inexperienced players gain tournament exposure. A consolation draw is an add-on to the simple knockout draw discussed earlier in this section, and it means that each player in the event is guaranteed at least two matches (as opposed to up to half of the players in the draw going home after playing their first match). The consolation draw of an event is run in knockout format, just as the main draw for that event is, and once players lose a match in the consolation draw their participation in that event is completed.

It is recommended that for all levels of tournament in which consolation draws are offered that the following criteria be adopted concerning which players are eligible to play in the consolation rounds:

- All players who complete and lose their first match played on court are eligible to play in the consolation rounds of that event. This includes players who:
  a. Had a bye in the 1st round and lost in the 2nd round
  b. Won by walkover in the 1st round and lost in the 2nd round
  c. Had a bye in the 1st round, won by walkover in the 2nd round, and lost in the 3rd round
- Players who retire in their first match are NOT eligible to play in the consolation round
- Players with no-shows or withdrawals from their 1st main round match are NOT eligible to play in the consolation round
- In doubles events, players must play with the same partners in the consolation round as they played with and lost in the main round

It is helpful for referees, when answering questions in real-time from players about their eligibility to play in consolation rounds, if the above criteria have been included in the tournament regulations that are being followed. If this is not possible, they should at least be posted on the Draws notice board.

Of course, adding a consolation phase to knockout events means an increase in the number of matches. But how many more matches? Unlike the case of the main round draws, where the exact number of matches that must be played is known in advance, this is not the case for most consolation draws. This is because a consolation-eligible player may or may not emerge from a second round match between a player who played and won a first round match and a player who had a bye in the first round. The important number here for the referee to consider when scheduling a tournament is the *maximum* number of consolation matches that *might* be needed for a given size of main draw. This number is then added to the number of main round matches to obtain the total number of matches that must be planned for in that event when working on the scheduling outline (Table 4.4).

Main draw size	Main draw matches	Consolation draw max size	Consolation draw max matches	Maximum total matches
8	7	4	3	**10**
9	8	5	4	**12**
10	9	6	5	**14**
11	10	7	6	**16**
12	11	8	7	**18**
13	12	8	7	**19**
14	13	8	7	**20**
15	14	8	7	**21**
16	15	8	7	**22**
17	16	9	8	**24**
18	17	10	9	**26**
19	18	11	10	**28**
20	19	12	11	**30**

Main draw size	Main draw matches	Consolation draw max size	Consolation draw max matches	Maximum total matches
21	20	13	12	**32**
22	21	14	13	**34**
23	22	15	14	**36**
24	23	16	15	**38**
25	24	16	15	**39**
26	25	16	15	**40**
27	26	16	15	**41**
28	27	16	15	**42**
29	28	16	15	**43**
30	29	16	15	**44**
31	30	16	15	**45**
32	31	16	15	**46**
33	32	17	16	**48**
34	33	18	17	**50**
35	34	19	18	**52**
36	35	20	19	**54**
37	36	21	20	**56**
38	37	22	21	**58**
39	38	23	22	**60**
40	39	24	23	**62**
41	40	25	24	**64**
42	41	26	25	**66**
43	42	27	26	**68**
44	43	28	27	**70**
45	44	29	28	**72**
46	45	30	29	**74**
47	46	31	30	**76**
48	47	32	31	**78**
49	48	32	31	**79**

Main draw size	Main draw matches	Consolation draw max size	Consolation draw max matches	Maximum total matches
50	49	32	31	**80**
51	50	32	31	**81**
52	51	32	31	**82**
53	52	32	31	**83**
54	53	32	31	**84**
55	54	32	31	**85**
56	55	32	31	**86**
57	56	32	31	**87**
58	57	32	31	**88**
59	58	32	31	**89**
60	59	32	31	**90**
61	60	32	31	**91**
62	61	32	31	**92**
63	62	32	31	**93**
64	63	32	31	**94**

Table 4.4. Maximum Number of Matches in Knockout Draws with Consolation Rounds

There are several ways that consolation draws can be set up, as follows:

- **Automatically**, using Tournament Planner software. The Draws set-up option in Tournament Planner has this capability and this is the easiest way to configure a consolation draw. Consolation-eligible players will be automatically placed into preassigned spots (simple drop-down) in the consolation draw after they lose their first main-round match. This method has the advantage of requiring minimal hands-on work in real time by the referee or match-control personnel, and is therefore particularly useful at large, multi-court tournament venues with short-handed desk staff resources.

- **Semi-automatically**, by setting up a consolation draw template with places pre-allocated for losing main-round players, and then entering these players into the blank Tournament Planner consolation draw as they become known. This can be useful when it can be predicted reasonably well which players in the main draw will end up in the consolation draw, as this can then be set up to ensure even strength and good geographical separation throughout the consolation draw. In main draws with byes, ensure that places in the consolation draw are allocated for **all** possible players emerging from second-round matches featuring players with byes, bearing in mind that some of these places will likely not be filled.

- **Manually**, by waiting until all players in the consolation draw are known and then conducting a consolation draw. This has the advantages that the size of the consolation draw can be created according to the exact number of players, and that the consolation draw can be made with even strength and good geographic distribution throughout the draw. It has the disadvantage that play in the consolation draw cannot start until all matches in the main draw that may produce consolation players (usually two rounds) have been completed.

Often, some of the players who are eligible for the consolation part of an event choose not to play for a variety of reasons (for example, to conserve energy for their other main-round events, or simply due to a lack of interest since no ranking points may be available for winning consolation-round matches). This is perfectly acceptable, but it is helpful for the smooth running of the tournament if such players inform match control ahead of their scheduled consolation-round match time that they will not be competing. The referee should facilitate this by reminding the announcer to ask several times as the tournament unfolds for any players not wishing to play consolation to come to the match-control desk. This means that those matches can be processed as walkovers in advance, rather than wasting time needlessly chasing down players as their consolation match times are reached.

4.3 SCORING SYSTEMS AND MATCH DURATIONS

In addition to deciding the type of draw to be used for each event in the tournament, the referee, in consultation with the organisers, also has to decide on what scoring system will be used. Table 4.5 summarises the major rally-point scoring system variations that are commonly used around the world, as well as the recommended match times that should be allocated for each one at grassroots, local, and regional level tournaments.

Scoring System	Extended Game	Application	Recommended Match Time for Local – Regional Competitions (minutes)	
			Early Rounds	Semifinals and Finals
3 x 21	Win by 2 points, or maximum of 30	Most international competitions. Recommended for main rounds of all levels of tournament	30	35
5 x 11	Win by 2 points, or maximum of 15	As an alternative to 3 x 21 format	25	30
3 x 15	Win by 2 points, or maximum of 21	Another alternative (abbreviated version of standard three-game format)	25	30
1 to 31	Win by 2 points, or maximum of 40	Popular option for consolation matches (where 3 x 21 is used for main-rounds)	20	25
1 to 21	Win by 2 points, or maximum of 30	Option when time constraint is severe	20	20

Table 4.5. Scoring System Variants and Recommended Match Time Allocations

The recommended match times for these lower levels of events are based on experience and reflect the time that elapses between a match being called to court and the next match being called onto that same court. How well a tournament does in keeping to these times depends partly on the competiveness of players (the length of the matches themselves), and partly on how efficient match control is in filling courts with the next matches as they become vacant. At tournaments with relatively inexperienced personnel, this latter factor, rather than long matches, will usually be the dominant reason for the tournament falling behind schedule. The referee can influence the efficiency of match control in the following ways:

- Being actively involved in the scheduling of each day's play to ensure it is feasible and that players have adequate rest between matches.
- Ensuring that updated draws and match times are published / posted regularly, so players have sufficient notice of their upcoming match times.
- Observing how match control is working during the first part of the first day and offering constructive feedback for how efficiency might be improved.
- Checking on the audibility of the public announcement (PA) system at different points in the hall where players sit, and ensuring that tournament staff make any necessary adjustments to the sound system.
- Ensuring pre-tournament that there will be an adequate number of umpires / scorekeepers, and communicating to them at the daily briefing the plan for the allocation of matches.
- Reminding the umpires to get onto court as soon as their match is called, to limit the player's warm-up period to a maximum of two minutes, and to exit the court and return to match control without delay once the match is finished.

At tournaments where the referee **knows** from past experience that the match-control operation is very efficient, where **all** the courts can be seen from the match-control location and the distance between any court and the player / umpire waiting area is not overly long, the referee can **consider** shortening the standard match time for the 3 x 21 format in the early rounds from 30 to 25 minutes. However, it is **not** recommended to schedule any match, irrespective of its scoring format, to a duration of less than 20 minutes. This is because the combination of the time taken to get onto court, the coin toss, the warm-up time, the fixed intervals during the match, the walk off the court and the recording of the score back at match control, will still be a limiting factor in how efficiently courts can be turned around, no matter what the match's actual playing time.

Finally, and as noted in Section 4.3, whatever scoring system(s) is selected for the tournament, this should be considered mandatory information to include on the entry form.

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4.4 ESTIMATION OF PLAYING HOURS AND SHUTTLES REQUIRED

Using the guidelines and recommendations presented in Sections 4.2 and 4.3 around draw types, scoring systems, and match durations, the next step is to take into account the sizes of the events that comprise an overall tournament to estimate:

- the total number of playing hours that will be required to complete all the matches
- the number of shuttles to recommend that the organisers have on hand.

The process of how to obtain these estimates from the raw entry numbers will be illustrated using a fictitious tournament as an example. The tournament used to illustrate the process is a typical one that might be seen at the local / regional level, consisting of the following pre-determined characteristics that were stated on the entry form:

- A two-day weekend junior tournament with playing hours of 09:00 – 22:00 on Saturday and 09:00 – 17:00 on Sunday.
- Under-11 (U-11), Under-13 (U-13), Under-15 (U-15), Under-17 (U-17) and Under-19 (U-19) age groups. ***The same principles can be applied to a multi-age-group veterans tournament (Over 35, Over 40, etc.), or to a tournament with events of different skill levels ("A", "B", "C", etc.).***
- Each of men's singles (MS), women's singles (WS), men's doubles (MD), women's doubles (WD) and mixed doubles (XD) to be played in each age group.
- Draw formats of *knockout* for event sizes 8 and larger, *pool play with play-offs* for size 6 and 7 events, and *round-robin* for event sizes less than 6.
- All main-round matches to use standard 3 x 21 scoring format.
- Consolation rounds offered in all knockout events for players who lose their first match. Consolation scoring format to be one game to 31 points.
- Maximum of 10 courts available.

The entry deadline has been reached and the tournament director has communicated to the referee the numbers of entries (players in singles events and pairs in doubles events) received in each of the 25 events. The tournament director will then ask the referee for recommendations around the number of courts that should be set up each day and for the number of tubes of shuttles that should be ordered from the vendor.

These estimates can be obtained in a matter of minutes through a simple Excel worksheet that the referee can reuse from tournament to tournament after modifying it for the specific events to be played, etc. Many variations in the format of the Excel worksheet are possible, but the essential aspects are illustrated using the example tournament in Table 4.6.

Event	Size	Main round format (all 3 x 21)	Main round matches	Main round match time (minutes)		Main round total match time (minutes)	Cons round matches (all 1 x 31)	Cons round match time (minutes)		Cons round total match time (minutes)	Total playing time (hours)
				Thru QF	SF and F			Thru QF	SF and F		
U11 MS	12	KO	11	30	35	**345**	7	20	25	155	**8.3**
U11 WS	7	PP	12	30	35	**375**	0	N/A	N/A	0	**6.3**
U11 MD	4	RR	6	30		**180**	0	N/A	N/A	0	**3.0**
U11 WD	2	KO	1	30	35	**35**	0	N/A	N/A	0	**0.6**
U11 XD	4	RR	6	30		**180**	0	N/A	N/A	0	**3.0**
U13 MS	9	KO	8	30	35	**255**	4	20	25	95	**5.8**
U13 WS	13	KO	12	30	35	**375**	7	20	25	155	**8.8**
U13 MD	4	RR	6	30		**180**	0	N/A	N/A	0	**3.0**
U13 WD	6	PP	9	30	35	**285**	0	N/A	N/A	0	**4.8**
U13 XD	7	PP	12	30	35	**375**	0	N/A	N/A	0	**6.3**
U15 MS	20	KO	19	30	35	**585**	11	20	25	235	**13.7**
U15 WS	19	KO	18	30	35	**555**	10	20	25	215	**12.8**
U15 MD	7	PP	12	30	35	**375**	0	N/A	N/A	0	**6.3**
U15 WD	9	KO	8	30	35	**255**	4	20	25	95	**5.8**
U15 XD	10	KO	9	30	35	**285**	5	20	25	115	**6.7**
U17 MS	10	KO	9	30	35	**285**	5	20	25	115	**6.7**

Event	Size	Main round format (all 3 x 21)	Main round matches	Main round match time (minutes)		Main round total match time (minutes)	Cons round matches (all 1 x 31)	Cons round match time (minutes)		Cons round total match time (minutes)	Total playing time (hours)
				Thru QF	SF and F			Thru QF	SF and F		
U17 WS	26	KO	25	30	35	**765**	15	20	25	315	**18.0**
U17 MD	5	RR	10	30		**300**	0	N/A	N/A	0	**5.0**
U17 WD	13	KO	12	30	35	**375**	7	20	25	155	**8.8**
U17 XD	9	KO	8	30	35	**255**	4	20	25	95	**5.8**
U19 MS	11	KO	10	30	35	**315**	6	20	25	135	**7.5**
U19 WS	24	KO	23	30	35	**705**	15	20	25	315	**17.0**
U19 MD	4	RR	6	30		**180**	0	N/A	N/A	0	**3.0**
U19 WD	13	KO	12	30	35	**375**	7	20	25	155	**8.8**
U19 XD	9	KO	8	30	35	**255**	4	20	25	95	**5.8**
TOTAL			272			140.8 hr	111			40.8 hr	181.6 hr

Table 4.6. Estimation of Total Playing Hours Required from Entry Numbers (KO ~ Knockout format, PP ~ Pool-Play with Play-Offs format, RR ~ Round-Robin format)

The guidelines used to perform the calculations are all taken from the recommendations in Sections 4.2 and 4.3 and from the information stated on the entry form (see above). The table may appear complicated, but after setting it up initially in MS Excel and using it just a few times, referees will quickly get accustomed to it and find it to be a useful pre-tournament planning tool.

As can be seen, the total projected playing time for all matches in the tournament is 181.6 hours. If all 10 courts are used throughout, then that equates to 18.2 hours of playing time needed over the two days. This fits within the 21 hours of playing time available (13 hours on the first day and 8 hours on the second day)., Of course it is unrealistic for matches to be scheduled with zero gaps on all the courts for all the playing hours each day, so as a general guideline there should ideally be a minimum of a 10 % buffer between the available hours and the projected court usage. Also, the number of courts that can be efficiently utilised once the semifinals and finals stages of a tournament is reached will generally be lower than in the early rounds. This is because fewer players will be left in the tournament at this stage, but their rest time requirements will be unchanged. This factor should also be taken into account in the estimates of court utilisation.

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The spreadsheet output also shows that a total of 383 matches (272 main round matches and a maximum of 111 consolation matches) need to be planned for. In terms of shuttles, the appropriate number of shuttles per match to be used in estimate calculations will vary according to the type and proficiency of the players in the tournament (beginners versus intermediate versus advanced, juniors versus adults versus veterans), as well as on the quality and durability of the shuttle brand that the tournament will be using. For most local and regional tournaments, using an estimate of three to four shuttles per match should be safe when projecting how many shuttles should be obtained (in other words, with a very low risk of running out of shuttles before the tournament has ended). In this example, using an estimate of three shuttles per match for the 383 matches to be played gives a shuttle requirement of 96 dozen. Of course, this will depend on the confidence you have in the quality and durability of the shuttles to be used. Ideally this total should consist of a combination of two (or even three) speeds of shuttle in proportions based on prior experience of shuttle usage at this venue (hopefully included on the previous Referee Report, if one is available). However, having multiple speeds of shuttle available at local tournaments is often simply not realistic.

The referee's feedback to the tournament director then would be that all 10 courts should be set up for tournament play throughout the two days, and that a minimum of 100 dozen shuttles should be ordered.

The above exercise demonstrates how to estimate the shuttle requirement and the playing hours needed if all the entries received are accepted. However, the same calculations should be performed at the time that the entry form is being put together if there is a reasonable chance that the tournament will be popular and attract more players than can be reasonably accommodated. In such cases, it is important to establish from the beginning the maximum number of matches that can be fitted into the available playing hours using all the courts available. This information can then be used to set limits on the maximum numbers of entries that will be accepted into the main draw of each event.

The use of a spreadsheet derived from Table 4.6 will assist in the decisions that need to be taken at this stage around:

- the maximum individual event sizes
- the scoring format to be used
- whether consolation rounds will be offered and if so, what format they will take

The referee should be involved in these steps and approve the final information that goes into the entry form.

4.5 EVENT LISTS

Reaching the entry deadline sets off a flurry of activity for both the tournament director and referee. The process from collating the raw entry information to having the draws and match schedule published is a multi-faceted one, consisting of the following steps:

- Finalising entries in each event
  - Checking eligibility
  - Processing partner requests
  - Collecting missing information
- Formatting event lists
  - Ranking data
  - Geographic information
- Confirming and communicating accepted and reserve-list entries
- Generating the seeds list
- Approving the seeds
- Generating the draw
- Approving and publishing the draw
- Developing the preliminary match schedule
- Publishing the match schedule

The window for accomplishing all of these steps may be as short as seven days depending on the timeline that has been set (Section 3.3), so it is important for the referee to confirm with the tournament director ahead of time who will be responsible for each of the above tasks. Note that, whatever the level of tournament, the referee always has the responsibility of approving the seeds, draws, and match schedule before they are published.

FINALISING ENTRIES IN EACH EVENT

This is usually handled by the tournament director and the organising committee, but it is sometimes better delegated to the referee if there is limited time and / or a very inexperienced group of organisers. Going through the entries one by one can be tedious, but it is an important task since it is far better for any problems with the entry details to be discovered at this stage rather than after the draw is done and published. Making changes later on will certainly be much harder and may be limited by fairly rigid regulations.

The aspects of each player's entry that should be checked include:

- Payment for the events entered has been received.
- The player is eligible for the events he / she has entered. For example:
  - Age requirement is met (under or over a specified age for the whole of the calendar year in which the tournament is occurring).
  - Combination of events entered is valid (if limited to a maximum of one singles event, one doubles event, and one mixed doubles event).
  - Residency requirement is satisfied (if the tournament is limited to players residing in certain areas).
  - Ranking requirements are met (if players in an event are limited to those with a ranking above or below a specified ranking / rating threshold).

- Player's ID number is included (for example, if this will be used to look up ranking data from a database).
- Player's membership to the sanctioning organisation is up to date (no membership dues are outstanding).
- Player's club / school / town / county / state / region, etc. is specified (according to whatever geographic criteria is being used as the basis of entry separation in the draw).

If necessary, individual players may need to be contacted for missing information or fees, or to clarify ambiguities. Again, this is time well spent at this stage and the goal should be to have all loose ends resolved before moving on to the final formatting of the event lists.

Two other steps around entry processing may need to be performed at this time:

- Many grassroots and local tournaments offer players the option of requesting a doubles partner at the time of entry if they do not already have one. Once the entry deadline is reached, players submitting these partner requests should be paired up by the organisers according to the prioritisation principles that have been established, or otherwise paired randomly by drawing lots.
- In multi-age-group tournaments there may be some events with very few entries and it may be in the interest of the players and the tournament to combine these events (for example, those having three entries or less) with another age group event if feasible. For example, for the entries received for the fictitious tournament in Table 4.6 it may have been desirable to combine the Under-11 women's doubles event having only two pairs with the Under-13 women's doubles event to give these two pairs more than just a single match.

FORMATTING OF EVENT LISTS

Once the details have been resolved for all entries in the tournament, the next step is to generate formatted event lists (usually in Excel) that can then be used in the seeding and draw steps. If Tournament Planner has being used for the submission of online entries, then event lists can be easily generated and exported to Excel. If a manual mode of entry form submission has been used, then it will be necessary to copy the pertinent details into an Excel spreadsheet (recommended to use one tab of the spreadsheet for each event in the tournament).

Whatever mode of entry submission is used and at any level of tournament, the formatted event lists to be used for the subsequent seeding and draw steps should contain the following information:

- Player's (singles) and pair's (doubles) first and last names.
- Each player's membership ID number to the sanctioning organisation (optional – but definitely include if will be used to look up data from a ranking database).
- Each player's club / school / town / county / state / region, etc. - whatever geographic criteria will be used as the basis of entry separation in the draw for that event.
- Ranking points and / or rating level (if applicable) as of the relevant date (see Section 3.3) for each player / pair.

The ranking / rating data that is applicable will vary widely according to the infrastructure set up around player rankings and ratings in the country / county / club from which the players in the tournament come. It may vary from no data whatsoever (in grassroots areas beginning to run competitive tournaments for the very first time), to players having both a designated "Grade" (A, B, C, D, etc.) and a "Ranking" within that grade (for mature associations with well-established programs). The "Ranking Points" field of the formatted event lists should therefore be customised accordingly based on the rankings / ratings systems that are in effect for the particular tournament. In the examples that follow it will be assumed that each player has a single ranking points number in each event – with "0" points assigned to players entering their first tournament.

An example of a formatted event list for a singles event is shown in Figure 4.4.

Under-11 Men's Singles

No.	Name	Member ID	Club/State	Points
1	Alvin Lee	3411264	IL	**3320**
2	Ajit Gupta	21612	SCA	**2666**
3	William Horse	8782559	MBAC	**2525**
4	Alan Cornford	47151	MBAC	**2195**
5	John Jones	81570	BAT	**2152**
6	Michael Keegan	7830974	NY	**1956**
7	Steven Baker	324110	IL	**1948**
8	Kyle Whistler	5534987	YBC	**1863**
9	Adam Townsend	6933418	IBA	**1726**
10	Tom Boxer	9632523	IBA	**1719**
11	Kevin Hung	7269673	MA	**1679**
12	Lee Winkler	66213	BAT	**1633**
13	Patrick Wong	2088532	IL	**1539**
14	Jeffrey Cai	42298	IBA	**1489**
15	Scott Lane	2037906	IBA	**1421**
16	Murli Aggarwal	11391	BHT	**1260**
17	Anthony Andrews	14241	IL	**1105**
18	Jiten Yee	6435698	SCA	**851**
19	Eric Dalloway	1918553	WA	**408**
20	Cody Finch	45302	MBAC	**187**
21	Anh Ion	4809159	NJ	**187**
22	Bobby Smith	51833	SCA	**153**
23	Ankit Mukerjee	19611	WA	**0**

Figure 4.4. Example of a Formatted Event List for Singles

An example of a formatted event list for a doubles event is shown in Figure 4.5.

Under-19 Women's Doubles

No.	Name	Member ID	Club / State	Points	Total
1	Sharon Basker	23318	SC	46000	**78000**
	Angie Huang	571523	NC	32000	**78000**
2	Elizabeth Marsden	3186	NCA	29800	**67300**
	Merry Smart	4988	NCA	37500	**67300**
3	Kim Dong	261463	NCA	19620	**56040**
	Carly Li	1192	NCA	36420	**56040**
4	Beth Lee	3233093	NCA	24333	**47266**
	Fiona Park	190	NCA	22933	**47266**
5	Jessica Liu	1735277	IL	11844	**35204**
	Barbara Scotland	6833460	NCA	23360	**35204**
6	Cynthia Cohen	4933385	WA	15180	**29820**
	Poppy Wang	5133348	WA	14640	**29820**
7	Morag Chong	1733356	WA	16700	**26060**
	Fanny Ma	7933505	WA	9360	**26060**
8	Fatima White	521405	SCA	9000	**9000**
	Nancy Zheng	4235098	NCA	0	**9000**
9	Alison Ridley	3318515	IL	3024	**5224**
	Diana Whitbread	6035962	IL	2200	**5224**
10	Bridget Pratt	7318577	WA	0	**0**
	Amanda Thomas	2818574	WA	0	**0**

Figure 4.5. Example of a Formatted Event List for Doubles

The doubles formatted event list is very similar to the singles list with the only difference being that the individual ranking points for each player are added together to give the total number of ranking points for the pair, as shown in the last column. Again, the way in which a doubles pair's ranking / rating is calculated will differ from tournament to tournament depending on the details of the ranking / rating system being used (if any). The important point is that, however it is arrived at, each doubles pair ends up with a number that can be used in the subsequent entry acceptance and seeding steps.

4.6 ACCEPTANCE OF ENTRIES

It can be seen that the formatted event lists in Figures 4.4 and 4.5 have been sorted in order of decreasing player / pair ranking points. This is helpful when working through the remaining steps in the pre-draw process. From the calculations performed around the available playing hours in Section 4.4, and / or from the maximum numbers of entries to be accepted in each event as stated on the entry form, it is now possible to establish which entries in each event can be accepted and which will need to be placed on a reserve list. If, for example, it has been determined that only 16 entries can be accepted in the Under-11 men's singles event detailed in Figure 4.4, then using the ranked event list it is straightforward to identify which seven entries (the lowest ranked ones) cannot be accommodated at this time and will be waitlisted. For grassroots tournaments where no player ranking data is available, the referee should oversee the process, or at a minimum receive from the organisers a summary of the discussions regarding how to determine the accepted versus reserve lists of players according to the criteria set in the earlier pre-tournament planning (Section 3.3).

The referee's responsibilities in this aspect of the entries / draw process are as follows:

- Ensure that the tournament organisers inform reserve list players of their status in a timely manner.
- Ensure that if the Tournament Planner (TP) file or other event list document is published at this stage, it correctly shows for each event which players / pairs have been accepted in the main draw and which are on the reserve list.
- Remind the organisers to inform the referee of any players who withdraw from an event between the entry deadline and the time the draw is made.
- If accepted main-draw players withdraw from an event with a reserve list before the draw is made, promote the next-in-line player according to the ranked event list from the reserve list to the main draw. Ensure that the organisers inform any promoted players of their new status.

Note that qualifying draws, which may be a feature of higher regional-level and national-level events, are not usually applicable to grassroots and local tournaments. For this reason, they are not addressed in this Level 1 Referees' Manual, but they will be discussed in Level 2.

4.7 SEEDING

The next step in the process is to determine the seeds in each event. 'Seeding' places a limited number of designated entries (the 'seeds') at defined places in the draw to ensure that they will not play each other until the latter stages of the event. The idea is to provide a reasonably even distribution of player strength throughout the draw and to reduce the possibility of having a severely "top-heavy" or "bottom-heavy" draw in terms of where the strongest players / pairs are located. The seeds are the identified "strongest entries" based on some pre-defined criteria. This means that the seeding process is only as good as the quality of these criteria. As described earlier, from a referee's perspective, the goal is to make these criteria as **objective** as possible, most ideally based on a ranking system. As stated in Section 3.3, whatever seeding criteria are set in the early pre-tournament planning phase should be stated in the entry form. That way, if players come to the referee (before or during the tournament) and question the seeding decisions, the referee has a valid reference.

At lower-level tournaments, referees sometimes come under pressure from the organisers during the seeding discussions. This can happen when there are what the organisers regard as "obviously strong" entries who did not end up as seeds because of the absence of hard data (according to the pre-defined seeding criteria) to back up that assertion. This an instance where a referee must be **firm** and explain to colleagues why it is important to adhere to the objective, pre-agreed and published criteria. It is most likely the referee who will have to respond to any complaints from players, and if the only answer the referee can offer is "we felt [XYZ] was the stronger player" despite another player having a higher ranking, then that puts the referee in an uncomfortable position. No ranking system is perfect and all tournaments, including the highest-level international events, are susceptible to "seeding aberrations" in which a player / pair widely perceived as "strong" is unseeded. This may be because they are returning to competition after time off due to injury, or because they are entering a particular category of tournament for the first time.

The number of seeds that can be designated for an event is determined by its size. These seeding numbers should be included in the sanctioning organisation's tournament regulations and may vary from one class of tournament to another. If a grassroots tournament does not have an accompanying set of tournament regulations established, then it is recommended to adopt the most common format that is used worldwide, including by BWF in many of its international tournaments (Table 4.7).

Number of Players/Pairs in Draw	Maximum Number of Seeds
3 – 15	2
16 – 31	4
32 – 63	8
64 and above	16

Table 4.7. Maximum Number of Seeds Recommended for Different Size Draws (BWF format)

Once the ranked event lists are prepared, the assignment of seeds is straightforward. For the men's singles event illustrated in Figure 4.4, it can be seen in Table 4.7 that for this draw of 23 entries a maximum of four seeds can be designated. It is almost always desirable to assign the full number of seeds that are allowed in order to maximise the probability of an evenly balanced draw. The Under-11 men's singles event list can now be updated to reflect the seeding (Figure 4.6).

Under-11 Men's Singles

Seed	No.	Name	Member ID	Club/State	Points
1	1	Alvin Lee	3411264	IL	3320
2	2	Ajit Gupta	21612	SCA	2666
3	3	William Horse	8782559	MBAC	2525
4	4	Alan Cornford	47151	MBAC	2195
	5	John Jones	81570	BAT	2152
	6	Michael Keegan	7830974	NY	1956
	7	Steven Baker	324110	IL	1948
	8	Kyle Whistler	5534987	YBC	1863
	9	Adam Townsend	6933418	IBA	1726
	10	Tom Boxer	9632523	IBA	1719
	11	Kevin Hung	7269673	MA	1679
	12	Lee Winkler	66213	BAT	1633
	13	Patrick Wong	2088532	IL	1539
	14	Jeffrey Cai	42298	IBA	1489
	15	Scott Lane	2037906	IBA	1421
	16	Murli Aggarwal	11391	BHT	1260
	17	Anthony Andrews	14241	IL	1105
	18	Jiten Yee	6435698	SCA	851
	19	Eric Dalloway	1918553	WA	408
	20	Cody Finch	45302	MBAC	187
	21	Anh Ion	4809159	NJ	187
	22	Bobby Smith	51833	SCA	153
	23	Ankit Mukerjee	19611	WA	0

Figure 4.6. Example of Updated Ranked Event List with Seeds Indicated

In some cases the 3rd and 4th seeds are indicated in a draw not as "3" and "4" but instead as "3 / 4", and similarly for larger draws the 5th, 6th, 7th and 8th seeds are sometimes designated as seeds "5 / 8". This is because in terms of the draw process, the 3rd and 4th seeds are treated equally (they are referred to as a "seeding group"), and seeds 5 through 8 are all treated equivalently (they form another "seeding group"). Either form of designation is acceptable.

For events being run in a pool-play with play-offs format, the same number of seeds can be designated as for knockout draws. For round-robin draws no seeds are required, as all the players / pairs will be in one group and will play each other.

Regardless of whether or not the referee has been directly involved in the seeding process, the seeds must be approved by the referee before the updated tournament file is published. The referee must carefully review the ranked event lists and the seeding criteria and check that the seeds in each event have been assigned correctly. If the referee has been involved in the seeding process, then it can be a good idea to have the deputy referee(s), if assigned, to be the extra pair(s) of eyes checking the seeds. Once the referee is satisfied that the seeding is correct, the tournament organisers should be informed that the updated file with the seeds displayed is ready to publish. Note that for some lower-level tournaments with a tight timeline around the draw process, this intermediate publishing of the event lists and seeds prior to publishing the draws themselves may be omitted.

It should also be noted that the use of procedures that are sometimes used to modify ranking data prior to seeding (for example, the generation of adjusted rankings and notional rankings) is beyond the scope of this Level 1 Referees' Manual, but will be addressed in Level 2.

4.8 GEOGRAPHICAL SEPARATION

Before conducting the draw for the fictitious men's singles event, there is one last step that must be addressed – a consideration of entry separation based on geography. Why is the geographical designation in Figures 4.4 - 4.6 important, and how is the appropriate parameter (club / school / town / county, etc.) selected? As noted earlier, this information is used to ensure a satisfactory distribution of players throughout a draw based on where they come from (their school or club, etc.). This is generally considered desirable, especially at grassroots / local / regional tournaments where one of the major motivations of players is to have the opportunity to play against new opponents they don't know. This can be helpful for players' learning and skills development. In contrast, it can be demotivating for players to pay a registration fee and travel a considerable distance to a tournament only to find themselves playing against clubmates who they practice with and play friendly matches against all the time.

What is the most appropriate geographical designation to use for a given event in a tournament? This will depend on the diversity of entries received for that event. For grassroots / local tournaments, the referee and tournament director should together decide on the appropriate geographical separation criteria to use for each event (it may or may not be the same for different events within the tournament). This is best done once the final entry lists are available. For example, if 12 of the 18 entries received for an event are from four different clubs within the same county, then separating the players in the draw by county would not be ideal, since it is likely that some of these 12 players would face an opponent from their own club in their first match. In this case, separating the players by club would be a better choice.

How should players from the same school, club, town, etc. be separated in the draw? The guidelines should be spelled out in the tournament regulations that govern the tournament in question. If no such regulations exist for the grassroots / local tournament in question, then it is recommended to adopt the following, commonly used set of entry-separation guidelines:

- *The top two players / pairs from the same geographical designation shall be placed in opposite halves of the draw.*
- *Players from the same geographical designation shall be prevented from playing each other in the first round, where practically possible.*

These are the entry-separation criteria that BWF utilises for some of its international tournaments (where the geographical designation is "country"). They also correspond to one combination of separation criteria that can be pre-selected in the auto-draw feature of Tournament Planner.

For local and regional tournaments, variations on these two requirements are possible and may in fact be desirable. For example, first it may be preferred to separate the top four ranked players / pairs from the same club / school / county, etc. rather than just the top two. In this case, the top two ranked entries would be placed in opposite halves of the draw and the third and fourth ranked entries into the two remaining quarters. This is also an available option in Tournament Planner's draw settings.

Second, and perhaps a more important consideration for lower levels of tournament, a more suitable criteria for the second separation criteria above might be:

- *"Players from the same geographical designation shall be prevented from potentially playing each other in their first* ***match****, where practically possible".*

This entry separation distinction between "first round" and "first match" becomes relevant in knockout draws containing byes (in other words, where some players have a 1st round match, but for others their first match will be in the 2nd round). The "first match" separation requirement means that a player having a bye in the first round shouldn't end up playing the 2nd round (which is actually their first match) against the winner of a 1st round match from the same club / school / town, etc. This is often in the interest of players at grassroots tournaments for the reasons stated earlier, but unfortunately this option is not one of the pre-set draw entry separation selections currently available in Tournament Planner. Therefore, if this "first match" entry-separation requirement is adopted, the draw would have to be performed manually and then typed into Tournament Planner. An alternative, if using Tournament Planner to conduct draws, is to use the "optimal separation" draw setting, which will result in all players / pairs from the same geographical designation being distributed evenly throughout the draw.

When applied to pool-play events, only the first of the entry separation requirements is relevant, which for these types of draws would translate to:

"The top two (four, etc.) players / pairs from the same geographical designation shall be placed in different pools".

Clearly there is no need to be concerned with entry separation for round-robin events, since every player / pair will be playing every other player / pair. No seeds are used in consolation draws.

Using the entry-separation guidelines given in the bullets above, the men's singles ranked event list needs to be updated one last time before it can be used to do the draw. For those geographical designations appearing multiple times in the event list, the top two players from each one should be indicated as a reminder that they will be placed into opposite halves of the draw. The event list can be marked up accordingly as shown in Figure 4.7.

Under-11 Men's Singles

Seed	No.	Name	Member ID	Club / State	Points
1	1	Alvin Lee	3411264	IL 1	3320
2	2	Ajit Gupta	21612	SCA 1	2666
3	3	William Horse	8782559	MBAC 1	2525
4	4	Alan Cornford	47151	MBAC 2	2195
	5	John Jones	81570	BAT 1	2152
	6	Michael Keegan	7830974	NY	1956
	7	Steven Baker	324110	IL 2	1948
	8	Kyle Whistler	5534987	YBC	1863
	9	Adam Townsend	6933418	IBA 1	1726
	10	Tom Boxer	9632523	IBA 2	1719
	11	Kevin Hung	7269673	MA	1679
	12	Lee Winkler	66213	BAT 2	1633
	13	Patrick Wong	2088532	IL	1539
	14	Jeffrey Cai	42298	IBA	1489
	15	Scott Lane	2037906	IBA	1421
	16	Murli Aggarwal	11391	BHT	1260
	17	Anthony Andrews	14241	IL	1105
	18	Jiten Yee	6435698	SCA 2	851
	19	Eric Dalloway	1918553	WA 1	408
	20	Cody Finch	45302	MBAC	187
	21	Anh Ion	4809159	NJ	187
	22	Bobby Smith	51833	SCA	153
	23	Ankit Mukerjee	19611	WA 2	0

Figure 4.7. Example of a Marked-Up Ranked Event List Showing Players Subject to Entry Separation

If the auto-draw feature of Tournament Planner will be used to do the draws for the tournament, then the ranking information will need to be entered into the "Roster" tab of each event to ensure that the player separation is done correctly, unless the ranking data is imported directly from the ranking database used into the TP file.

As a last point, by convention a doubles pair consisting of players from two different geographical designations is considered (for the purpose of the draw) as coming from neither one. Such pairs, from a geographical point of view, can be placed anywhere in the draw. For example, for the women's doubles event list in Figure 4.5, the IL / NCA pair of Jessica Liu / Barbara Scotland is considered not to fall under the label of either IL or NCA, and so could legitimately be drawn in the first round to face one of the all-IL or all-NCA pairs. Referees should be aware that this can result in unfortunate first round match-ups at grassroots tournaments. For example, the players in a first-round doubles match in which three of the four players are from the same school and train and practice together all the time may come to the referee unhappy with the draw. This is an opportunity for the referee to patiently explain and educate the players as to why their draw is legitimate, and to empathise with the players that while it was unfortunate, it was simply "the luck of the draw".

4.9 THE DRAW

At long last, it is time to conduct the draw for the Under-11 men's singles event! As noted earlier, draws can be conducted either manually or automatically (using software applications such as Tournament Planner). Even if software is used to conduct draws, it is important for referees to know how to conduct draws manually. This will help them confidently answer questions around draws from players and coaches at the tournament, and on occasion it may be necessary for the referee to conduct a manual draw. The steps in conducting a manual knockout draw from start to finish will be described in detail using the men's singles event featured in the previous section as a working example. At first glance, the process may appear cumbersome and complicated, but it is an example of a referee task in which practice is crucial – after conducting a few practice draws, the process will soon become routine and second nature.

KNOCKOUT DRAWS

To manually conduct any knockout draw, the following sequence of steps should always be performed:

- Place the byes (if any)
- Place / draw the seeds
- Draw the players / pairs requiring entry separation
- Draw all remaining entries

Step 1: Placing the Byes

If the total number of players / pairs in a knockout draw is equal to a power of 2 (in other words, 2, 4, 8, 16, 32, etc.), then all the players / pairs will have a 1st round match, as was the case, for example, for the women's doubles draw in Figure 4.1. For all other size draws, however, there will be some players who do not have 1st round matches and who instead proceed directly to the 2nd round – these are called "byes". The first step in performing a knockout draw is to work out the number of byes needed and where to place them. Fortunately, this information can be easily looked up in a reference table (Table 4.8).

A Using a Size 16 draw template

Entries	No of seeds	Seed 1	Seed 2	Seeds 3-4	No. of Byes	Placement of byes	
3	2	1	4	–	1	2	
4	2	1	4	–	0		
5	2	1	8	–	3	2, 4, 7	
6	2	1	8	–	2	2, 7	
7	2	1	8	–	1	2	
8	2	1	8	–	0	–	–
9	2	1	16	–	7	2, 4, 6, 8	11, 13, 15
10	2	1	16	–	6	2, 4, 6	11, 13, 15
11	2	1	16	–	5	2, 4, 6	11,15
12	2	1	16	–	4	2, 6	11,15
13	2	1	16	–	3	2, 6	15
14	2	1	16	–	2	2	15
15	2	1	16	–	1	2	
16	4	1	16	5, 12	0	–	–

B Using a Size 32 draw template

Entries	No of seeds	Seed 1	Seed 2	Seeds 3-4	Seeds 5-8	No. of Byes	Placement of byes	
17	4	1	32	9, 24	–	15	2, 4, 6, 8, 10, 12, 14, 16	19, 21, 23, 25, 27, 29, 31
18	4	1	32	9, 24	–	14	2, 4, 6, 8, 10, 12, 14	19, 21, 23, 25, 27, 29, 31
19	4	1	32	9, 24	–	13	2, 4, 6, 8, 10, 12, 14	19, 21, 23, 27, 29, 31
20	4	1	32	9, 24	–	12	2, 4, 6, 10, 12, 14	19, 21, 23, 27, 29, 31
21	4	1	32	9, 24	–	11	2, 4, 6, 10, 12, 14	19, 23, 27, 29, 31
22	4	1	32	9, 24	–	10	2, 4, 6, 10, 14	19, 23, 27, 29, 31
23	4	1	32	9, 24	–	9	2, 4, 6, 10, 14	19, 23, 27, 31
24	4	1	32	9, 24	–	8	2, 6, 10, 14	19, 23, 27, 31
25	4	1	32	9, 24	–	7	2, 6, 10, 14	23, 27, 31
26	4	1	32	9, 24	–	6	2, 6, 10	23, 27, 31
27	4	1	32	9, 24	–	5	2, 6, 10	23, 31
28	4	1	32	9, 24	–	4	2, 10	23, 31
29	4	1	32	9, 24	–	3	2, 10	31
30	4	1	32	9, 24	–	2	2	31
31	4	1	32	9, 24	–	1	2	–
32	8	1	32	9, 24	5, 13, 20, 28	0	–	–

C Using a Size 64 draw template

Entries	No of seeds	Seed 1	Seed 2	Seeds 3-4	Seeds 5-8	No. of Byes	Placement of byes			
33	8	1	64	17, 48	9, 25, 40, 56	31	2, 4, 6, 8, 10, 12, 14, 16	18, 20, 22, 24, 26, 28, 30, 32	35, 37, 39, 41, 43, 45, 47	49, 51, 53, 55, 57, 59, 61, 63
34	8	1	64	17, 48	9, 25, 40, 56	30	2, 4, 6, 8, 10, 12, 14, 16	18, 20, 22, 24, 26, 28, 30	35, 37, 39, 41, 43, 45, 47	49, 51, 53, 55, 57, 59, 61, 63
35	8	1	64	17, 48	9, 25, 40, 56	29	2, 4, 6, 8, 10, 12, 14, 16	18, 20, 22, 24, 26, 28, 30	35, 37, 39, 41, 43, 45, 47	51, 53, 55, 57, 59, 61, 63
36	8	1	64	17, 48	9, 25, 40, 56	28	2, 4, 6, 8, 10, 12, 14,	18, 20, 22, 24, 26, 28, 30	35, 37, 39, 41, 43, 45, 47	51, 53, 55, 57, 59, 61, 63
37	8	1	64	17, 48	9, 25, 40, 56	27	2, 4, 6, 8, 10, 12, 14	18, 20, 22, 24, 26, 28, 30	35, 37, 39, 43, 45, 47	51, 53, 55, 57, 59, 61, 63
38	8	1	64	17, 48	9, 25, 40, 56	26	2, 4, 6, 8, 10, 12, 14	18, 20, 22, 26, 28, 30	35, 37, 39, 43, 45, 47	51, 53, 55, 57, 59, 61, 63
39	8	1	64	17, 48	9, 25, 40, 56	25	2, 4, 6, 8, 10, 12, 14	18, 20, 22, 26, 28, 30	35, 37, 39, 43, 45, 47	51, 53, 55, 59, 61, 63
40	8	1	64	17, 48	9, 25, 40, 56	24	2, 4, 6, 10, 12, 14	18, 20, 22, 26, 28, 30	35, 37, 39, 43, 45, 47	51, 53, 55, 59, 61, 63
41	8	1	64	17, 48	9, 25, 40, 56	23	2, 4, 6, 10, 12, 14	18, 20, 22, 26, 28, 30	35, 39, 43, 45, 47	51, 53, 55, 59, 61, 63
42	8	1	64	17, 48	9, 25, 40, 56	22	2, 4, 6, 10, 12, 14	18, 20, 22, 26, 30	35, 39, 43, 45, 47	51, 53, 55, 59, 61, 63
43	8	1	64	17, 48	9, 25, 40, 56	21	2, 4, 6, 10, 12, 14	18, 20, 22, 26, 30	35, 39, 43, 45, 47	51, 55, 59, 61, 63

Entries	No of seeds	Seed 1	Seed 2	Seeds 3-4	Seeds 5-8	No. of Byes	Placement of byes			
44	8	1	64	17, 48	9, 25, 40, 56	20	2, 4, 6, 10, 14	18, 20, 22, 26, 30	35, 39, 43, 45, 47	51, 55, 59, 61, 63
45	8	1	64	17, 48	9, 25, 40, 56	19	2, 4, 6, 10, 14	18, 20, 22, 26, 30	35, 39, 43, 47	51, 55, 59, 61, 63
46	8	1	64	17, 48	9, 25, 40, 56	18	2, 4, 6, 10, 14	18, 22, 26, 30	35, 39, 43, 47	51, 55, 59, 61, 63
47	8	1	64	17, 48	9, 25, 40, 56	17	2, 4, 6, 10, 14	18, 22, 26, 30	35, 39, 43, 47	51, 55, 59, 63
48	8	1	64	17, 48	9, 25, 40, 56	16	2, 6, 10, 14	18, 22, 26, 30	35, 39, 43, 47	51, 55, 59, 63
49	8	1	64	17, 48	9, 25, 40, 56	15	2, 6, 10, 14	18, 22, 26, 30	39, 43, 47	51, 55, 59, 63
50	8	1	64	17, 48	9, 25, 40, 56	14	2, 6, 10, 14	18, 22, 26	39, 43, 47	51, 55, 59, 63
51	8	1	64	17, 48	9, 25, 40, 56	13	2, 6, 10, 14	18, 22, 26	39, 43, 47	55, 59, 63
52	8	1	64	17, 48	9, 25, 40, 56	12	2, 6, 10	18, 22, 26	39, 43, 47	55, 59, 63
53	8	1	64	17, 48	9, 25, 40, 56	11	2, 6, 10	18, 22, 26	39, 47	55, 59, 63
54	8	1	64	17, 48	9, 25, 40, 56	10	2, 6, 10	18, 26	39, 47	55, 59, 63

Entries	No of seeds	Seed 1	Seed 2	Seeds 3-4	Seeds 5-8	No. of Byes	Placement of byes			
55	8	1	64	17, 48	9, 25, 40, 56	9	2, 6, 10	18, 26	39, 47	55, 63
56	8	1	64	17, 48	9, 25, 40, 56	8	2, 10	18, 26	39, 47	55, 63
57	8	1	64	17, 48	9, 25, 40, 56	7	2, 10	18, 26	47	55, 63
58	8	1	64	17, 48	9, 25, 40, 56	6	2, 10	18	47	55, 63
59	8	1	64	17, 48	9, 25, 40, 56	5	2, 10	18	47	63
60	8	1	64	17, 48	9, 25, 40, 56	4	2	18	47	63
61	8	1	64	17, 48	9, 25, 40, 56	3	2	18		63
62	8	1	64	17, 48	9, 25, 40, 56	2	2			63
63	8	1	64	17, 48	9, 25, 40, 56	1	2			
64	16	1	64	17, 48	9, 25, 40, 56	0	Seeds 9-16 in positions 5, 13, 21, 29, 36, 44, 52, 60			

Table 4.8. Correct Placement of Byes and Seeds in Knockout Draws of Size 3 to 64:
A ~ for draws of size 3 to 16; B ~ for draws of size 17 to 32; C ~ for draws of size 33 to 64

Here is the process to correctly place the byes in a draw, as illustrated with the Under-11 men's singles event:

1. ***Obtain a blank draw template corresponding to the size of draw. For a knockout draw containing 3 to 16 players / pairs, use a size 16 template (in other words, a template in which there are 16 lines for entries) such as the draw in Figure 4.1; for a draw containing 17 to 32 players / pairs, use a size 32 template (with 32 lines for entries); and for 33 to 64 players / pairs, use a size 64 template (with 64 lines for entries).***

   For the Under-11 men's singles event with 23 players, this means using a size 32 draw template.

2. ***Going from top to bottom, number the lines on the draw template corresponding to the first round as 1, 2, 3, 4, etc.***

   For the Under-11 men's singles event, the first-round-match line numbers are added (on the left-hand side of the page) from 1 to 32.

3. ***Using the appropriate table in Table 4.8, find the bye details for the draw size. Write "bye" on the lines of the draw template corresponding to the numbers indicated in the table.***

   For the men's singles draw, the second of the three tables in Table 4.8 shows that for a draw with 23 entries, there will be nine byes, which should be placed at lines 2, 4, 6, 10, 14, 19, 23, 27 and 31. In the draw template, this means writing "bye" on the lines with these nine numbers. As such, the players that end up on lines 1, 3, 5, 9, 13, 20, 24, 28 and 32 will proceed directly to the second round, as their first round "opponent" is a bye. This is referred to as "having a bye".

Step 2: Placing / Drawing the Seeds

Determining where to place the seeds is done in the same way as for byes, by means of the reference table. It is more straightforward since there are usually fewer seeds than byes.

1. ***Use the appropriate reference table in Table 4.8 to find the seed position details for the size of draw.***

   For the men's singles draw (size 23), the same reference table as for the byes, shows that the number 1 and number 2 seeds should be placed on lines 1 and 32 respectively, and the lines allocated for seeds 3 and 4 are lines 9 and 24. Note that for any size knockout draw, the number 1 and 2 seeds will always appear at the very top and very bottom of the draw respectively, and one of the 3rd and 4th seeds will always appear at the top of the second quarter, with the other one always positioned at the bottom of the third quarter.

2. ***Write the names of the #1 and #2 seeds from the ranked event list on the correct lines in the draw template. Indicate their seed number in parentheses before their name.***

   For the men's singles draw, this means that (1) Alvin Lee IL 1 goes on line 1, and (2) Ajit Gupta SCA 1 goes on line 32. Note that the designations in the draw of "1" after "IL" and "SCA" as indicated in the final marked-up event list (Figure 4.7) are placeholders at this stage, to assist with the remaining steps in conducting the draw – they will not appear in the final draw that is to be published.

3. ***Randomly draw the 3rd and 4th seeds one each to the line numbers identified in Step 1 and write in the player names. Take account of any geographical separation requirements.***

   For the men's singles event, the 3rd and 4th seeds, William Horse and Alan Cornford, are both from "MBAC". Neither of the top two seeds that were placed in Step 2 are from "MBAC", so there are no geographical separation concerns for this step, since the 3rd and 4th seeds (in this case the top two players from MBAC) always automatically go into opposite halves of the draw. Therefore, as the result of a random draw, one of William Horse and Alan Cornford goes to line 9 and the other goes to line 24. Note that as stated earlier, these number 3 and 4 seeds (in the absence of geographical considerations) are considered as one group and treated equivalently when placing them in the draw. This is unlike the draw process in some other sports, where the number 3 seed would be automatically placed in the third quarter of the draw (in the same half as the number 2 seed) and the number 4 seed placed in the second quarter (in the same half of the draw as the number 1 seed).

How should the random draw of these two players to the two designated lines be accomplished? There are many acceptable ways of doing this; for example, a set of cards could be numbered and after shuffling them one card is picked at random, or small tubes could be numbered, mixed in a container and one picked at random, or in this simple case, even a coin flip could be used. In general though, it is helpful for the referee to get into the habit of using a "double blind" draw when making selections of this type, and at higher levels of tournament this is the required method. Applying the double blind methodology to the current task of drawing two players to two lines would translate to first drawing one of the two players at random through the use of numbered cards or a coin flip, etc. and then drawing one of the two possible lines at random (lines 9 and 24, in this case). This double blind process can be observed in the photo, where the player and the position are drawn separately. Although in many cases conducting a double blind draw does not add any randomness to the process, it helps reinforce the perception of fairness and random chance if a draw is being conducted in a public setting.

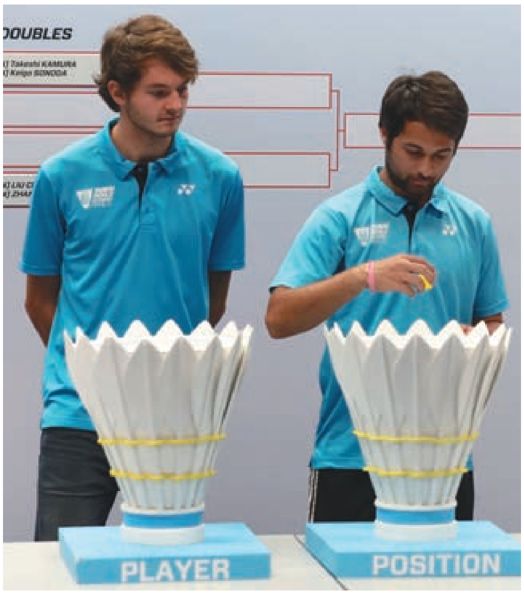

Photo credit: BWF/BADMINTONPHOTO

It was noted above that geographical separation considerations did not come into play when placing the 3rd and 4th seeds. Under what circumstances might it have? Consider the case that would have arisen if William Horse had been from IL instead of from MBAC. In this scenario, since the top-ranked player from IL (the number 1 seed Alvin Lee) had already been placed in the top half of the draw, William Horse (as the second highest ranked player from IL) would have had to be placed in the bottom half of the draw. In this scenario, William Horse would have been placed on line 24 and Alan Cornford on line 9, without the need for this to be determined through a random draw.

With the byes and seeds now placed, the men's singles draw is partially complete (Figure 4.8). In the figure, lines containing byes and players already allocated are shaded pink and red respectively, and lines currently vacant are shaded green.

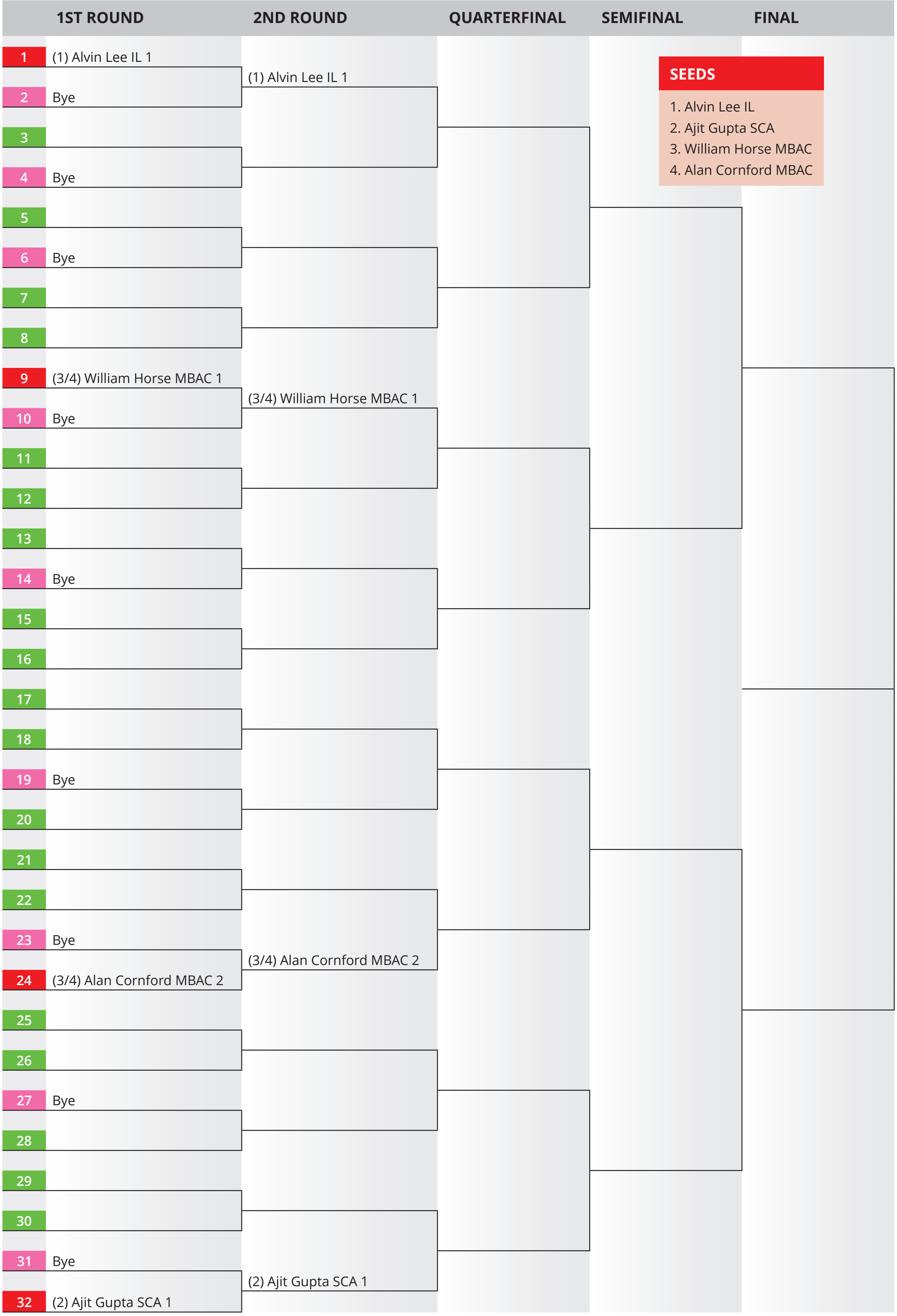

Figure 4.8. Example of Draw after Placement of Byes and Seeds

As can be seen, the players with byes have already been moved into the second round.

Step 3: Drawing the Players Requiring Entry Separation

As can be seen in the examples above, there are only certain places in the draw, sometimes only one, in which seeded players can be placed. With the non-seeded players, there is a lot more flexibility, but not in every case can a non-seeded player be drawn to any of the unoccupied spaces that remain after placing the seeds. This is because the geographical separation criteria discussed earlier must be taken into account, so for those clubs / towns / schools, etc. with more than one entry, there will be restrictions on where these players can be drawn to. Because of this reduced flexibility, it is recommended to place these players into the draw next, rather than leaving them until the end where none of the lines may be a possibility.

Looking at the men's singles event list, it can be seen that the following geographical designations have multiple entries:

IL 4 players	SCA 3 players
IBA 4 players	WA 2 players
MBAC 3 players	BAT 2 players

The players from these designations (who have not already placed in the draw as seeds) are the ones who should be drawn next. Looking at "IL" first, from the ranked event list (Figure 4.7), Alvin Lee (the number 1 seed) is the top ranked IL player and is already present in the **top half** of the draw on Line 1 (Figure 4.8). The second ranked IL player is Steven Baker, and in keeping with the standard separation requirement, he must therefore be placed in the **bottom half** of the draw. Looking at the draw as it stands now (Figure 4.8) there are 10 vacant places in the bottom half of the draw (those shaded green) into which he could be drawn. A random draw is therefore needed to place Steven Baker into one of these ten positions. Let's suppose he gets drawn into position 29. The next step is to determine the positions of the two remaining IL players, Patrick Wong and Anthony Andrews. According to the standard separation criteria discussed earlier, these two players can be drawn into any of the remaining vacant positions **so long as it does not result in them playing another IL player in the first round**. Neither of them can therefore be drawn into positon 30, as that would see them playing against Steven Baker IL, who was just placed. Similarly Patrick Wong and Anthony Andrews cannot be drawn to face each other in a first-round match. Let's suppose that they get drawn into positions 7 and 20 respectively. The same procedure and entry separation considerations would then be performed for the other groups of players noted above, at which point the draw is becoming quite full (Figure 4.9).

SEEDS

1. Alvin Lee IL
2. Ajit Gupta SCA
3. William Horse MBAC
4. Alan Cornford MBAC

	1ST ROUND	2ND ROUND	QUARTERFINAL	SEMIFINAL	FINAL
1	(1) Alvin Lee IL 1	(1) Alvin Lee IL 1			
2	Bye				
3					
4	Bye				
5					
6	Bye				
7	Patrick Wong IL				
8	Adam Townsend IBA 1				
9	(3/4) William Horse MBAC 1	(3/4) William Horse MBAC 1			
10	Bye				
11					
12	Jiten Yee SCA 2				
13	Ankit Mukerjee WA 2	Ankit Mukerjee WA 2			
14	Bye				
15	Lee Winkler BAT 2				
16	Scott Lane IBA				
17	John Jones BAT 1				
18					
19	Bye	Anthony Andrews IL			
20	Anthony Andrews IL				
21	Jeffrey Cai IBA				
22	Eric Dalloway WA 1				
23	Bye	(3/4) Alan Cornford MBAC 2			
24	(3/4) Alan Cornford MBAC 2				
25	Tom Boxer IBA 2				
26	Bobby Smith SCA				
27	Bye				
28					
29	Steven Baker IL 2				
30	Cody Finch MBAC				
31	Bye	(2) Ajit Gupta SCA 1			
32	(2) Ajit Gupta SCA 1				

Figure 4.9. Example of Draw After Placement of Byes and Seeds and Select Other Entries

Check for yourself that the top two players from each of these geographical designations are in opposite halves of the draw and that no two players from the same designation are playing each other in the first round.

Looking back at this last step of drawing the IL players, if Patrick Wong had been drawn to line 3 instead of to line 7 would that have been a valid choice? According to the separation criteria of two "IL" players not meeting in the first **round**, it would have been a valid placement. This is because although Patrick Wong and Alvin Lee would be playing each other in their first ***match***, it would have been in the second ***round*** (as both would have had byes) rather than in the first round. Although this is consistent with the standard separation requirement, at grassroots / local tournaments this might be deemed unsatisfactory from a player's perspective for the reasons stated earlier. That is why at this class of tournaments, the modified separation rule considered earlier might be adopted instead:

*"Players from the same geographical unit shall be prevented from **potentially** playing each other in their first **match**, where practically possible".*

If this alternative separation requirement was being adopted for this tournament, then line 3 would not be a valid choice for Patrick Wong. Additionally, line 18 would be ruled out for Patrick Wong as well, since if he was placed here and won his first round match against John Jones, he would then face another IL player, Anthony Andrews, who received a bye. This would be Anthony's first match and since it could potentially be against a fellow IL player, it would go against the modified separation requirement above.

Step 4: Drawing the Remaining Players

At this point, there are five places left in the draw (the five lines shaded green in Figure 4.9), and the event list shows that there are five players left – all from unique geographical designations. At this point, a simple random draw – preferably in double-blind format (pick a player at random and then a line at random) – is all that is required to complete the men's singles draw (Figure 4.10).

	1ST ROUND	2ND ROUND	QUARTERFINAL	SEMIFINAL	FINAL
1	(1) Alvin Lee IL	(1) Alvin Lee IL			
2	Bye				
3	Murli Aggarwal BHT	Murli Aggarwal BHT			
4	Bye				
5	Kyle Whistler YBC	Kyle Whistler YBC			
6	Bye				
7	Patrick Wong IL				
8	Adam Townsend IBA				
9	(3/4) William Horse MBAC	(3/4) William Horse MBAC			
10	Bye				
11	Anh Ion NJ				
12	Jiten Yee SCA				
13	Ankit Mukerjee WA	Ankit Mukerjee WA			
14	Bye				
15	Lee Winkler BAT				
16	Scott Lane IBA				
17	John Jones BAT				
18	Kevin Hung MA				
19	Bye	Anthony Andrews IL			
20	Anthony Andrews IL				
21	Jeffrey Cai IBA				
22	Eric Dalloway WA				
23	Bye	(3/4) Alan Cornford MBAC			
24	(3/4) Alan Cornford MBAC				
25	Tom Boxer IBA				
26	Bobby Smith SCA				
27	Bye	Michael Keegan NY			
28	Michael Keegan NY				
29	Steven Baker IL				
30	Cody Finch MBAC				
31	Bye	(2) Ajit Gupta SCA			
32	(2) Ajit Gupta SCA				

SEEDS

1. Alvin Lee IL
2. Ajit Gupta SCA
3. William Horse MBAC
4. Alan Cornford MBAC

Figure 4.10. Example of Final Draw

Note that the "1" and "2" designations after the relevant players, which were included earlier as a useful checking tool, have now been removed from the draw as it gets closer to publishing / posting.

Step 5: Reviewing and Approving the Draw

The draw-related work is almost done but there is still one important step left. The referee has the responsibility to check and formally approve the draws before they are published. Regardless of whether the draws are generated manually or by computer software, the referee should thoroughly check them to make sure the byes and seeds have been placed correctly and that the entry-separation requirements have been applied correctly. If the draw was done using Tournament Planner software, the referee should have a copy of the file to facilitate the checking process. As in the case of checking the seeds, if the referee was the person doing the draws, then delegating the checking of the draws to the deputy referee(s) is recommended. This step should not be rushed, but it should be completed as soon as possible after the draw is made (within 24 hours if possible). If a mistake has been made in the draw process, then it is far better to catch it before the draw is published rather than afterwards, as fixing an error prior to publishing is much easier than later on.

Once the referee is satisfied that the draws are in order, the tournament director is informed and the draws should then be published without delay on the tournament website or whatever communication medium is being used. The approval and publishing of the draws renders them "official", which in the context of commonly used tournament regulations triggers tight restrictions around any changes that can be made to the draws thereafter.

POOL-PLAY WITH PLAY-OFFS DRAWS

A. POOL-PLAY PHASE

The procedure for making draws for events starting off in pools or groups of 3 - 6 players / pairs is much more straightforward compared to knockout draws. For this first pool-play phase of the competition, the sequence of draw-making steps is essentially the same as described for knockout draws:

Step 1: Placing the Seeds

- The first and second seeds are placed in different groups.
- The third and fourth seeds (if any) are placed in the remaining groups.
- Usually the seeds are placed on the top line of the group to which they are drawn, unless there is good reason not to (such as that described in Section 4.2).
- If an event consists of groups of dissimilar size (for example, an event of size 7 consisting of a group of three and a group of four), then by convention the number 1 seed is usually placed in the smaller group.
- Similarly, for a pool-play draw of size 14 consisting of two groups of three and two groups of four, the number 1 and 2 seeds would usually be placed in the groups of three, and the 3rd and 4th seeds in the groups of four.

Step 2: Placing the Players Requiring Entry Separation

Similar to the separation criteria used for knockout draws, in a pool-play event the top two ranked players / pairs from the same club / school / town, etc. should be drawn to different groups.

Step 3: Placing the Remaining Players

A double-blind draw is recommended to draw the remaining players to the vacant positions left in the pools (first draw a player, then draw one of the available groups / lines remaining).

B. PLAY-OFFS PHASE

As described in Section 4.2, the second **play-offs phase** of this format of event is a small knockout draw consisting (usually) of the top two finishing players / pairs from each of the starting groups.

For local / regional tournaments, it is recommended to set up and conduct the play-offs draw as follows (Figure 4.11). It is worth mentioning that there is no geographical separation at this stage.

a. If there are two pools (A and B), the play-offs elimination round shall consist of the winner of pool A playing the runner-up of pool B, and the winner of pool B playing the runner-up of pool A. The winning players / pairs of these two matches advance to play each other for first and second place, and if desired the losing players / pairs advance to play each other for third and fourth place.

b. If there are four pools, the play-offs elimination round shall consist of the top two players / pairs from each pool.

   i. The elimination-round draw shall be announced and made by the referee in the presence of witnesses after completion of all the pool-play matches in that event.

   ii. The winner of the pool containing the top seed shall be at the top of the elimination-round draw and the winner of the pool containing the second seed shall be at the bottom of the elimination-round draw. The winners of the two pools containing the 3 / 4 seeds (if any) shall be drawn randomly to the two remaining quarters of the elimination-round draw. The runner-up players / pairs from each pool shall be drawn randomly into the remaining positions of the elimination-round draw such that the winner and runner-up players / pairs from each pool are in different halves of the elimination-round draw.

   iii. The winning players / pairs of the two semifinal matches shall play each other for first and second place, and if desired, the losing players / pairs of the two semifinal matches shall play each other for third and fourth place.

c. If a player / pair completed all their pool matches and finished in a high enough position to compete in the elimination round but is unable to or chooses not to do so, then that player / pair shall not be replaced by any other player / pair in the elimination round.

d. If a player / pair does not complete a match in the elimination round, then they shall not take any further part in that event. Any subsequent match for that player / pair in the elimination round shall be considered a walkover for the opponent. The player / pair who did not complete an elimination round match shall be credited with a final position according to their results actually obtained.

Figure 4.11. Recommended Format and Procedure for Play-Off Draws in Pool-Play Events

There are two noteworthy features for referees to pay attention to concerning play-off draws:

- For events starting in two groups, it is straightforward – the winners of each group play the runner-up of the other group in the semifinal play-off round. For events starting off in four or more groups, however, as noted above the draw for the play-offs knockout rounds should only be performed once all the round-robin group play is complete. This is to avoid, or at least minimise, the possibility of players manipulating the results of the later rounds of the group matches (in other words, not giving their best efforts). This could happen if the play-off draw is published in advance and players, by looking at the play-off draw and the results obtained thus far in the group play, figure that it would be to their advantage to finish second in their group rather than first. There have been examples of this type of manipulation of pool-play results in tournaments at the very highest international level. The time of the play-off draw should be announced in advance and conducted in public by the referee in the presence of at least one witness, preferably one of the players involved.
- The referee should be familiar with clause (d) in the above rules regarding the handling of player withdrawals / no-shows / retirements once the play-offs phase in this format of competition is reached. For example, a player / pair that loses in the semifinals of the play-offs round but chooses not to play the subsequent 3rd / 4th place match would finish in fourth position. And a player / pair who retires due to injury during the quarterfinals of the elimination round would be credited with an eighth place final position.

ROUND-ROBIN DRAWS

By their very nature, these types of event are the simplest of all to manage from a draws perspective, since all the players / pairs are contained in one group! All that is required is to place the entries onto specific lines in the group. Sometimes this is done randomly, if an arbitrary order of play is desired. Other times the entries might be ranked in the group from highest to lowest, with the highest-ranked entry being placed at the top of the group and the lowest-ranked entry at the bottom. This method would be adopted if, for example, it was desired to play the match featuring the top two ranked players / pairs in the last round of matches (as a kind of final), since as will be recalled from Table 4.2, the standard order of round-robin play has the first two listed players / pairs in the group playing each other in the last round of matches.

CONSOLATION DRAWS

Consolation draws are not subject to the byes, seeding, and entry separation criteria that apply to main-round draws and this makes them much easier to set up. In fact, there are no standard rules or regulations concerning how to conduct consolation draws, which reflects the fact that they are usually a more social aspect of tournament play than seriously competitive. When consolation draws are performed manually, they are often done in an ad-hoc fashion by the referee or match-control personnel. When they are set up automatically in Tournament Planner, the losing players in the main draw are simply placed sequentially in the corresponding consolation draw.

Although the draw process for consolation events is much more relaxed than for main-round play, careful attention still needs to be paid to the scheduling of consolation matches. Many grassroots / local tournaments have been derailed by poor upfront planning of how consolation matches will be fitted into the schedule of the overall tournament, such that players will be available for these matches and their participation in other main-round events will not be held up. The detailed scheduling of the daily matches to be played is the subject of the last part of this chapter.

4.10 SCHEDULING RECOMMENDATIONS AND BEST PRACTICES

With the draws approved and posted, a major piece of the referee's pre-tournament work is done, but there is still one very important task that must be undertaken – developing the schedule of play. Probably the one single factor that most often leads to a chaotic and stressful local / regional tournament is a poorly designed match schedule that never stood a chance of being executed successfully. This will generally take just a few hours of the first day's play to quickly spiral out of control, leading to long delays and frustrations all around.

As such, it is worth investing the time to develop the detailed match schedule and get it right, since it will spare many headaches during the tournament itself. The output of this pre-tournament scheduling task is the publishing (online or by other means of communicating to the players) the match times for at least the first full day of the tournament. For many grassroots / local / regional tournaments, the entire tournament schedule (perhaps excluding the finals) is often developed and published ahead of time. At larger and almost all international tournaments, the schedule is developed one day a time (although initial scheduling may include the first two days).

The extent to which the referee will be directly involved in putting together the detailed match schedule will vary according to the skills and experience of the organising committee. At larger tournaments, the organisers may have a dedicated resource assigned to this area and the referee's role may be to review and approve. However, for smaller tournaments or those with an inexperienced organising committee, the referee may be the person doing much of the hands-on scheduling work, as can be the case with the seeding and draws processes. Since every tournament is unique, and because successful scheduling is something that can only be learned through experience and practice (including learning lessons through failures), this section will mainly focus on scheduling recommendations and best practices rather than an in-depth analysis. These principles will be illustrated using the example tournament that was considered in Section 4.4.

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TOURNAMENT PLANNER AS A SCHEDULING TOOL

The popular Tournament Planner software has an auto-schedule module that can schedule a tournament from start to finish, given a set of baseline parameters. If time is short this can be a useful functionality, but in general it is not recommended. This is because successful scheduling that best meets the need of an individual tournament usually requires some degree of human input and intuition. For example, it may be possible to:

- make educated guesses around which players may make it through to the latter stages of events, as an aid to optimising rest times
- hold certain matches back as crowd-pleasers
- predict which players will and will not be in consolation matches, and then setting the times of their other main-round matches accordingly

When it comes to scheduling, it is recommended to use Tournament Planner as a tool, rather than as the scheduling engine itself. As a tool in scheduling, Tournament Planner is invaluable, since once matches are assigned to timeslots, it has the capability to instantly display the rest times of all the players involved and signal if any of their other matches may be causing too short a turn-around time. It allows the timeslot of a match to be easily changed and instantaneously shows any consequences of making that change for the players involved. It also keeps track of the number of courts assigned in each of the specified timeslots.

GENERAL SCHEDULING CONSIDERATIONS

If the referee has been engaged throughout the pre-tournament phase, then the groundwork for the development of a successful schedule will already be in place. This happens through the key pieces of information that the referee gathered from the organisers, and through the decisions that the referee, in consultation with the organisers, made in conducting the entries and block time analysis described in Section 4.4. To recap:

- **Daily Hours of Play:** As discussed in Section 3.3, the maximum hours of play possible each day should have been stated in the entry form.
- **Maximum Courts Possible:** The request for this information should have been an item in the Referee Checklist sent to the organisers very early on (Section 3.4).
- **Scoring System:** This should have been stated in the entry form (mandatory item).
- **Event Format and Match Durations:** Once the entry deadline was reached and the final entry lists were available, decisions were made by the referee in consultation with the tournament director as to whether each event would be played in a knockout, pool-play with play-offs, or round-robin format. For planning purposes, the match durations for the different rounds of each event (1st round, quarterfinals, finals, etc.) were selected using Table 4.5 as a guide. A decision was made whether to include consolation rounds for first-match losers of knockout draws.
- **Total Number of Matches and Final Event Sizes:** The total playing hours required, assuming all submitted entries were accepted, was calculated using the tool summarised in Table 4.6 and compared with the total available playing hours. If the tournament was over capacity, objective decisions (hopefully using criteria specified on the entry form) were made around which entries to place on a reserve list such that the revised total match burden fits within the total playing hours. Ideally a 10 % buffer was added to allow for scheduling inefficiencies.

If the above recommendations and procedures have been followed as described in this chapter, then the referee can start the detailed scheduling with the knowledge and confidence that the schedule will definitely "fit" into the available courts and playing hours. Now it is merely a case of fitting the pieces of the puzzle together to construct a schedule that is workable, holds together, is fair to all the players, and meets the needs of the tournament.

BASIC SCHEDULING STRATEGY

The general strategy recommended when developing a detailed tournament schedule is as follows:

- First, decide which rounds of which events are going to be played on which day.
- Next, for each day decide on the sequence in which these rounds will be played across all events.
- Then, assign individual matches to the pre-determined timeslots.
- Finally, for a given day's proposed order of play, review the match schedule and adjust it to improve any complications with players' rest times, sequence of matches, etc. Tournament Planner is highly recommended as an aid in this step.

DETERMINING THE ROUNDS PER DAY

Depending on the specific tournament, there may be some built-in constraints that drive some of the decisions in this area. For example:

- It may have been specified on the entry form that certain events would run from start to finish on specific days (for example, all singles events to be played and finished on the first day, all level doubles events (men's and women's) on the second day, and all mixed doubles on the third day.
- The entry form may have specified start times for specific events on certain days. For example, men's singles to start at 09:00, women's doubles to start at 15:00, etc.
- At higher-level tournaments, the start times of the semifinals and finals may have been pre-determined in the entry form.

Taking into account any constraints such as those above, the following guidelines and best practices should be considered when putting together the outline of the rounds per day of each event to be played:

- If multiple rounds of an event have to be played on one or more days, it is better for this to happen on the early days of the tournament, when the matches are likely to be less competitive, rather than on the later days. Ideally, only the finals should be played on the last day of the tournament. However, for most grassroots / local tournaments occurring over a two- or three-day weekend this is often impractical, as it may be necessary to play multiple rounds of an event on each day of the tournament. At a minimum though, the last day should be restricted to no more than the semifinals and finals, and in the case of longer-duration tournaments there should be no more than two main rounds in an event on any given day.
- For longer-duration tournaments where the rounds can be spread out more evenly, it is a good idea to ensure that each subcategory of players (Over-45 women, Under-17 men, etc.) have at least some main-round matches scheduled for each day of the tournament.
- If a knockout event has a consolation draw then bear in mind that typically the first two rounds of the main draw in an event must be completed to identify all the players that may have first-round matches in the consolation. Therefore, it is important not to schedule the consolation event too early.

To help draft the proposal of which rounds will be played on each day, a customised Excel spreadsheet (adapted from the one summarised in Table 4.6) is extremely useful. A suggested format of the spreadsheet and how it is used will be illustrated once again with the multi-age-group junior tournament that was considered in Section 4.4. The earlier analysis showed that the 383 matches in this tournament would fit on the 10 courts available within the 21 hours of possible playing time (13 hours on the first day and 8 hours on the second day). An adaptation of the earlier spreadsheet can now be used to map out which of these matches will be played on each of the two days of the tournament (Saturday and Sunday). In the summary table that follows, the details around the exact numbers are not important for the purpose of this illustration. The point that matters is how a tool like this can be used to come up with a schedule outline that works (Table 4.9).

Event	Size	Main Round Format	Total Main Round Matches	Total Cons Round Matches	Saturday Main Rounds	Sunday Main Rounds	Saturday Main Matches 30 min	Saturday Cons Matches 20 min	Sunday Main Matches 30 min	Sunday Main Matches 35 min	Sunday Cons Matches 25 min
U11 MS	12	KO	11	7	2	2	8	4		3	3
U11 WS	7	PP	12	0	3	2	9			3	
U11 MD	4	RR	6	0	1	2	2		4		
U11 WD	2	KO	1	0	0	1				1	
U11 XD	4	RR	6	0	1	2	2		4		
U13 MS	9	KO	8	4	2	2	5	1		3	3
U13 WS	13	KO	12	7	2	2	9	4		3	3
U13 MD	4	RR	6	0	1	2	2		4		
U13 WD	6	PP	9	0	3	2	6			3	
U13 XD	7	PP	12	0	3	2	9			3	
U15 MS	20	KO	19	11	3	2	16	8		3	3
U15 WS	19	KO	18	10	3	2	15	7		3	3
U15 MD	7	PP	12	0	3	2	9			3	
U15 WD	9	KO	8	4	2	2	5	1		3	3
U15 XD	10	KO	9	5	2	2	6	2		3	3
U17 MS	10	KO	9	5	2	2	6	2		3	3
U17 WS	26	KO	25	15	3	2	22	12		3	3
U17 MD	5	RR	10	0	3	2	6		4		
U17 WD	13	KO	12	7	2	2	9	4		3	3
U17 XD	9	KO	8	4	2	2	5	1		3	3
U19 MS	11	KO	10	6	2	2	7	3		3	3
U19 WS	24	KO	23	15	3	2	20	12		3	3
U19 MD	4	RR	6	0	1	2	2		4		
U19 WD	13	KO	12	7	2	2	9	4		3	3
U19 XD	9	KO	8	4	2	2	5	1		3	3
TOTAL			272	111			194	66	20	58	45
			Total time required: 8 courts (hours)				14.9		7.8		
			Total time required: 9 courts (hours)				13.2		7.0		
			Total time required: 10 courts (hours)				11.9		6.3		

Table 4.9. Daily Schedule Outline for Sample Tournament
(KO ~ Knockout format, PP ~ Pool-Play with Play-Offs format, RR ~ Round-Robin format)

In Excel, the spreadsheet is set up so that as the number of matches in a cell is changed, the total time required to complete the overall number of matches assigned that day is updated in the bottom section. In this way, matches can be moved from one day to another until the total time required that day fits within the available court hours. For this tournament it can be seen that the proposed rounds per day schedule outlined in Table 4.9 has the following features:

- In Under-15 men's singles (20 players), three rounds are being played on the first day and two rounds on the second day. On the first day there will be four first-round matches, eight second-round matches, and four quarterfinals (16 main-round matches in total), and on the second day there will be the two semifinals and one final (three main round matches in total). The match durations for each round were established earlier as described in Section 4.3. The consolation draw for this event will consist of a maximum of 12 players and 11 matches (Table 4.4). The first two consolation rounds in this event (eight matches in total) will be played on the first day (four first-round matches and four quarterfinals) and the two semifinals and one final played on the second day.
- The second day consists of the semifinals and final of all the knockout (KO) draws (main rounds and consolation rounds), as well as the semifinals and finals of the play-offs for the four events being played in pool-play with play-offs format (PP), and the last two rounds of the five events being played in round-robin format (RR). All earlier-round matches needed to get to this stage in each event were scheduled for the first day.
- Full utilisation of the 10 courts will be required on the first day, since the spreadsheet estimates that 11.9 hours (of the 13 hours possible playing time) will be required to complete all the assigned matches. It will be important, therefore, for the referee to closely monitor the efficiency of the match-control operation as the tournament gets underway, since there will be not much room to leave courts empty for "catch-up time", unless there happen to be a few walkovers due to player withdrawals or no-shows.
- For the second day, on paper only 6.3 hours (of the possible 8.0 hours available) are required to play the assigned matches if all 10 courts are used. As noted in Section 4.4, though, it is unrealistic to assume that all 10 courts will be used efficiently once the semifinals and finals are reached, so a reduced number of courts should be planned for at that point. The proposal in Table 4.9 shows that using nine (or even eight) courts for much of the second day should allow the tournament to finish on time. As noted in Section 4.5, the tournament director was advised that all 10 courts should still be set up for both days and this analysis does not change that recommendation – the "extra" courts may well come in handy if some of the semifinals and finals are long matches and run over the allocated duration.

DETERMINING THE SEQUENCE OF MATCHES EACH DAY

Once matches have been juggled among available days (using the spreadsheet derived from Table 4.9 or Tournament Planner itself, if desired) and the referee is comfortable with the distribution, it is now clear which matches are going to be played on which day. The next step is to map out, for each day, the exact sequence of these assigned matches. This is best done in the form of a grid with the match timeslots in the left hand column and the matches to be played (event and round number, not the specific match in the draw) shown across each row for that timeslot. There is no substitute for practice (including trial and error) in this part of the scheduling task – the more experience the referee acquires the easier it will become. Below are some of the key points to remember during this step:

- Take into account any fixed start times for specific events that were stated in the entry form (for example, if the entry form stated that doubles events on the first day would start at 2:00 pm, don't schedule any doubles matches before this time).
- Unless directed otherwise by the organisers, try to distribute the assigned matches for each sub-category of players throughout the day (men and women, different age-groups, etc.).
- Normally start off a day's play with a round of matches in events where multiple rounds will be played on that day.
- On the first day of the tournament, it is customary (but not required) to start with singles play and then transition to doubles play later on.

- Consider scheduling a round or two of mixed doubles relatively early on, if there are many players involved in multiple events, to avoid delays due to rest times.
- The first day's play often starts with the first round of the largest singles events.
- In junior tournaments, if play will be happening during evening hours, try not to end the day with matches of the youngest age group (for example, it is best not to schedule Under-11 matches at 10:00 at night!).
- In tournaments with long playing hours, try not to end one day and start the next day with matches in the same event (for example, playing the 2nd round of Over-45 mixed doubles in the final timeslot of 22:30 on one day, and then starting the next day's play at 09:00 with the 3rd round of Over-45 mixed doubles.
- If the tournament includes consolation rounds for knockout draws, remember that the first round of consolation in an event usually cannot start until the first two rounds of the corresponding main draw have been played (since not all the players in the consolation draw will be known until that time).
- Depending on the tournament level and type, the match sequence for each day may be put together and published before the tournament starts, or it may be done one day at a time, with the following day's order of play not posted until the current day's play is nearing an end.

REST TIME

In putting together the detailed order of play each day, the rest time for each player between matches is an important factor for the referee to keep in mind. Tournament Planner is a very helpful tool in this regard, as noted earlier. The referee should be aware of the following aspects concerning rest time:

- A player's rest time starts when the umpire calls "Game" at the conclusion of the first match in question (this time can be obtained either from the umpire's completed paper scoresheet or from Tournament Planner if LiveScore is being used), and ends when the player's next match is called to court.
- At the international level, players in adult tournaments are entitled to a minimum rest time of 60 minutes between matches. This does not apply to international junior, Para badminton, or team tournaments (which have a 30-minute minimum rest time requirement). At local / regional tournaments, it is recommended that the schedule allow each player a minimum of 30 minutes rest between matches.
- If a player does not need their full rest time between matches, their next match can be called onto court before the full rest time has elapsed. But be aware that if a player asks for their full rest-time entitlement, the referee **must** grant it.
- Longer rest times than the minimum requirement should be built into the schedule wherever possible, especially for the latter stages of a tournament since the matches are expected to become more competitive and tiring.
- The higher the level of tournament, the longer the rest times above the minimum requirement that should be contemplated in the scheduling (all rounds).
- Pay special attention to players in multi-age-group juniors and veterans tournaments if the players are allowed to enter different age groups in different events (for example, a player who is playing in Under-13 women's singles, Under-15 women's doubles, and Under-13 mixed doubles). It can be helpful to compile a list / spreadsheet of these players along with the mixed age-group event combinations in which they are playing. Tournament Planner is invaluable in these situations, as it will point out any conflicts and insufficient rest times for players who have entered unusual combinations of events.

As noted above, the output of this scheduling step should be (for each day of the tournament) a grid showing the matches to be played (event and round) in each timeslot. For the demo tournament, this resulted in the daily match grids shown in Tables 4.10 and 4.11. The men's and women's events in each of the age categories are colour-coded to allow for easy visualisation of how their matches are spread throughout the day (in this tournament no mixing of age groups was permitted – all the events a player entered had to be within the same age group). Once again, the exact details are unimportant -- the grids are merely to demonstrate the type of output that should be aimed for at this stage.

Time											
09:00	U19 WS 1	U19 WS 1	U19 WS 1	U19 WS 1	U19 WS 1	U19 WS 1	U19 WS 1	U19 WS 1	U17 WS1	U17 WS1	
09:30	U17 WS1	U17 WS1	U17 WS1	U17 WS1	U17 WS1	U17 WS1	U17 WS1	U17 WS1	U15 MS 1	U15 MS 1	
10:00	U15 MS 1	U15 MS 1	U15 WS 1	U15 WS 1	U15 WS 1	U11WS PP1	U11WS PP1	U11WS PP1	U19 MX 1	U13 WS 1	
10:30	U13 WS 1	U13 WS 1	U13 WS 1	U13 WS 1	U13 MS 1	U17 MS 1	U17 MS 1	U11 MS 1	U11 MS 1	U11 MS 1	
11:00	U11 MS 1	U17 WS 2	U17 WS 2	U17 WS 2	U17 WS 2	U17 WS 2	U17 WS 2	U17 WS 2	U17 WS 2	U19 MS 1	
11:30	U19 MS 1	U19 MS 1	U19 WS 2	U19 WS 2	U19 WS 2	U19 WS 2	U19 WS 2	U19 WS 2	U19 WS 2	U19 WS 2	
12:00	U15 MS 2	U15 MS 2	U15 MS 2	U15 MS 2	U15 MS 2	U15 MS 2	U15 MS 2	U15 MS 2	U15 WS 2	U15 WS 2	
12:30	U15 WS 2	U15 WS 2	U15 WS 2	U15 WS 2	U15 WS 2	U15 WS 2	U13XD PP1	U13XD PP1	U13XD PP1	U17 XD 1	
13:00	U19 MS QF	U19 MS QF	U19 MS QF	U19 MS QF	U11 MS QF	U11 MS QF	U11 MS QF	U11 MS QF	U11WS PP2	U11WS PP2	
13:30	U11WS PP2	U15 XD 1	U15 XD 1	U13XD PP2	U13XD PP2	U13XD PP2	U17 XD QF	U17 XD QF	U17 XD QF	U17 XD QF	
14:00	U19 XD QF	U19 XD QF	U19 XD QF	U19 XD QF	U11 MS C 1	U11 MS C 1	U11 MS C 1	U11 MS C 1	U11WS PP3	U11WS PP3	
14:30	U11WS PP3	U15 XD QF	U15 XD QF	U15 XD QF	U15 XD QF	U13WD PP1	U13WD PP1	U17 WD 1	U17 WD 1	U17 WD 1	
15:00	U17 WD 1	U17 WD 1	U17 MD 1	U17 MD 1	U19 WD 1	U19 WD 1	U19 WD 1	U19 WD 1	U19 WD 1	U19 MD RR1	
15:30	U19 MD RR1	U15 MD PP1	U15 MD PP1	U15 MD PP1	U15 WD 1	U13 MS QF	U13 MS QF	U13 MS QF	U13 MS QF	U13 WS QF	
16:00	U13 WS QF	U13 WS QF	U13 WS QF	U17 WS C 1	U17 WS C 1	U17 WS C 1	U17 WS C 1	U17 WS C 1	U17 WS C 1	U17 WS C 1	
16:20	U17 WS C 1	U17 MS QF	U17 MS QF	U17 MS QF	U17 MS QF	U19 WS C 1	U19 WS C 1	16:30	U19 WS C 1	U19 WS C 1	U19 WS C 1
16:40	U19 WS C 1	U19 WS C 1	U19 WS C 1	16:50	U15 MS C 1	U15 MS C 1	U15 MS C 1	U15 MS C 1			
17:00	U13WD PP1	U13WD PP1	U13 MS C 1	17:10	U11 MD RR1	U11 MD RR1	U19 MS C 1	U19 MS C 1	U19 MS C1	U17 WD QF	U17 WD QF
17:20	U17 WD QF	17:30	U17 WD QF	U17 MD RR2	U17 MD RR2	U19 WD QF	U19 WD QF				
17:40	U19 WD QF	U19 WD QF	U15 MD PP2	U15 MD PP2	17:50	U15 MD PP2					
18:00	U15 WD QF	U15 WD QF	U15 WD QF	U15 WD QF	U13 XD PP3	18:10	U13 XD PP3	U13 XD PP3	U11 XD RR1	U11 XD RR1	
18:20	U17 WS C 2	18:30	U17 WS C 2	U17 WS C 2	U17 WS C 2	U17 WS QF	U17 WS QF				
18:40	U17 WS QF	U17 WS QF	U17 MS C 2	U17 MS C 2	U19 MX C 1	18:50	U15 MS C 2	U15 MS C 2	U15 MS C 2		
19:00	U15 MS C 2	U15 MS QF	U15 MS QF	U15 MS QF	U15 MS QF	U15 MS QF	19:10	U15 WS QF	U15 WS QF	U15 WS QF	U15 WS QF
19:20	U15 WS C 2	19:30	U15 WS C 2	U15 WS C 2	U13 WDPP3	U13 WDPP3	U17 MD RR2				
19:40	U17 MD RR2	U17 WS C 2	U17 WS C 2	U17 WS C 2	U17 WS C 2	19:50	U19 WS C 1	U19 WS C 1			
20:00	U19 WS C 1	U19 WS C 1	U19 WS QF	U19 WS QF	U19 WS QF	U19 WS QF	U15 MD PP3	20:10	U15 MD PP3	U15 MD PP3	
20:20	U15 WD C 1	U13 MD RR1	U13 MD RR1	20:30	U13 WS C 1	U13 WS C 1	U13 WS C 1	U13 WS C 1			
20:40	U17 XD C 1	21:00	U19 WD C 1	U19 WD C 1	U19 WD C 1	U19 WD C 1					
21:10	U15 XD C 1	U15 XD C 1									

Table 4.10. Grid Outline of First Day's Match Schedule in Demo Tournament. Legend: 1, 2 etc. ~ 1st round, 2nd round; QF ~ quarterfinal; SF ~ semifinal; F ~ Final; C ~ consolation; RR ~ round-robin; PP ~ pool-play phase; PO ~ play-off phase.

Time												
09:00	U11 XD SF	U11 XD SF	U13XD PO SF	U13XD PO SF	U17 XD SF	U17 XD SF	U17 XD C SF	U17 XD C SF				
09:25	U19 XD SF	U19 XD SF	U15 XD SF	U15 XD SF	09:30	U15 XD C SF	U15 XD C SF	09:35	U19 XD C SF	U19 XD C SF		
10:00	U13 MS SF	U13 MS SF	U13 WS SF	U13 WS SF	U13 MS C SF	U13 MS C SF	U13 WS C SF	U13 WS C SF	U11 MS C SF	U11 MS C SF		
10:25	U11 MS SF	U11 MS SF	U17 WS SF	U17 WS SF	U17 MS SF	U17 MS SF	10:30	U17 WS C SF	U17 WS C SF	U17 MS C SF	U17 MS C SF	
10:55	U15 MS SF	U15 MS SF	U15 WS SF	U15 WS SF	11:00	U15 MS C SF	U15 MS C SF	U15 WS C SF	U15 WS C SF	U19 WS C SF	U19 WS C SF	
11:25	U19 WS SF	U19 WS SF	U19 MS SF	U19 MS SF	U11 WS PO SF	U11 WS PO SF	11:30	U19 MS C SF	U19 MS C SF	U13 MD RR2	U13 MD RR2	
11:55	U13 WD PO SF	U13 WD PO SF	12:00	U11 MD RR2	U11 MD RR2	U17 WD SF	U17 WD SF	U17 WD C SF	U17 WD C SF	U15 MD PO SF	U15 MD PO SF	
12:25	U15 WD SF	U15 WD SF	12:30	U19 WD SF	U19 WD SF	U17 MD RR2	U17 MD RR2	12:35	U15 WD C SF	U15 WD C SF	U19 WD C SF	U19 WD C SF
13:00	U19 MD RR2	U19 MD RR2	U11 WS PO F	U13 MS F	U13 MS C F	U13 WS F	U13 WS C F	U11 MS F	U11 MS C F			
13:25	U15 MS F	U17 WS F	13:30	U15 MS C F	U17 MS F	13:35	U17 WS C F	U15 WS F	U15 WS C F	U17 MS C F		
13:55	U19 WS F	U19 WS C F	14:00	U19 MS F	U19 MS C F	14:05	U11 WD F	U13 MD RR3	U13 MD RR3	U11 MD RR3	U11 MD RR3	
14:25	U13 WD PO F	14:30	U15 MD PO F	U17 WD F	U17 WD C F	14:40	U15 WD F	U15 WD C F	U17 MD RR3	U17 MD RR3		
15:00	U19 MD RR3	U19 MD RR3	U19 WD F	U19 WD C F	15:10	U11 XD RR3	U11 XD RR3					
15:35	U13 XD PO F	15:40	U17 XD F	U17 XD C F	15:45	U15 XD F	U15 XD C F					
16:00	U19 XD F	U19 XD C F										

Table 4.11. Grid Outline of Second Day's Match Schedule in Demo Tournament. Legend: 1, 2 etc. ~ 1st round, 2nd round; QF ~ quarterfinal; SF ~ semifinal; F ~ Final; C ~ consolation; RR ~ round-robin; PO ~ play-off phase.

One point to note is that in developing the outlines of the daily schedules in the grid form above, the actual draws have not been utilised at all. This means that, if desired, the schedule outline to this point can be put together before the draws are made. For tournaments with a tight timeline between the entry deadline and the start of play, this can be extremely useful. For example, if the draw-making step is held up for whatever reason, or if different personnel are responsible for the draws and scheduling pieces, they can be constructed in parallel. Having reached this point, though, now is the time to combine everything together in what is the last major step of the scheduling process.

PUTTING MATCH TIMES INTO THE DRAWS

From the grids produced in the above step, there is a clear sequence of matches to be played on each day – by event and round number. The grids can now be used to assign match times to individual matches in the draws. It is at this point that using Tournament Planner as a scheduling tool is invaluable and highly recommended, as follows:

- If it has not already been done, set up the Tournament Planner file for the tournament with the number of courts (10, in the example) and the timeslots on each day (the times indicated in the match grids).
- In the draws, start allocating match times to each match based on the content in the match grids that were produced.

As times are assigned match by match in the draws, Tournament Planner will give an alert if any the following problems arise:

- A player is assigned to two potential matches at the same time.
- A player has been allocated insufficient rest time between matches according to the rest-time parameter that was specified.
- There are not enough empty courts available to assign all the matches intended to a particular timeslot.

When one of the above problems is signalled, switch the problematic match time with that of another match to try to solve the problem and view the result instantaneously in the software.

When all the matches for the day have been entered into Tournament Planner, review the overall suitability of the scheduling effort by using the "Validate Schedule" functionality (for local / regional tournaments, focus mainly on the "rest time" parameter). Make further adjustments to individual matches until the result are satisfactory.

Note that the additional scheduling considerations that should be taken into account regarding the order of play for the finals of higher-level tournaments will be discussed in Chapter 6.

FINAL STEP – APPROVING THE SCHEDULE

- Before republishing the draw with the match times now showing, review the schedule one last time (with the help of Tournament Planner) to make sure no major problems are apparent.
- If the referee was the person who did much of the scheduling work, it is recommended to ask the deputy referee(s) to review the schedule. A fresh pair of eyes may uncover scheduling shortcomings that may have been missed until now. Involving deputies in these draw- and schedule-checking steps is also a good way for the referee to build trust and teamwork.
- Once the referee is satisfied that the schedule is acceptable, inform the tournament director that the schedule is approved and that the draws can be republished with either all the match times showing or just those for the first one or two days, as desired.
- Check the public posting to make sure that the right version of the file has been published and that match times for the desired number of days are displayed.

4.11 SUMMARY

In this chapter an in-depth discussion of draws and scheduling has been presented, including:

- the different types of draw commonly used (along with the features and applicability of each to different types of events discussed)
- recommendations for match durations to use for planning purposes (along with a tool to help with estimating the number of matches that can "fit" within the available playing hours)
- the steps involved in making a manual draw, starting from the raw entry data and including the placing of byes and seeds
- recommendations and procedures for entry separation based on player geographical considerations
- the steps involved for successful match scheduling (along with scheduling guidelines and best practices including tips for using Tournament Planner in the scheduling process)

All new referees will need time to become accustomed to the details of making draws and producing realistic schedules, and there is no substitute for practice. The procedures and techniques described in this chapter are just one of several ways in which these important aspects of any tournament can be approached. It is recommended that referees, when getting their first hands-on experience in making draws and match schedules, take the principles presented here and then customise the draw-making and scheduling methods they use to best suit the types and levels of tournament at which they will be officiating.

Many tournaments around the world these days use Tournament Planner to automatically complete many of the tedious steps described in this chapter. The important point is that by working through the material presented here, the referee will have gained a greater understanding of what Tournament Planner is doing in the background and will be well equipped to perform the steps manually if for whatever reason the software fails or is unavailable.

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SELF-ASSESSMENT QUESTIONS

1	In which type of draw do all entries in an event player each other?	Knockout	
		Round-robin	
		Pool play with play-offs	
		None of the above	
2	If there are five entries in a round-robin draw, how many matches will need to be played?	5	
		6	
		10	
		25	
3	Number the steps for processing tournament entries in the correct order.	Produce a formatted event list of players	
		Fulfil doubles partner requests as possible	
		Determine which entries will be accepted or wait-listed	
		Check players' eligibility for events entered	
4	For an event with 14 entries, how many seeds should there be and in what positions should they be placed?	Four seeds, placed in positions 1, 2, 3, and 4	
		Four seeds, placed in positions 1, 5, 12, and 16	
		Two seeds, placed in positions 1 and 2	
		Two seeds, placed in positions 1 and 16	
5	Put the steps for conducting a draw in the correct order.	Draw the players requiring entry separation	
		Place/draw the seeded players	
		Place the byes	
		Review and approve the draw	
		Draw the rest of the players	
6	Which of the following is NOT a key concern for scheduling matches?	Days/times specified for certain events on prospectus	
		Player preferences	
		Player rest time	
		Events with multiple rounds on different days	

BADMINTON TECHNICAL OFFICIALS

REFEREES' MANUAL

LEVEL 1

CHAPTER 5

GETTING READY TO START PLAY

5. GETTING READY TO START PLAY

LEARNING OUTCOMES

By the end of this module, learners will be able to:

- identify the various areas of attention for venue inspection prior to the start of play;
- describe the key issues to discuss with the tournament director / organising committee;
- explain the main points to consider in briefing other tournament personnel;
- describe the appropriate process for carrying out shuttle testing.

5.1 INTRODUCTION

The time between the referee's arrival at the venue and the start of play is an important period, as this is the opportunity for the referee to check that the courts and support areas have been set up suitably, and to exert his / her influence on the way the tournament will be run. It may also be the first time that the referee will meet the tournament director and other members of the organising committee face to face, providing the chance to set in motion an effective partnership which will aid in the smooth running of the tournament. The main activities for the referee during this period are as follows:

- Inspection of the courts and their immediate surroundings (the field of play). Identification of any issues needing to be fixed before play starts.
- Familiarisation with other parts of the venue that players and spectators will access.
- Introductions and discussions with tournament director and other organisers to start building a good working relationship.
- Briefing of umpires and tournament doctor.
- Testing of the shuttles.
- Final inspection of field of play and approval for play to start.

5.2 FIELD OF PLAY AND VENUE INSPECTION

The thoroughness of this activity will depend on:

- the level of the tournament
- how much time the referee has between his / her arrival and the start of the tournament (for example, arriving a day early versus only shortly before the start of play)
- whether the referee is already familiar with the venue layout from previous tournaments or is working a tournament there for the first time

The goal of this step is to ensure that all the fundamentals are in place for the tournament to be conducted safely and smoothly, and to identify any issues that must be addressed before play gets underway. The following are typical aspects of the venue that the referee will want to check – note that in many cases the information will (hopefully) already be available through the requests made in the Referee Checklist, and the referee will merely be confirming this previously received information (Section 3.4).

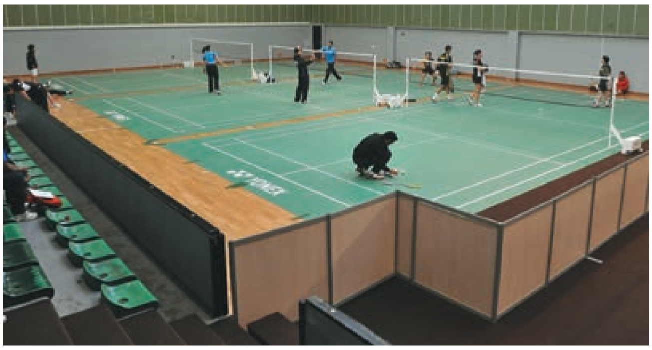
GENERAL

- In all cases, prior to arrival the referee should advise the tournament director of his / her planned arrival time at the venue and request to walk through the pertinent areas together.
- Before arriving at the venue for the initial walk-through, the referee should review the information received through the Referee Checklist, as well as any diagrams received from the organisers showing the planned set-up for the field of play and the general layout of the hall. This information can then be compared to what has actually been put in place, and any differences can be addressed.
- When viewing the pre-work of the organisers around the venue set-up, the referee should remember to pay special attention to those items that were the subject of discussion during the pre-tournament phase and for which specific action was identified to bring them into a state of readiness.

PRIORITY 1 – SAFETY

First and foremost, it is the duty of the referee to ensure that the playing conditions are **safe** for the players, technical officials and spectators. Therefore, the referee should be sure to:

- Inspect the court surface and make sure it is not overly slippery or tacky and has no ridges / large wrinkles or other protrusions that could be a trip hazard.
- If multi-panel mat courts are being used, check that the seams are taped together / fastened securely and are not susceptible to coming apart during play.
- If taped courts are being used, check the tape has been laid down properly, is not tacky, and is not liable to come up during play.
- Verify that there is adequate space around each court from a player-safety point of view, particularly if there are courts laid out in a back-to-back configuration. At the international level, the minimum space between the back of the court and any object (A-boards, chairs for line judges and coaches, etc.) is 2 metres, and at the side of the court the minimum clear distance is 1.5 metres. These are good minimum targets to aim for at any level of tournament.
- Think about the patterns of traffic flow once play starts (for players getting to and from each court from the tournament desk, as well as for spectators getting to and from the seating area or other relevant areas from the entrance / exit doors). Ideally, the field of play will be self-contained, with physical barriers separating it from the areas that spectators will access, but often for grassroots / local competitions held in school gymnasiums etc. this is not possible. If necessary, be creative and limit the points of access to the hall in order to simplify traffic (for example, using tape strung between portable posts to define lanes for spectators can keep them from getting too close to the courts).



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- Check that there is an evacuation plan for the building, which would be needed in the (hopefully) unlikely event of an emergency (fire, security incident, etc.).
- Know the distance to the nearest hospital and the procedure for alerting the emergency services, which would be needed in the (hopefully) unlikely event of a serious injury on court.
- Confirm if there is a defibrillator in the venue.
- When walking around the hall, take note of any slip hazards (for example, carpet laid down that slips when walked on, a step without warning signage that could be tripped on). Alert the venue staff and / or tournament organisers of any issues found and request that they be fixed before the final walk-through.

PRIORITY 2 – PLAYING CONDITIONS

Many of these items should have been broadly covered in the Referee Checklist, in some cases by a "yes" or "no" answer, with elaboration of the details left until this moment.

- Check above the courts for any overhead obstructions (beams, pipes, basketball hoops, etc.). If there are potential obstructions that may come into play, ask the organisers what the experience was at previous tournaments held there. Decide whether it will be a 'fault' or a 'let' if the shuttle hits any of these obstructions. This decision will need to be conveyed to both the umpires and players before play begins.
- Check the adequacy of the lighting. For many local / regional tournaments held in municipal buildings, there is likely little scope for making any changes beyond requesting that any lights that are not working get fixed before play starts, or deciding to turn on or off whole banks of lights. Include any significant shortcomings around the lighting in the post-tournament Referee Report.
- Check that any windows at the back of the courts (and possibly any windows at the sides of the courts) have been covered with black plastic or equivalent. Be aware of any such windows if the hall visit happens at night. Also pay attention to any doors opening onto the field of play that will be used by players / officials / spectators during playing hours. If there are sources of light visible when these doors are open, then something to block the light from the players' perspective will need to be put in place, or an alternative entrance / exit point from the hall floor used instead.
- Look at the background that the players will have at the ends of each court. Ideally there should be no large white or light-coloured areas in the players' line of sight that will make it difficult for them to track the white shuttle. If such areas are present and there is sufficient time, ask the organisers if they can be covered with black plastic.
- Reconfirm whether any air conditioning or heating will be used during play and assess the severity of any air currents that this causes. If there may be an issue with drift, ask the organisers what the experience has been at previous tournaments staged there. When considering whether the air conditioning or heating should be turned on or off, balance the fairness to the players of a small versus a severe shuttle drift with the comfort of the playing conditions (for example, a well-regulated temperature versus excessive – and perhaps dangerous – heat and humidity). If a day's play has been scheduled in sessions with breaks between them, then consider turning on (or up) the air conditioning / heating during these breaks and for a period before play starts at the beginning of the day, and turning it down (or off) during the playing hours themselves.
- If air conditioning or heating will need to be adjusted or turned on / off during the day, find out if the timing needs to be pre-programmed or if it can be done manually. If it is done manually, then establish who has access to the controls and confirm that they will be available at the times needed.

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PRIORITY 3 – COURT SET-UP

It is in everyone's interest that the tournament look the best it can in terms of how the courts are set up and how the A-boards, scoreboards, technical officials' chairs, etc. are arranged. The referee has a large influence in this area and probably the most experience in terms of recognising what works and what doesn't. Utilise this knowledge in the set-up period to guide the organisers in having everything in the proper place / position well before the first matches are called to court.

Photo credit: BWF / BADMINTONPHOTO

- Check that the nets are of good quality with no holes. Before play starts and after the nets have been checked and adjusted for height, make sure the ends of the net are tied to the posts such that there are no gaps between them.
- The posts should be positioned on the doubles sidelines. Some designs of posts commonly used at smaller tournaments are not conducive to maintaining the net at the correct height (1.524 metres at its centre) when positioned correctly, and inexperienced organisers will sometimes move the posts back outside of the doubles sidelines in order to keep the net at the correct tension. If this is the case, ask if weights are available to place on the bases of the posts for extra support, so that they can be positioned correctly. If it is not possible to have the posts on the doubles sidelines (or in the case of a set-up where nets are tied together and strung across multiple courts), a vertical strip of white tape or equivalent running from the top of the net to the doubles sideline should be fabricated.
- If umpire chairs are provided, check that their construction is safe and that there is sufficient space between the courts for them to be positioned safely (ideally one metre from the doubles sideline, but this is flexible depending on the set-up). The seat of a standard umpire chair should be level with the height of the net at its ends (1.55 metres), but this is not critical for lower-level tournaments. If the tournament has long playing hours and the umpires will be working without much rest, it is better to have them sitting in umpire chairs that are not perfectly compliant than to have them standing continuously, which as the day goes on can lead to tiredness, demotivation, and an increased likelihood of mistakes.
- If space permits, the umpire chairs should be on the side of the court such that they face towards the referee / match-control desk, enabling umpires and referee to have easy eye contact. Space considerations should be the deciding factor though, and if necessary, umpire chairs can be placed on the other sideline.
- If service judges will be used for the early rounds – a luxury item for many grassroots / local tournaments – check that the service judge chairs are placed on the opposite end of the net to the umpire chairs. In circumstances where side-by-side courts are placed so close together that this is not feasible, the service judge can be positioned on the same side of the court as the umpire.
- If service judges will use devices to assess fixed service height, check that these are accurate, correctly assembled, and appropriately positioned.
- A-boards around the court improve the presentation of the tournament, provide exposure for sponsors, and provide a natural barrier to keep spectators off the field of play if there is no other physical boundary. Keep in mind the following when deciding where to place A-boards:
  - If there is a limited number of A-boards available, position them strategically, in consultation with the organisers, balancing each of the above considerations.
  - Ideally, there should be a clear space of at least 2 metres between the back boundary line of a court and an A-board (or any other object) and at least 1.5 metres of clear space extending from each sideline. In tightly spaced halls, these distances might have to be reduced, but it is recommended that clear space of 0.8 metres around each sideline be considered the absolute minimum distance from a player-safety point of view.
  - At the back of each court, try to avoid having A-boards that are predominately light coloured, especially white ones. Place these along the sidelines instead.

  – When placing A-boards, remember to leave gaps for the players and technical officials to enter and leave each court. Also ensure that any court attendants or line judges responsible for wiping the court will have easy access from where they are seated, and that the coaches will have an easy path from their chairs to the side of the court during the mid-game and end-of-game intervals.

- Check the position and the condition of any scoring devices (whether manual or electronic). A good choice is often in diagonally opposite corners of the court, away from the coaches' chairs, but if LiveScore is being used in combination with electronic scoreboards, the possible locations may be limited by the location of power sockets. Before play starts, the referee should verify that no numbers are missing from manual scoring devices, and that LiveScore and electronic scoreboards are working, if they are to be used. Even if LiveScore is to be used, there should be manual devices on hand in case of a malfunction.

Photo credit: BWF / BADMINTONPHOTO

- Check that suitable containers for used shuttles are placed next to each service judge chair, or next to the umpire chair if service judges will not be used.

- Although it is not necessary at lower-level tournaments, a nice-to-have item is boxes or baskets for the players to put their racket bags and drinks in. In addition to improving the presentation of the field of play, these also serve to contain any spillage from players' water bottles that may occur. Ideally, there should be two such baskets / boxes on each side of the court, placed adjacent to the umpire chair. In venues with tight space between side-by-side courts, however, the referee may need to decide whether it is practical to utilise them.

- In the pre-tournament dialog with the organisers, it should have already been established how many line judges (if any) will be used for the early rounds. Confirm this number with the organisers upon arrival at the venue and then for each court decide where the line judge chairs will be positioned. Unless it is impractical based on space requirements, the line judge chairs should be placed outside of any A-boards surrounding the court. (For a more in-depth discussion of possible configurations for different numbers of line judges, including court-position diagrams for the different configurations, see Section 5.4.)

- If there will be dedicated court attendants to wipe sweat off the court during the match (as opposed to this duty being performed by one of the line judges on each side of the court), the locations of their chairs will also need to be determined. Before play starts each day, the referee team should check that the mops and / or towels have been placed by these chairs. If there are no court attendants, ask the organisers for one towel per side to be placed near the umpire chair for the players themselves to wipe excess sweat off the court.

- Decide where the coaches' chairs are going to be placed on each court. Normally the two coaches' chairs at each end are placed either centred along the baselines or in corners of the court, and depending on the layout of the hall one of these options may make better sense than the other. If space at the back / corners of a court is too tight for the coaches' chairs to be safely placed in either of these locations, then consider alternatives (for example, place the coaches' chairs along the side of the court instead). At smaller tournaments where space (or lack of chairs) is an issue, it may be necessary to compromise and have only one coach's chair, instead of two, per side. Wherever they are placed, the coaches' chairs should be on the outside of any A-boards present whenever possible.

- In large venues and where there will be one or more deputy referees, request that the organisers set up a chair and small table at the end of the hall away from where the main match-control and referee desks will be. It is recommended that when matches are in progress, the referee team position themselves in different locations so that, as much as possible, all courts can be easily observed. It is surprising how many more details and subtleties of the match can be perceived when a referee is relatively close to a court, as opposed to at the other end of the hall at the main desk. Spreading the on-duty referees out in this way also speeds up the response time when a referee is needed on any court, and sends a positive signal to the umpires that no matter which court they are on, a referee will be paying attention to what is happening in their match.

PRIORITY 4 – SUPPORT AREAS

Next the referee should turn attention to the areas outside the field of play where match control and the other organising functions (for example, shuttle control, field-of-play support, etc.) will be located. This is a good time to meet as many of the personnel responsible for these areas as possible and try and learn their names! The work they do will be critical for the smooth running of the tournament and now is the time to start building good relationships with them.

- Confirm the positon of match control and of the main referee desk.
- Make sure seating space has been allocated for the tournament doctor(s) – ideally close to where the referee will be located.
- Establish where shuttle control will be located. At smaller tournaments, this duty may be rolled into the responsibility of match control, or even handled from the referee desk or by the umpires themselves.
- Confirm where the umpires and line judges will sit when they are not on court.
- Ensure plug-in power is available and working for laptops.
- If results will be updated online, ensure the Internet connection is up and that everyone who needs to know the password knows it.
- Check that the public announcement system is working and is audible from different points in the hall, particularly from where the players will be sitting when they are not playing. If the announcements cannot be easily heard, it is very likely that the tournament will start to run late.

Photo credit: BWF/BADMINTONPHOTO

PRIORITY 5 – REST OF VENUE

Since the Laws of Badminton state that "the Referee shall be in overall charge of the tournament" and not just responsible for the matches occurring on the courts, the referee should be familiar with the venue as a whole and aware of any shortcomings associated with the facilities that players / officials / spectators may utilise while attending the tournament. While primarily being focused on the field of play and the immediate surrounding areas, the pre-tournament inspection that the referee undertakes should therefore include brief looks at other aspects of the venue, including for example:

- The players' changing rooms, including showers.
- The number and quality of the toilets (men's and women's) available.
- The space that the stringer / vendor(s) will use.
- Any medical support areas that will be used during the tournament.
- The meeting room or space that will be used to brief the umpires (and the availability of a projector, if one will be needed).
- The location where the draws will be posted.

5.3 DIALOGUE WITH TOURNAMENT DIRECTOR AND ORGANISERS

The foundation for a healthy and productive working relationship between the referee and tournament director should already have been established through the earlier contact and the discussions around the Referee Checklist. If this is the first time that these colleagues will be working together, then the referee's arrival at the venue is the time to reinforce this (hopefully) good start through a first face-to-face meeting. The referee must always keep in mind the importance of working together with the organisers as one team, as the organisers have likely already invested large amounts of time and effort (and perhaps some of their own money) in getting the preparations to this point, and in large part this is "their tournament".

The referee should make good use of the pre-tournament sit-down time with the tournament director and other organisers, since the closer the start of the tournament gets the busier each of them will become. Once play starts, it will be quite difficult for the referee to have any meaningful 1-on-1 time with the tournament director (except for discussion of any urgent issues that arise). It is also recommended that other key members of the organising team be included in the dialog at this stage, especially if the tournament director will not be one of the hands-on persons responsible for the routine operation of the tournament. Depending on the time available and the urgency of the remaining set-up activities, this conversation may happen before or after the initial inspection of the hall.

- Go over any important items from the Referee Checklist that are still outstanding and needing decisions made to resolve them.
- Ask the tournament director / organisers if there are any new issues that have arisen during the set-up period that affect the field of play. Offer constructive solutions, taking into account that compromises may be needed given the limited amount of time left before the start of the tournament.
- If the initial inspection of the field of play has already been conducted, go over any substantive issues that need to be addressed before play starts.
- If the tournament director and match control are relatively inexperienced, now is a good time to talk in friendly terms about the different roles of the referee and tournament director / organisers once play gets underway. This should also address who has the responsibility for making decisions in different areas should questions arise (see Section 2.3).
- Discuss the details of how the mechanics and flow of getting matches onto court will work (calling matches, assigning umpires and distributing scoresheets, assigning line judges, if any, collecting of shuttles, procedure for players and officials getting onto court). Make sure the agreed-upon procedure is also communicated to the match-control lead(s) if they are not present at the meeting.
  - The exact details will vary from tournament to tournament but they **must** be established before play starts and communicated to everyone affected.
  - Aim for as *simple* a procedure as possible, since inefficiency in this area is a leading cause of smaller tournaments falling behind schedule.
  - For local / regional tournaments, in the absence of special circumstances, it is recommended for the technical officials to simply meet the players on court rather than trying to do a more formal "march-on" procedure, at least until the semifinal and final stages.
  - For large, multi-age junior tournaments (and in some cases, veterans tournaments), it is recommended to set up a "staging area" with chairs close to match control. Players in upcoming matches, about 15 - 20 minutes ahead of when they are expected to go on court, are called to the staging area by match control, checked in by a volunteer, and remain there until match control assigns them to a court. Getting players ready in this way can be an invaluable way of reducing empty-court time between matches, but it means (a) volunteer(s) must have been pre-arranged and briefed ahead of time on how to check in the players and liaise with match control. This additional task of managing and controlling the staging area is generally too much for match control to take on themselves.

- Similarly discuss and agree the procedure for umpires and players leaving the court after a match. Again, a formal march-off procedure is not usually desirable for smaller tournaments. Also cover the logistics for the umpire to return the shuttles (both used and unused) to shuttle control and the completed scoresheet (if paper is used) to match control.
- If the tournament is providing transportation between the hotel(s) and the venue, ask for a copy of the transportation schedule, check its suitability, and ensure that copies are posted on the notice board at the venue and at the hotel(s).
- Find out any miscellaneous details that will need to be passed on to the attendees. For example:
  - Any restrictions on where players can place and leave their video cameras.
  - Where official photographers will be permitted on the field of play. Typically they would be permitted to sit at safe distances along the sidelines and baselines, as long as they are not interfering with play.
  - If food and / or sugary drinks are permitted on the hall floor, or if they can only be consumed in certain areas.
  - Details on the timing / logistics of food being provided to umpires and line judges.
  - What time the venue will open each day – the referee is normally one of the first to arrive.
  - Accessibility to the umpire-briefing location (for example, if the meeting room will need to be unlocked, if one will be used).

5.4 BRIEFING OF UMPIRES & LINE JUDGES

Having met face to face with the tournament director and the other key organisers, and having walked through the field of play and the surrounding areas, the referee should have a solid impression of how the tournament is going to run. Through offering respectful suggestions and instructions during these activities, the referee will have influenced the set-up details to facilitate smooth operation and to enhance good presentation once the first matches get underway. Additionally, all outstanding questions that the referee had prior to arriving at the venue should have been answered. Now this information must be communicated to the other relevant stakeholders in the tournament, perhaps most notably the rest of the technical officials – the umpires and line judges.

BRIEFING OF UMPIRES

Regardless of the level of the tournament, there should be an initial briefing of some sort by the referee to the umpires before play gets underway. At larger tournaments, this might occur on the day before play starts, in a meeting room with a formal PowerPoint presentation. At smaller local / regional tournaments, it often takes place in a quiet part of the gym 45 - 60 minutes before play starts on the first day of the tournament, possibly supplemented by a handout (as discussed in greater details towards the end of this section).

In addition to communicating logistical and technical matters, the initial umpire briefing is important because it sets the tone for the nature of the relationship between the referee(s) and the umpires that will prevail throughout the tournament – especially if it is the first time that many are working together. The referee should use the initial briefing both to establish his / her authority and equally importantly, to build a sense of trust, cooperation, approachability, and teamwork. The following are useful tips to remember when conducting an umpire briefing at any level of tournament:

Photo credit: BADMINTON PAN AM

- Ensure all the umpires are informed in advance where and when the initial briefing will occur.
- Speak clearly and slowly – the umpires present may not all have the same native language.
- Use simple language – the main goal of the briefing is that all the umpires understand what the referee is asking of them, so avoid complex, uncommon vocabulary that they may be unfamiliar with.
- Speak with a sense of calm authority – the referee is the leader of the technical officials team and the image projected in the briefing will establish the tone for the rest of the tournament. Communicate requirements and expectations to the umpires around what they will be doing and how they will be doing it, without appearing overbearing, rigid, or officious.
- Pause at suitable points during the briefing to ask if there are any questions. Treat all questions respectfully and answer them honestly to the best of your ability. Remember that the umpires present may have a wide range of experience, so do not be dismissive of questions that are basic and that "umpires should already know".
- Emphasise logistical and procedural aspects unique to the tournament in question, with less time spent on the generic material that doesn't change from tournament to tournament (unless novice / inexperienced umpires form the majority of the crew).
- Encourage the umpires to consult the referee or the deputy referee(s) with any questions or concerns they have as the tournament unfolds – establish a sense of approachability.

The scope and detailed content of the material covered in the briefing will be customised according to the tournament in question and should cover any specific conditions spelled out in the entry form / prospectus and the regulations governing the tournament. Whatever the communication medium, the briefing should at a minimum contain the following elements (Table 5.1).

Topic	Details
Introductions	If some umpires will be working together for the first time, have everyone introduce themselves and state the town / county, etc. they are from.
Schedule Outline	Communicate the expected playing hours each day – especially important for those umpires who are driving to and from their homes every day.
Transportation	Pass on details of how and when umpires staying at the tournament hotel will get to and from the venue each day.
Uniform	In the absence of a tournament sponsor providing a custom outfit, the umpire uniform in most countries is a black shirt, black trousers or skirt, black socks and black shoes. Make sure all the umpires will be dressed in similar attire as much as possible to enhance the presentation of the tournament.
Equipment	Remind the umpires to bring a stopwatch, clipboard, yellow and red cards and pens each day, if these will not be provided for them.
Umpire Seating	Inform the umpires of where they should sit when they are not on court and ask them to inform you or match control if they need to leave the hall.
Food	Pass on the catering details that have been arranged for the umpires.
Scoring	Remind the umpires of the scoring system(s) in use for this tournament.
Faults and Lets	Pass on the decisions around whether a 'fault' or 'let' will be played if the shuttle hits any specific overhead obstructions, and remind the umpires to inform the players of this during the coin toss.

Topic	Details
Assignment of Matches	Explain how matches will be assigned to the umpires for the first day(s) (for example, by rotation system or working in teams).
Walk on to Court	Inform the umpires that after collecting the scoresheet and shuttles they are to meet the players on court, unless you have decided on a march-on procedure.
Clothing	Inform the umpires of any clothing restrictions for players in force for this tournament (likely not applicable for grassroots / local tournaments beyond "acceptable badminton sports clothing must be worn during play").
Warm-up	Remind the umpires of the warm-up time (usually two minutes), which starts after the coin toss when they sit in the umpire chair / stand at the side of the court, and ends with the announcement of "love all, play".
Line Judges	Inform the umpires of how many line judges there will be and which lines the umpire will be responsible for. Also remind the umpires not to correct a line judge's call unless they are certain a mistake has been made.
Shuttles	Tell the umpires how many shuttles to take out onto court and to remember to return them to shuttle control (or the responsible person) at the end of the match. Inform the umpires that the shuttles will be pre-tested and that they should not allow the players to test them.
Codes of Conduct	Remind the umpires of the major features in the Players Codes of Conduct that they should pay attention to during the match, as well as the appropriate action to take in instances of misconduct (see Chapter 7).
Injuries	Instruct the umpires what to do in cases of injury requiring the attention of the doctor (to start their stopwatch and to call the referee by raising their right hand). Also, at grassroots / local tournaments, ask the umpires to call for the referee if a player wishes to retire during a round-robin or pool-play match (see Section 4.2).
Daily Briefings	Inform the umpires of the meeting time and place for Days 2, 3, etc. of the tournament.

Table 5.1. Essential Material to be Covered by the Referee during the Initial Umpire Briefing

At local / regional tournaments, having handouts containing this information to distribute to the umpires is a good idea. This is because for these tournaments there may be many umpires who are new or relatively inexperienced, which means they may be unfamiliar with some of the common umpire procedures that might be covered only quickly in the verbal briefing. Handouts are also useful for providing all of the information in Table 5.2 to umpires who arrive later on the first day or who will only be coming later on in the tournament. The handout will save time as compared to having to walk through all the material with each new umpire as they arrive. Finally, in the case of mixed-language groups, it may be easier for them to confirm their understanding of points mentioned at the briefing against the handout. However, while handouts can be a useful tool to ensure understanding of procedures, they should NEVER replace a proper briefing.

As noted in Table 5.1, one of the items to be covered in the initial umpire briefing is communicating how matches will be assigned to the umpires for the first day(s) of the tournament. Some of the different options referees may use in assigning matches are discussed below in "Considerations – Efficient Use of Technical Officials".

BRIEFING OF LINE JUDGES

Having dedicated line judges at local / regional tournaments is, in many parts of the world, a luxury item, despite the importance of the job. If a referee is fortunate enough to be working at a tournament where there is a team of line judges, then a short initial briefing to the assembled group should be given before play starts. In addition to sharing the technical information, the goal of this briefing is to convey to the line judges that they are a valued part of the technical officials team, to stress the importance of the job they will be doing, to make them feel relaxed, and to answer any questions they may have. The referee should gauge the experience level of the line judges to determine whether and in how much detail to cover the basics – the hand signals, calling "Out" clearly, looking towards the umpire when making a call, not signalling until the shuttle has actually hit the ground, etc. The referee should reassure the line judges that they should not feel offended or embarrassed if an umpire corrects one of their calls, as no-one is immune from making occasional mistakes (even the referee).

Having a line judge coordinator is an even rarer occurrence at local / regional tournaments! If one has been designated, then prior to the briefings the referee and line judge coordinator should liaise and agree on the number of line judges that will be assigned to each court in the early rounds and how this will be organised. This information is then communicated at the initial umpire and line judge briefings. The next section includes an overview of the different possible configurations of line judges, along with the advantages and disadvantages of each.

CONSIDERATIONS FOR EFFICIENT USE OF TECHNICAL OFFICIALS

Because umpires and line judges are generally a "limited resource", the referee will need to consider, prior to getting ready to start play, how to make the best use of these resources. Below are some points that referees may find useful in deciding how to best assign the available technical officials to their duties.

UMPIRES

In assigning matches to umpires, the referee will wish to consider the number of umpires that will be present, the number of courts that will be used, and his / her personal preference based on past experience. The umpire coordinator (if there is one) should also be consulted as he / she may have a plan in mind.

The following options for umpire workflow are the methods commonly employed:

- **By simple rotation:** This is the most common method used and the recommended choice for grassroots / local tournaments where umpires may be performing other roles as well and may be coming in and out of the active umpire roster throughout the day (for example, if they are also players / coaches / parents). A simple sign-up sheet is maintained at match control or by the referee, and the umpire for the next match is simply read off the top of the sheet and the name crossed off. When an umpire comes off court after a match, their name is added to the bottom of the list. This method has the advantage of being simple to adapt for umpires coming in and out from the umpire crew as the day proceeds. It also easily allows for the referee to assign specific umpires to matches that he / she considers may need a stronger umpire than the next umpire appearing on the rotation list.
- **In teams:** If the roster of umpires is fairly constant throughout a day (in other words, umpires will not be regularly joining the crew and stepping out to perform other roles), then one option is to assign three or four umpires to a specific court for a part of or for the whole day. This method has the advantage of removing the task of continuously assigning umpires to matches from the already busy match-control or referee personnel. A disadvantage is that the umpires will get to work with the same two or three colleagues for an extended period of time. Particularly at the lower umpire levels, it is educational for umpires to work with as many different colleagues as possible, to get exposed to varying umpire styles. If this method is adopted, the referee can delegate determination of the umpire-team compositions to the umpire coordinator (if there is one), but should check that each team is reasonably balanced in terms of strength and experience.

- **In shifts:** This is unlikely to be an option at local / regional tournaments where a common refrain is "not enough umpires", but at rare tournaments with a large number of umpires, it can make sense to spread the long days of play (10 hours or more) into two or more shifts. This give a subset of the umpires some time off to rest and recuperate. If adopting this option, make sure the experienced, stronger umpires are distributed evenly across the sessions.

Whichever option for assigning matches is chosen for the first days of the tournament, the referee must make sure that match control is fully informed, and then explain the system clearly to the umpires at the initial umpire briefing. Additional considerations that the referee should take into account when assigning umpires to matches in the latter stages of the tournament (the semifinals and finals), will be covered in Chapter 6.

LINE JUDGES

As mentioned in the section on field-of-play inspection, line judge chairs will need to be appropriately placed depending on the number and configuration of line judges. This section details the information that should be taken into account when considering how to distribute the available line judges.

The diagrams below show the recommended configurations for line judge teams of 2 (the minimum required number), 3, 4, 6, and for a full complement of 10 (Figure 5.1).

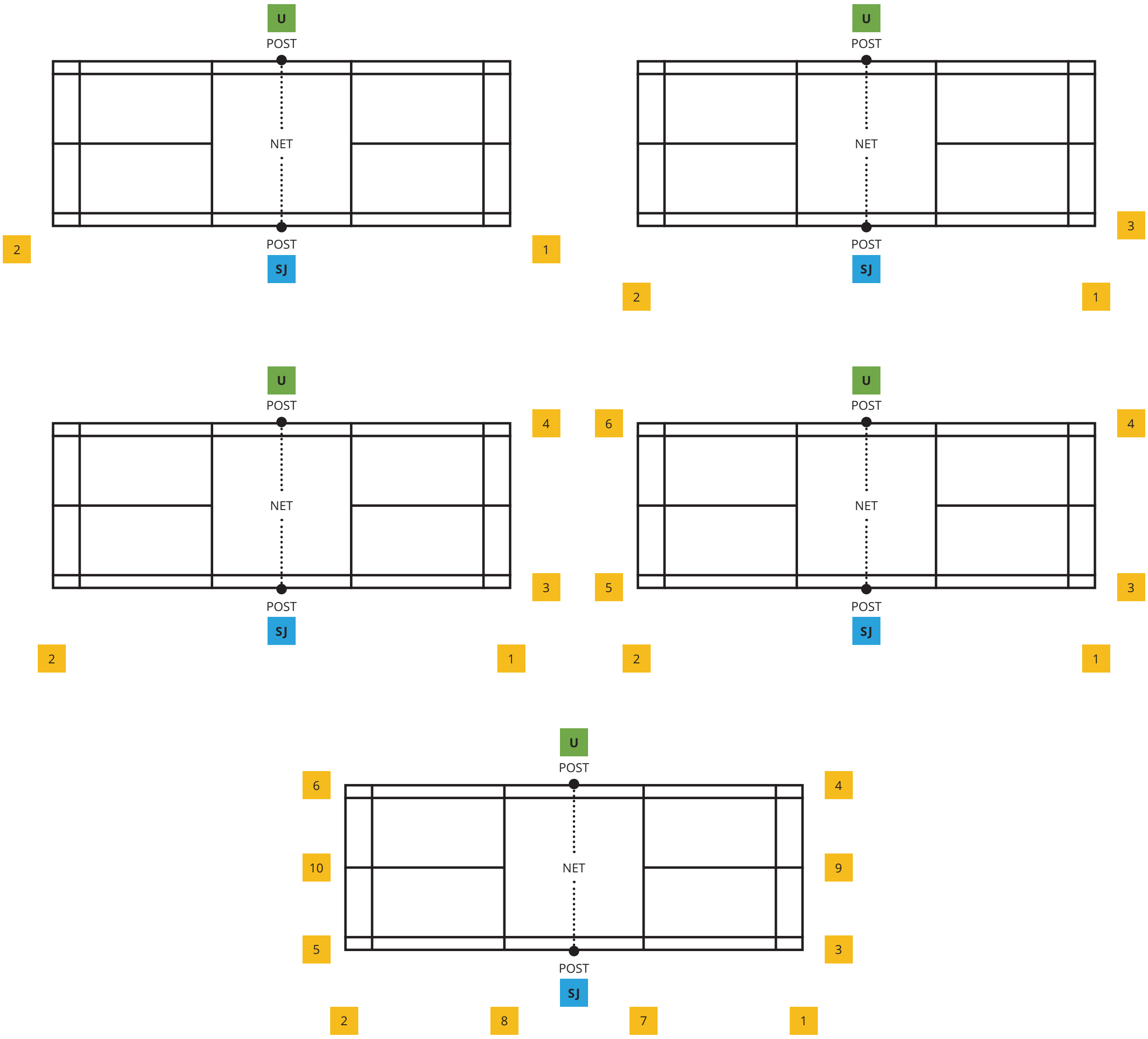

Figure 5.1. Recommended Configurations for Teams of 2, 3, 4, 6, and 10 Line Judges

The details and implications of these recommended configurations are summarised in Table 5.2.

Line Judges	Line Judge Positions	Line Judge Responsibility	Umpire Responsibility	Notes
2	1 LJ in the 2 corners of the court opposite the umpire	Each LJ calls a baseline and sideline to the net	Umpire's sideline, short and centre service lines	
3	Aligned with baselines and the sideline opposite the umpire	Baselines and entire length of sideline opposite the umpire	Umpire's sideline, short and centre service lines	Baseline LJs on opposite side of court to umpire
4	Aligned with baselines and sidelines	Baselines and entire length of sidelines	Short and centre service lines	Baseline LJs on opposite side of court to umpire. Sideline LJs on same side of net
6	Aligned with baselines and sidelines	Baselines and sidelines to the net	Short and centre service lines	Baseline LJs on opposite side of court to umpire
8	Aligned with baselines, sidelines, and centre service lines	Baselines and sidelines to the net, centre service lines	Short service lines	Baseline LJs on opposite side of court to umpire
10	Aligned with all in / out lines on the court	All lines	None (corrections of line judges only)	Baseline LJs on opposite side of court to umpire

Table 5.2. Summary of Umpire / Line Judge Responsibilities for Different Numbers of Line Judges

The referee should bear in mind the following considerations when placing line judges based on the above configurations:

- It is obviously far from ideal for a line judge to have to call two lines (a baseline and part of a sideline) since their line of sight will not be aligned with either line. The configuration shown above when only two line judges are available (in which each line judge is responsible for the far sideline only to the net, with the umpire calling the length of his / her own sideline) is preferable to the alternative in which the line judges are placed in diagonally opposite corners with each one responsible for the full length of a sideline in addition to a baseline.
- With three line judges, the above configuration is recommended since each line judge is now aligned with just the single line for which they are responsible. While it is not ideal for umpires to have to call their own sideline (since they also are not aligned with it), this is preferable to having a line judge in a "corner" position calling two lines.
- With four line judges, a line judge can be assigned to each sideline and each baseline, leaving the umpire responsible for the less frequent calls associated with the short and service centre lines. For the two line judges calling the length of the sidelines it is recommended that they be on the same side of the net rather than one on each side. This makes it easier for the umpire to remember which direction to look towards (always to the left or always to the right) when looking to a line judge for a sideline call.
- Having six line judges available per court is a big advantage, as line judges can then be placed on each sideline on both sides of the net, thereby reducing the likelihood for errors, as these line judges no longer need to view all the way down the line.

The referee should, of course, be aware that variations from the above recommendations may be required based on space considerations, as identified in previous processes. On another note, the reality at many grassroots / local tournaments is that there may be no line judges at all for the majority of the tournament. In this case, the recommended procedure is for players to be given the responsibility of calling their own lines (on their side of the court), but that the umpire maintain overall control with the possibility to correct a player's line call if necessary (just as a line judge can be corrected if an obvious mistake is made). If this is the case, the referee must instruct the umpires to communicate this arrangement, or other procedure to follow in the absence of line judges, to the players at the time of the coin toss.

5.5 BRIEFING OF TOURNAMENT DOCTOR

The presence of a doctor or other qualified medical personnel (for example, a paramedic) is highly recommended at all levels of tournament, even for grassroots and local competitions. Although often not an absolute requirement at these lower-level tournaments, the presence of a doctor or other medical personnel throughout the playing hours:

- adds to the professionalism of the tournament
- is reassuring to players, knowing that should an injury occur there is expert help available on-site
- provides some peace of mind for referees in knowing that they will not be on their own if called onto court in an injury situation

If a doctor has not been appointed to a tournament, then at a minimum the referee should ensure that basic first-aid supplies are on hand (for example, plasters / bandages, scissors, antiseptic wipes, gloves), as well as bags of ice.

Photo credit: BWF / BADMINTONPHOTO

Medical personnel serving in a badminton tournament for the first time will likely be unsure of their responsibilities and the procedure to follow if they are asked to accompany the referee on court to deal with a player injury during a match. The initial briefing given to the tournament doctor by the referee is therefore extremely important, as the role of the doctor in badminton competitions is quite specific, as described in BWF's ***Instructions to Technical Officials (ITTO)***:

"ITTO 3.5.3.2. The Referee shall ensure that the Doctor knows that he acts under the Referee's direction and that if called onto court, the Doctor's primary role is to advise the player of the severity of any injury, and not to administer any treatment that causes undue delay."

"ITTO 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 play. The decision, however, which shall be taken as fast as possible, remains with the player. The 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 if the Doctor estimates that the treatment can be completed (or nearly so) before the interval ends"

These clauses apply to all levels of tournament and contain the essence of what the referee must communicate to the doctor in the initial briefing.

- Tell the doctor that one of the referees will alert him / her when their presence is required on court.
- Inform the doctor that their primary role is to **evaluate** the severity of the injury and to **advise** the player whether it is safe to continue or whether they risk aggravating the problem.
- Tell the doctor that the diagnosis should be done as **quickly** as possible.

- Emphasise that the role of the doctor on court is **not** to conduct treatment beyond minor interventions such as administering spray, applying a plaster, etc.
- Reinforce that the doctor can **advise** the player whether to keep playing, but the decision whether to continue or retire is always taken by the player.

Concerning the last bullet point above, note that for junior tournaments in some jurisdictions authority is given to the tournament doctor to retire a minor-age child who has sustained a severe injury and who wishes to continue playing against the advice of the doctor if the parent / guardian or other adult who has been delegated the authority to make decisions on behalf of the child is not present.

If the tournament doctor(s) appointed has served at badminton tournaments before, then the above points will merely be reminders of the doctor's duties. In all cases, the referee should remember the points below when briefing the tournament doctor:

- Speak slowly and clearly. Use a translator if the doctor's first language is different from the referee's and communication is difficult.
- The doctor is part of the team, so use the briefing to build trust, collaboration and teamwork.
- Often different doctors are assigned to cover different days of a tournament – or even to different sessions within a day. Each time a new doctor arrives to work for the first time, the referee should give a briefing covering the points above.
- Point out to the doctor(s) the seating area that has been designated for them. Request that the doctor inform the referee if he / she leaves the hall.
- It is recommended to have the mobile number of the doctor in case it is necessary to make urgent contact when he / she has stepped out of the hall, or outside of the playing hours.

Guidance and recommendations for referees on how to handle on-court injury situations in real time will be provided in Chapter 6.

5.6 SHUTTLE TESTING

At grassroots / local tournaments, the briefings by the referee to the other technical officials and to the tournament doctor usually occur in the hour or so before play gets underway on the first day. Following these briefings, and usually one of the last tasks performed before play starts, the referee must test the shuttles. This helps the referee establish which of the speeds of shuttle available is most suitable to use (or if only one speed has been provided, to determine whether tipping is required). It is also beneficial for the players, who by seeing that the shuttles have been tested can have confidence that the officials are paying attention to this important factor.

The procedure for testing a shuttle is very specific, and although it is used throughout the world, it is not well known by most players and not followed correctly by many lower-level referees. In brief, a shuttle is tested by hitting it with a full underhand stroke which makes contact with the shuttle over the baseline and observing where it lands on the other side of the court. A shuttle of legal speed when hit in this fashion will land between the two short markings that extend inwards from the singles sideline on either side of the doubles service line on most pre-marked badminton courts (Figure 5.2). In-depth instructions are provided below, and the process is also demonstrated in ***Video Clip REFV1***, available at BWFTV.

Figure 5.2. The Court Markings Used for Shuttle Testing

The instructions below describe how a referee should test a shuttle for speed. It is important for the referee to remember that the quality of the result is only as good as the quality of instructions given by the referee to the shuttle tester and the proficiency of the shuttle tester. In deciding how to use the result of the test, the referee may be constrained by factors outside of his / her control, such as the number of tubes of each speed of shuttle that are actually available.

1. ***Approximately 20 minutes before the start of play on the first day of the tournament, select a player to conduct the shuttle test.***
    - The player chosen should be an active male player in the tournament, and it is convenient to pick a player who is on court practicing.
    - At grassroots tournaments, the player selected should be one of the stronger, more experienced players in the competition.
2. ***Inform the player that you would like him to test some shuttles.***
    - Be polite but firm if the request is met with some initial resistance.
    - Walk with the player and a tube of each speed of shuttles to be tested to an empty court that will be used for tournament play.
    - If there is a deputy referee, it is helpful for the deputy referee to assist by going to the other end of the court.
3. ***Instruct the shuttle tester that he is to hit each shuttle handed to him with a full underhand stroke that makes contact directly over the baseline (Figure 5.3).***
    - For each available speed, three shuttles should be tested.
    - Do not tell the tester which speed he is testing.
    - Hand the shuttles to the tester one by one.
    - Test the different speeds of shuttles at different locations along the width of the baseline, so that the three shuttles corresponding to each speed land in distinct locations.
    - If a deputy referee is assisting on the other end of the court, he / she should place each shuttle at the spot it landed.
4. ***Observe how the tester hits the shuttle and instruct him to make any necessary adjustments.***
    - Watch to make sure the tester's stroke is making contact with the shuttle directly over the baseline. Ask him to adjust his position if this is not the case.
    - In venues where there is insufficient space between the baseline and the exterior wall / other obstruction, the tester will need to stand forward of the baseline as needed. This distance must be taken into account when considering the result of the test.
    - Judge whether the tester is using a "full underarm stroke". The stroke should consist of a full back-lift and full follow-through, but not excessive movement of the body. The tester should not be stepping into the stroke.
    - The trajectory of the shuttle when hit should be upwards, but not in an excessively looping arc nor resembling a drive serve.

Figure 5.3. Correct Position When Testing a Shuttle

Figure 5.4. Contact with Shuttle Directly over Baseline

5. ***When all the shuttles to be tested have been hit, proceed with the shuttle tester to the other side of the court.***
   - If a deputy referee is assisting from the other end of the court, the referee stays in place and asks the shuttle tester to go to the deputy referee.
6. ***Instruct the shuttle tester to hit the shuttles in the same fashion as he did originally, but now from the other side of the court.***
   - Repeat steps 3 and 4 with the tester hitting the shuttles in the opposite direction to that done originally.
7. ***Thank the shuttle tester for his time.***
   - Do not engage the shuttle tester in conversation around which speed of shuttle he thinks is most suitable or respond to any comments he makes about the shuttles being fast or slow.
8. ***Inspect the results of the shuttle test and consult with the deputy referee (if applicable).***
   - If multiple speeds of shuttle were tested, make a decision as to which one will be used.
   - If only one speed of shuttle was tested, decide whether tipping is required.
   - If tipping is necessary, then three shuttles should be tipped and tested by the shuttle tester before he leaves the court.

The results of the shuttle test are sometimes straightforward but often are ambiguous. Remember, when considering where the shuttles have landed, to ask yourself:

- Did the shuttle tester hit the shuttles directly over the baseline?
- Did he use a full underhand shot, or was the shuttle over-hit or under-hit?
- Was the trajectory appropriate, or was it too flat or too high?

If any of these aspects of the shuttle test were not done correctly, they should be accounted for in analysing the results.

Ideally, for a good shuttle tester testing multiple speeds of a good quality shuttle, results similar to those in Figure 5.5 would be obtained.

Here, it is obvious which speed of shuttles the referee would select. One of the speeds is clearly too fast (landing near the baseline), one speed is clearly too slow (landing well short of the doubles service line), and the middle speed is just right (landing within the markings designated for legal-speed shuttles).

More common, though, is a shuttle speed test with the results shown in Figure 5.6.

Compared to the results in Figure 5.5, in this case there is much more scatter obtained for the three shuttles within each of the three different speeds of shuttle tested, and little if any significant difference can be seen in the speeds of the nearest two sets of shuttles (the third set of shuttles appears to be too slow). In this situation, the referee might consider the relative quantities available for the two more suitable speeds, and start the tournament with the speed of which there are more.

Once the referee has made the decision around which speed of shuttles the tournament will start with, the following steps should be taken:

Figure 5.5. Ideal Results from Testing Three Speeds of Shuttle

Figure 5.6. Less Ideal Results from Testing Three Speeds of Shuttle

- Communicate to shuttle control (if there is one) which speed of shuttles will be used.
- If shuttles are to be tipped, decide on whether this will be done by shuttle control or by the umpires. In either case, demonstrate how the tipping should be performed.
- Keep one tube of each of the speeds of shuttles that were not selected on hand at the referee desk, in case the need for an alternate speed of shuttles arises during the day.

The shuttle test as described above should always be performed prior to the start of play on the first day of the tournament. For subsequent days, it is at the discretion of the referee as to whether additional testing is necessary. If during the first day there are no complaints from players or negative observations from umpires around the speed of the shuttles, and if there is no significant change in the environmental conditions (temperature and humidity), then the referee can choose not to conduct further shuttle testing on subsequent days.

Advice to referees for handling disputes during matches around shuttle speed will be provided in Chapter 6.

5.7 FINAL INSPECTION – READY TO START PLAY

With the briefings and shuttle testing completed, everything should be just about ready for the tournament to get underway. In the minutes leading up to the start of play, the referee should perform the following checks:

- An announcement should be made for all courts to be vacated by players warming up at least 15 minutes prior to the first matches being called.
- Arrange for the courts to be swept once they are vacated.
- Check the heights of the nets (delegate to the umpires).
- Check that the ends of the nets are tied to the posts such that there are no large gaps (delegate to the umpires).
- Check that the umpires', service judges', line judges' and coaches' chairs (as appropriate) have been placed according to the instructions given at the initial inspection.
- Check that mops, towels, and court attendants' chairs (if any) have been placed correctly.
- Check that buckets for used shuttles and baskets / equipment boxes (if available) have been put out on each court in the correct positions.
- Check that any A-boards have been positioned according to the referee's earlier instructions and fine-tune their positioning so they form a straight line and are not crooked.
  This will add to the professionalism of the presentation.
- Ensure that any scoreboards to be used are in position and that they are working.

Photo credit: BADMINTON PAN AM

- If LiveScore is being used, verify that it is working.
- Check that the key personnel are in place – tournament doctor, match control, shuttle control, field-of-play volunteers, etc.
- Check that the umpires know their assignments for the first round of matches.

When the referee is satisfied that all is ready, match control should be informed that the first matches can be called. The tournament is now ready to begin!

5.8 SUMMARY

This chapter detailed the tasks that must be completed by the referee after arriving at the tournament venue and before play begins. Getting the field of play ready is a major collaborative task between the referee and the organisers. Referees should use their experience in influencing the details of the set-up such that the playing conditions will be safe for the players, of good quality, and giving as professional a presentation possible with the time, equipment, and resources available. This period of time is also critical for building productive working relationships with the tournament director and other key organisers through the first face-to-face meetings. Similarly, the umpire briefing is important for both communicating all required technical and logistical information and for building teamwork and trust throughout the group of technical officials working the tournament. The importance of shuttle testing was also highlighted, with the standard procedure to be adopted described in detail.

With the final checks made, the tournament can now begin in earnest. If the referee has been diligent in the pre-tournament activities described in Chapters 3 - 5, there is no reason that the tournament should not run smoothly and be remembered for all the right reasons. Although there will still be tasks for the referee to carry out prior to the start of each subsequent day's play and after each day's matches have ended, the main focus of the referee now transitions to observing the matches as they unfold. This will lead to the referee making adjustments and improvements in the way the tournament is executed, reacting to situations that arise both on and off the courts, answering questions from players / coaches / parents, etc., and continuing to develop relationships with all the stakeholders involved. No matter the level of the tournament, there will be plenty of work to keep the referee busy until the last shuttle has been struck.

SELF-ASSESSMENT QUESTIONS

1	Which of the following represents the order of priorities (from highest to lowest) during the pre-tournament inspection?	Playing conditions, Rest of venue, Safety, Support areas, Court set-up	
		Safety, Support areas, Court set-up, Rest of venue, Playing conditions	
		Court set-up, Playing conditions, Safety, Rest of venue, Support areas	
		Safety, Playing conditions, Court set-up, Support areas, Rest of venue	
2	What is the recommended minimum clear space behind the back of the court?	1.5 metres	
		2 metres	
		3 metres	
		There is no recommended minimum.	
3	Which of the following is NOT generally addressed in the pre-tournament meeting between the referee and the tournament director?	Any outstanding issues with the field of play	
		Prize money to be awarded	
		Procedures for technical officials to get on / off court	
		Logistics around meals for technical officials	

4	What are the benefits of providing a handout at umpire briefings? *(Tick all that apply)*	It can serve as a handy reference for key information throughout the tournament.	
		It can help less experienced umpires review information that may be new to them.	
		It can save time as the referee won't need to cover the information on the handout.	
		It can improve understanding of key information in mixed-language groups.	
5	The main role of the tournament doctor is to:	Evaluate any injury and inform the player if it is advisable to continue	
		Carry out the necessary treatment to allow the player to continue	
		Decide how much recovery time the player should be allotted during the match	
		All of the above	
6	Which of the following images shows the correct point on the court for the shuttle to be struck when testing shuttle speed?		
			
			

7	Which of the following images shows the correct position of the player with respect to the back boundary line when performing a test of shuttle speed?		
			
			

BADMINTON TECHNICAL OFFICIALS

REFEREES' MANUAL

LEVEL 1

CHAPTER 6

DURING THE TOURNAMENT

6. DURING THE TOURNAMENT

LEARNING OUTCOMES

By the end of this module, learners will be able to:

- discuss the most common draw-related issues that come up during tournaments;
- describe strategies to keep the tournament running smoothly once play has begun;
- identify the common reasons referees are called onto court during matches;
- explain the main considerations around any medical attention required;
- describe the preparations that need to be handled for the following day;
- identify the key issues regarding finals that may require special attention.

6.1 INTRODUCTION

Finally the tournament is underway! This brings a whole new set of tasks and responsibilities for the referee team to manage. These include:

- observing the matches in progress and reacting to any incidents or disputes that occur on the court
- being proactive in foreseeing any logistical issues off the court before they occur and taking action to ensure they don't materialise or their impact is minimised
- adjusting (or preparing) the subsequent day's match schedule
- dealing with no-shows and requests for substitutions

On the people-management side, the referee will be:

- interacting closely with all the key functional roles such as match control, and providing guidance for improved execution
- continuing to lead the team of technical officials, providing constructive feedback on collective and individual performance, and conducting regular briefings
- responding to numerous questions, and most likely a few complaints, from players / coaches / parents on all manner of topics as the tournament unfolds

The combination of these areas will challenge the referee's multi-tasking ability, and to be effective, the referee will need to exhibit many of the positive qualities described in Section 2.4.

This chapter will provide recommendations and best practices to help referees deal with the more common issues that occur during a tournament in each of the above areas. As usual, the guidance given is tailored to lower-level grassroots / local / regional competitions, although in many cases the procedures and tips are applicable to higher-level tournaments as well.

6.2 REDRAWS

The process for making and checking draws was described at length in Chapter 4. The draw, however, is a living document and although its formal approval by the referee makes it "official", it does not exclude changes being made between the time it is published and the time play gets underway. At any level of tournament, once the draws are published the referee is then responsible for them and it is the referee who must approve any subsequent changes. This also applies to any changes in the match schedule / match times that are made after the match schedule has been initially posted. At local / regional tournaments with relatively inexperienced tournament-desk personnel, the referee may need to remind them that any requests to change match times or any complaints about the draw should be directed to the referee.

The referee may need to consider making a change to a draw under the following circumstances:

- A mistake is discovered in the original draw.
- There are so many withdrawals in an event that the integrity of the original draw is severely compromised.
- A player withdraws before his / her first match in an event and there are players on the reserve list (see Section 6.3).

MISTAKES IN THE ORIGINAL DRAW

The independent checking of the seeds and draws as recommended in Chapter 4 should greatly diminish the probability of an undiscovered error in a published draw. Nevertheless mistakes do happen, and if prior to the start of the tournament, a question around a draw is brought to the referee's attention (by a player, tournament organiser or technical official), the referee should promptly investigate whether a mistake has been made. The most common types of errors made in conducting draws for grassroots / local tournaments are as follows:

- A player / pair has been omitted from the draw.
- The seeds were incorrectly assigned.
- The seeds were placed in the wrong positions in the draw (not in accordance with Table 4.8).
- The byes were placed in the wrong positions in the draw (not in accordance with Table 4.8).
- Geographical separation of the players in the draw was done incorrectly (see Section 4.8).

If a mistake in a draw is only discovered after play in that event has begun, it is not possible to correct it and the original draw, including the mistake, must stand. The referee should apologise to the affected players, showing an appropriate amount of empathy.

If, however, a significant mistake in a draw is discovered before play starts in that event, it is recommended that the referee redo that particular draw in its entirety (unless the tournament is governed by specific regulations specifying an alternative course of action). Note that in general, fixing a mistake by swapping one or more players in the original draw is not advised, since almost certainly the integrity of the original draw process will have been compromised. If the referee does need to redo a draw because of a significant mistake, it is important to keep in mind the following:

- Prompt communication to all stakeholders (players, other tournament organisers, etc.) is vitally important -- both in informing them of the need to make a new draw, and in notifying them once the new draw has been made. Almost certainly in the new draw, some players will be advantaged and some disadvantaged relative to the original draw. Also most, if not all of them, will face different opposition in their first match to what they may have been mentally and tactically preparing for. This will likely lead to some complaints and so the referee will need to remain calm and clearly explain what has happened.
- A consequence of making a new draw may be that adjustments in the match schedule are required – players may now be scheduled to play at different times in the redrawn event as compared to their original published times. Effective communication of these changes is important, and the referee may consider requesting to the organisers that affected players be informed individually (by phone or by email, etc.) of their changed match times. This may be preferable to relying on their viewing an update post online, particularly if the changes in match times are significant. In particular, the referee must be aware of instances where a player is now required to play earlier than originally scheduled. If positive confirmation from affected players is not received, flexibility should be shown by the referee if the players are not present and ready to play at their new match time (see Section 6.3).

Clearly having to redo a draw because of a mistake on the organisers' / referee's part involves considerable work and stress for the referee, the more so the closer to the start of play the mistake is discovered. There are many aspects of a tournament that are beyond a referee's direct control, but verifying the accuracy of the original draws is something the referee can control. As such, the importance of thoroughly checking the original seeding and draw process cannot be emphasised enough.

MULTIPLE WITHDRAWALS – LOSS OF DRAW INTEGRITY

It is not uncommon for a handful of players to pull out (withdraw) from a tournament due to injury / illness, etc. in the period between when the draws are published and the start of play. If a particular event (for example, women's singles) has suffered multiple withdrawals and there are insufficient players on the reserve list to take their places, the referee may need to decide whether the original draw should be replaced with a new one. Particularly if one of the top seeds has withdrawn (so that to observers the draw is now "top heavy" or "bottom heavy"), the referee may be under pressure to do a redraw. Referees at all levels of tournaments are advised to take note of the following recommendations:

- Under no circumstances should a player be moved from one position in the draw to another so as to "rebalance" the draw.
- A redraw should only be done if the original draw has become "severely" unbalanced through multiple withdrawals leaving a whole section of the draw largely depleted. Otherwise the original draw should be left as is.
- The withdrawal of a top seed or top several seeds in and of itself should ***not*** be considered sufficient cause to do a redraw.

What constitutes a "severely" unbalanced draw as a result of player withdrawals inevitably involves a degree of subjectivity, but the key message here is that only in extreme cases should the referee consider doing a redraw. If in doubt, the referee should leave the draw alone.

This is an area where consistency from referee to referee is desirable, so that players see the same outcome if similar occurrences happen at different tournaments with different officiating crews. At the local / regional level, dialog between referees working the same series of tournaments is therefore important, so as to align thinking and share ideas as to what conditions make a redraw necessary. Such dialog could be conducted either online or at face-to-face meetings / workshops. Note that consideration of redraw scenarios resulting from promotion of players / pairs from qualifying draws to main draws is beyond the scope of this Level 1 Referees' Manual, but will be addressed in Level 2.

6.3 WITHDRAWALS, PROMOTIONS, NO-SHOWS AND SUBSTITUTIONS

As noted above, at almost every tournament at any level, there will be at least a few instances of players:

- withdrawing before the event starts
- not showing up to play their first match of an event without giving prior notice, or
- sustaining an injury during a match which keeps them from playing in their other events

For each of these occurrences, substituting a player into the draw may or may not be a possibility. In every case of a withdrawal / promotion / no-show / substitution, the referee needs to be involved and is responsible for determining how to proceed. Since time pressure can often be an element of dealing with substitutions, the referee needs to be well prepared as follows:

- From the time that the draws are made, ensure that a reserve list of players for each event is in place, prioritised, and kept up-to-date.
- Understand the specific regulations (if any) that are in place for the tournament regarding permissible substitutions.

At national and international tournaments, the regulations around substitutions are usually well defined (although they will likely differ depending on the tournament type and location), and the referee merely needs to understand and apply the regulations. For local and grassroots tournaments, however, there may not be anything written down about how to handle withdrawals and no-shows with respect to possible substitutions. In this case, the referee would need to decide ahead of time how to proceed when these situations come up during the tournament. The following aspects should be kept in mind:

- When handling substitutions, it is important to strive for consistency from referee to referee and from tournament to tournament within a given series. If the procedures are not defined in published tournament regulations, the referee should consult colleagues ahead of time as to what has been done in similar tournaments, and then communicate to the organisers the principles that will be adopted.
- In the case of relatively inexperienced organisers, the referee should remind them to pass on any such notifications as soon as they are received (including confirmed withdrawals, requests for substitutions, or instances where a no-show may be expected based on second-hand information received). In particular, the referee must ensure that the organisers know that it is the referee's responsibility to approve of any substitution requests.
- Before processing a withdrawal, the referee should be sure that the notification is "official" (in other words, that the information received is reliable and comes directly from the player or from his / her parent, coach, etc.). Once a withdrawal is acted on and the result communicated to other players (either verbally or through republishing the updated draw), it cannot be undone, so avoid acting on second-hand, unconfirmed information.
- Where appropriate (for example, if refund of the entry fee is a possibility), the referee should request that a player who withdraws due to injury provide a doctor's note / medical certificate.
- For a local / regional tournament where there is no formal team managers' meeting (unlike in international tournaments), it is recommended that the referee process any withdrawals / substitution requests that are received between the time the draws are published and the start of the tournament on a case-by-case basis as they are received.
- When processing substitutions (singles or doubles) by moving players from the reserve list into the draw because of withdrawals, no consideration of geographical separation of entries should be considered. From a refereeing perspective, this simplifies the processing of substitutions.

Note that the handling of withdrawals regarding tournaments featuring both main rounds and qualifying rounds is beyond the scope of this Level 1 Referee Manual, but will be addressed in Level 2.

WITHDRAWALS / PROMOTIONS IN SINGLES EVENTS

Withdrawals in singles events are relatively straightforward from a refereeing perspective, and it is recommended that at all grassroots / local tournaments referees follow the following principles, unless there are specific tournament regulations that mandate a different procedure:

- Only players already on the reserve list for the event at the time the initial draws were published should be considered eligible to replace the withdrawn player.
- The player highest in priority on the reserve list should be promoted into the draw.
- When multiple players have withdrawn and one or more reserve list players are to take their place, execute a random draw, ideally in the presence of witnesses, to determine which reserve list player will be placed into which vacant position in the draw.
- Promptly republish the updated draw and directly inform the player(s) promoted into the draw that they will now be able to play in this singles event.
- If necessary, adjust the match times based on the promoted player's match times in other events. Republish the schedule, inform any affected players of their new match times, and ask for confirmation that they have received the notification.

WITHDRAWALS / PROMOTIONS IN DOUBLES EVENTS

Withdrawals and promotions in doubles events are inherently more complicated than for singles events for two reasons. First, there is the possibility of either one or both players in a doubles pair being unavailable to compete, and second, the reserve list may consist of a combination of complete pairs and individual players (partner requests). There are several ways in which the referee might select substitute players / pairs from the reserve list if a player or pair in the main draw withdraws. What is important is that this process be defined and applied consistently from one withdrawal to the next (and ideally from one tournament to the next). Having a defined process and applying it consistently is important here, because if only one player from an original doubles pair withdraws, the remaining player might express a preference for who they want as their new partner, and it is up to the referee to consider the request and make a decision. In making such decisions, the referee should objectively follow the doubles substitution procedure that has been put in place for the tournament, and then use it to explain to the player the basis of the decision.

Defining a rigorous process for processing doubles substitutions is always complicated because of the different possible configurations of the withdrawing and reserve-list players / pairs. One such process is illustrated below, and it is recommended that referees at local / grassroots tournaments consider adopting this methodology (again, assuming that there are no pre-existing substitution regulations already in place).

- A doubles substitution can only occur up until the time of the first match of the original pair, unless otherwise stated in the tournament regulations. Once a doubles pair starts their first match, neither player in that pair can be substituted (including for consolation rounds).
- In all cases, the new doubles pair must satisfy the requirement that they would have been seeded in no higher a seeding group than the original doubles pair, as described for singles substitutions above.
- Regardless of whether one player or both players in a doubles pair withdraw, replace that pair as a whole with the highest-priority pair on the waitlist.
- If there are no pairs on the reserve list for that doubles event, (in other words, the reserve list consists of just individual players with partner requests), then:
    a. If a doubles pair withdraws, replace them with the two highest-priority players on the reserve list. If one of these players does not wish to play with the partner assigned, then continue going down the reserve list until a player wishing to play is found.
    b. If one player in a doubles pair withdraws, replace that withdrawn player with the highest-priority player on the reserve list. If that reserve-list player does not wish to play with the remaining player in the original doubles partnership, continue going down the reserve list until a player wishing to play is found.
- If one player in a doubles pair withdraws, with no pairs on the reserve list, and none of the individual players on the reserve list (partner requests) wish to play with the remaining player in the original doubles partnership, give that remaining player the opportunity to find an alternate partner for him / herself. The proposed partner must already be entered in the tournament in other events and be eligible to play in this doubles event (where restrictions around the total number or combination of events entered apply).
- A special case is when individual players in two (or more) doubles pairs withdraw before their first match, leaving behind two (or more) halves of pairs. In this case the referee has the option of "recombining" these fragmented pairs together to form whole pairs. However, it should be specified ahead of time whether this recombining of fragmented pairs will take priority over going to the reserve-list players / pairs. When deciding which of the two (or more) possible positions in the draw the recombined pair should occupy, it is recommended that if one of the original doubles pairs had a bye and the other had a first-round match, then the recombined pair should be placed into the bye position. Otherwise, determine the position by drawing lots. Keep in mind that geographical separation of entries is not a factor to consider in this or any other type of substitution, as noted earlier.

HANDLING NO-SHOWS

A player is a "no-show" if their match has been called to court and the player is missing with no prior notification given to the referee or organisers. This is in contrast to a "withdrawal", where a player has communicated ahead of time that they will be unable to participate at all or any further (in a particular event or the tournament as a whole). It is the referee's responsibility to confirm and report all defaults resulting from no-shows, and because a default cannot be undone, it is important that the referee be aware of all such occurrences. This requires good communication with match control, so at local tournaments with inexperienced desk personnel, the referee may sometimes be caught by surprise by a potential no-show situation with little time to react. To avoid this, in preparing for and dealing with no-shows at lower levels of tournaments, it is recommended that referees adopt the following procedures:

- Before the start of play, remind match control that it is the referee's responsibility to declare walkovers due to no-shows, and instruct match control to inform the referee of any player who is known, or suspected, not to be present in the period leading up to their match being called.
- Upon receiving such notification, the referee may consider instructing match control to delay calling the player's match so that efforts can be made to find out where the missing player is. The referee should exercise an appropriate amount of flexibility and discretion depending on the level and nature of the tournament. For example, at competitive higher-level regional tournaments, there will likely be little or no delay to calling the player's match beyond the published match time. However, for small beginner-level and grassroots tournaments aimed more towards participation and social aspects rather than competiveness, it may be reasonable to make a greater effort in trying to locate a missing player.
- Any such delay in calling a match to court while the status of a missing player is being clarified should be of limited duration. The referee should keep the opponent informed and consider any disadvantage that the delay might cause the opposing side (for example, the scheduled time of the opponent's next match). Be wary of rolling delays (for example, when a player states over the phone that they'll be at the venue in a few minutes, which subsequently turns into another few minutes, and so on).
- If a match has not yet been called and it is established that a player is missing due to extenuating circumstances, the referee might consider rescheduling the time of that match. However, the referee should take into account whether the player could have informed the tournament earlier of the situation, and also whether the player should have taken sensible precautions (for example, to allow for traffic jams arriving in time for their match). At lower-level tournaments, rescheduling would be the right course of action if the reason for the delay was discovered to be a fault of the tournament and not of the player (for example, promised transportation did not materialise).
- Once a match is called to court, the "clock is ticking" and cannot be stopped under any circumstances. This is why it is important that the referee and match-control desk work closely as a team when a player is suspected to be missing, such that any enquiries can be made before the match is officially announced. Note that, depending on the level of the tournament, it is not absolutely necessary to have the umpire and the side that is present proceed onto court and wait there until the referee declares a walkover. What is important is that the match is at some point officially called for the purpose of starting the stopwatch for the missing side.

Photo credit: BWF/BADMINTONPHOTO

- At any level of tournament, it is recommended that a default time of 10 minutes be observed once a player's match is officially called to court. During the 10 minutes, the referee should ensure that match control make at least two subsequent announcements for the missing player to report for their match, and then a "final call" with about one minute remaining.

- Once the 10 minutes has elapsed, the referee should declare a walkover (W / O) and inform the opponent that they will proceed to the next round. Ensure that the match is announced as a walkover over the PA system and that match control records the match correctly and updates the draw.
- It is normally not practical to process substitutions in the instance of no-shows, due to the uncertain situation that is evolving in real time.

The decision by a referee to award a walkover is irreversible, even if the missing player arrives just a few seconds after taking this decision. Every referee will experience this unfortunate situation from time to time and the aftermath of dealing with it. In talking to the just-arrived player, who may be pleading for leniency and the chance to play the match, the referee must be firm, while at the same time being sympathetic (if appropriate) with the defaulted player's particular circumstances. If relevant, the referee should explain the attempts that were made to contact the player and the extra time allowed before the match was called – above and beyond the published match time – in order to provide every opportunity to avoid a default.

It is also important for the referee to communicate the consequences of a walkover in an event with round-robin or pool-play formats to the player. As described in Section 4.2, if a player does not complete one of their group matches, it means that any matches already played in the group by that player are discounted (deleted) and they forfeit (do not get to play) any remaining matches they may have in the group. This can be a particularly difficult message for the referee to have to communicate to an inexperienced player who is late arriving for one of their group matches. This illustrates the importance, as explained in Section 4.2, of communicating this particular aspect of the tournament regulations clearly and widely ahead of time (for example, through the entry form, in announcements before the start of play, and in written notices on the information board). Match control may also be unfamiliar with this procedure, so the referee should check that they are aware, and also make sure that the relevant group draw of that event is updated correctly if a withdrawal / no-show / retirement occurs.

For events featuring consolation rounds, it is recommended that withdrawals and no-shows be handled as follows:

- A player who defaults from the main draw or who is a no-show for their first match is NOT eligible to participate in the consolation round of that event. Consistent with this, Tournament Planner will not place a withdrawn or no-show player into a consolation round.
- A player who has a walkover in their first match of a main draw is eligible to play in the consolation round if they lose their next match (in other words, if they lose the first match they actually play on court). If the walkover occurs in the first round of the main draw, Tournament Planner will process that player correctly if they lose in the second round. However, referees should be aware that in the current software version of Tournament Planner (version 2019.1), a player who has a bye in the first round, wins by walkover in the second round, and then loses in the third round, will NOT be forwarded to the consolation round even though they are eligible. In this case, a manual workaround is required in order to place the eligible player into the consolation draw generated by the software.

6.4 DAILY UMPIRE BRIEFINGS AND UMPIRE FEEDBACK

As described in Section 5.4, the referee should use the initial umpire briefing (before the tournament officially starts) to communicate all the basic information that the umpires will need in order to carry out their duties. Inevitably though, as the tournament progresses there will be changes and updates that will affect the way the umpires are working (for example, assignment of duties, number of line judges per match, march-on procedure). There will likely also be general feedback to be passed on to the crew, based on observations by the referee team regarding what is happening on the courts, as well as on discussions and follow-up around any on-court incidents. Having a short daily umpire briefing before the start of each day's play is the opportunity for the referee to share this information with the umpires as a group. The following points should be kept in mind when conducting these daily umpire briefings:

- Use the daily umpire briefings to further foster good teamwork among all the technical officials, and as an opportunity to demonstrate and develop your own leadership skills.
- There is no need to have a briefing on the first day of play if the initial umpire briefing was held the previous evening, since all relevant material will have been covered in this more thorough introductory briefing.
- It is recommended to schedule the daily briefings 45 minutes before the start of each day's play.
- The recommended duration is maximum 15 – 20 minutes. Focus only on new or changed directions that affect the whole crew.
- Consider on a case-by-case basis whether it makes sense to discuss any specific incidents from the previous day, especially if they pertain only to particular umpires and do not illustrate a wider, general point relevant to all the umpires.
- Avoid overt criticism of the umpires' performance. Rather offer constructive feedback on the incremental improvements that should be seen and on aspects related to standardisation. For example, if different umpires are executing tasks slightly differently (for example, around changing the shuttle, tendencies to allow or not allow towelling and drink breaks), then use the daily briefing as an opportunity to get everyone aligned for the rest of the tournament.
- Communicate any social activities that have been planned later in the tournament (for example, the time and place of any umpires' dinner and / or umpire picture that may have been arranged).
- Allow time for the umpires to ask questions.

After each briefing, if the umpires have communicated any problems related to their workflow or other arrangements (for example, the availability of water, transport to and from the venue, etc.), be sure to pass this on to the responsible person so that improvements can be made. Also, after a suitable period, follow up to check that the requests have been acted on.

The daily umpire briefings are the best way to communicate any general, non-urgent information and updates to the entire umpire crew. However, from time to time the referee may also need to give feedback to individual umpires based on observations around how the umpire has handled a specific situation in a match. For example:

- There is a doubt in the referee's mind as to whether the umpire fully understands a particular law or how to implement it; this most often arises when an umpire is unaware of a recent change made to a law.
- The umpire is not following the instructions that the referee communicated in the initial umpire briefing (for example, in enforcing continuous play, protecting the line judges and service judge, calling a "let" or "fault" when the shuttle hits an overhead obstruction).
- The referee feels that the umpire could have handled a specific incident better (for example, an occurrence of player misconduct).
- The referee sees the umpire as being too officious or too lenient in the way a match was controlled.
- The umpire repeatedly uses non-standard badminton vocabulary.

When the referee observes any of the above occurrences that are worthy of follow-up, they should be noted down without delay. It is a good idea for the referee to carry a small notepad that can be easily kept in the back pocket or a shirt pocket, as failing to make such notes immediately will often result in their being forgotten among the many other things requiring the referee's attention. In delivering the individual feedback to an umpire, the referee should keep the following points in mind:

- Do not avoid providing necessary feedback to an umpire, even if the message may be difficult or awkward. It is better to address such situations promptly at the time they occur, rather than hoping that the issues will go away or improve on their own (which they rarely do).
- Deliver the feedback in a setting with a degree of privacy, rather than in an area where the conversation can be overheard by other technical officials or players.
- Ask the umpire for their perspective on the matter to be discussed.
- Be firm and clear in the feedback provided, and be specific around any changes the umpire should make. But do not be overly critical, rather treating the conversation as an opportunity to help the umpire improve their overall performance. Remember that referee-umpire dialog is a two-way conversation, and after receiving the feedback the umpire should still feel that the referee is approachable and should not feel intimidated about going to the referee with any future questions that they may have.
- When delivering the feedback and the adjustments the umpire should make, take into account the umpire's level of skill and experience. For lower-level, less experienced umpires, focus on getting the basics right. For higher-grade, more experienced umpires, attention can be paid to the more subtle aspects of court management and the proactive handling of situations before they escalate to something more serious.

Some referees may find providing feedback to umpires awkward at times, particularly when an umpire has more years of experience than the referee. However, a common comment when umpires are asked to rate the performance of the referee is that more individual feedback to the umpires would have been welcome. Most umpires truly care about the job they are doing and want to improve -- some just for personal satisfaction and others so they can progress through the umpiring pathway to higher levels. For this reason, most umpires crave feedback (positive or negative), and at all levels of tournaments this is an area that generally falls short and is easily forgotten. All referees are urged, therefore, to try and do as much as possible in this area. In particular, when an umpire does something well, pass on that feedback too. Even if it is just a quick "well done" in passing, this will help to boost the confidence of the umpire and demonstrate that the referee is closely watching what is happening on the courts.

6.5 TRAFFIC FLOW

Even the best plans can come undone when they are put into practice for the first time. As described in Section 5.2, one of the referee tasks in the pre-tournament field-of-play inspection is figuring out what will work best for managing the movement of players, umpires and line judges onto and off the courts, as well as the general traffic around the boundaries of the field of play. During the first few hours of play on the first day, the referee should observe whether the traffic-management plan is working well or whether adjustments need to be made. In making this assessment, the referee should consider the following:

- Is the signage adequate such that spectators know where they can and cannot go, as well as how they are to get from the entrances / exits to their allowed viewing locations?
- Are the spectators getting too close towards the boundaries of the courts? If yes, then consider erecting barriers (for example, yellow warning tape hung between temporary fixtures).
- If applicable, are the umpires correctly executing the march-on and march-off procedures as described in the initial umpire briefing? Also, are these procedures efficient and do they still make sense now that the playing hall is full of people. For example, are there clear lanes for the umpires and players to walk onto and off the courts, or are they having to fight their way through spectators, piles of racket bags, etc.?

- Do limitations need to be set as to where video cameras can be placed (for example, if video cameras are being placed in locations that are blocking the easy flow of people around the hall)?
- Are there any specific locations where congestion is particularly bad, and what can be done to alleviate this?
- Is there sufficient space in front of match control and the referee desks such that when players, parents, etc. come to ask questions, they are not blocking traffic or standing too close to the courts?

After observing these aspects of traffic flow during the first session of play and consulting with the deputies (if applicable), the referee should explain to the organisers any problems seen and any changes that the referee team would like implemented. It is important to listen to the organisers, as there may be practical considerations that the referees have not considered, and adapt the plan accordingly. Remember that it is in everyone's best interest that the tournament run smoothly, so it is important not to come across as overbearing or dictatorial in making such requests.

6.6 MATCH-CONTROL EFFICIENCY

In addition to observing the movement of people onto and around the field of play, another area in which the referee should watch for opportunities to improve efficiency is the way in which match control is carrying out their duties. Points to focus on include:

- Is match control adequately staffed and do the personnel appear to know what they are doing (for example, are they adequately familiar with running Tournament Planner, if it is being used)?
- Are the key match-control staff able to focus sufficiently on this important role (in other words, without being distracted by multi-tasking on other aspects of the tournament)?
- Does the match-control workflow pattern make sense and is the prioritisation correct? For many grassroots / local-level tournaments that are operating on a tight schedule, the number one priority of match control should be to keep the courts occupied and to minimise the time a court stands empty between the end of one match and the announcement of the next match. In particular, assuming any technical officials involved are not working back-to-back matches, there should be no reason to wait for the scoresheet of a just-completed match to be returned to match control before announcing the next match (the referee should ensure that availability of clipboards is not a limiting factor in this regard). A small backlog of completed scoresheets waiting to be entered by match control into Tournament Planner is not a big problem, whereas every minute wasted before filling an empty court directly delays the finishing time for the day. For example, for a 12-hour playing day consisting of 30-minute rounds of matches, a delay of two minutes between matches will result in an overrun of close to an hour by the end of the day.
- Are the operations of match control being affected by players / parents crowding around the desk asking questions that could be dealt with by other tournament staff not working under such time pressure? If the referee observes this happening, it is helpful to step in and redirect persons with questions to another volunteer if possible. If they are asking questions like "when is my next match", "do I have time to eat lunch", "who am I playing next", etc., refer them to the posted draw sheets or ask them to check online (if the results are being posted online). Everyone is relying on match control to keep the tournament moving, and the referee should help to keep them focused and free of distractions.
- Do the PA system and microphone that match control are using allow the announcements to be heard throughout the hall (for example, are the correct settings being used, and are the speakers facing in the right directions)?
- Is match control aware of how umpires are being assigned to matches, and are the scoresheets being printed and given to the umpires in a timely fashion?

In providing feedback to match control and making suggestions for improving their efficiency, the referee must remember that these personnel are volunteers as well and quite possibly acting under a degree of stress as they do their best to keep the tournament moving and on time. Therefore, avoid being overbearing in any such requests and remember that together you form a team that is working towards a common goal. Also, listen to any feedback that match control offers (for example, as to how interaction with the umpires before and after matches might be improved), and implement any changes that make sense.

6.7 SHUTTLE-SPEED ISSUES

As described in Section 5.6, one of the referee's tasks before any level of tournament begins is to test the shuttles. If multiple speeds of shuttle are available, the purpose of this test is to decide which speed should be used, while if only one speed has been provided, the referee will assess whether this speed is acceptable or if tipping is required. In either case, despite following the guidelines described in Section 5.6, the results of the shuttle-speed test are only as good as the quality of the player testing them. Once play gets underway, it may become apparent that the initial decision was incorrect, or as the day proceeds playing conditions (temperature and humidity) may change such that the initially correct speed of shuttle is no longer appropriate. The referee must be ready to act in either scenario according to the following guidelines.

- As the first day's play gets underway, watch to see if the speed of shuttle selected looks obviously "wrong" (for example, are players from both ends of the court hitting many shuttles out past the baseline, or are many clears falling way short of the doubles service line?).
- Watch multiple matches before coming to a conclusion as to the correctness of the shuttle-speed selection.
- Assuming the shuttles are not being tipped, watch to make sure that shuttles are not being removed from the tube by the umpire / service judge until a change of shuttle is required. Storing shuttles outside of the tube for any period of time will slow them down.
- If it looks like the initial selection may have been wrong, ask a few of the more experienced umpires for their opinion based on matches they have officiated so far. Also seek the opinions of any deputy referees.
- Periodically (every hour or two) record the temperature and humidity. An increase in temperature will cause the shuttles to fly faster, while an increase in humidity will slow the shuttles down. Many brands of portable temperature / humidity monitors are commercially available, and this item should be in the toolkit that all referees bring to a tournament. This temperature / humidity recording task can be delegated to match control or another volunteer at the tournament desk.
- If it seems certain that the shuttle speed being used is not correct, for new matches going onto court change to one speed slower or faster, or change the way the tipping is being performed, as appropriate. Inform shuttle control and the deputies of the change.
- Continue to monitor the shuttles after a change has been made to ensure that the adjustment has resulted in a more satisfactory speed across multiple matches.

Another reason why it is important for the referee to watch how the shuttles are flying is that they may be called onto court by an umpire to deal with a request / complaint by the players concerning the speed of the shuttles. In this case, the referee will want to be armed with their own observations as one factor to consider in handling the request.

In dealing with on-court shuttle-speed disputes, it is important for the referee to keep the following points in mind:

- When going onto court, first talk to the umpire to understand the specifics of the issue. Ask the umpire for their opinion with respect to the shuttles.
- If only one side is complaining about the shuttles, be very cautious about making any change. Note that umpires should not generally be calling for the referee if only one side is unhappy with the shuttles, but less experienced umpires may not be strong enough to handle the issue without the assistance of the referee. Be aware of the match situation and that the complaint of the player may simply be an attempt to break the rhythm of the opponent or to gain extra time to recover if feeling tired.
- If both players are complaining about the shuttle speed, take into account the feedback of the umpire (along with the experience level of the umpire in question), your own observations of the shuttles from this and other matches you've been watching, and your confidence in the selection of shuttle speed made from the shuttle test at the start of the day before making a decision on how to proceed.
- Note that just because both sides in a match are complaining about the shuttles, that is not necessarily a reason to make a change -- especially if there is no supporting evidence from observing other matches, there has been no significant change in the playing conditions, and there is no reason to doubt the outcome of the original shuttle test. In particular, it should be noted that, especially at lower levels of play, athletes in some countries are accustomed to practicing and playing in their clubs with shuttles that are slower than the minimum legal speed. This means that when coming to a tournament, they may find themselves having to play with shuttles that are of a perfectly legal speed, but faster than they are used to.
- In all cases, the shuttles used for matches must be of a legal speed as explained in Section 5.6.
- It is not recommended to have the players who are complaining retest the shuttles, since it is likely that they will manipulate their strength of shot to produce the result they are advocating (overly fast or overly slow). However, if it is decided to ask the players to retest the shuttles, have both players test them. Never ask anyone other than the players in the match to retest the shuttles.
- If the referee's decision is not to change the shuttles, inform the umpire and call the players over. Simply and firmly say to the players, "The shuttles have been tested and are of the correct speed". Do not entertain any further discussion – the decision has been made and communicated – and it needs to be respected and accepted by the players. Leave the court and allow play to resume.
- If the referee decides to change the shuttles, it may be necessary to leave the court to obtain a tube of the new speed of shuttles (or implement a change around tipping, if an alternative speed is not available). Inform the umpire and players of the decision and allow play to resume. There is usually no need to retest the new speed of the shuttles to be used.

One other consideration to take into account when considering changing the speed of shuttle is the total quantity of each speed that is available. Ideally, the speed of shuttle in the largest quantity is the speed that (based on past tournaments at the specific venue or similar venues) is expected to be the most suitable one and which is confirmed at the first morning's shuttle test. Sometimes though, it might be discovered that the most suitable speed corresponds to a quantity that is insufficient to last for the whole tournament. In such situations, it may be necessary to start the tournament with a suboptimal speed and then transition to the preferred speed for the more important later rounds.

Finally, as noted in Section 5.6, it is not necessary to test the shuttles every day if the playing conditions (temperature and humidity) do not change significantly and if there are no complaints or negative observations concerning the shuttle speed.

6.8 ON-COURT INCIDENTS - DISPUTES

A complaint around the speed of shuttles is just one of many reasons that the referee may be called onto court. At any level of tournament, there will be on-court disputes that the umpire (or the players themselves in matches played without an umpire) is unable to resolve, thus requiring the intervention of the referee. Since the range of incidents with which the referee may need to assist on court is diverse, the advice and recommendations in this section are necessarily quite general. However, they should still help referees faced with going onto court to:

- quickly get up to speed with what has occurred
- make an objective decision based on the relevant facts and regulations
- communicate this to the umpire / players / coaches as needed

Note that the referee's role in handling injuries that occur on court will be dealt with in Section 6.10.

When dealing with an on-court incident, the referee may feel under some pressure because of the need to quickly determine what has happened, recall any relevant laws or regulations, consider the possible approaches to take, and then quickly make and communicate a decision. Of course, the referee does this all the while knowing that the players, umpire, and spectators are focused on the referee, awaiting a decision. It is important, therefore, that the referee be as prepared as possible in going onto court to handle incidents and disputes, and the following recommendations can help in this regard.

- Read and reread the Laws, ITTO and any specific tournament regulations pertaining to the event before arriving at the venue. This technical knowledge forms the justification / rationale of most decisions that a referee will have to take on court. Naturally, the ability to recall the relevant content when under pressure, with many pairs of eyes watching, will be made easier by having thoroughly learned and understood this information in the first place. It is recommended that referees do a refresher on this material before every tournament, as for even the most experienced officials, rereading often brings out details not previously considered.
- Watch the courts. While play is occurring, a primary responsibility of the referee is to observe what is happening on the courts, so whenever possible avoid spending significant amounts of time working on a computer, and never on tasks unrelated to the tournament. If the referee has directly observed the incident in question, this provides a substantial advantage, as compared to being called onto the court blindly with no knowledge of what will be described by the umpire (or players).
- Position the referee team to provide coverage for all the courts. If there are one or more deputies, then during the playing hours position them in different locations so that all (or most) of the courts will have a referee in reasonably close proximity. It is not generally necessary to have more than one referee at the main desk, and locating the referee team at different points on or adjacent to the field of play will not only allow for more courts to be closely monitored, but will also allow a faster reaction time when the umpire calls for a referee. Rotate the locations of the referee and deputies during the day's play.
- Be aware that referees do not need to wait to be called onto court by an umpire if it is clear that their presence is required. This pre-emptive action of the referee usually arises in one of three scenarios:
    a. A dispute between a player and the umpire is continuing or escalating, and it is obvious that the umpire is losing control (or is not going to be able to persuade the player to resume play quickly).
    b. The referee notices the umpire making a clear error on a point of law. If practical, the referee should go onto court immediately and alert the umpire / fix the problem before the next rally starts.
    c. In a match played without an umpire, the referee observes the players in a prolonged discussion at the net and making no move to resume play.

Very generally, many of the incidents where a referee is needed on court will fall into one of two categories: disputes concerned with either a point of fact or with a point of law. The options available to the referee differ depending on which type of issue it is, with examples of each given in Table 6.1.

Examples of "Point Of Fact" Disputes	Examples of "Point Of Law" Disputes
A call of "fault" by the umpire because a player hit the net while the shuttle was in play	A call of "fault" by the umpire for a player's foot sliding under the net without causing an obstruction or distraction to the opponent
A call of "fault" by the umpire because the shuttle touched a player or their racket before it landed out	An umpire calling "let" for the shuttle hitting an overhead obstruction despite the referee's instructions to umpires that all such occurrences will be a "fault"
A service fault call made by the service judge for the server striking the feathers before the base of the shuttle during service	A call of "fault" by the service judge on the receiver for moving his feet before the service was delivered
A call of "out" made by a line judge	An umpire instructing the players to play a "let" when a player complains about a line judge's call of "out".
A "let" called by the umpire for a shuttle from an adjacent court coming onto the court during a rally and causing a distraction to one of the players	An umpire calling "fault" for hearing a coach shouting to his / her player during a rally
A decision by the umpire not to allow a player to have a drink break	An umpire issuing a yellow card (warning for misconduct) to a player who has already received another yellow card earlier in the match

Table 6.1. Examples of "Point of Fact" and "Point of Law" Disputes

The attribute that all the **"Point of Fact"** examples have in common is that they are a result of a ***judgement call*** being made by the responsible technical official (for example, ***Did*** the player hit the net? ***Was*** a service fault committed? ***Did*** the shuttle land in or out? ***Did*** another shuttle coming onto court cause a distraction? ***Should*** a drink break be allowed?). A player may well be unhappy about the call and complain about it to the umpire, but the course of action taken by the umpire after the judgement call was correct by law, so the only thing that the player can complain about is whether or not the judgement call itself was correct. The role of the referee when faced with a point-of-fact dispute is straightforward, since Law 17.5 addresses this matter directly:

"17.5 ***An official's decision shall be final on all points of fact for which that official is responsible*** *except that if,*
17.5.1 ***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 …"***

There is no provision for a referee to overrule an umpire's decision on a judgement call (or for an umpire to overrule the decision of a service judge), even if the referee saw the incident clearly and disagrees with the judgement call that was made. Because of this, umpires are taught not to routinely call for the referee if a player complains about a point of fact / judgement call, unless the dispute becomes prolonged such that it cannot be resolved without the assistance of the referee. If called onto court in such a circumstance, the referee, after finding out from the umpire what has happened and determining that the dispute is around a point of fact, should explain to the complaining player that it is a judgement call of the responsible official and that the decision is final and cannot be changed. The referee should explain this calmly but firmly, and sufficiently slowly, given that there may be considerable noise in the hall. This is especially important in cases where the player is not completely fluent in the language in which the tournament is being conducted. A short explanation to the player's coach (who should remain sitting in the coach's chair throughout) could also be given, if it will aid in the understanding / defusing of the situation.

Photo credit: BWF / BADMINTONPHOTO

The goals of the referee in talking to the player are:

- to provide the above explanation in a convincing way, such that the player accepts the outcome (even though he / she may still disagree with the judgement call itself)
- to defuse any tension that has resulted from the incident
- to get play to resume without any further delay

In contrast, the feature that all the **"Point Of Law"** examples in Table 6.1 share is that either the original call that was made was wrong according to the Laws of Badminton, or the subsequent action taken by the umpire following an initially legitimate point of fact (judgement) call was incorrect by law. Specifically, referring to the examples in Table 6.1:

- A phantom "fault" call made by the umpire with no infraction having actually occurred – the umpire communicates to the referee that a player's foot sliding under the net did not in their opinion cause an obstruction or distraction, but called "fault" anyway (Law 13.4.3). ***Referee decision ~ play a "let" since the umpire ended the rally prematurely***.
- A "let" called instead of "fault" - the umpire did not follow the referee's pre-briefing instructions for the shuttle hitting an overhead obstruction (Law 13.3.5). ***Referee decision ~ change of call from "let" to "fault".***
- A service judge making a call for which they are not responsible – the umpire is responsible for faults committed by the receiver during service (Law 17.3). ***Referee decision ~ play a "let" since an unforeseen circumstance occurred that ended the rally prematurely.***
- An umpire not dealing with a line-call dispute correctly – the only two options by law that an umpire has (in the absence of an instant review system) are to stay with the line judge's call or to overrule the call (Law 17.5). ***Referee decision ~ the line judge's call of "out" stands (assuming the umpire did not see the shuttle land clearly in).***
- Incorrect action taken by the umpire for a coach interfering with play – by law a "let", not a "fault", should be called (Law 14.2.5). ***Referee decision ~ play a "let" due to the umpire error in terminating the rally.***
- An umpire handling an incident of misconduct incorrectly – a maximum of one yellow card (warning for misconduct) can be issued per side before moving to a red card (fault for misconduct) (Law 16.7.1.2). ***Referee decision ~ warning for misconduct (yellow card) is changed to fault for misconduct (red card).***

The process for a referee in handling these "point of law" disputes is the same as described above for "point of fact" disputes, but with a different outcome: upon arriving on court, the referee must first talk to the umpire and establish the facts of what has happened, and then consider which laws / regulations are relevant. Once the referee has established that an error on a point of law has been made by the umpire (or service judge), the referee must clearly communicate this to the umpire and ensure that the umpire understands the mistake that has been made and what the remedy must be. Both sides should then be called to the umpire's chair with either the umpire or referee explaining to the players the error that was made and apologising for it. Upon receiving a clear, concise explanation and a sincere apology for the mistake, most players will be accepting of the outcome and play will be able to resume without further interruption.

For matches at grassroots / local tournaments played without an umpire or line judges, the same principles apply for the referee in handling on-court disputes. One difference is that in the absence of an umpire, the referee will become involved either when the players come to the referee desk seeking help to resolve their point of contention, or by deciding to intervene upon observing a match that has come to a halt with the two sides in discussion at the net. Some of the more common disputes that can arise in matches played without technical officials, along with the recommended courses of action for referees to take in resolving them, are shown in Table 6.2.

Dispute	Recommended Referee Action
Players cannot agree on the score	1. If after talking to the players, they truly can't agree on the score then determine the last score on which they both agreed. 2. Instruct the players to resume play from that last agreed-upon score. 3. Instruct the players to call out the score after each rally, so there is no chance of a further score disagreement. 4. If the players, for whatever reason, continue to have difficulty in keeping score, then try to assign an umpire / scorekeeper for the remainder of the match. Note, it is recommended to have an umpire / scorekeeper for all junior matches featuring 10 year olds or younger.
Player in disagreement with opponent's line call	1. Remind the players that they are responsible for calling the lines on their side of the court. 2. Ask the player whose call it was if they were sure the shuttle was in / out (as called). If "yes" then the call must stand; if "no" then play a "let". 3. If it is apparent that this was not the first questioned line call, or if there seems to be tension between the players, consider arranging for an umpire or scorekeeper (or two line judges positioned in diagonally opposite corners of the court) for the remainder of the match.
Player accusing opponent of serving illegally	1. Tell the players you will watch the remainder of the match. 2. Consider assigning an umpire and service judge for the rest of the match, if they are available and there seems to be merit to the player's complaint.
Player accusing opponent of hitting the net, or touching the shuttle before it landed out, etc.	1. In the absence of an umpire, the players are responsible for calling their own faults. Ask the player accused of the fault if they did hit the net or if the shuttle did touch their clothing, etc. If "yes", then award the point to the opponent; otherwise the point as originally decided must stand. 2. If it is apparent that there is tension between the players, consider arranging for an umpire for the remainder of the match, if one is available.
Player / parent accusing opposing player's coach of coaching during the rally, or shouting "out" to their player, etc.	1. Tell the players you will observe the rest of the match and will intervene with the coaches if necessary. 2. Watch the next phase of the match from the back of the court, paying particular attention to the conduct of the coaches.
Player accusing opponent of taking too long between points	1. Remind the player that there must be no undue delay between points. 2. Tell the players that you will observe the rest of the match and will intervene if necessary. 3. Watch the next phase of the match from the back of the court, and go back onto court to intervene if necessary.
One or both players unhappy about the speed of the shuttles	Deal with the issue as described in Section 6.7.
One or both players requesting an umpire and / or line judges	Consider the request on a case-by-case basis, taking into account the availability of any umpires and whether an umpire is truly necessary (or if observing the match yourself from the rear of the court will suffice).
Injury to a player	Deal with the injury situation as described in Section 6.10.

Table 6.2. Examples of Common Disputes Occurring in Matches Played Without Technical Officials and Referee Recommendations for their Resolution

In summary, the key points for a referee to remember and the process to follow when handling any kind of on-court incident / dispute are:

- Be as prepared as possible by having a firm grasp of the laws and regulations that may be relevant and require action.
- Be observant – the referee has a big advantage in having actually seen the incident that needs to be resolved.
- The referee may go onto court if necessary without being called by the umpire.
- When called by the umpire, or when going onto court otherwise, proceed quickly onto the court (don't run) and approach the umpire. If the referee saw the incident happen, then while walking onto court, they should replay it in their mind, along with the relevant laws / regulations / factors that will probably need to be taken into account when deciding on a course of action.
- Upon arriving on court, if the coaches are standing have them return to their chairs.
- Talk to the umpire (or the players, in the absence of an umpire) and determine the facts of what happened.
- If necessary, talk to the service judge to get additional facts / information.
- If necessary, talk to the players to gain their perspective.
- Based on what the on-court officials (and players) say, and through applying any relevant laws and regulations, make a decision as to how to proceed. Remain on the court and take responsibility for making the decision (in other words, do not leave the court to consult with colleagues, except in extreme circumstances).
- Explain to the umpire (if present) the decision and the rationale for it.
- Communicate the decision (this can be done by either the umpire or referee, as appropriate) to both sides and ensure the players understand the outcome and the basis for it (even if they do not agree with it).
- If necessary (for example, to help in clarifying a point of confusion), briefly explain the decision to the coaches.
- Instruct the players to continue play.
- Leave the court and observe the continuation of the match from the rear of the court or the referee desk.
- Check that after the match the umpire writes an explanatory note at the bottom of the scoresheet as to what happened in each incident that required the referee on court. As referee, sign off on the completed scoresheet.

Note that when handling on-court incidents (and all other matters arising in the tournament), a deputy referee has the same jurisdiction as the referee. In particular, the referee should not intervene when a deputy referee has gone onto court to handle an incident – the deputy referee should be permitted to handle the dispute as he / she sees fit. After the incident, the referee and deputy can debrief if needed and discuss the pros and cons of the course of action chosen and other possible alternatives.

In some cases there may be follow-up action required after the referee has resolved an on-court dispute. This may take several forms, as follows:

- With the player after the match. The player may approach the referee to ask for additional clarification over the decision taken on court, or to complain about the original decision and performance of the umpire.
- With the coach(es) either during or after the match. Coaches are advocates for their players and may come to the referee asking for a more thorough explanation of what happened and why the particular course of action was taken. In part, the coach(es) may want to understand the incident better so they can educate their players for future awareness.

- With the umpire after the match. The conversation on court is naturally focused solely on resolving the matter in real-time, so as to allow the match to continue as quickly as possible. This means that any debrief must occur after the match. If the specific incident brought up a broader point that is worthy of discussion among the whole umpire team, then make a note to include it on the agenda for the following day's umpire briefing.

These conversations can be a good test of the referee's communication and people skills. In talking to players and coaches, the referee should listen carefully and sympathetically to the points being made, and then speak confidently and clearly to the facts of the specific incident, with the intention of helping them understand the basis of the decision that was made. A successful outcome of the conversation is one in which the player / coach walks away satisfied that their opinions have been heard, understood and considered fairly, even if the outcome was not the one they were hoping for.

One thing the referee cannot do in such a dialog is to undermine the umpire or other technical officials involved (including a deputy referee), if they handled the incident with a resolution to the disliking of the player / coach. In particular, even if the referee disagreed with an umpire's point-of-fact decision, this cannot be conveyed to the player / coach. Rather the referee should emphasise again that it is a judgment call of the umpire, that the umpire called what they saw, and that perhaps as referee you will conduct further follow-up with the umpire in due course. In matches where a player feels particularly wronged by the actions of the umpire, the player might even request to the referee that the umpire not be assigned to any more of their matches. However, no such commitment should be expressed, even if the referee has already made a mental note that in the interests of all concerned (the player, the umpire and the tournament as a whole) this is the sensible course of action that will actually be taken.

In any follow-up conversation needed with the umpire after a match featuring an on-court incident, the dialog should again be focused on the facts of what happened, and the referee should listen carefully to the umpire's perspective of what was seen and done. As noted in Section 6.4, these conversations should be held in a setting with some privacy, particularly in instances when the referee needs to advise the umpire that a different course of action would have been more appropriate or that an adjustment in the umpire's performance is required. After discussing the matter at hand, the referee should be clear and straightforward in communicating to the umpire any expected changes (for example, not being as officious in controlling the players, the need to be more aware of everything happening on the court, the need to demonstrate a little more flexibility in service judging, etc.). In giving such directions, the referee should ensure that the advice comes across to the umpire in the form of coaching or tips for continuous improvement, rather than as overt criticism of the umpire's performance. The referee's goal here should be to maintain the trust and respect of every umpire on the team, and as the tournament progresses, to more closely align the way all the umpires are controlling matches and to raise the overall standard of officiating within the crew.

6.9 ON-COURT INCIDENTS – MISCONDUCT

Incidents requiring an umpire to resort to issuing a yellow card (warning for misconduct) or red card (fault for misconduct) only happen occasionally at any level of tournament, and they are normally particularly rare at grassroots / regional level competitions. As such, only a brief overview of the referee's responsibilities in this area will be given in this Level 1 Referees' Manual.

Many umpires at lower-level tournaments will likely have limited experience in this area and so they may look to the referee for guidance. It is not recommended, though, to over-emphasise this point at umpire briefings. Speaking at length about player misconduct may have the unintended consequence of more yellow and red cards being issued than is appropriate. (The same can be true when it comes to discussing service judging for extended periods at umpire briefings – the effect in the next session of play can be the calling of many more service faults than appropriate.) If necessary though, the following points around misconduct can be conveyed to the umpires:

- Emphasise that issuing a yellow card should in many cases be considered an action of last resort when dealing with a player's continuing pattern of undesired behaviour. Rather, the umpire should issue an increasingly stern series of informal warnings to the player, and only after several of these have been issued (of increasing severity) should a yellow card be considered.
- Some lower-level umpires consider it a show of strength to issue a lot of yellow and red cards, but in reality the opposite is true. The best umpires are those who are able to modify players' behaviour though dialog (informal warnings) before it gets out of line, rather than resorting to issuing cards.
- In instances where it is necessary to issue a yellow card, though (for example, a player violently breaking their racket on the ground, a loud profanity directed at a technical official, etc.), the umpire should not avoid doing so.
- In the unlikely event that an umpire needs to issue a red card, the referee must be called onto court immediately.

In observing the courts, the referee should watch for any matches in which the pressure is starting to show in a player's actions and body language, or where tension is clearly rising between a player and umpire. In such situations, when called onto court either before or after a yellow card has been issued, in addition to dealing with whatever prompted the umpire to call for assistance, the referee should take the opportunity to apply good communication skills to try to defuse the tension that has been building. This can sometimes mean just a few quiet words to the player advising them to calm down. Of course, trying to get the match back on track is especially important when the referee is called (as is required) after a red card is administered. At that point, it is in everyone's best interest – the player's, the umpire's and the referee's - to try to lower the tension and get past the misconduct issue that has resulted in the red card being given.

For all warnings and faults for misconduct, at the end of the match the umpire must document at the bottom of the scoresheet the details of the incident that resulted in the card(s) being given. The referee should keep these signed scoresheets for possible follow-up action after the tournament. In international tournaments, warnings and faults for misconduct may result in fines for players; for most grassroots and local organisations running tournaments, regulations governing such disciplinary action may not be in place, but nevertheless it is recommended that the scoresheets of these incidents be kept for a period of time after the tournament, in case there are requests for follow-up from the local tournament oversight body.

6.10 ON-COURT INCIDENTS – INJURIES AND ILLNESS

Many referees will say that one of the most difficult tasks they face during a tournament is dealing with on-court injuries, mainly because:

- every injury situation is different – ranging from a small cut on the finger to a muscle strain or something more serious
- injuries can occur at any moment with no advance warning (often at critical moments in matches)
- there are no hard-and-fast rules for how long the injury can be tended to
- the referee must also be fair to the opposing side during any injury-related delay

At higher-level national and international tournaments, the referee may feel under pressure when handling injury situations because there is often a lot at stake for the player concerned, but at least there is usually a trained medical person (doctor, paramedic or equivalent) to assist the referee on court. In contrast, at grassroots and local tournaments, although there may be less at stake, there is sometimes no medical personnel on site and the referee may be on court handling the injury situation alone. In all cases, the two aspects of dealing with injuries that cause most uncertainty for less experienced referees are:

- What type of treatment can be administered?
- How much time can be given to the treatment of an injured player?

The sets of guidelines and recommendations in this section are intended to be helpful to referees in addressing these commonly asked questions, as well as the mechanics of dealing with all manner of on-court injuries.

In discussing best practices to referees for handling on-court injuries, it is first useful to consider what BWF's *Instructions to Technical Officials (ITTO)* says about such situations:

ITTO 5.14.1. 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. 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 Umpire shall time the delay caused by the injury."

See also ITTO Section 3.6 for additional recommendations concerning on-court injuries.

Clearly the referee's task in handling injury situations is easier if there is a tournament doctor or other medical staff on duty. This is one item that the referee should discuss with the tournament director well ahead of time, with a view to having these arrangements made if at all possible. The important points for the referee to cover in the briefing of each doctor / medical person working at the tournament were described in Section 5.5, and as noted there, the on-duty doctor should be located close to the referee desk and contactable via mobile phone in case they need to be absent from the hall for short periods of time.

Photo credit: BWF/BADMINTONPHOTO

Umpires are instructed to call for the referee when a player appears injured and after a few seconds is unable to resume play (note that if a player sustains an injury and immediately tells the umpire they are retiring, there is no need for the umpire to call the referee). Assuming that tournament medical staff are available to assist, the referee, when called onto court in such a situation, should follow the steps below:

- If the referee did not observe the occurrence, he / she should determine if there appears to be an injury (for example, a player is lying on the court in discomfort, or the umpire is making a sign to that effect). If yes, the doctor should be alerted and should accompany the referee onto court with their box of basic medical supplies (plasters, spray, scissors, tape, etc.).

- The referee should go first to the umpire and ask him / her to describe what has occurred. Remind the umpire to time the duration of the delay due to the injury.
- If the referee went onto court without the doctor, not realising it was an injury situation, signal for the doctor to come on court. If necessary, briefly leave the court to fetch the doctor.
- Go to the injured player and let the doctor lead the interaction with them. The doctor will likely first ask the player to describe their symptoms.
- If necessary, for example in cases where there is a communication barrier or in junior tournaments where a minor is injured, request that the coach (or parent / guardian of the minor) come on court. This should be limited to a maximum of two persons and they must not come onto the court until they are invited to do so. In such cases, the same option should be available to the opponent.
- **Most importantly, as was emphasised in the briefing with the doctor ahead of time, the role of the doctor is to *diagnose* the extent of the injury and to *advise* the player whether it is safe to continue or whether they risk doing further damage if they attempt to play on.**
- Monitor the interaction between the doctor and player. Periodically as needed ask the umpire how much time has elapsed.
- During the assessment / treatment of the player's injury, the opposing side may talk with their coaches at the back of the court.
- Following the doctor's diagnosis of the player's condition, **minor treatment is permissible** so long as it is done quickly. Minor treatment includes administering spray, putting on a plaster, brief massage of a muscle, putting on a one-piece sleeve over a knee.

Photo credit: BWF / BADMINTONPHOTO

- **More substantial treatment, such as the taping of an ankle or strapping of a knee, is generally NOT permitted,** in part because of the time needed to complete it.
  If the doctor appears to be starting such treatment, the referee should intervene and advise the player that such treatment is not possible and will have to wait until an interval or after the match.
- In the absence of a doctor or other medical person, the minor treatment options are likely to be limited to what is possible with the contents of the tournament's first-aid box. The availability of the first-aid kit should have been confirmed through the Referee Checklist (Section 3.4), and this should be kept at the referee desk and brought onto court by the referee in such situations.

In matches played without an umpire, if it becomes apparent that a player is potentially injured and not resuming play after a few seconds, the referee should go onto court and take control of the situation, following the same steps above.

How much elapsed time is permissible during an injury situation before play must resume? The answer is that there is no fixed time stated in the Laws of Badminton or ITTO for delays due to an injury – instead the allowed time is at the discretion of the referee and is determined on a case-by-case basis. However, it is recommended that all referees at all levels of tournaments follow the recommendation below, in part to help achieve consistency from tournament to tournament and from referee to referee.

- **For injury delays at all levels of tournament, any minor treatment administered should in all cases be complete and the players ready to resume play within a few minutes (usually a maximum of three to four minutes) after the doctor has arrived on the court**.

In exceptional cases, the delay may extend beyond the guideline given above. Even within this general recommendation, the referee still has some flexibility, and there are several factors to consider around how to deal with the specific injury situation including:

- **First-time or recurring injury** – if it is the first time in the match that play has been stopped for the player's injury, the above guideline is more likely to be applicable. However, in instances where play is stopped for a second time due to the same injury, the referee should allow only very limited treatment before insisting that the player choose whether to play on or retire.
- **Match situation** – the referee must always consider any disadvantage to the opposing side that may be caused by an injury delay. Of course it is human nature for the doctor (and referee) to want to help an injured player recover enough to resume play. However, it is the referee's duty to be fair to both sides and to consider when an injury delay becomes an undue delay that may impact the course of the match (as noted in ITTO 5.14.1 above). The match situation is one such factor for the referee to consider in this regard – a slightly longer delay when the match is still in its early stages (for example, 6-4 in the first game) is likely to have much less of an impact than a delay at 18-all in the second game. Referees will need to use their instincts and experience in determining how long of a delay to allow within the above guideline before asking the player to make a decision to play on or retire.
- **Nature of injury** – specifically note that a player experiencing a cramp should be treated subtly differently from a player suffering with other ailments. Cramping differs from most other injuries in that it reflects, in large part, the player's physical conditioning and may be brought on by the good play and tactics of the opponent. Therefore, it is appropriate for the referee to allow somewhat less time for a player to receive treatment for and recover from a cramp as compared to other injuries.
- **Genuine injury vs. tactical delay** – this can be a difficult determination to make, but in handling an on-court injury situation, the referee should be aware of the match dynamics and the possibility that the player may be faking or exaggerating an injury in order to waste time (to either break the rhythm of the opponent or to recover his / her strength if starting to feel tired). If the umpire is experienced and has this suspicion, the referee should be alerted of this possibility in order to adapt accordingly in handling the situation. The doctor, especially if experienced in working badminton tournaments, can also be helpful in relaying this possibility to the referee.

At some point, based on the specific circumstances of the injury, the referee will make a decision that the elapsed time is approaching the reasonable maximum. In all cases, the referee should then ask the injured player if they are able to resume play or if they wish to retire. This question should be asked a short time before reaching the maximum delay the referee is comfortable allowing, so that any ongoing minor treatment can be finished and the player can put back on a sock / shoe, if needed. Most importantly, **note that the decision to play on or to retire is always taken by the player**. If the player is hesitating to answer, the referee may need to repeat the question a couple of times, with more urgency each time. The referee should, of course, encourage the player to listen to the advice of the doctor, but the referee must **never** instruct the player to resume play – it is always the player's decision.

There is one exception to the above statement that can apply to local / regional junior tournaments. In some locations, there may be junior tournament regulations to cover situations when a child of minor age is injured and a parent / guardian of the child (or a coach with the delegated authority to make decisions on behalf of the child) is not present. In such injury situations, if the tournament doctor feels that it is not in the child's best interests to continue playing, the regulations may allow the referee to decide to retire the child from the match, even if they have expressed the desire to continue playing.

Once play resumes after an injury delay, the referee should monitor the progress of the match from the desk or from the back of the court and assess the condition of the player during the next rallies. This will help determine whether further intervention during the match is likely to be needed. If this is the case, then keep in mind the earlier point around the reduced amount of time, and more limited treatment (if any), that a referee should allow when dealing with a recurring injury.

One specific kind of injury which much be dealt with immediately is a "blood-flowing injury" (in other words, blood is visible on the skin). Umpires should be reminded in the initial umpire briefing to call for the referee as soon as any blood is visible, and once the referee is on court the doctor (or player himself in the absence of a doctor) should apply a plaster or other application to stop or absorb the bleeding. This is to prevent the risk, however small, of blood-borne infections being transmitted.

At the end of a match involving an injury, the umpire should document the details at the bottom of the scoresheet, along with the total time of the delay. If a player retired because of an injury or illness and still has matches to play in other events, it is a good idea for the referee to check in after a suitable period to see how he / she is doing. This will help determine if the player is likely to be able to play in the other events or will have to default out of those as well. Note that at grassroots and local tournaments, unless specific regulations have been put in place, it is OK for a player to compete in other events if sufficiently recovered from an injury in an earlier event. However, a player retiring from a match should not be permitted to play in the consolation round for that event.

6.11 END OF DAY'S PLAY

A good referee is always thinking ahead to the next day / session / phase of the tournament and what needs to be planned and prepared so that the competition flows seamlessly. As one day is nearing conclusion, the referee will tend to start thinking about the next day. However, there are certain key responsibilities that the referee needs to perform at the end of each day's play, regardless of the level of the tournament. These tasks are summarised below.

NEXT DAY'S SCHEDULE

Photo credit: BWF / BADMINTONPHOTO

As described in Section 4.10, for many grassroots / local tournaments it may be feasible in the pre-tournament scheduling exercise to prepare the detailed schedule (or at least a fairly detailed draft of the schedule) for all days of the tournament, rather than only for the first day. In other cases, the order of play for Days 2, 3, etc. may be best left mostly blank and filled in only as the preceding day's play is largely completed. Certainly for lower-level tournaments it is advantageous if the match schedule for the following day is already largely in place and just needs to be fine-tuned, taking into account the results of the current day. This is because with generally limited personnel, it will be difficult for those with the skill and responsibility for formulating the detailed match schedule (for example, the referee or match-control personnel) to start this task from zero with the time and focus needed. As seen in Section 4.10, match scheduling is an intensive task best done in a location free from distractions and noise, so attempting to do it at the tournament desk while simultaneously overseeing the courts, answering questions, working match control, etc. is far from ideal. Another advantage in having at least a semi-detailed schedule prepared ahead of time is that in local / grassroots tournaments the local players and their parents / coaches, etc. will be able to see their match times and plan their day earlier rather than later.

Whichever type of approach is used, follow the scheduling principles outlined in Section 4.10 (for example, follow the minimum rest-time requirements, and if possible avoid having athletes playing in the last round of matches on one day and then in the first round of matches the next morning). Actively use Tournament

Planner as a tool in developing the order of play, and use it to verify that the draft schedule makes sense and that there are no conflicts, etc. Once a final draft is ready, review it as needed with any stakeholders (for example, the tournament director). Then, after addressing any concerns and reviewing it one more time, post / publish the next day's schedule. The goal should be to have the complete match schedule for the following day posted and / or published on-line (as appropriate) by the end of the current day's play at the latest. The earlier the next day's schedule can be posted the better, even if some of the players are not known at that time (as some of the current day's matches are still being completed). If posting online, check on the public accessible site that the match times for the next day are visible.

At grassroots / regional tournaments, badminton may not be the only leisure activity in which the tournament's local players are participating that weekend. Referees will often be approached by players / parents requesting that the time of one of their matches the following day be changed (or even asking if it is possible for one of their matches to be moved from one day to another) in order to accommodate their non-badminton plans. In handling such requests, the referee is advised to take note of the following recommendations:

- Be sympathetic to the request and show understanding of what is being asked.
- Take a little time, if needed, to consider the request and its implications.
- Treat each request on a case-by-case basis, but be extremely wary about agreeing to such changes because of:
  - the likelihood of then receiving many more similar requests.
  - the danger of setting a precedent and having to justify why such a request was granted from one player but not from another.
  - the inconsistency that may be introduced in handling such requests from one tournament to another. The more standardisation that can be achieved in all aspects of refereeing the better – to avoid comments like "but last weekend, the referee at XYZ tournament let us move the match from one day to another".
- In cases where both sides come to the referee saying they all agree that they'd like to move the match time, politely but firmly inform them that it is not their decision, but rather the referee's.
- Make a decision and communicate it to the player, parent etc. who made the request.

In most cases, the referee will choose not to grant the request for a change in match time, for the reasons stated above. It is important to be empathetic but firm in explaining why it is not possible. If there is continued argument, it may be helpful to point out the text on the entry form stating the hours of play and any language to the effect that "all players must be available for all hours of play on each day" (in fact, it is recommended to include a phrase like this on every entry form precisely for use in situations like this). This may be particularly relevant when the request is because the player arranged their travel home from the tournament at an unrealistically early time (which is poor planning on behalf of the player and certainly no reason for a referee to grant a change of match time, much less a change of match day). In turning down a request for a change of match time, it is also important to find out whether the player will still play the match (at its original time) or wishes to default (not play). In a surprising number of cases, once a player has been told that it is not possible to move the match time, they will somehow find a way to work everything out, even their pre-arranged travel.

UPDATING AND POSTING OF DRAWS

At the end of each day's play, check that the draws in the TP file (if used) have been fully updated, including the forwarding of all byes. Also cross-check that any new or changed match times for the following day have been entered correctly and posted. If Live Score has not been used, this is also a good time to check that all of the day's results have been entered correctly by cross-checking the TP file (if used) or the manual draw sheets against the completed umpire scoresheets. An alternative (and better arrangement) is to delegate this task to a volunteer to complete at intervals during the day's play itself.

After match control has published the updated draws and schedule to the Internet, check that on the public site the draws appear the way they should and that the next day's match times are visible. Similarly, make sure that if the draws are posted on a notice board in the hall these are the most updated versions.

If the tournament is being run by an organisation that requires the updated TP file to be sent to them each day (as happens at the international level), then make sure that someone assumes responsibility for this task before leaving the venue.

SHUTTLE COUNT

One of the worst things that can happen to a referee at a tournament is to run out of shuttles! To guard against this, two types of shuttle count should be done at the end of each day:

- Assuming match control has been keeping a record of the number of shuttles used in each match (easily done within the TP file), then once all the results for the day have been processed, look up the total number of shuttles used in the tournament thus far. From this, the *theoretical* number of tubes left can be calculated.
- Do a physical count of the number of tubes of each speed of shuttle remaining to get the *actual* inventory of shuttles remaining. This should be close to the calculated number, but will invariably differ a little (typically up to 10 %). Assess whether the number of tubes left of the preferred speed will be sufficient to play all the remaining matches, or if a different speed will need to be used at some point. If the upfront planning around the total shuttle requirement was done correctly (Section 4.4), there should be no danger of running out of shuttles. If this is not the case (for example, if shuttle consumption per match has been unexpectedly high), then talk to the tournament director or other responsible organiser without delay and explain the risk. The organisers may have an additional quantity of shuttles in reserve, or given a little lead time may be able to make arrangements to have an additional supply delivered.

DEBRIEFS

The referee should usually have at least two quick debriefs at the end of each day as follows:

- **With the deputy referee(s) (if applicable):** At many local / regional tournaments, the playing days are hectic and the referee team is busy overseeing the matches at different locations in the hall. Additionally, as described in this chapter, the referee(s) will be fully occupied throughout the day solving problems, liaising with match control and the other organisers, answering questions from players and coaches, and working on the next day's schedule, etc. As a result, the referees may have had little, if any, time to discuss what happened during the day and any recommendations they may have for changes to make for the next day. The referee and deputy referee(s) should therefore take a few minutes at the end of each day to talk about the day just completed – what went well and any shortcomings that need to be adjusted or fixed for the following morning. Make notes of the pertinent items agreed on to include them in the next morning's umpire briefing, and decide which of the referee team will be delivering the morning briefing.
- **With the tournament director:** Like the referee, the tournament director (or the referee's other primary contact person on the organising committee) probably had multiple responsibilities during the day, many of which may have kept them away from the playing area. As a result, contact between the referee and the head of the organisers during the playing hours may have been minimal. Each may have information to communicate to the other about issues that arose or decisions that were made in their respective areas of responsibility. It is recommended that they touch base before leaving the venue to ensure that both are up to date and that there will be no surprises upon arrival at the venue the next morning.

THANKING OF THE VOLUNTEERS

The referee can be key in motivating all of the personnel involved in the tournament and making everyone feel that they are part of a larger team. Many of the volunteers working the desks and around the hall may have just as long a day as the referee, perhaps doing mundane tasks and not getting to see much of the actual play. Some may be feeling as tired as the referee as they wrap up their day's work. A quick "thank you" to those volunteers the referee sees at the end of the day will help keep their morale up and make everyone feel valued no matter how large or small their role is. After all, it is in everyone's best interest that the entire team stay engaged and maintain a positive frame of mind for the remaining days of the tournament.

6.12 CONSIDERATIONS REGARDING FINALS

The finals of any tournament are its climax, with the most at stake for the participating players, and perhaps drawing a larger number of spectators than for the rest of the tournament. For the technical officials and organising team, the finals represent the culmination of a lot of hard work and the chance to reflect on a job well done in getting the competition to this stage. Depending on the specifics of the tournament, the finals may be showcased to a greater or lesser extent, but in all cases the referee has a role to play in ensuring that they run smoothly, as outlined below.

COURT RECONFIGURATION

Normally the number of courts used in the final stages of a tournament is reduced from the total used for the earlier rounds. This may mean:

- reorganising the field of play to provide for more space surrounding the remaining courts
- removing the nets and posts of the courts no longer required
- expanding and moving spectator seating closer to the finals court
- relocating the position of the referee desk, etc.

At larger tournaments, videoing of the finals may have been planned, and the optimal set-up for this will also need to be considered. As the finals day approaches, the referee should think what layout will make sense and discuss options with the tournament director at one of their end-of-day debriefs. The organisers may also have their own ideas and the referee should take these on board as well. The goal of any reorganisation of the field of play should be to provide as attractive a presentation of the finals as possible.

Note that while the positions of the courts can be changed as more space becomes available, any constraints imposed by the lighting should be kept in mind. Also, one option that should not be considered is a change in the direction of the courts (in other words, if up until the finals, the courts were all facing in a "left-right" direction (from a given vantage point), they should not be moved by ninety degrees to face in an "up-down" direction for the finals. This is because having to adjust to such a change in the playing conditions would be unfair to the players.

ORDER OF PLAY

It was noted earlier that for many grassroots / local tournaments it is often possible, and desirable, to map out and publish the detailed order of play for the whole tournament ahead of time. The one exception to this is for the finals, and it is recommended that the order in which the five finals (men's singles, women's singles, men's doubles, women's doubles, mixed doubles) will be played – assuming they will be played sequentially on a single court – be left undetermined until a later time. The exact order of the five finals is typically determined by the referee and published sometime during the playing of the semifinals. This timing is because the referee will want to take into account which (if any) players are playing in multiple finals and ensure that those finals are spaced out so as to provide enough rest time for those players. Note also that if a player is in both a singles final and the men's doubles or women's doubles final, the singles final is usually scheduled before the doubles final.

Another factor for the referee to consider when setting the order of play is what is in the best interest of the tournament as a whole. For example, if there is a star player or a local home town favourite in one of the finals, this final might be played near the end of the sequence, so as to ensure most spectators will stay to the end. Sometimes the different factors that the referee will need to consider in determining the order of play will be working against each other. In such cases, a compromise may be needed and the referee should use his / her judgement and experience in determining the best order of play. It is important to discuss the proposal with other stakeholders (for example, the tournament director and other key organisers) as they may also have ideas that will need to be taken into account.

If the referee has been made aware of travel constraints for any of the players participating in the finals (for example, an early flight), this could be a secondary or minor factor to consider when deciding the order of the play of the finals. However, it should not override any of the primary factors noted above. Also, if any such departure-time issues come to the referee's attention after the order of the finals has been published, changes should almost never be made (see the comments in Section 6.11) – even if this means that the final in question is a walkover.

UMPIRE ASSIGNMENTS

At many local and regional-level tournaments, the main problem referees usually encounter around umpires is not having enough of them to cover all the matches in the early rounds. Certainly being able to have service judges during the early rounds is often a luxury. Once the finals are reached, however, the opposite problem can present itself. If there are just five finals (one for each discipline), then there are only ten duties (five umpires and five service judges), which may be fewer than the total number of umpires available and wishing to be a part of the finals. It is the referee's responsibility to appoint the officials for the finals, and this task must be handled carefully and with sensitivity.

Many of the umpires will have worked long hours, perhaps with minimal rest periods between matches, and it is natural that they want to be involved as the tournament reaches its climax, with perhaps the most exciting matches left to play. Factors that the referee should take into account when making the umpire and service judge appointments for the finals include:

- First and foremost, the referee must always have confidence that the officials appointed for each match have the ability to handle any issues / disputes that may arise in that match.
- Consider giving priority to those umpires that have worked all sessions of all days of the tournament, rather than umpires who only worked part-time.
- Consider the level of performance that each umpire demonstrated on court during this tournament.
- Consider the experience level of each umpire and their certification levels.
- Consider the presentation skills of each umpire – since the finals will be showcased more than any other matches in the tournament, how the umpire comes across in the chair is important.
- Consider which umpires are good team players (in other words, which have contributed more to maintaining a cohesive team spirit among the wider group of technical officials during the tournament).
- Finally, in making specific assignments for particular matches, it is important to consider the neutrality, or perceived neutrality, of the umpires involved. Ideally umpires should not officiate the matches of their own club, county, state, etc. (depending on the scope of the tournament in question).

After coming up with a proposed list of umpire and service judge assignments for the finals, the referee should then consult with the deputy referee (or they can formulate the finals roster together). Typically this is completed no later than by the end of the semifinals, so that the assignments can be communicated to the umpires at the final day's umpire briefing. Emphasise that everyone's contributions during the tournament have been valued, even if they will not have a duty in the finals.

MARCH ON

As noted earlier, for the early rounds of many local and regional-level tournaments, it is convenient for the umpire (if there is one) to simply meet the players on the court. For the finals, though, where good presentation should be a goal, a more formal procedure can be considered, even for grassroots tournaments. This may include a march-on of the participants in the match from a designated assembly point just outside the field of play. There are many ways to organise the march-on sequence of the technical officials and players in the match, and each referee will have their own preference. A common way is for the umpire, service judge and line judges (if appointed) to march on first, and then when they are in place, the players are announced separately and march on to meet the umpire at the side of the court for the coin toss. The finals should be all about the players, and having the players march on by themselves and not surrounded by technical officials helps to showcase them.

AWARD CEREMONIES

Organisation of the award ceremonies following the finals is not a direct responsibility of the referee, but the referee needs to know what the plan is and offer input where appropriate. Ahead of finals day (perhaps at one of the end-of-day debriefings), the referee should find out from the tournament director or other key organiser what preparations have been made for the award ceremonies, specifically:

- Will the award ceremonies be held individually after each of the five finals, all together after the entire finals program has been completed, or some other arrangement? It is recommended that the winner and runner-up prizes be presented immediately after each final has finished unless there are compelling reasons to do otherwise.
- Where exactly will the prize-giving ceremonies occur? Consider whether the designated location is a good choice in terms of the backdrop for photographs and the ease of viewing for the spectators.
- How will the players get from the court after their final is finished to the award ceremony location? Should the umpire escort them?
- Are the umpire and service judge requested by the organisers to be a part of the award ceremonies (for example, will they be included in the photographs to be taken)?

Be sure to share any relevant details with the umpires before the finals commence, so that the execution of the march-on, march-off, and award ceremonies proceeds smoothly. The referee should observe the first award ceremony to ensure it proceeds as intended. If there are any obvious flaws, work together with the responsible organiser of the award presentations to make adjustments for the subsequent prize-giving ceremonies.

Photo credit: BWF/BADMINTONPHOTO

6.13 SUMMARY

In this chapter, guidelines and best practices have been presented for the most common tasks that a referee has to be concerned with during the playing hours of local and regional tournaments. Each tournament and each day of a tournament will present different challenges, and that is part of what makes the referee's job so interesting and (usually!) rewarding. For much of the time, the referee will be multi-tasking among:

- overseeing the action on the courts
- liaising with match control around withdrawals and no-shows
- talking to, and considering questions raised by, players and coaches
- giving feedback to umpires
- troubleshooting problems that have arisen with all manner of logistics associated with the smooth running of the tournament

Also, from time to time the referee will be expected to drop everything and go onto court to deal with an incident that the umpire (or players, in the absence of an umpire) cannot handle alone.

At times the referee may feel under pressure in coping with so many wide-ranging issues, but the more experience a referee gets at more tournaments, the more comfortable he / she will feel in executing the role as one of the principal "faces of the tournament". It is also important for referees to remember that they are not alone. If the tournament has been well planned at each step, with effective pre-tournament communication and collaboration between the referee and tournament director plus other key organisers, this should result in the foundations of a well-functioning team. This means that as problems arise and are brought to the attention of the referee, it should be clear who to turn to for advice, for a second opinion, or in some cases to delegate the issue. Indeed being able to "let go" of some of the workload and delegate some issues as appropriate (either to the deputy referee or to support staff) is an important skill for a successful referee to master. Delegating tasks not only conveys a sense of trust and fosters good teamwork, but as seen by the scope of material covered in this chapter, there can sometimes be simply too many things going on at once for any one person to handle. By handing some of the lesser tasks off to colleagues, the referee will often be able to do a better job in executing the more important tasks that remain in his / her hands.

SELF-ASSESSMENT QUESTIONS

1	Which of the following are valid reasons to make a change to the draw? *(Tick all that apply)*	There is a mistake in the draw.	
		Some players have complained that the draw is unfair.	
		A player withdraws and a reserve-list player can be promoted.	
		A player fails to show up for his / her match.	
2	What is the best way for match control to help keep the tournament on schedule?	By ensuring completed scoresheets are checked before the next match goes on court	
		By asking the umpires to wait until the match is called before picking up the scoresheet	
		By answering players' questions about their upcoming match times	
		By minimising any unnecessary delays between one match ending and the next going on	

3	Which of the following is NOT a typical reason for the referee to be called on court?	A medical situation	
		A yellow card being issued	
		A red card being issued	
		A shuttle-speed dispute	
4	Which of the following is a "point of law" dispute?	A doubles pair claims that they did not both hit the shuttle.	
		A player complains that the line judge's call was incorrect.	
		A player complains that the umpire called a fault because of coaching while the shuttle was in play.	
		A player claims that he / she did not commit the service fault that was called.	
5	What should the referee do when there is a "point of law" dispute?	Tell the player that the umpire's decision is final.	
		Refuse to listen to the player's complaint.	
		Remove the umpire from the match.	
		None of the above.	
6	Which of the following points should the referee keep in mind when handling an injury on court?	The type of injury in question	
		The overall match situation	
		Whether it is a recurring injury or a first incidence	
		All of the above	
7	Which of the following should be done at the end of a day's play in preparation for the next day?	Updated draws and schedules published	
		Inventory of shuttles done	
		Debrief with relevant tournament personnel carried out	
		All of the above	
8	Which of the following is NOT a concern of the referee regarding finals?	Assignment of umpires and service judges to matches	
		The music to be played during the march-on	
		The order in which finals matches will be played	
		What kind of march on will be carried out, if any	

BADMINTON TECHNICAL OFFICIALS

REFEREES' MANUAL

LEVEL 1

CHAPTER 7

CODES OF CONDUCT

7. CODES OF CONDUCT

LEARNING OUTCOMES

By the end of this module, learners will be able to:

- explain the importance of having codes of conduct in place at tournaments;
- identify the key points in the different codes of conduct for various tournament participants;
- discuss the sample codes of conduct presented here in relation to their own tournament contexts and needs.

7.1 INTRODUCTION

It should now be clear that during the tournament the referee has to be prepared to deal with a wide-ranging array of incidents, both on court and off court, involving players, coaches, other technical officials and a variety of stakeholders. In dealing with these occurrences, referees call upon their knowledge of the *Laws of Badminton*, the *ITTO* and the relevant tournament regulations, as well as their own previous experience in handling similar incidents. Importantly, referees will also need to apply common sense in cases where situations are not neatly covered by the laws or regulations, or where two or more regulations are applicable but point towards different courses of action in regard to the specific circumstances of a particular incident. Most tournaments will present variants on one or more situations not previously encountered, and for many referees it is the challenge of dealing with something new at every event that in part makes refereeing so enjoyable and rewarding.

Photo credit: BWF/BADMINTONPHOTO

The Laws, ITTOs and tournament regulations that govern the competition in question are an essential resource for the referee, but they are not designed to be exhaustive. In particular, while they describe in great detail the technical aspects for the execution of a match and a tournament, they speak in less specific terms as to what is and what isn't acceptable when it comes to the ***behaviour*** of the major groups of participants in each tournament – the players, coaches, and technical officials. At any level of tournament, it is desirable to set out the standards of behaviour and conduct that are expected for each of these groups and this is commonly achieved through "codes of conduct". Having such codes in place is helpful for the referee for several reasons.

- Particularly at grassroots and local tournaments, there may be players and coaches who are novices, perhaps participating in their first tournament, who may simply not know what is and what isn't acceptable. These codes are therefore a useful educational resource.
- They provide an objective set of reference criteria for the referee when assessing whether a violation has occurred necessitating action.
- They can be used by the referee as justification when explaining to a player / coach / technical official why an intervention or penalty was necessary.
- They are useful in providing guidance and instructions to umpires around monitoring and administering on-court misconduct.
- They provide a mechanism to initiate follow-up action after the tournament by the organising body for any violations deemed particularly serious.

At higher levels, including BWF tournaments, these codes of conduct are well established, and the standard BWF codes can be found on the website at bwfcorporate.com. For lower levels of tournament, though, and particularly in Member Associations with only the beginnings of a tournament structure in place, such codes may not exist and their development may not be a priority. On another note, the sports administrators who would be responsible for formulating such codes may not be sufficiently tournament savvy to know the type and level of content that should be included. Referees in these less-developed locales may therefore need to take some initiative in establishing first drafts of suitable codes of conduct and then circulating them to the badminton administrators for follow-up and implementation. Every code of conduct should be customised to make it relevant to the particular type of tournament in the specific country / county / region, etc. in question. For example, some of the detail covered in the BWF codes of conduct (for example, requirements around media obligations), are clearly not relevant to grassroots and local tournaments and should thus be omitted for these contexts.

It is important that approved codes of conduct be communicated to players and coaches so that all participants understand before a tournament starts what standards of behaviour are expected of them. Participants can be made aware of the codes of conduct in force in several ways, as follows:

- On the entry form / prospectus, by including a reference to the players and coaches codes of conduct, if posted on another website.
- On the tournament website, by including a direct link(s).
- At the registration desk when the players arrive at the tournament, by providing handouts or having the players read (and if desired, sign) a paper copy of the code of conduct.
- On the notice board at the tournament.

As noted above, some aspects of codes of conduct should be customised according to the level of tournament and the norms of behaviour already established and accepted for the series of tournaments to which a particular competition belongs. However, some of the material in codes of conduct is generic, since it describes basic standards of behaviour that should be expected at all badminton tournaments, no matter what the level. In the following sections, examples of codes of conducts are given for players, coaches, and technical officials. These generic codes of conduct can be taken as starting points for adoption in grassroots and local tournaments, and adapted as necessary according to the specific needs of the competition.

7.2 PLAYERS CODE OF CONDUCT – EXAMPLE

Figure 1 shows an example of a players code of conduct, based loosely around the *BWF Players Code of Conduct* and suitable for use (after adaptation as needed) in local / regional tournaments.

PLAYERS CODE OF CONDUCT

1. Purpose

To ensure and maintain an orderly and fair administration / conduct of tournaments and to protect the players' rights as well as those of the sponsors and the public.

2. Applicability

2.1. This code is applicable to all [XYZ-sanctioned] tournaments and the players participating in them.

2.2. All players, at all times, shall be subject to this code and the Laws of Badminton.
Each player who enters an [XYZ-sanctioned] tournament shall accept this code of conduct and the [XYZ Tournament Regulations] and then, in effect, is bound by them.

2.3. Breaches of any of the offences described in Sections 3-5 of this code of conduct constitute the basis for disciplinary action against the player by [XYZ]. The disciplinary process may lead to an offending player being fined or banned from entering tournaments for a defined period or number of events.

3. Entry Offences

3.1. Late withdrawal

Withdrawing from a draw after it has been published, without suitable evidence or proof of genuine injury, illness, bereavement or other emergency situation.

3.2. Playing another tournament

Having entered and been accepted into a tournament and then playing in another tournament during the period of the original tournament.

3.3. Playing after declaring non-availability due to injury

Withdrawing from a future tournament due to injury or illness and then playing in another tournament during the period between the date of notification of injury / illness and the start of the tournament from which the player has withdrawn.

3.4. Early departure from tournament

Making travel arrangements such that the player has to leave the tournament early before completing all of his / her matches according to the published schedule.

4. On-Court and Off-Court Offences

4.1. Inappropriate conduct

4.1.1. During a match or at any time while at a tournament, not conducting oneself in an honourable and sporting manner.

4.1.2. Before, during and after a match, not complying with goodwill formalities such as thanking technical officials, shaking hands with opponents, etc. Players must thank their opponents, umpire and service judge before leaving the field of play to celebrate with their coach or spectators.

4.2. Clothing violations

4.2.1. Failing to dress and present oneself for play in a suitably smart manner. Clean and acceptable badminton sports clothing shall be worn.

4.2.2. Failing to comply with the clothing and advertising regulations described in the tournament's prospectus.

4.3. Failure to complete a match

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

4.4. Late arrival for match / no-show for a match

4.4.1. Arriving late for a match, resulting in a no-show.

4.4.2. Withdrawing from an event (for example, men's singles or women's doubles), whilst still fit enough to compete on the same day in another event (for example, mixed doubles). (In other words, having entered multiple events in a tournament, players may not default from one of the events without good reason in order to concentrate their efforts on another event.)

4.4.3. Not playing their first match in a consolation event without giving notice to match control or to the referee.

4.5. Failure to use best efforts

Not using one's best efforts to win a match.

4.6. Trying to influence a line judge or the service judge

Trying to influence the decision of a line judge or the service judge verbally or by arm, hand, or racket gestures.

4.7. Seeking coaching

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

4.8. Audible obscenity

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

4.9. Visible obscenity

Making gestures or signs with the hands, racket or shuttle that commonly have an obscene or offensive meaning.

4.10. Abuse of shuttle

4.10.1. Intentionally hitting a shuttle dangerously or recklessly within or out of the court.

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

4.11. Abuse of racket or equipment

Intentionally and violently destroying or damaging rackets or other items of the player's equipment, or intentionally and violently hitting the net, court, umpire's chair or other fixtures during a match.

4.12. Oral abuse

Making a statement while at a tournament, directed at a technical official, organiser, opponent, spectator or other person, that implies dishonesty or is insulting or abusive.

4.13. Physical abuse

Physically abusing a technical official, organiser, opponent, spectator or any other person at a tournament.

4.14. Non-sporting conduct

Conducting oneself in a manner that is clearly abusive or detrimental to the sport.

4.15. Violating Awards-Ceremony Protocol

When participating in the finals of a tournament, not participating in the award ceremony directly after the match or not wearing the style of clothing (for example, tracksuit or uniform) requested by the organisers.

5. Major Offences

5.1. Conduct contrary to the integrity of the game

Engaging in conduct contrary to the integrity of badminton. For example, having being convicted of serious violation of a criminal law, the punishment for which includes possible imprisonment, or having at any time behaved in a manner severely damaging to the reputation of the sport.

5.2. Betting

Betting or wagering anything of value in connection with a tournament in which a player will be, or is, competing.

5.3. Bribes or other payments

Offering, giving, soliciting, or accepting anything of value to or from any person with the intent to influence any player's efforts or affect the result of a match in any tournament.

Figure 7.1. Example of Players Code of Conduct for Local / Regional Tournaments

The sections in the above code of conduct outlining the expected behaviour of a player during a match are self-explanatory and reinforce the specifications in the *Laws of Badminton* as well as providing context to umpires for the relevant line items in the ITTO. The umpire will administer any such violations through informal warnings, warnings for misconduct (yellow cards), or faults for misconduct (red cards), depending on the severity of the offence. As noted in Chapter 5, the referee should remind the umpires during the initial umpire briefing that all such instances of yellow / red cards given during a match must be documented by the umpire at the bottom of the scoresheet and discussed with the referee after the match. The same applies for any code-of-conduct violations that happen before or after the match (for which yellow and red cards may also be awarded).

The sections of this generic players code of conduct that deal with aspects of behaviour not associated with an actual match are those parts of the document that will most likely need to be customised for a particular tournament (or tournament series). A couple of general points should be considered when doing so:

- The standards pertaining to players' clothing worn during play (colours, design, etc.) and restrictions on the type and amount of advertising they may contain are expected to vary widely at the local and regional level of tournaments. The requirements should be specified or referenced in Section 4.2 of the code. (Note that a detailed consideration of players' clothing and how the referee should address non-compliance in this area is beyond the scope of this Level 1 Referee Manual, but will be addressed in Level 2.)
- At all levels of the sport, illegal betting is becoming an increasingly serious problem, and it is recommended that the language above in items 5.2 and 5.3 of the code be included in all players codes of conduct at all levels. The referee's role in this area, as well as in monitoring matches in which it is suspected that players may not be using their best efforts, will be covered in the Level 2 Referee Manual.

7.3 COACHES CODE OF CONDUCT – EXAMPLE

Naturally most of the instances of player misconduct at a tournament occur on court during a match, with the umpire deciding what action to take. In contrast, the referee is more involved with monitoring certain aspects of the behaviour of coaches who sit in the coaches' chairs during a match, as well as when they are off court. Having a coaches code of conduct in place that sets out do's-and-don'ts for coaches is therefore helpful for both the coaches themselves and for the referee. An example of a generic coaches code of conduct suitable for use at local / regional tournaments is shown in Figure 7.2.

COACHES CODE OF CONDUCT

1. **For the purpose of this code of conduct, a coach is anyone taking the seat / assuming the role of a coach during a match. All persons participating in an [XYZ]-sanctioned tournament in the role of a coach are bound by this code of conduct.**

2. **During a match when on the field of play, coaches:**

   2.1. Shall be dressed appropriately in team uniform (and / or shirt / polo shirt / blouse with trousers / skirt). Inappropriate clothing (amongst other items) includes jeans, flip-flops, sandals and beach / Bermuda shorts. The referee will decide if a coach is inappropriately dressed.

   2.2. Must remain seated in the designated chairs provided at the end of the court behind their players, or in another specified location, except at the mid-game and end-of-game intervals. If a coach wishes to move to another court, this must be done when the shuttle is not in play.

   2.3. Must not coach when the shuttle is in play, or in any manner distract the opposing player or disrupt play.

   2.4. Must not delay the game by coaching in any form.

   2.5. In the mid-game and end-of-game intervals during a match, must return to their designated chairs as soon as the umpire announces that there are 20 seconds remaining.

   2.6. Must not verbally abuse or intimidate in any form (such as shouting or making gestures), or in any other way distract any spectator, tournament organiser, technical official, opposing coach or opposing player.

   2.7. Must not attempt to communicate in any way with opposing players or coaches, or use any electronic device for any purpose (including, for example, mobile phones and laptop computers).

   2.8. Must not make, or attempt to make, any unwelcome, abusive or intimidating physical contact in any way with any spectator, tournament organiser, technical official, opposing player or opposing coach.

   2.9. Must not bring the sport into disrepute through public comments (before, during or after the tournament) that relate to tournament officials, technical officials, opposing coaches or opposing players, that are personal in nature, imply bias or question their integrity.

3. **Sanctions for Breach of Coaches Code Of Conduct**

   3.1 The umpire will call a "let" if a coach;

   3.1.1. Attempts to convey information to a player by any means while the shuttle is in play (Law 14.2.5).

   3.2 The umpire will call the referee to court if a coach;

   3.2.1. Is inappropriately dressed.

   3.2.2. Fails to remain seated while play is in progress.

3.2.3. Attempts to delay the game.

3.2.4. Fails to return to the designated chair when the announcement of "twenty seconds" is made.

3.2.5. In any way abuses, intimidates or distracts a tournament official, technical official, another coach or an opposing player.

3.2.6. Attempts to communicate in any way with opposing players or coaches during the course of a match or uses any electronic device during a match.

3.3. If the same offence as listed in 3.1 is committed again or if any offence listed in 3.2 is committed, the umpire will call the referee to the court. The referee may remove the coach from the playing area.

3.4. In the case of flagrant breaches of this code of conduct or upon physical contact, the umpire will immediately call the referee to the court. The referee will remove the offending coach from the field of play (and may have the coach removed from the venue for part of or the rest of the tournament).

3.5. In the case of action by the referee as stated in 3.3 or 3.4 above, the place of the coach shall not be substituted by any other coach for the remainder of the match.

4. Persistent or flagrant breaches of this code of conduct will be reported to [XYZ] through the Referee Report, or more immediately by other means, depending on the severity of the offence.

5. Betting or wagering anything of value in connection with a tournament (regardless of whether or not a coach is working at the tournament in any accredited capacity) is not permitted.

6. Breaches of any of the offences described in Sections 2-5 of this code of conduct constitute the basis for disciplinary action against the coach by [XYZ]. The disciplinary process may lead to an offending coach's being fined or banned from participating in tournaments for a defined period or number of events.

Figure 7.2. Example of Coaches Code of Conduct for Local / Regional Tournaments

Photo credit: BWF / BADMINTONPHOTO

As in the case of the players code of conduct, the generic aspects included in Figure 7.2 (in other words, those that are not directly concerned with how a coach's behaviour impacts a match) will probably need to be customised for the specific context. For example, the acceptable standards for coaches' clothing (item 2.1) may vary widely among tournaments of different levels and in different parts of the world (for example, it may be appropriate for coaches to wear shorts while sitting in the coach's chair in some locations, based on heat and humidity considerations).

When monitoring coaches' behaviour in general, in addition to being aware of the specific points covered in the code, the referee should also remember to pay attention to the following:

- Before the start of play, the referee must find out whether coaches will need to show accreditation to sit in the coach's chair. If this is the case, the referee should inform the umpires at the umpire briefing and instruct them to check that on-court coaches have the appropriate accreditation. The referee and deputy referees should assist in enforcing this as they circulate around the field of play during playing hours.
- The focus of inexperienced umpires may be mainly on the more routine aspects of the match (for example, recording the score on the scoresheet, announcing the scores, and watching the conduct of the players), rather than paying close attention to the conduct of the coaches. When overseeing the courts, the referee should therefore pay particularly close attention to what the coaches are doing.
- If a coach's behaviour is not in compliance with the coaches code of conduct, the referee may at any time approach the coach's chair and take action as required, without first being alerted by the umpire.
- If a point of dispute has arisen during a match and a coach has left his / her chair and is engaging the umpire at the side of the court, the referee may need to go on court and intervene, particularly if the umpire is inexperienced and the situation seems to be escalating out of the umpire's control.
- When talking to a coach about inappropriate conduct at grassroots / local tournaments, the referee should remember that the coach may have received minimal training and may not be familiar with the do's-and-don'ts specified in the code of conduct. The referee may need to educate the coach and show some discretion in cases where coach misconduct is merely a consequence of not knowing what is acceptable (versus a wilful disregard of the code of conduct).
- Coaching is only ever permitted from the coach's chair, and the referee should be on the lookout for advice being communicated to players during a match from other persons. This can be a particular problem in venues at smaller tournaments where there is either no physical barrier or only a small distance between the field of play and the surrounding spectators (who may be sitting or standing behind or at the side of the courts). If necessary, and usually only after several informal warnings have been given, a referee may move an offending spectator from his / her location close to the court to a position further away (or in extreme cases remove him / her from the hall entirely). The referee must be careful to differentiate between encouragement being given to a player from spectators (such as *"Come on"* or *"Keep fighting"*), which is acceptable, and spectator coaching (as in, *"Play more dropshots"* or *"Watch for the crosscourt"*), which is not.

7.4 TECHNICAL OFFICIALS CODE OF CONDUCT - EXAMPLE

Just as players and coaches are expected to exhibit certain standards of behaviour while participating at a tournament, the same is true of the technical officials – referees, umpires, and line judges. Indeed, since maintaining confidence around the integrity of the officials is critical for the success of a tournament, it is important that all technical officials know exactly what is expected of them during their time there. A Technical Officials Code of Conduct is therefore helpful in detailing the expected behaviour.

An example of a generic technical officials code of conduct (again, to be customised according to specific needs) is shown in Figure 7.3.

TECHNICAL OFFICIALS CODE OF CONDUCT

1. For the purpose of this code, a technical official is a referee, umpire or line judge at any [XYZ-sanctioned] tournament. Each person who participates in an [XYZ-sanctioned] tournament as a technical official is bound by this code of conduct.
2. Travel to and from tournament appointments must be made with the needs of the competition in mind.
3. Proper technical official attire must be worn as specified and physical appearances maintained throughout a tournament to promote appropriate respect for the authority of all technical officials.
4. Technical officials must not wear distracting items (such as excessive jewellery), engage in any distracting activity, or take personal items onto court.
5. Umpires and line judges must be punctual each day and attend all briefings as requested by the referee. When requesting a break, technical officials must make their colleagues aware of their planned absence and not delay their return any longer than necessary.
6. A technical official must not verbally abuse, or intimidate in any form, a player, coach, spectator, tournament organiser or other technical official.
7. A technical official must not make, or attempt to make, any unwelcome, abusive or intimidating physical contact with a player, coach, spectator, tournament official or other technical official.
8. All technical officials must remember that they are part of an officiating team and that any comments regarding another official's work should be made in the form of constructive feedback. Public comments about another official's work must be avoided.
9. A technical official must not bring the sport into disrepute through comments made in person or online, before, during or after the tournament, that relate to players, coaches, tournament organisers or other technical officials and that are personal in nature, imply bias or question their integrity.
10. When a technical official feels that he / she must advocate for a player or a group of players (for example, as a parent or as a coach), then participation of that technical official at a tournament shall be at the discretion of the referee. Technical officials should be aware of the need to maintain a perception of neutrality at all times and should also be aware that players / spectators may still view them as technical officials even when they are not on official duty.
11. A technical official must refrain from wagering anything of value in connection with any tournament, regardless of whether they will be working at that tournament in any official capacity.
12. Breaches of this code of conduct are subject to disciplinary action and may result, among other sanctions, in fines or suspensions, depending on the severity of the offence.

Figure 7.3. Example of Technical Officials Code of Conduct for Local / Regional Tournaments

It is the referee's responsibility to ensure that all the technical officials are aware of the requirements in the code of conduct and to ensure that they are followed by all members of the team throughout the tournament. The referee should always **lead by example** in this regard and set the standards of appearance, punctuality, professionalism, politeness, etc. that will be expected from each colleague. In instances where an official falls short, the referee should remind the official of the standard of behaviour expected and ensure that an adjustment is made. This conversation should happen as soon as possible, but diplomatically and in a private setting, with an emphasis on what is and isn't acceptable.

This generic technical officials code of conduct contains a few items that are currently points of emphasis for technical officials at all levels of the sport:

- The need to limit the use of social media (including online discussion forums and blogs for badminton-related material). Internet postings by technical officials relating to a tournament at which they are officiating should be confined to generalities about where the tournament is taking place and its general progression, and absolutely no mention should be made about specific players or matches, including any on-court incidents, injuries or controversies. Similarly, discussions about the performance of other officials or details of matches in which an umpire has officiated or will be officiating should be avoided.
- The importance of refraining from both legal and illegal betting. The recommendation to technical officials at all levels of the sport is to refrain completely from betting on badminton, regardless of whether they will be officiating at the tournament.
- The need to keep a clear social boundary between technical officials and players / coaches. At local / regional tournaments, this can become an issue where many of the umpires may be close or casual friends or badminton-club colleagues of players and coaches participating in the tournament. The referee must make a judgement as to whether any degree of informality observed in their interactions could create an impression of favouritism. If this is the case, the referee should remind the umpires to maintain a distance that conveys neutrality at all times.

At local and regional tournaments, it may be helpful for the referee to have copies of the relevant technical officials code of conduct in hand to pass out to umpires who may be unfamiliar with its content.

To conclude this section, it is important for all technical officials, including referees, to recognise that they are highly visible whether they are on court or off court. Therefore they need to take care in how they conduct themselves at all times when at a tournament, even when off duty, and avoid any actions that could reflect badly on themselves as individuals, on the team of technical officials at the tournament, or on the sport of badminton as a whole.

Photo credit: BWF/BADMINTONPHOTO

SELF-ASSESSMENT QUESTIONS

1	Which of the following are advantages of having codes of conduct in place for tournament participants?	They serve as guidelines as to acceptable behaviour.	
		They provide objective criteria for determining if there has been a violation.	
		They are useful in explaining or justifying any applicable penalties.	
		All of the above	
2	What kind of offence would it be if a player confronts a line judge after the match to complain about a line call?	Entry offence	
		On-court offence	
		Off-court offence	
		None of the above	
3	Which of the following would be allowed in a typical coaching code of conduct?	Using a cell phone while sitting in the coach's chair	
		Moving to another court between rallies	
		Shouting instructions to the player during a rally	
		Staying on court for 55 seconds of a 60-second interval	
4	Which of these areas regarding technical officials' conduct should be addressed?	Appropriate boundaries with players	
		Appropriate use of social media regarding tournaments	
		Appropriate tournament attire	
		All of the above	

BADMINTON TECHNICAL OFFICIALS

REFEREES' MANUAL

LEVEL 1

CHAPTER 8

AFTER THE TOURNAMENT

8. AFTER THE TOURNAMENT

LEARNING OUTCOMES

By the end of this module, learners will be able to:

- outline the final steps in a referee's duties once the tournament has concluded;
- explain the importance of submitting a well-constructed referee report;
- describe the kinds of information that should be included in the referee report.

8.1 INTRODUCTION

Once the last shuttle of the last match has been struck and the umpire has called "Game" for the last of the finals, the referee is entitled to exhale and feel much of the pressure ebbing away as the tournament play comes to an end. However, the referee's job is not yet over, as there are still tasks to complete both before leaving the venue and in the days afterwards. This chapter summarises the responsibilities of the referee at the conclusion of the tournament, including the major task of writing and submitting a concise but sufficiently detailed referee report.

8.2 END OF TOURNAMENT FORMALITIES

If the tournament has been planned well and executed according to plan, and all issues that arose were solved effectively, naturally the referee should feel a sense of accomplishment for a job well done. What must be remembered, however, is that no successful tournament is a one-person show. At this point, it is important to reflect on the working relationships that were cultivated before and during the tournament and to take a moment to think about all the individuals that contributed to its overall success. As noted in Section 6.11, the referee should acknowledge the efforts of everyone involved with the tournament operation on each day of play, and it is especially important to do so now that the tournament is over. Apart from expressing gratitude and genuine appreciation for the hard work and long hours they have put in, it is also in the referee's self-interest to maintain a sense of collaboration and teamwork post-tournament, given that these colleagues will probably find themselves working together again at another tournament in the future. As such, on the final day (as things begin to wind down or after play has concluded), the referee should take the time to thank once more the principal volunteers and organisers, exchange contact information if desired, and express what is hopefully a genuine wish for the chance to collaborate at a future tournament.

Clearly, thanking the rest of the technical officials team – the umpires and line judges – is a must for the referee. The final day's umpire briefing is a good opportunity to do this semi-formally. A final debrief with the tournament director, including the handling of any remaining loose ends, is also generally appropriate. This should include confirming who is responsible for any required post-tournament follow-up actions.

8.3 RESULTS PUBLISHING AND TOURNAMENT DATA

The moments immediately after a tournament ends are sometimes quite hectic. The organisers are keen to get the clean-up started and completed as soon as possible, and there are many goodbyes to say and various forms for the referee to sign, so it can be easy to forget the key items that still need to be completed. There is also certain information that the referee needs to get before leaving in order to include it in the referee report that may need to be written. The items to be remembered include:

- Check that the final TP file (if used) has been published.
- Confirm that the final results file has been sent to the necessary persons (for example, the association office).
- Arrange to obtain a back-up copy of the final TP file for yourself.
- Obtain a final physical count of the quantities of shuttles (used and remaining) of each speed.
- Obtain a copy of the number of duties (matches umpired and service judged) performed by each umpire (if this was not captured by match control through the use of Tournament Planner). If not done during the final day, the details can be emailed to the umpires after the tournament. They may need this information for their end-of-year reporting to their association.

8.4 REFEREE REPORT

The most substantial task that the referee generally has to complete after the tournament is the writing of a referee report. This is a requirement at higher-level tournaments and is recommended at all levels of competitions. The referee report serves the following purposes:

- Capturing in one place an accurate and concise summary of the just–completed tournament (including a description of what went well and what didn't).
- Identifying the strengths and weaknesses of the venue.
- Detailing the competency of the tournament organisers and key functions (for example, match control, how easy it was to work with them, and how they executed their duties).
- Recording how many shuttles were used, as well as match-duration statistics at each stage.
- Listing the players who withdrew after the draw was published and those who did not show up for a match, for possible follow-up disciplinary action.
- Listing those players who received a warning (yellow card), fault (red card), or disqualification (black card) for misconduct, for possible follow-up disciplinary action.
- Listing those players and coaches who committed offences with regard to the respective codes of conduct, for possible follow-up disciplinary action.
- Providing a general evaluation of each umpire's performance.
- Documenting any occurrences which could not be resolved by application of the regulations in effect for the tournament.

When writing a referee report, the most important idea for the referee to keep in mind is that **the report should be written in such a way that it will be a valuable resource for the next referee who works a tournament at the same venue**. While writing, the referee should think about everything that happened before and during the tournament and consider which of those things would be most important to know about from the perspective of the next referee working at the venue and / or with the same organising team. These are the items that the referee should pay particular attention to describing fully. In writing the report, the referee should keep in mind the following:

- Give an honest assessment of each aspect of the tournament, but be appropriately diplomatic in comments relating to personnel (such as umpire performance), given that the circulation of the report may not be tightly controlled.
- Go into sufficient detail on important points to convey all the significant and helpful information, but do not write at length about small, inconsequential occurrences that were unique to the specific tournament and are unlikely to be repeated.
- Include pictures to illustrate a point being made in writing, but do not overdo it.
- Include medical reports if needed to substantial a withdrawal due to an injury / sickness.

- For serious incidents, include supporting documentation (for example, scanned attachments of written statements describing what happened from the perspective of the relevant parties, such as the umpire, coach, tournament officials, etc.).
- Seek input from the deputy referee(s), and where opinions differ concerning the rating of a particular aspect (good, average, poor, etc.), discuss and come to a consensus.
- If time allows, consider starting to write the report (even if this is just a basic structure with some preliminary notes) towards the end of the tournament. If this can be done while still in the hall, with memories fresh and any deputy still around, it will make the job easier and probably result in a better final product.
- Proofread the referee report for basic spelling and grammar before submitting it, but completing the report in a timely manner is more important than spending an extended period of time making it perfect.

At higher-level regional level tournaments, the concept of a post-tournament referee report may already be established, with a template in place ready to use. For lower-level regional and local-level tournaments, however, this may be a new idea and the referee may need to take the initiative to implement it. In such cases, it is recommended to consult with colleagues and the organising body to come up with a report template that is customised to the particular level and nature of tournament(s) in question. Figure 8.1 (at the end of this section) provides an example of a referee report template suitable for use at local and regional-level tournaments.

The sections in this referee report template are self-explanatory and they should be expanded / deleted / customised as necessary to fit the particular needs of the tournament or series of tournaments for which the report will be used. The information required for various sections in the referee report can be conveniently obtained from reports generated by Tournament Planner (for example, shuttle consumption, duration statistics, and statistics on umpire duties). It may, in fact, be advisable to simply attach the file(s) generated by the software. This is one more benefit of using Tournament Planner to manage the entry process and in executing many of the standard tasks in running the tournament.

After the long hours preparing and coordinating all the logistics in the weeks leading up to the tournament, followed by the typically gruelling and intense days at the tournament itself, many referees may think of writing a post-tournament referee report as an unwanted and burdensome task. Nevertheless, a well-written referee report has considerable value, especially to the next referee team working at the venue, and as such, it should be considered one of the referee's core responsibilities. While it is sometimes tempting to put off writing the referee report, the sooner it is completed the better. This is because memories of the details of the summary notes that the referee (hopefully) made around incidents / observations will quickly fade.

The timeframe for completing the referee report may vary, but a guideline of submitting the report within two weeks of the tournament's finish is normally appropriate. A timely submission is particularly important if there is any follow-up action to be taken by the organising body. This may include, for example, administering fines or other disciplinary action to players and coaches for on-court misconduct or code-of-conduct violations. Such action may need to be completed within a specified timeline, and the organisation will need the referee report in order to proceed with any further action.

The submission of the post-tournament referee report concludes the referee's responsibilities associated with a particular tournament. After this is done, a short period of self-reflection is recommended, since the referee should consider every tournament worked as a learning experience. Each one offers the referee a chance to:

- react to and handle new situations not previously encountered
- interact with a new set of players, coaches, umpires, tournament organisers, etc.
- gain experience managing and conversing with different personality types
- develop general refereeing skills

A new referee will quickly find that each tournament is unique, with its own set of distinct challenges. The more tournaments worked at the more comfortable and confident the referee will become in dealing with whatever problems arise. Just as in playing badminton, practice and experience are essential, and these key elements will help develop successful and accomplished badminton referees.

Tournament: ____________________

Dates of play: ____________________

City / Venue: ____________________

Referee: ____________________

Date of report: ____________________

Tournament Overview: Mark an "X" in the appropriate box for each of the items below and make brief comments if desired. Use the table on the next page for more detailed comments where needed.

VG ~ Very Good, G ~ Good, A ~ Average, P ~ Poor, VP ~ Poor

Aspect	VG	G	A	P	VP	Comments	No.
Lighting							
Height / obstructions							
Court background							
Playing conditions – temperature and humidity							
Ventilation							
Flooring / mats							
Space between and around courts							
Spectator seating area							
Off-court seating for umpires and line judges							
Nets / measures							
Posts							
Baskets and buckets							
Towels and mops							
Umpire chairs							
Scoring machines							
PA system							
Shuttle speeds							
Shuttle quality							
Match scheduling							
Catering / food provided							
Changing rooms + showers							

Aspect	VG	G	A	P	VP	Comments	No.
Transport, to / from airport							
Transport, hotel to hall							
Hotel							
Tournament director							
Match control							
Umpires							
Line judges							
On-court doctor / physio							
Award ceremonies							
Overall presentation							
Social functions							

Event: ______________________________

Detailed Comments: For all of the areas in the previous table that require more detailed comments please complete the table below.

No.	Comments

Event: ____

Rules and Regulations Review: Please describe any occurrences before or during the tournament that warrant a review the relevant tournament regulations, laws, or "Instructions to Technical Officials". Add more rows if necessary. Write "None" if there were no such issues worthy of follow-up action.

Rule reference	Issue	Action taken by referee at this event	Recommendation by referee for future

SHUTTLE USAGE

Please fill in the table below

Name of the brand:				
Average usage per match				
Inventory of shuttles:	**Details**			**Comments**
Speeds available				
Quantity supplied (Doz)				
Quantity utilised (Doz)				
Remaining (Doz)				

ANALYSIS OF MATCH LENGTH

Export the complete report titled "Duration Statistics Report" from the Tournament Planner file for this event to MS Word, and then attach it to this report.

Event:____________________ **Withdrawals / No-shows: Date of Draw:** ____________ **Date of Start of Tournament:** ____________

In the table below list all withdrawals that occurred after the draw was made. Include no-shows (walkovers) but do not include retirements during a match due to injury. Include any instances where a player withdrew from one main round event in order to focus on another event.

Consolation Events: Do not include instances where a player elected not to play from the start of a consolation event and informed match control or the referee. Do include cases where a player did not inform match control or the referee that he / she did not wish to play in the consolation event, and include instances in which a player played in one or more matches in a consolation event and then subsequently withdrew / did not show. Add more rows if needed. See notes below the table.

Player			**Event**	**Date**	**Reason for withdrawal if known**	**Doctor's Note**	**Action by Referee**
Name	**Club**	**ID No.**		**DD / MM / YY**			

Notes:

1. In the "Event" column use the following format: Men's Singles main round ~ MS - M; Mixed Doubles consolation round ~ MX – C, Under 19 Men's Doubles main round ~ 19MD - M etc.
2. In the "Reason for Withdrawal" column, describe the withdrawal reason or nature of the illness or injury if known. Indicate a no-show with no notification given by writing "NS".
3. In case of sickness or injury, indicate whether a doctor's note was presented to you by writing "Y" or "N" in the Doctor's Note column. Scan and attach any doctor's notes to this report.
4. Please use the following abbreviations in the "Actions by Referee" column: SFW ~ Substitution from Waitlist, SO ~ Other substitution, WO ~ Walkover.

Event: ______________________________

On-Court Incidents: Please complete the table below for all formal warnings (**W ~ yellow cards**), faults (**F ~ red cards**), or disqualifications for misconduct (**D ~ black cards**) that occurred during the tournament. Add more rows if needed. Enter "None" if there were no such incidents.

Player			Umpire	Match concerned			Date	W / F / D	Reason
Name	Club	ID #		Event	M / C	Round	DD / MM / YY		

Event abbreviations: Men's Singles ~ MS; Mixed Doubles ~ MX, Under 13 Women's Doubles ~ 13WD etc. M ~ Main event, C ~ Consolation event

Round abbreviations: F ~ Final, SF ~ Semifinal, QF ~ Quarterfinal, R16 ~ Round of 16, R32 ~ Round of 32 etc.

Clothing Violations: Please complete the table below for any clothing violations per the tournament regulations pertaining to this level of tournament. Add more rows if needed. Enter "None" if there were no such violations.

Player					Date	Details
Name	**State**	**ID #**	**Event**	**Round**	**DD/MM/YY**	

Event abbreviations: Men's Singles ~ MS; Women's Singles ~ WS, Men's Doubles ~ MD, Women's Doubles ~ WD, Mixed Doubles ~ MX, Under 15 Men's Singles ~ 15MS etc.

Round abbreviations: F ~ Final, SF ~ Semifinal, QF ~ Quarterfinal, R16 ~ Round of 16, R32 ~ Round of 32 etc.

Event: ____

Off-Court Incidents: Please use the table below to capture any off-court incidents that occurred during the tournament. Add more rows if needed. Enter "None" if there were no such incidents.

Date DD/MM/YY	Incident	Action taken

Event: ____________________

Feedback on Technical Officials: Please use the following table to give feedback on the umpires' performance.
All information provided will be treated confidentially. For each category in the performance evaluation use the scale
VG ~ very good, G ~ good, A ~ average, P ~ poor, VP ~ poor. Add more rows if needed.

Name	ID #	Level	Matches officiated		Performance evaluation						
			Ump	SJ	Court management and control	Projection of voice	Use of vocabulary	Service judging	Teamwork on and off court	Overall	Comments
		Total									

Figure 8.1. Referee Report Template for Use at Local and Regional Level Tournaments

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