BWF TECHNICAL OFFICIALS' RESOURCES

REFEREES' MANUAL

LEVEL 2

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MORE INFORMATION
The resources for Technical Officials are available in different languages. The material can be downloaded from the BWF Development website: development.bwfbadminton.com

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1. INTRODUCTION

1.1 BWF TECHNICAL OFFICIALS' RESOURCES

Welcome to the BWF Level 2 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 level. This resource is free for anyone to use in improving their refereeing skills.

The BWF Technical Officials' Resources are outlined in Table 1.1A.

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.

Table 1.1A. Overview of BWF Technical Resources

These resources are available to all 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.

1.2 MANUAL OVERVIEW

This Referees' Manual forms part of the BWF Technical Officials' Resources outlined in the previous section. It is aimed towards:

- referees who are already experienced at the national level in their own countries and who are looking to start refereeing internationally, and
- continental-level referees who are looking to polish their skills (including those who have an interest in progressing to BWF accreditation).

As such, the following topics will not be covered in this manual. For a refresher on these fundamentals of refereeing, it could be useful to reference the sections of the Level 1 Referees' Manual noted in Table 1.2A.

TOPIC	LEVEL 1 REFEREES' MANUAL PAGES
Roles and responsibilities of the referee	11 - 16
Referee checklists	28 - 31
Types of draws and draw management for local and regional tournaments	34 - 77
Shuttle testing	104 - 107
Codes of conduct	144 - 153

Table 1.2A. Level 1 Referees' Manual References for Basic Refereeing Topics

Along the same lines, the basic refereeing knowledge and procedures covered in the Level 1 Manual will not be addressed in detail here. Rather, the focus is on taking this basic knowledge and adapting it to the circumstances found in higher-level tournaments with respect to three general areas:

- The **technical tasks** that a referee has to oversee, which may include processing and updating entry lists, preparing draws (including qualifying draws), and executing withdrawals and promotions.
- The role of the referee in **driving standardisation** around the way elite-level tournaments are presented and the desired standards of officiating with respect to application and interpretation of laws and regulations.
- The **soft skills** that are needed for effective collaboration and teamwork with the rest of the technical officials at a tournament and the other stakeholders with whom the referee has to work closely.

Additionally, the following topics, specific to continental- and world-level tournaments, will be introduced here:

- Adjusted and notional rankings;
- Qualifying draws, including promotions from reserve lists to qualifying draws, and from qualifying draws to main draws;
- Withdrawals and forced withdrawals;
- Recommendations for enforcing clothing and advertising regulations.

Table 1.3A shows the general outline of this manual.

SECTION	BRIEF DESCRIPTION
1	Introduction and overview of manual contents
2	Human Resources Management – relationships with the tournament director and other stakeholders, managing the team of technical officials, leadership skills
3	Draw Management – M&Q lists, adjusted and notional rankings, qualifying draws, redraws, promotions, withdrawals and forced withdrawals
4	Referee Presentations – team managers meeting, umpire briefing
5	Standardisation – field of play, continuous play, service judging, injuries, misconduct
6	Player Clothing – lettering, advertising
7	Miscellaneous – integrity issues, social media, referee report

Table 1.3A. Outline of Content of Level 2 Referees' Manual

Finally, it is important to point out that team tournaments are common at the Continental Confederation level (generally as competitions between teams from Member Associations), and that refereeing team tournaments is somewhat different from refereeing standard individual tournaments. While refereeing team tournaments will not be covered in detail here (as their nature varies considerably), there are a few key points that referees should keep in mind:

- There will often be a specific set of regulations for the particular team tournament, and these will supersede the general regulations.

- In a team tournament, the referee will need to pay attention to several additional areas that are not relevant in individual tournaments. These will be covered by the specific regulations in force, and include:
    - playing format (often in pools/groups combined with a knockout system),
    - team nominations for the tournament and for each tie,
    - scheduling of the ties,
    - promotion and relegation for the next staging of the tournament,
    - clothing.

Referees are advised to study the specific regulations for the tournament carefully, as well as the referee's report from the previous edition of the tournament.

1.3 REFEREEING RESOURCES

Successful refereeing entails, in part, being up to date on all relevant regulations, recommendations, and procedures, as well as understanding how they all come together. It also involves being able to apply them within the context of a specific situation, along with effectively communicating the basis of decisions made to all affected parties in a manner that conveys authority without being officious. During a calendar year, there are usually multiple updates to the documents that referees regularly use. While these are often well publicised, all referees at continental level and above should know how to access the most recent versions of these resources, which can all be found on the Statutes page of the BWF website (and on the CC websites, in the case of continental regulations). The BWF Statutes app is also a handy resource for referees to download, as this provides quick and easy access, as well as an "Updates" section. The following is a list of the most common documents that referees need to be familiar with:

- **Laws of Badminton**
- **General Competition Regulations (GCR):**
  These are BWF's tournament regulations, which also apply for continental-level tournaments. They are the primary source of reference for all things technical to do with draws, seeds, withdrawals, clothing, etc. Not all the sections are relevant for refereeing, but the sections covering the above topics should be considered must-reads.
- **Instructions to Technical Officials (ITTO):**
  An invaluable document for technical officials covering all aspects of tournament preparation and execution. Sections 3 & 4 are directed towards referees, while the sections aimed at umpires, service judges and line judges, as well as the general sections, are also important for referees to know.
- **Players, Coaches and Educators, and Technical Officials Codes of Conduct:**
  One of the referee's duties is to ensure that all participants in a tournament (players, coaches, technical officials) conduct themselves appropriately. These three codes of conduct outline the standards expected and referees should be familiar with the contents of each one.
- **Specifications for International Standard Facilities:**
  With an increasing emphasis on standardisation of presentation and on ensuring optimal playing conditions for athletes, this is a useful document for referees to have with them at a tournament. It describes minimum standards for aspects of field-of-play set-up for different levels of international tournaments including, for example, flooring, space between and around courts, lighting, height, and background. It also describes the requirements around practice and warm-up courts, as well as what needs to be provided by the organisers if doping control will occur.

In addition to the above documents, there is another invaluable resource that can help referees in many ways:

- **Personal Network**
  There are so many different aspects to refereeing, as anyone who has embarked on this journey knows. Unlike umpires, referees often have to take decisions (either alone or in consultation with others) that do not have black and white answers. They may have to weigh multiple Laws, regulations, and instructions against each other, while being careful not to set unwanted precedents. And while the regulations that have been put in place over the years (including the major documents referenced above) are comprehensive, it is impossible for every conceivable scenario to be explicitly covered in print. Referees often have to use judgment and common sense in choosing a course of action for complicated scenarios.

  For these reasons, it can be helpful for referees to have a network of trusted colleagues to bounce questions off around areas of uncertainty, or to ask for a second opinion on what a respected colleague would have done if faced with the same set of circumstances the referee has recently encountered. All referees are encouraged, therefore, to spend time networking in the referee community. This means offering constructive feedback as requested by colleagues, as well as reaching out for feedback on their own performance from qualified peers. Effective refereeing demands excellence in many diverse areas, and even the very top-performing referees in the world would likely recognise that there are aspects of the job where they could still improve.

2. HUMAN RESOURCES MANAGEMENT

2.1 GENERAL

In many ways, referees are the face of the tournament. This is in part because they are always easy to spot in their red shirts, and also because it is a requirement that there is at least one referee in the hall during all of the playing hours. Indeed, the referee is often the first to arrive and the last to leave the venue each day. Moreover, the Laws of Badminton state that:

17.1. The referee is in overall charge of the tournament.

With this job description comes great responsibility. Although referees are not on the court officiating the matches, they are responsible for:

- setting the expectations for the way umpires execute their duties,
- providing continuous feedback to each team member (individually or as a group) as the tournament progresses.

Referees will be:

- talking with players when they are called onto court to handle disputes,
- answering questions off-court from coaches and team managers.

Also, the referee is a key person when it comes to the presentation of the tournament in communicating with the tournament staff around the set-up of the field of play and the surrounding areas. Additionally, referees will use their experience to:

- monitor the efficiency of the workflow around the calling of matches and the entering and exiting of players and officials from the field of play (FOP),
- work with the organisers and Continental Confederation (CC) or BWF event representative, if appropriate, in optimising these procedures as the tournament progresses.

Two common themes across these aspects of refereeing are *communication* and *leadership*. Solid people skills are critical for referees to be successful. Referees may know all the answers to all manner of technical questions, have highly relevant feedback for improving the performance of umpires, and may have great ideas for improving the way a tournament is presented – all examples of the leadership referees are expected to provide. But if they are unable to communicate these thoughts clearly and effectively, they will not be as effective as possible. As such, an important part of a referee's development is acquiring and improving the people skills necessary for effective communication. This section discusses some of the most important personal qualities that referees need in order to communicate effectively, along with the leadership attributes that are needed at higher levels of refereeing.

2.2 REQUIRED PEOPLE SKILLS

Successful referees will have demonstrated ability in each of the following attributes:

- **Approachability**
  Although referees are in a position of authority, this should never get in the way of open conversation. Players, coaches, team managers, umpires, and tournament staff may all need to either obtain information from the referee or pass information to the referee. It is essential that

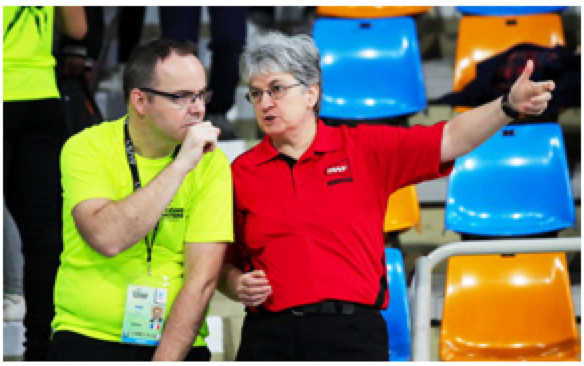
they feel comfortable in striking up a dialogue with the referee, with no sense of "They're too important for me to bother them with this" or "I'm afraid they'll think less of me for asking this question". Achieving the desired professional but relaxed atmosphere at tournaments is largely in the referees' hands, through the way they carry themselves and project their demeanor.

Referees should treat everyone with respect and not brush anyone aside, no matter how busy they are. Body language is key to establishing a sense of approachability. For example, a smile goes a long way to putting others at ease, as does paying full attention to people during interactions (without neglecting what is happening on the courts, of course). Referees should try to treat everyone who wishes to talk to them equally, whether they be the coach of a world champion or an FOP assistant. It is helpful for referees to learn as many names of the umpires, staff, and volunteers that they are going to be working with all week and use them in conversation. This helps to show that they care about the extended team of technical officials and organisers.

- **Listening Skills**
  This is a critical skill for referees to have, but it is not something that is easily taught. In high-pressure situations (for example, when going on court to handle a dispute), the standard refereeing practice is to first have a brief conversation with the umpire. This allows the referee to get up to speed on the situation, before then taking a decision and communicating it to the umpire and players. As such, referees must be able to quickly form an accurate and complete picture in their mind of what has transpired based on what they are told.

  Flexibility in thinking is also important. For example, when called onto court by the umpire a referee may have seen, or thought they saw, what happened from their vantage point off-court and so may walk onto court with an idea of what course of action they will take. Sometimes though, the umpire's version of the facts differs from what the referee believed was the case. Since referees can only react to what is conveyed to them in such situations by the umpire, they need to be able to:

  - listen carefully,
  - process this new information quickly,
  - ask the umpire any necessary questions for explanation or clarification of the situation, and
  - come to a decision that might be different from their original way of thinking.

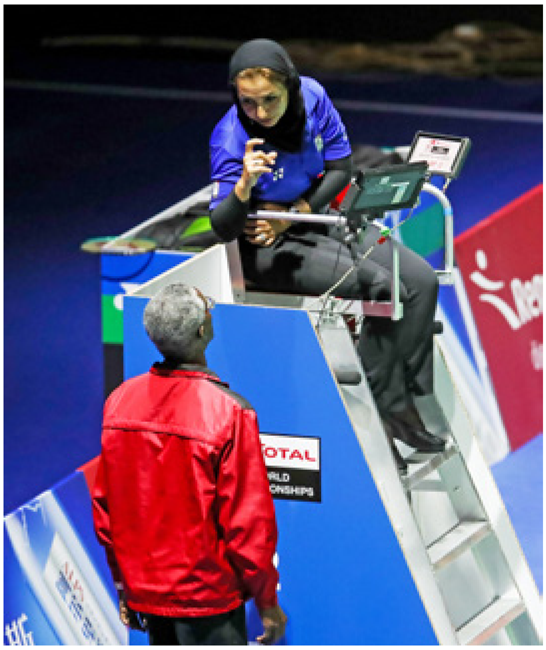
  

  Another context in which listening skills are important is when referees are approached by an umpire, staff member, or coach wishing to talk. The person may have a point of conflict or disagreement with a colleague that they wish to inform the referee about and seek guidance on. However, in some cultures expressing criticism of someone else may be difficult, and so this might be done only indirectly or in a roundabout way. Being able to understand what the other person is really trying to say may not be easy, so referees should focus, make eye contact, and summarise back what they believe to be the point.

- **Verbal Effectiveness**
  Whether in personal or professional situations, there are few things more frustrating than having

a great idea, a precise instruction to be followed, or the perfect response to a question, but being unable to convey this enthusiasm, idea, or answer to others. Naturally, this applies to all kinds of referee conversations as well. Referees should remember that English (as the standard language used in international badminton tournaments) may not be the native language of the people they are conversing with. Therefore, they should aim to use simple words in short sentences. Referees (whether or not their native language is English) should make a conscious effort to speak slowly and clearly (without appearing condescending). Referees in general could benefit from asking their colleagues for some honest feedback about whether their pace, sentence structure, and accent are easy to understand.

- **Diplomacy and Cultural Sensitivity**
  Referees may sometimes be made aware of confidential or sensitive information relating to athletes or other technical officials. They must be discreet and never divulge such details inappropriately. When officiating internationally, referees must also be aware that certain behaviors that are normal in their own countries may be considered inappropriate or offensive in the host country. Referees should be careful about language and jokes, as well as avoiding any actions that could be conceived as sexist or otherwise discriminatory.

  Even when off duty and away from the tournament venue, referees should observe the highest standards of conduct, especially when in the company of representatives of the host organisation. This includes avoiding excesses of alcohol or other indulgences which might lead to questionable behaviour.

- **Empathy**
  Often, players or coaches coming to complain to the referee know that that the referee is not going to be able to fulfill their request. Sometimes what they really want is just to be listened to, and for their point of view to be understood and taken on board. Referees who can display this kind of empathy will be able to quickly defuse many potentially contentious situations. The referee should genuinely try to understand the emotions that the player/coach may be feeling at that moment. It may be obvious to the referee that the complaint has no merit or that the request is out of the question, but for the person asking the question it may be an issue that has bothered them for some time and which they just want to let out and be heard.

  In responding, referees should consider using language that lets the questioner know that they have listened and considered the question. An example would be, "Thank you for sharing that with me. I understand your perspective and frustration and I appreciate your letting me know how you feel. Here's why I'm not able to grant your request …". This is quite different from a rigid, inflexible response along the lines of, "No, I can't allow that because Regulation 12.6.3 clearly states that …". While the outcome of the conversation might be the same regarding the decision made, the mental state of the person who came to the referee will be quite different in the two cases.

2.3 RELATIONSHIP WITH THE TOURNAMENT DIRECTOR

The relationship between the referee and the tournament director is especially important, as between the two roles, they are responsible for delivering and overseeing most all of the central elements of the event. It is important for the referee to reach out and establish a dialog early on (several months in advance), especially if it is the first time working with the tournament director in question. The goal is a respectful but friendly and open working relationship.

The content of these early conversations should be tailored according to the experience level of the tournament director, as well as how familiar the two already are with each other. If they have previously worked together many times, then initially a quick check-in and exchange of pleasantries may be all that is initially necessary. However, if the tournament director is new in the role, a brief overview of the different responsibilities for the two positions may be beneficial, just so there is no confusion around who does what.

Broadly speaking, the ***referee*** has overall responsibility for all technical matters regarding the tournament, including the draw and changes to the draw, approving the daily schedule, and approving the field-of-play set-up. The ***tournament director*** has responsibility for all non-technical aspects of the tournament, including the marketing of the event, transportation, accommodation, and hospitality, as well as obligations and commitments to sponsors. However, the key point to emphasise is that the referee and tournament director must work *together*, collaborating effectively in areas where their responsibilities overlap, and keeping each other fully informed around all significant decisions taken.

As the tournament draws a bit closer (one to two months in advance), the referee checklist provides another opportunity for the referee to gauge the preparedness, experience and organisational ability of the tournament director and his/her team. Section 3.4 of the Level 1 Referees' Manual provides a detailed discussion of referee checklists. It is important for the referee to follow up as needed to ensure there are no major gaps unaddressed prior to arriving at the tournament.

Prior to arriving at the tournament, the referee and tournament director should already have arranged the time and place for their first meeting. This should involve going over any follow-up items resulting from the checklist dialogue, as well as discussing smaller details that were left until this later time. Referees should consciously use this initial meeting to lay the foundations for the working relationship with the tournament director, as it can set the tone for the rest of the week. Both should leave the initial meeting with a sense of trust in the other's ability, reliability, and transparency.

As the start of the tournament approaches, the referee will need to interact with and build the foundation of working relationships with other key members of the organising team, including match control, field-of-play coordinator, announcer, umpire coordinator, among others. The referee should take the lead in creating an atmosphere where everyone feels that they are part of one team, that their voice is heard and respected, but also that there is no doubt that any instructions given by the referee must be followed.

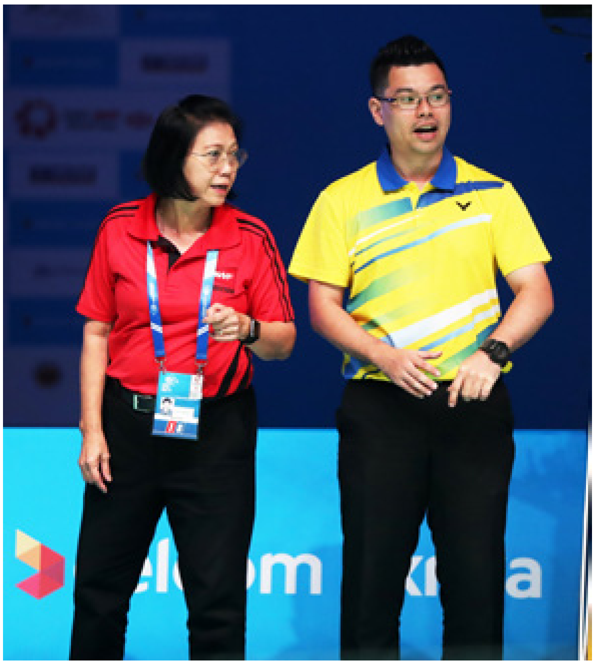
If referees devote the necessary time and attention in nurturing the above relationships before the tournament starts, the tournament will run better and the experience will be more pleasant for all concerned, with everyone knowing their roles and responsibilities and who they should go to if they have a problem or concern. A cohesive team that can work well together under pressure is a predictor of a successful tournament, and as we have seen, the referee has a major role to play in creating that atmosphere.

2.4 MANAGING UMPIRES AND GIVING FEEDBACK

Giving constructive, honest feedback is not easy, especially to colleagues who we know well and may even be friends with socially. However, as the leader of the technical officials' team, this role of the referee is both expected and essential in terms of guiding continuous improvement among umpires. This applies to the way matches are officiated as the tournament progresses, as well as to the career development of umpires who stand to benefit from the referee's experience and wisdom.

The reality is that most umpires, especially at mid-level grades, yearn for feedback, positive or negative. Most will appreciate a referee's taking the time to talk to them after a match to give constructive advice on how they can improve their skills and presentation. As such, giving tough feedback is sometimes not as daunting as it first seems.

In addition to getting feedback, umpires look to the referee for leadership, so how referees conduct themselves around the umpires sets the tone for the whole team. Referees should keep the following points in mind when leading a team of umpires at any level of tournament.



- Don't play favourites. If you are leading a team where you know some umpires well and are working with others for the first time, it is easy to spend more time conversing with the former category. However, referees should consciously get out of their comfort zone, and they should also be aware that the perception that the referee favours some umpires over others will likely result in demotivation, resentment, and division within the umpire crew itself. Referees should therefore make it as obvious as possible that they are treating all umpires equally as members of one team. This is particularly important during the first days of the tournament, as it sets the stage for the latter stages when the referee will have to select the umpires who will work the semi-finals and finals. At the elite level, gaining such an assignment may be a high priority for umpires as they aspire to build their international reputation. Any suspicion that the selection of umpires for the most high-profile or attractive matches in the tournament is influenced by friendship with the referee will be damaging to the referee's reputation for integrity and fairness.

- Try to learn the names of all the umpires. It can be difficult if the umpire crew is large with many unfamiliar faces. However, being able to address colleagues by their names goes a long way in establishing camaraderie and it demonstrates that the referee is making an effort to get to know everybody. An overview with the umpires' photos can be helpful.

- Be aware of cultural differences. At an international tournament, there may be umpires of many nationalities present, potentially coming from cultures that are vastly different from that of the referee. What would be a normal joke or remark to the referee may seem rude or offensive to some on the team, so always think carefully before making such comments. Humour, when done right, can be a great way to build a cohesive team – but use your judgment around whether it could have any unintended side effects.

- If there is an umpire coordinator, assess his/her capability and use the person appropriately. A competent and experienced umpire coordinator can be a huge asset, enabling the referee to delegate tasks such as the allocation of umpire shifts (if applicable), as well as individual umpire and service judge assignments during the first days of the tournament. The latter item is particularly helpful if the umpire coordinator is an experienced umpire who knows the ability and experience of the local umpires on the crew (who may be unfamiliar to the referee).

  Be aware, though, that it is easy for umpire coordinators to favour (consciously or not) those from their own country or those they already know. Also, language may be a challenge in communicating with international umpires. Try to watch out for this as you observe how the assignments are being made and if certain umpires appear to be getting more than their fair share of prime matches. Also, even in the early rounds, there may be some matches which the referee has noted will need strong officials, and it is important that the umpire coordinator be informed of this (including specific umpires and service judges that the referee would like assigned, if appropriate). Be sure to also brief the umpire coordinator around the importance of neutrality (umpire and service judge not officiating the matches of players from their own Member Associations), where practical.

The following suggestions may be useful for referees when giving feedback to umpires:

- *Don't shy away* from difficult conversations. Always remember that the interests of the tournament must come first, and sometimes this means having to step outside of your comfort zone. If you observe an umpire performing in a way that is inconsistent with your expectations, then action needs to be taken. Don't ignore it and hope that "this won't happen again for the rest of the week" or that the umpire will miraculously improve on his/her own. It is better to have a difficult conversation as soon as a problem is spotted than letting it go. Otherwise it could give rise to a higher-profile incident, if the same behavior reoccurs in a later-round match where the stakes are higher.

- Find somewhere *private* and free of distractions to give one-on-one feedback to an umpire.

- In advance of giving the feedback, think about *what you will say* and *how you will say it*. Customising the style of the feedback, depending on what you know about the umpire, will maximise the chances of them responding positively to what you say and being receptive to making changes. For example, when receiving feedback some personality types prefer to just be told the facts no matter how blunt. Others would find such an approach hard to take, or might even get offended, so the feedback, while still comprising the same message, would be better delivered in a gentler fashion with greater emphasis on reinforcing positive aspects.

- Whatever style is used to deliver the feedback, make sure it is *clear*. The three central aspects that should form the basis of the message are:

    - what you observed that was not correct;
    - the impact that it had on the match or on its presentation;
    - what changes you want the umpire to make.

- Speak clearly and slowly when delivering the feedback. Make eye contact with the umpire and observe facial and body reactions. This can help you gauge whether the person is genuinely accepting your comments or is resisting. At the end, ask a question to check understanding of what you said and what change you are asking for.

- Subsequent to delivering the feedback, observe the next on-court matches of the umpire to make sure the changes are implemented. If necessary, have a follow-up conversation.

Referees should also remember to give positive feedback. Just a couple of words (for example "good match", or "nicely done", or "you handled that line call dispute well") can do a lot to boost umpires' self-confidence and improve their morale and frame of mind. It also helps show umpires that the referee is truly paying attention to what is happening on the courts.

Sometimes umpire feedback is best delivered at the next day's umpire briefing rather than in a one-on-one setting. For example, if the referee notices that all (or most) of the umpires are doing something that is not quite the way it was intended, but which does not have any significant, immediate impact on the running of the tournament, it can wait until the next morning to be communicated to the whole group and corrected. However, the referee should refrain from singling out specific umpires or specific instances, which might make people feel uncomfortable.

Related to the topic of giving umpire feedback, referees should establish a clear working relationship with umpire assessors/appraisers if they are present at the tournament. The agenda of umpire assessors/appraisers is distinct from that of the referee, with the former being focused on observing how specific umpires perform when under pressure or in challenging situations, and the latter concerned with the smooth running of all matches on the courts. It is important that referees and umpire assessors/appraisers meet before the tournament begins to establish the framework for how they will work together once the tournament starts, particularly around umpire assignments.

Referees should consult with umpire assessors/appraisers regularly during the tournament and try to accommodate all their requests for umpire and service judge assignments. The exception would be in circumstances where the referee feels that doing so would likely compromise the fairness of a match and result in unnecessary controversy. This is generally if the referee feels that the requested umpire/service judge assignment is well beyond the capability of the official. In such instances, which the referee should invoke only if absolutely necessary, the referee has the final say on the officials assigned.

2.5 INTERACTIONS WITH PLAYERS AND COACHES

The general points covered in the above sections also apply when interacting with players and coaches. It is paramount that the referee retain the respect of players and coaches throughout the tournament, in order for these stakeholders to have confidence that the event is being run fairly and that their concerns are being heard. The following points can help:

- **Make time for players and coaches.** Referees are often busy and sometimes an enquiry from a player comes at exactly the worst possible moment, when the referee is already multitasking. However, addressing players' concerns is one of the referee's most important responsibilities, so this should be prioritised whenever possible. If it is really impossible because of a critical time-sensitive matter, the referee should apologise and promise to get back to the player/coach as soon as possible.

- **Listen carefully to what the player/coach is saying.** Sometimes language may be an issue, and on other occasions, the main point that they are trying to convey may not be stated in black and white, making it necessary to read between the lines. The referee should summarise back the key points heard to ensure understanding.

- **Treat all players/coaches equally and with respect.** No matter how trivial or strange a request or complaint may be, all players/coaches should come away from the dialogue with the referee feeling that their voice has been heard. No matter whether it is the world champion making a request or an unknown coach from a small country, every player and every coach should have equal standing in the eyes of the referee.

- **Use an interpreter if necessary.** If language is an issue, the referee should find someone to help interpret. Since the main goal of the conversation is clear communication, there is no point in guessing what exactly the player/coach is trying to say, or for them to leave the conversation uncertain of what the referee's decision is because of a language barrier. The use of a reliable translation app on a smartphone may be helpful (although it should be kept in mind that such apps are not 100% accurate).

- **Consult with others if necessary.** Some players and coaches expect referees to have all the answers instantaneously, while others know that this is not realistic. When answering a player or coach, referees should never guess if they are not sure of the answer or are uncertain if they should agree to what is being requested. It is OK to take a little time to think through all the consequences and to consult with deputy referees or other parties. These might include the CC or BWF event representative, who may have expertise in the area concerned or be impacted by the decision. Referees can politely explain to the player/coach that they have heard what was said, that they need a little time to consider the request/question, and that they will come back with an answer shortly.

2.6 CHARACTERISTICS OF GOOD DECISION MAKING

During the course of tournaments, referees will have to make all manner of decisions. Some trivial, some of high significance for one particular player, some that have wider implications for all players or for the execution of the rest of the tournament, and some that may have high visibility and get picked up by media. For even the most experienced referees, tournaments will normally mean one or more novel situations where they will have to react in real time and decide on a course of action. And often just as important as making a good decision is how the referee then communicates it. The following guidelines will help referees make well-informed and appropriate decisions and communicate them effectively.

- **Don't set a precedent by making a snap decision.** For most issues that require the referee's input, there is no need for an immediate decision. For a complex case that could have a wide-ranging impact, referees should avoid giving a quick decision that may set a precedent. Standardisation is key in all aspects of refereeing, so it does not help to make a quick decision only later to realise that this conflicts with accepted practice in similar circumstances at other tournaments. If necessary, referees should take a while to reflect and think through (and possibly consult) all the consequences of the possible courses of actions.

- **Consult and delegate as needed.** Referees do not need to, nor are they expected to, have all the answers to all questions at their fingertips. Rather, they should know where to turn for technical guidance or expert subject-matter consultation. For technical matters, they should look up the relevant regulations and use those, in part, to guide their decisions. They should also reach out to deputy referees for their input, as perhaps they have experienced similar issues at other tournaments or may at least have given some thought on how best to proceed if ever faced with this particular circumstance. For high-profile decisions, the CC or BWF representative should be consulted. And for non-technical matters, referees should delegate the matter to the tournament director or relevant tournament staff resource where appropriate, but ask to be informed of whatever decision is taken.

- **Think through all the consequences.** Sometimes an innocuous-sounding request might have unexpected implications that could place the referee in an awkward situation at a later time. Therefore, referees need to be able to logically think through all the consequences of any decision that they are about to make. It is a natural human instinct to want to help someone, but referees have to remember that their responsibility is to the overall good of the tournament, not to any one player/coach/technical official. Sometimes it is necessary to disappoint one player in order to preserve the integrity of the tournament as a whole and to avoid setting a precedent. For example, a player's request around changing the time of their next match based on extenuating circumstances might seem reasonable, but the referee must think about the fairness of such a request to the opponent, about information that may already have been given to media, and about the precedent that it might set in terms of perceived player influence on match schedules.

- **Don't just quote regulations.** While many decisions are based on technical considerations around Laws and regulations, referees should come across as "human" when explaining the basis of a decision. Simply quoting a regulation is the easy way out. Yes, such a response may be technically accurate and as a point of fact cannot be argued with, but the other party will likely walk away feeling that the referee is cold, rigid, and uncaring – exactly the kind of image that referees want to avoid projecting.

- **Be decisive.** Once a decision is made, it should be communicated clearly and decisively. The goal is to both:

    - instill confidence in the affected parties that the referee is competent to make well-reasoned decisions, even if the outcome is not as they might have hoped, and

    - leave no doubt that the matter is now closed and not open for further debate.

  Note that being decisive and polite do not contradict each other. The referee should strive for both.

- **Ensure that all affected parties are informed.** After taking a decision, referees should think about everyone that could be affected (both directly and indirectly) by what has been decided, and take steps to ensure that all are made aware. The goal is to avoid the scenario of someone later complaining that they were unaware of a change made in a procedure or to playing hours, for example. If necessary, it might be wise to draft a memo to be put in team managers' mailboxes, distributed through the tournament's information desk, or emailed to team managers by the organiser.

- **Follow up to make sure a decision is implemented.** A tournament is a busy place of work, and the person(s) responsible for implementing a referee's decision may have many tasks to coordinate. Referees retain overall accountability for the decisions they make, so at an appropriate time they should follow up and make sure that what they have decided has indeed been implemented as they intended. In instances where decisions are delegated, referees should verify that the matter has been handled and the decision communicated to all those involved.

Finally, special considerations apply when referees are called onto court during matches to make decisions because of incidents or disputes. Many of the aspects discussed above are important here too (for example, firmness and politeness, not setting a precedent, and clear communication). However, on the court it is also important that the decision be taken as quickly as possible. When dealing with questions arising in off-court situations it is often appropriate to consult with other referee colleagues and tournament staff, but this is generally not the case for on-court decisions that arise during a match. When going onto court, the referee should always speak first to the umpire. After being briefed by the umpire, the referee may decide to speak to others on court. In the case of a player appeal, it may also be helpful to find out what the specific objection is. The referee should then:

- reflect briefly on the situation,
- think of the possible alternatives,
- select the most appropriate one,
- communicate it to the umpire and, if necessary, to the players.

This should be done swiftly and without leaving the court. The goal is to cause as minimal a delay as possible. Once the decision is taken and communicated, referees should not engage in any follow-up dialogue with the players or coaches; if necessary, that can happen back at the referee desk after the match has concluded.

2.7 LEADERSHIP SKILLS

To a large extent, leadership ability is what differentiates elite-level referees from lower-level ones. The attributes described in Sections 2.2-2.5 are all areas of leadership that referees need to exhibit at elite national and international tournaments. There is no one single style of successful leadership, and it is important that referees do not try to adopt a way of working that is completely unnatural to them. However, there are general characteristics that all well-rounded leaders have in all walks of life, not just at badminton tournaments. Referees should be aware of these, reflect on how they relate to their current strengths and weakness, and put effort into developing those areas where they are currently lacking. Some of these key attributes not already covered above are described below.

- **Preparedness and Proactiveness**
  A tournament is a complex operation which should ideally run like a well-oiled machine. While referees are not directly responsible for every detail of every aspect of the tournament, they do have the overall responsibility for the smooth running of the event as noted in Law 17.1. Being prepared is multi-faceted.

  First, referees must be technically well prepared by being up to date on all recent changes around Laws and regulations. Before arriving at the tournament, they should reread the most important documents that they need to be familiar with (ensuring they have downloaded the most recent versions from the BWF website), such as:

  - the Laws of Badminton,
  - Instructions to Technical Officials (ITTO),
  - BWF's General Competition Regulations (or equivalent national or continental document).

No matter how well referees *think* they know the content of these documents, they should always review them before a tournament, and most likely they will find some nuances or subtleties around a few of the Laws, instructions, or regulations that they may have previously overlooked. In this age of social media, no technical officials want to find themselves the object of ridicule on YouTube for a mistake made on a matter of law in a high-profile on-court situation. At the elite level of officiating, there really is no excuse for not knowing the Laws and regulations that referees have to apply at every tournament.

Second, it is important to use the referee checklist to ensure that the most important items are taken care of by the organisers in advance of the tournament. If in doubt, referees should not "hope for the best" that something will be taken care of by the time they arrive, but instead be proactive and include it in the dialogue with the tournament director well ahead of time.

Third, during the tournament itself, it is helpful to organise what can be organised ahead of time, rather than leaving things until the last minute. For example, the umpire groupings or shifts (if applicable) can usually be planned a day or so in advance. There should also be a plan in place around who will draft the next day's order of play, as well as the approximate timing that the first draft should be ready for the referee to review (if the referee is not the person drafting it).

Finally, before going to the stadium, referees should ensure that they are properly dressed in the appropriate uniform and are wearing their accreditation. They should have all the necessary tools with them, including personal computer and phone, thermo- and hygrometer, measuring tape, black card, etc. Knowing that they are smartly dressed and well equipped will not only boost their confidence (more about that in the next section), but it will also make a good first impression on all stakeholders.

- **Confidence**
  Being well-prepared will help referees feel confident. Unexpected things will always occur during tournaments, but when referees have the sense that they have planned for all foreseeable situations, this brings a feeling of calmness and assuredness. Other technical officials and organisers will in part look to the referee to gauge for themselves the overall state of the tournament, and so it is important for referees to project a sense that they are calm and in full control, both emotionally and technically, in terms of being on top of the tournament workflow.

- **Calm Authority**
  As noted earlier, although the referee does have overall responsibility for the running of the tournament, the emphasis should always be on *teamwork* rather than on top-down dictatorial decision making. In particular, officiousness, either real or perceived, must be avoided, as this goes against the culture of collaboration and teamwork. Whenever possible referees should try to build consensus through reasoned discussion rather than imposing their will and giving the impression that they are not interested in others' opinions. A sense of calm authority will project openness and approachability, which are also key characteristics of a strong leader.

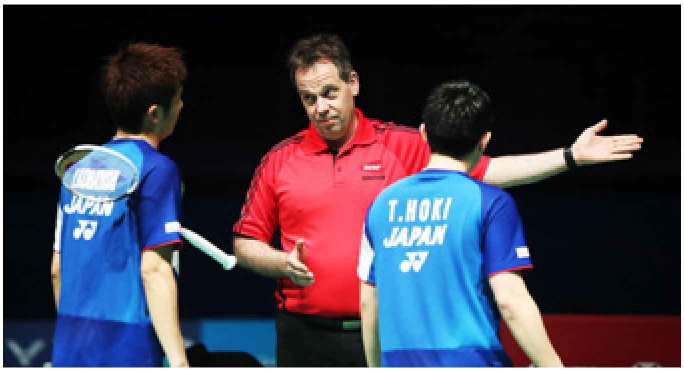
- **Delegation**
  One of the essential elements of any well-functioning team is trust, and one of the hallmarks of exhibiting trust is the ability to delegate. Many referees, at all levels, have difficulty delegating tasks

to their deputies. For some referees, this might be general reluctance to trust in others to do a job with the same quality they would demand of themselves. In other cases, referees who are paired with deputy referees that they have not worked with before may be unfamiliar with their degree of competence.

Good leaders, though, need to learn not to try to do everything themselves, but rather to delegate – even if this means taking a calculated risk as to whether the job will get done at the same standard. When working with unfamiliar (or perhaps less-experienced) deputies, referees could start by delegating a lower-level task and seeing how the outcome compares to what was expected. If all is OK, the next step could be delegating a somewhat more important task, and so on. Delegating effectively will earn referees respect among their colleagues and foster a sense of teamwork.

- **Being Humble**
  Everyone makes mistakes in all walks of life, even badminton referees! A referee who never makes a mistake at a tournament is probably too cautious and indecisive. As discussed above, being well-prepared is one way to minimise the risk of mistakes, but at a tournament it is pretty much inevitable that at some point the initial decision made by the referee may, on reflection, not have been the best choice. When this happens, referees should take responsibility for any error in judgement by following the sequence of *admitting the mistake, apologising, and correcting it*.

  Referees who hold themselves accountable for their missteps are actually showing strong leadership, and doing so will gain them the respect of their peers and the stakeholders at the tournament in the long run, even if initially the change of direction may cause some annoyance. In contrast, trying to cover up a mistake or assigning blame to someone else indicates weak leadership and will be detrimental in the long run. It may work once but colleagues will quickly see the tendency to blame others rather than acknowledging their own shortcomings. This will project a lack of confidence in their own ability to lead and will inhibit others from coming and speaking openly to them about any questions or concerns they may have.



- **Leading by Example**
  Good leaders should never ask others to do something that they themselves are not willing to do. Therefore, in the areas of personal appearance, timeliness, and general professionalism, for example, referees should exhibit the same high standards that they are expecting of the umpires, line judges, and tournament staff. Referees should always wear the provided uniform and take pride in dressing smartly in clean clothes and with good personal hygiene. They should always arrive at meetings on time (or a little early) and always treat others with courtesy and respect, both to their faces and behind their backs.

  Any deficiencies by referees in these areas will be quickly noticed by colleagues, who will interpret this as meaning that these qualities are not important to this particular referee. As such, they may also back away from the high standards of conduct and professionalism that should be the norm at all elite-level tournaments for all technical officials. First impressions matter, so establishing professional expectations from the time of arrival at the tournament, to the first meeting with the tournament director, to the initial inspection of the field of play, through to the initial umpire briefing is especially important.

- **Self-Reflection and Continuous Improvement**
  During the tournament itself there is often little down time for deliberate reflection, other than perhaps quick check-ins with the tournament director at the start and/or end of each day's play. Once the tournament is over though, it is important for the referee to spend some time reflecting on what went well and what could have been done better. This should happen before too much time has elapsed, or the event will no longer be fresh in the referee's mind. This self-reflection is not aimed at specific items pertaining to the tournament generally – these should have already been documented

in the referee report, but rather with thinking about the referee's own performance. Questions might include:

- "How did I feel during the tournament? Confident or nervous, under control or fearful of what might go wrong?"
- "Were there any conversations with organisers, umpires, players, or coaches that I wish I'd handled differently?"
- "Were there any incidents that I didn't confront at all and let slide, but which in hindsight I should have addressed head-on, even if it might have resulted in awkward or unpleasant conversations?"
- "How would I characterise my working relationship with the tournament director and with my deputy referee? Collaborative and open, or perfunctory and top-down?"
- "What were the root causes for the mistakes I made? Was I as prepared as I should have been? Did I reach out and consult widely enough, or did I try to take every decision by myself? Did I get enough sleep so I was clear-headed during the playing hours, or was my brain fuzzy and so I was unable to think logically when I needed to?"

Getting feedback from colleagues is also an important part of the post-tournament introspection process for a referee. At the international level, referees are appraised regularly, but at tournaments where no formal appraisal is being carried out, referees should, after the tournament, try to ask for some honest feedback from at least a couple of colleagues they worked with and who they trust and respect.

Feedback can be hard to hear sometimes, and mindset is important. When taking on board feedback from whatever source, it is important to think not "why this person's impression of me is mistaken" but rather "what specifically happened to make this person think this about me".

Based on this feedback and on their own self-reflection, referees can then write out a short list of areas of performance (two or three items) that they wish to improve for their next refereeing assignment. For each one, they should construct a short action plan with steps they can take to help realise this goal. If they are unsure of what they need to do, they might consider consulting with more experienced refereeing colleagues and/or a mentor, if they have one. It may well be that one of them has faced similar challenges in the past around their own development as referees.

The action plan should be implemented before the next tournament, and then followed by another period of self-reflection and honest self-appraisal as to whether these efforts have paid off or if there is still work to do. It is important to never give up, as developing refereeing skills is a continuous process. No referee, no matter how experienced, would honestly claim that they excel at every single one of the attributes mentioned in this section.

2.8 SUMMARY

This section has focused on the people interactions that referees have to deal with at every tournament. The job of the modern badminton referee is changing. More and more, it is about leadership, both before and during a tournament, and this is especially true at elite national and international tournaments. Because the referee is often "the face of the tournament", the participants, stakeholders, and other technical officials will generally look to the referee to set the tone for the whole event, and so leadership qualities and people management skills are becoming increasingly important. Of course this in no way downplays the importance of technical competence, but no matter how sound referees' decision making is or how many excellent ideas they have for improving the execution of tournaments, if they cannot communicate their thoughts effectively and with a sense of confidence and authority, then all that will be for nothing. That is why good communication and people skills are so important for all referees to continually develop.

3. DRAW MANAGEMENT

3.1 GENERAL

The core of any tournament is, of course, the playing of the matches on the courts. For spectators, this is what the tournament is all about, but for the referee this is just one area of responsibility. Much of the hard work is done beforehand to get the tournament to the point where play is ready to start. This consists of getting the field of play up to standard and, before that, in processing the entries and making the draws.

This section describes referees' responsibilities around entries and draws at continental and international tournaments, although many of the same tasks apply for national-level events as well. This section will also serve as a resource for the technical aspects associated with M&Q lists, adjusted and notional rankings, promotions and withdrawals, and forced withdrawals, which are all aspects of draw management that referees need to be familiar with and oversee.

Draw management tasks for referees at international tournaments are extensive, both before and during a tournament. Draw management for the referee starts with the checking of information that appears in the prospectus, and begins in earnest once the deadline for submitting entries is reached. The referee's responsibilities in this area consist of the sequence of steps shown in Table 3.1A.

PERIOD	STEP
Before the prospectus is published	Verify the draw management timeline appearing in the prospectus, and review and approve the preliminary outline of the playing schedule.
Between the entry deadline and the publishing of the draw	Review and approve the initial M&Q report.
	Review and approve the updated M&Q reports.
	Review and approve the seeding report.
	Review and approve the draw.
Between the publishing of the draw and the team managers meeting	Document withdrawals and forced withdrawals that are subject to a fine.
	Oversee the informing of players who will be promoted into a main draw or qualifying draw.
	Prepare the section of the team managers meeting presentation concerned with withdrawals and promotions.
During the team managers meeting	Collect, from team managers, any withdrawals that were not communicated previously.
	Process promotions, withdrawals, and forced withdrawals.
	Conduct any redraws.
Between the team managers meeting and the start of the main draw	Document new withdrawals and forced withdrawals that are subject to a fine.
	Process promotions, if applicable. *(Note that for BWF-sanctioned tournaments, an entry can only be promoted from the reserves list to a qualifying draw until the order of play for the qualifying draw has been published. For events without a qualifying draw, an entry can only be promoted from the reserves list to a main draw until the order of play has been published for the first day(s). For events with a qualifying draw, if a vacancy arises in the main draw before play in the main draw has started, the highest-ranked entry in the qualifying draw that has not yet lost a match can be promoted.)*
After the main draw has started	Document withdrawals and forced withdrawals.

Table 3.1A. Overview of Referee Responsibilities Around Draw Management at International Tournaments

While at local/regional tournaments, the referee is sometimes responsible for actually processing the entries, determining the seeds and conducting the draws, at national/continental tournaments their role is normally restricted to checking and approving these steps. Either way, draw-related tasks are one of the most important areas of responsibility of the referee. This is in part because they are central to the integrity of the tournament, and in part because of the problems that would result if a mistake around seeding or draws were only discovered after they have been approved and published, with the mistake then needing to be rectified.

3.2 PROSPECTUS

The referee is responsible for checking all the information to appear in the prospectus and for following up with the organisers on any errors or omissions and any content needing clarification. Particular attention should be given, however, to checking the draw management timeline included in the prospectus around the following:

- Entry deadline
- Ranking date for M&Q report (for main- and qualifying-draw entries and for qualifying-draw seeding)
- Publish date for M&Q report
- Ranking date for seeding of main draw
- Publish date for seeding
- Last date for withdrawal of entries without a penalty
- Date of draw

Different levels of tournaments will have different timelines, which for international tournaments are published on the CC or BWF web site. For BWF-sanctioned tournaments, the timelines can be found on the Statutes page of the BWF website under Chapter 5 (Section 5.3.2).

Because rankings change from week to week, adopting the right timeline for the particular level of tournament has a real impact on the assignment of players to the main draw, qualifying draw, and reserve list, as well as on seeding, and potentially on entry separation. The timeline to be published in the prospectus must, therefore, be cross-checked by the referee against the online document containing the dates to be adopted for each of the above steps. Failing to spot a mistake at this stage could have consequences causing major problems for the referee later on.

3.3 M&Q REPORTS

The processing of entry lists at local- and regional-level tournaments was covered in detail in Chapter 4 of the Level 1 Referees' Manual. This included general principles around how entry lists should be consolidated, ordered, and processed, to display information such as the players' names, rankings, and geographical units. The same requirements are needed at higher-level tournaments as well, and the focus here is on the standardised way in which entry lists are presented at BWF-sanctioned tournaments.

One major difference with these levels of tournament is that they often feature qualifying rounds. The name of the entry lists for such tournaments reflects this fact: they are called "*Main Draw and Qualifying Draw Reports*", or "*M&Q Reports*" for short.

An example of an M&Q report for a singles event is shown in Table 3.3A.

M & Q REPORT - YONEX Chinese Taipei Open 2019

Players marked M play in the main draw

Players marked Q play in qualifying and promoted to the main draw by order of strength

Reserve Players marked R with world or notional Ranking promoted by order of strength

Start Date: Sep 3, 2019

Finish Date: Sep 8, 2019 — **Version 1**

Category: WOMEN'S SINGLES — **02nd August 2019**

Ranking Date: Jul 30, 2019

No	Member ID	Last Name	First Name	Country	Rank	M/Q	
1	52748	NEHWAL	Saina	IND	8	M	1
2	53806	ZHANG	Beiwen	USA	9	M	2
3	76594	SUNG	Ji Hyun	KOR	11	M	3
4	84523	LI	Michelle	CAN	12	M	4
5	83802	TUNJUNG	Gregoria Mariska	INA	15	M	5
6	57971	JINDAPOL	Nitchaon	THA	19	M	6
7	84062	CHOCHUWONG	Pornpawee	THA	20	M	7
8	58271	ONGBAMRUNGPHAN	Busanan	THA	21	M	8
9	48528	GILMOUR	Kirsty	SCO	24	M	9
10	70930	KIM	Ga Eun	KOR	26	M	10
11	87709	CHEUNG	Ngan Yi	HKG	27	M	11
12	69012	GOH	Jin Wei	MAS	28	M	12
13	96892	FITRIANI	Fitriani	INA	29	M	13
14	83822	YEO	Jia Min	SGP	30	M	14
15	61568	KAWAKAMI	Saena	JPN	31	M	15
16	18143	CHEAH	Soniia	MAS	32	M	16

17	87442	AN	Se Young	KOR	33	M	17
18	77627	DENG	Joy Xuan	HKG	35	M	18
19	51649	YIP	Pui Yin	HKG	37	M	19
20	81986	HARTAWAN	Ruselli	INA	38	M	20
21	69082	MINE	Ayumi	JPN	40	M	21
22	91106	LI	Yvonne	GER	41	M	22
23	91598	KIM	Hyo Min	KOR	42	M	23
24	99925	PAI	Yu Po	TPE	46	M	24
25	54511	BURANAPRASERTSUK	Porntip	THA	47	M	25
26	99069	SIM	Yu Jin	KOR	48	M	26
27	54068	JAQUET	Sabrina	SUI	49	M	27
28	64558	MAINAKY	Lyanny Alessandra	INA	52	M	28
29	21854	DEPREZ	Fabienne	GER	60	Q	1
30	67996	SUSANTO	Yulia Yosephin	INA	66	Q	2
31	62301	CHAIWAN	Phittayaporn	THA	67	Q	3
32	27588	CHIANG	Ying Li	TPE	68	Q	4
33	99017	PAN	Crystal	USA	69	Q	5
34	88807	SUNG	Shuo Yun	TPE	71	Q	6
35	83013	JUCHAROEN	Chananchida	THA	73	Q	7
36	71673	CHEN	Su Yu	TPE	80	Q	8
37	76459	MOOKERJEE	Riya	IND	84	R	1
38	88809	KUDARAVALLI	Sri Krishna Priya	IND	86	R	2
39	91422	KATETHONG	Supanida	THA	88	R	3
40	80795	HUNG	Yi-Ting	TPE	90	R	4

Table 3.3A. Example of an M&Q Report for a Singles Event

All M&Q reports follow the same format and contain the following entry information for one of the specific events (women's singles in this example) in a tournament:

- The date of the tournament
- The date that the M&Q report was generated
- The date that was used for the player-ranking information shown
- The last name (family name) and first name of each player
- The identification number of each player (in this case their BWF ID)
- Their Member Association (MA) or country
- Their ranking as of the specified ranking date *(Note: The handling of entries that do not have a world ranking, or adjusted or notional ranking, is described in BWF GCR 12.5.2.)*

While referees are not responsible for compiling M&Q reports, they are responsible for checking them. The M&Q report must be approved by the referee. It is important, therefore, that referees know what they need to check, and do it in an efficient and timely manner, in order to keep to the deadline.

The M&Q report shown in Table 3.3A is an example of an event that has a main draw (entries shown in green), a qualifying draw (entries shown in yellow), and a reserve list (entries shown in pink). The next thing the referee should do when checking the M&Q report, after verifying the ranking date used, is to check that for each event the sizes of the main and qualifying draws indicated are correct based on the regulations for this category of tournament. The referee will also have checked that these were listed correctly in the prospectus. For the women's singles example above, the main draw is to feature 32 players and the qualifying draw size is 8 players with 4 players to qualify into the main draw. Accordingly then, 28 entries will initially be accepted into the main draw, 8 players will feature in the qualifying draw, and the remaining entries will be listed as reserves. Inspection of Table 3.3A illustrates this.

The entries are listed in order of decreasing ranking on the specified ranking date, as shown. The referee should check that the rankings have been transcribed correctly from the appropriate database. In particular, at least the first report should be checked in detail. After that, referees may not check every single ranking, but they should carry out some spot checks until they gain confidence that the process has been completed without errors. For continental and BWF events, player rankings on a given date specified by the user can be found at the following link:

https://bwfbadminton.com/rankings/

3.4 ADJUSTED AND NOTIONAL RANKINGS

For singles events, assigning a player in the initial M&Q report to the main draw, qualifying draw, or reserve list is straightforward; one merely goes down the list in order of decreasing ranking. For doubles events, however, there are two additional complexities in the M&Q report that affect the order of the entries. An example of a doubles M&Q report is shown in Figure 3.4A.

M & Q REPORT - DAIHATSU Indonesia Masters 2018

Player marked M play in the main draw
Player marked Q play in qualifying and promoted to the main draw by order of strength
Reserve Players marked R with World or Notional Ranking promoted by order of strength

Start Date: 23-1-2018
Finish Date: 28-1-2018
Category: WOMEN'S DOUBLES
Ranking Date: 14-12-2017

Version 1
15th December 2017

S.No.	Member ID 1	Lastname 1	Firstname 1	Country 1	Member ID 2	Lastname 2	Firstname 2	Country 2	Rank	WR Points	Notional Points / Adjusted Points	Tour	M/Q	
1	94125	CHEN	Qingchen	CHN	65144	JIA	Yifan	CHN	1	89232	0	17	M	1
2	16981	TAKAHASHI	Ayaka	JPN	43851	MATSUTOMO	Misaki	JPN	2	83573	0	16	M	2
3	53759	PEDERSEN	Christinna	DEN	51436	JUHL	Kamilla Rytter	DEN	3	77708	0	15	M	3
4	91292	LEE	So Hee	KOR	87473	SHIN	Seung Chan	KOR	27	34910	69820	5	M	4
5	26238	YONEMOTO	Koharu	JPN	96927	TANAKA	Shiho	JPN	6	66760	0	16	M	5
6	24686	KITITHARAKUL	Jongkolphan	THA	84669	PRAJONGJAI	Rawinda	THA	9	48568	0	18	M	6
7	54361	CHANG	Ye Na	KOR	16745	JUNG	Kyung Eun	KOR	47	24060	48120	5	M	7
8	14729	POLII	Greysia	INA	81462	RAHAYU	Apriyani	INA	10	47180	0	10	M	8
9	54149	HOO	Vivian	MAS	53154	WOON	Khe Wei	MAS	15	42847	0	13	M	9
10	39056	TANG	Jinhua	CHN	62554	YU	Xiaohan	CHN	0	0	40213	0	M	10
11	95620	AWANDA	Anggia Shitta	INA	84362	ISTARANI	Ni Ketut Mahadewi	INA	19	38942	0	9	M	11
12	12411	CHOW	Mei Kuan	MAS	93215	LEE	Meng Yean	MAS	20	38631	0	14	M	12
13	66961	HARIS	Della Destiara	INA	91654	PRADIPTA	Rizki Amelia	INA	63	18950	37900	4	M	13
14	74561	HSU	Ya Ching	TPE	95143	WU	Ti Jung	TPE	21	37466	0	21	M	14
15	17515	REDDY	N. Sikki	IND	49765	PONNAPPA	Ashwini	IND	28	34909	0	17	M	15
16	68189	THYGESEN	Sara	DEN	70042	FRUERGAARD	Maiken	DEN	29	34610	0	16	M	16
17	77441	MAPASA	Setyana	AUS	58488	SOMERVILLE	Gronya	AUS	30	33958	0	10	M	17
18	65203	LIN	Xiao Min	TPE	65996	WU	Fang Chien	TPE	37	30850	0	15	M	18
19	57824	KIM	Hye Rin	KOR	93074	CHAE	Yoo Jung	KOR	77	14940	29880	3	M	19
20	84929	CHIANG	Kai Hsin	TPE	53628	HUNG	Shih Han	TPE	39	28810	0	20	M	20
21	63185	ZHOU	Chaomin	CHN	60567	LIU	Xuanxuan	CHN	0	0	27720	0	M	21
22	24370	FITRIANI	Dian	INA	52733	MELATI	Nadya	INA	64	18440	26343	7	M	22
23	58111	SØBY	Rikke	DEN	70371	FINNE-IPSEN	Julie	DEN	42	25940	0	11	M	23
24	17156	HANADIA	Keshya Nurvita	INA	88466	PERMATASARI	Devi Tika	INA	57	20060	0	8	M	24
25	58698	SUGIARTO	Jauza Fadhila	INA	61489	SAHPUTRI	Meirisa Cindy	INA	0	0	18840	0	M	25
26	81486	IMANUELA	Agatha	INA	88097	RAMADHANTI	Siti Fadia Silva	INA	121	9330	18660	4	M	26
27	78837	LI	Wenmei	CHN	89426	HUANG	Dongping	CHN	122	9080	18160	2	M	27
28	54272	MAHESWARI	Nitya Krishinda	INA	77784	BARKAH	Yulfira	INA	126	8810	17620	4	M	28
29	59441	LEE	Ariel	USA	84770	LEE	Sydney	USA	114	10040	16733	6	Q	1
30	78755	TANG	Wan Yi	TPE	71673	CHEN	Su Yu	TPE	154	6670	13340	5	Q	2
31	63420	KANI	Serena	INA	63762	PUTRI	Vimi	INA	0	0	12710	0	Q	3
32	70847	PENG	Li Ting	TPE	80795	HUNG	Yi-Ting	TPE	0	0	11860	0	Q	4
33	89865	KUSUMAH	Tania Oktaviani	INA	62428	SUKOCO	Vania Arianti	INA	172	5850	11700	3	Q	5
34	52636	ZHONG	Isabel	USA	92293	KAN	Emily	USA	0	0	8800	0	Q	6
35	71019	RUMAMBI	Brigita Marcelia	INA	83932	AZKA	Zarra Faza	INA	0	0	8580	0	Q	7
36	82610	KUSUMAWATI	Lisa Ayu	INA	77316	GANI	Febby Valencia Dwijayanti	INA	322	2720	5440	2	Q	8
37	62358	PUTRI	Aldira Rizki	INA	92957	MAHARANI	Ayu Gary Luma	INA	388	2200	4400	1	R	1
38	85779	LESTARI	Nisak Puji	INA	58910	NURAIDAH	Tiara Rosalia	INA	422	2110	4220	1	R	2
39	95422	WAHYUNINGRUM	Putri Andini	INA	77545	SALSABILA	Rayhan Vania	INA	429	2070	4140	2	R	3
40	99925	PAI	Yu Po	TPE	57244	LIN	Ying Chun	TPE	481	1670	3340	1	R	4
41	96455	SUGIARTO	Ribka	INA	79664	KUSUMA	Febriana Dwipuji	INA	527	1610	3220	2	R	5
42	84380	NURLIA	Mia Dian	INA	61605	KARTIKASARI	Fauzia	INA	686	920	1840	1	R	6
43	83715	CAHYANING	Dinda Dwi	INA	95898	ANJANI	Dhea Bunga	INA	686	920	1840	1	R	7
44	68042	BUDIANI	Denisa Dwisyawaliah	INA	58511	ULHAQ	Nakhla Aufa Dhiya	INA	686	920	1840	1	R	8
45	82385	CINDIANI	Metya Inayah	INA	83699	JAMIL	Indah Cahya Sari	INA	878	880	1760	2	R	9

Figure 3.4A. Example of an M&Q Report for a Doubles Event

The two additional concepts that are introduced for draw management of doubles events at the international level are *adjusted rankings* and *notional rankings*. It is recommended that organising bodies adopt similar principles at all levels of tournaments.

- **Adjusted Rankings**
  At the CC and BWF levels, the ranking of a player (singles) or pair (doubles) is determined by summing the ten highest world ranking points obtained by that player/pair in tournaments during the 52 weeks preceding the ranking date for the tournament in question. For example, if a singles player or doubles pair has competed in 16 tournaments over the past 52 weeks, then only their top 10 tournaments (in terms of ranking points obtained) will be added up and used for the ranking calculation.

  The purpose of an adjusted ranking is to more accurately reflect the strength of a doubles pair who have played together in the preceding 52 weeks, but in fewer than eight tournaments. This is done as follows:

  GCR 11.6.2. If the two players have a World Ranking as a pair but have competed in fewer than eight tournaments that count for World Ranking points in the 52-week period, an adjusted ranking is produced by taking the pair's World Ranking points and adjusting as follows:

Number of Tournaments Played In	***Adjust by Multiplying By***
1	*10/5*
2	*10/5*
3	*10/5*
4	*10/5*
5	*10/5*
6	*10/6*
7	*10/7*
8 or more	*No adjustment to world ranking points made*

Table 3.4A. Calculation of Adjusted Rankings for Doubles Pairs

In the M&Q report shown in Figure 3.4A, it can be seen, for example, that the 4th pair listed, LEE So Hee/SHIN Seung Chan have played in 5 tournaments for a total of 34,910 world ranking points. Because they have played in fewer than 10 tournaments together they are eligible for an adjusted ranking and so from Table 3.4A their points are multiplied by a factor of 10/5 (in other words, doubled) to give a total of 69,820 points. These adjusted points are listed in the "Notional Points/Adjusted Points" column of the M&Q report.

- **Notional Rankings**
  Notional rankings for doubles pairs are a little more complex to calculate than adjusted rankings. A notional ranking applies when a pair have not played together in a ranking event during the preceding 52 weeks (or whatever the relevant ranking period is), but one or both of them have accumulated ranking points in the same event with other partners during this time period. For example, the 10th pair listed in Figure 3.4A, TANG Jinhua/YU Xia Chan have 0 world ranking points listed in the "WR" column reflecting that they have not played together in this period. However, in the "Notional Points/Adjusted Points" column a total of 40,213 points is shown. This is their *notional ranking*, indicating that one or both of them obtained ranking points with other partners during this period.

How is the notional ranking total calculated? For CC and BWF events, the formula is as follows:

> *GCR 11.6.1. An average (the "notional" average) is taken of the best average points scored by each of the two players with other partners. This notional average is converted into the total notional points for the pair by multiplying by 10 and taking 80 %.*

It sounds more complicated than it actually is. A notional ranking that appears in an M&Q report can be verified using the following link:

http://bwf.tournamentsoftware.com/ranking/notionalranking.aspx?rid=70

The "Player 1" and "Player 2" boxes can be filled in with either the players' names or their BWF IDs, and the correct ranking date selected (14-12-2017, in this example). Clicking "Calculate" then shows that the notional ranking points (40,213) are correct, along with how this was calculated. In this case, it can be seen that over the 52 weeks period, TANG Jinhua had played in 6 tournaments with another partner and earned 30,980 points, while YU Xia Chen earned 44,010 in 9 tournaments playing with someone else. From GCR 11.6.1, the notional ranking points calculation is therefore:

$$\text{Notional points} = 0.5 \times ((30980/6) + (44010/9)) \times 10 \times 0.8 = 40213$$

It is important to note that only one of the two players in the doubles pair needs to have a record with another partner in order for the pair to be eligible for a notional ranking.

It is good practice for referees to verify each adjusted and notional ranking points entry that appears in the M&Q report using the link above, or at least those appearing for entries in the main draw and qualifying draw parts of the report. Referees should know the basis of the calculations used to determine adjusted and notional rankings, as they might be asked about this by players or coaches at a tournament (many do not know how these are calculated).

It can be seen from Figure 3.4A that the entries in an M&Q report are ordered from high to low in terms of their world ranking points or notional points/adjusted points, whichever is higher.

Further details, including a handy flowchart of how to determine if a pair are subject to adjusted or notional ranking, can be found in the *Explanation of Adjusted and Notional Ranking* on the Statutes page of the BWF website under Chapter 5 – Technical Regulations.

3.5 SEEDING REPORTS

At most international tournaments, the ranking date that is used to determine the seeds for the *main* draw in each event is usually later than the ranking date used for the initial M&Q report – as specified in the timeline link given in Section 3.2. However, it is the rankings in the *initial* M&Q report that are used to determine the seedings in the *qualifying* draws. During the period between the publication of the initial M&Q report and the initial seeding report, it is common for one or more withdrawals to occur due to, for example, injury, sickness, or inability to obtain a visa. Before the initial seeding report is published, an updated M&Q report will be published reflecting any such withdrawals.

Similarly, further withdrawals may occur between the publishing of the initial seeding report and the time the draw is to be made, which will prompt the publishing of additional M&Q reports and possibly additional seeding reports. For our women's doubles event described above, there were actually three updated M&Q reports published after the initial one, with the final one, Version 4, shown in Figure 3.5A.

M & Q REPORT - DAIHATSU Indonesia Masters 2018

Player marked M play in the main draw

Player marked Q play in qualifying and promoted to the main draw by order of strength

Reserve Players marked R with World or Notional Ranking promoted by order of strength

Start Date: 23-1-2018

Finish Date: 28-1-2018

Category: WOMEN'S DOUBLES

Ranking Date: 14-12-2017

Version 4
01st January 2018
(Updated)

S.No.	Member ID 1	Lastname 1	Firstname 1	Country 1	Member ID 2	Lastname 2	Firstname 2	Country 2	Rank	WR Points	Notional Points / Adjusted Points	Tour	M/Q	
1	94125	CHEN	Qingchen	CHN	65144	JIA	Yifan	CHN	1	89232	0	17	M	1
2	16981	TAKAHASHI	Ayaka	JPN	43851	MATSUTOMO	Misaki	JPN	2	83573	0	16	M	2
3	53759	PEDERSEN	Christinna	DEN	51436	JUHL	Kamilla Rytter	DEN	3	77708	0	15	M	3
4	91292	LEE	So Hee	KOR	87473	SHIN	Seung Chan	KOR	27	34910	69820	5	M	4
5	26238	YONEMOTO	Koharu	JPN	96927	TANAKA	Shiho	JPN	6	66760	0	16	M	5
6	24686	KITITHARAKUL	Jongkolphan	THA	84669	PRAJONGJAI	Rawinda	THA	9	48568	0	18	M	6
7	54361	CHANG	Ye Na	KOR	16745	JUNG	Kyung Eun	KOR	47	24060	48120	5	M	7
8	14729	POLII	Greysia	INA	81462	RAHAYU	Apriyani	INA	10	47180	0	10	M	8
9	54149	HOO	Vivian	MAS	53154	WOON	Khe Wei	MAS	15	42847	0	13	M	9
10	39056	TANG	Jinhua	CHN	62554	YU	Xiaohan	CHN	0	0	40213	0	M	10
11	95620	AWANDA	Anggia Shitta	INA	84362	ISTARANI	Ni Ketut Mahadewi	INA	19	38942	0	9	M	11
12	12411	CHOW	Mei Kuan	MAS	93215	LEE	Meng Yean	MAS	20	38631	0	14	M	12
13	66961	HARIS	Della Destiara	INA	91654	PRADIPTA	Rizki Amelia	INA	63	18950	37900	4	M	13
14	74561	HSU	Ya Ching	TPE	95143	WU	Ti Jung	TPE	21	37466	0	21	M	14
15	68189	THYGESEN	Sara	DEN	70042	FRUERGAARD	Maiken	DEN	29	34610	0	16	M	15
16	77441	MAPASA	Setyana	AUS	58488	SOMERVILLE	Gronya	AUS	30	33958	0	10	M	16
17	65203	LIN	Xiao Min	TPE	65996	WU	Fang Chien	TPE	37	30850	0	15	M	17
18	57824	KIM	Hye Rin	KOR	93074	CHAE	Yoo Jung	KOR	77	14940	29880	3	M	18
19	84929	CHIANG	Kai Hsin	TPE	53628	HUNG	Shih Han	TPE	39	28810	0	20	M	19
20	63185	ZHOU	Chaomin	CHN	60567	LIU	Xuanxuan	CHN	0	0	27720	0	M	20
21	24370	FITRIANI	Dian	INA	52733	MELATI	Nadya	INA	64	18440	26343	7	M	21
22	58111	SØBY	Rikke	DEN	70371	FINNE-IPSEN	Julie	DEN	42	25940	0	11	M	22
23	17156	HANADIA	Keshya Nurvita	INA	88466	PERMATASARI	Devi Tika	INA	57	20060	0	8	M	23
24	58698	SUGIARTO	Jauza Fadhila	INA	61489	SAHPUTRI	Meirisa Cindy	INA	0	0	18840	0	M	24
25	81486	IMANUELA	Agatha	INA	88097	RAMADHANTI	Siti Fadia Silva	INA	121	9330	18660	4	M	25
26	78837	LI	Wenmei	CHN	89426	HUANG	Dongping	CHN	122	9080	18160	2	M	26
27	54272	MAHESWARI	Nitya Krishinda	INA	77784	BARKAH	Yulfira	INA	126	8810	17620	4	M	27
28	63420	KANI	Serena	INA	63762	PUTRI	Vimi	INA	0	0	12710	0	M	28
29	89865	KUSUMAH	Tania Oktaviani	INA	62428	SUKOCO	Vania Arianti	INA	172	5850	11700	3	Q	1
30	71019	RUMAMBI	Brigita Marcelia	INA	83932	AZKA	Zarra Faza	INA	0	0	8580	0	Q	2
31	82610	KUSUMAWATI	Lisa Ayu	INA	77316	GANI	Febby Valencia Dwijayanti	INA	322	2720	5440	2	Q	3
32	62358	PUTRI	Aldira Rizki	INA	92957	MAHARANI	Ayu Gary Luma	INA	388	2200	4400	1	Q	4
33	85779	LESTARI	Nisak Puji	INA	58910	NURAIDAH	Tiara Rosalia	INA	422	2110	4220	1	Q	5
34	95422	WAHYUNINGRUM	Putri Andini	INA	77545	SALSABILA	Rayhan Vania	INA	429	2070	4140	2	Q	6
35	99925	PAI	Yu Po	TPE	57244	LIN	Ying Chun	TPE	481	1670	3340	1	Q	7
36	96455	SUGIARTO	Ribka	INA	79664	KUSUMA	Febriana Dwipuji	INA	527	1610	3220	2	Q	8
37	84380	NURLIA	Mia Dian	INA	61605	KARTIKASARI	Fauzia	INA	686	920	1840	1	R	1
38	83715	CAHYANING	Dinda Dwi	INA	95898	ANJANI	Dhea Bunga	INA	686	920	1840	1	R	2
39	68042	BUDIANI	Denisa Dwisyawaliah	INA	58511	ULHAQ	Nakhla Aufa Dhiya	INA	686	920	1840	1	R	3
40	82385	CINDIANI	Metya Inayah	INA	83699	JAMIL	Indah Cahya Sari	INA	878	880	1760	2	R	4
Withdrawn on 19th December 2017														
30	78755	TANG	Wan Yi	TPE	71673	CHEN	Su Yu	TPE	154	6670	13340	5	Q	2
32	70347	PENG	Li Ting	TPE	80795	HUNG	Yi-Ting	TPE	0	0	11860	0	Q	4
Withdrawn on 23th December 2017														
32	52636	ZHONG	Isabel	USA	92293	KAN	Emily	USA	0	0	8800	0	Q	4
Withdrawn on 24th December 2017														
29	59441	LEE	Ariel	USA	84770	LEE	Sydney	USA	114	10040	16733	6	Q	1
Withdrawn on 31st December 2017														
15	17515	REDDY	N. Sikki	IND	49765	PONNAPPA	Ashwini	IND	28	34909	0	17	M	15

Figure 3.5A. Example of an Updated M&Q Report for a Doubles Event

At the bottom of the report, the entries that have withdrawn since the initial M&Q report are listed. Any of these entries that were initially designated for the qualifying draw (yellow) will result in the status of a reserve-listed player (pink) changing to a qualifying-draw player (yellow) in the updated M&Q report. Similarly, the withdrawal of an entry originally slated to be in the main draw (green) will result in an entry moving from yellow (qualifying) to green (main) and an entry moving up from pink (reserve) to yellow (qualifying). The referee should check to make sure that the status of entries is changed correctly as withdrawals are recorded. It should be noted that for CC and BWF events, the rankings on each updated M&Q report are unchanged from those appearing in the original M&Q report.

As noted above, there may be several updates to the seeding report between the first version and the time the draw is made, to take account of any withdrawals that happen during this period. The final seeding report for our women's doubles event is shown in Figure 3.5B.

	Member	Player	Nationality	Rank	Ranking Points	Notional or Adjusted Points	Tourns	Seeding Date
Main 1	94125 65144	CHEN Qingchen JIA Yifan	China China	#1	84282		10	12/28/2017
Main 2	16981 43851	Ayaka TAKAHASHI Misaki MATSUTOMO	Japan Japan	#2	79263		10	12/28/2017
Main 3	53759 51436	Christinna PEDERSEN Kamilla Rytter JUHL	Denmark Denmark	#3	77708		10	12/28/2017
Main 4	26238 96927	Koharu YONEMOTO Shiho TANAKA	Japan Japan	#5	66760		10	12/28/2017
Main 5	91292 87473	LEE So Hee SHIN Seung Chan	Korea Korea	#27	34910	69820	5	12/28/2017
Main 6	24686 84669	Jongkolphan KITITHARAKUL Rawinda PRAJONGJAI	Thailand Thailand	#10	48568		10	12/28/2017
Main 7	54361 16745	CHANG Ye Na JUNG Kyung Eun	Korea Korea	#47	24060	48120	5	12/28/2017
Main 8	14729 81462	Greysia POLII Apriyani RAHAYU	Indonesia Indonesia	#11	47180		10	12/28/2017
Qual 1	89865 62428	Tania Oktaviani KUSUMAH Vania Arianti Sukoco	Indonesia	#172	5850	11700	3	12/14/2017
Qual 2	71019 83932	Brigita Marcelia RUMAMBI Zarra Faza AZKA	Indonesia	-	-	8580	-	12/14/2017

Figure 3.5B. Example of a Seeding Report for a Doubles Event

When approving seeding reports, referees should check the following:

- The correct number of seeds should be indicated for each main draw and each qualifying draw, according to the regulations being followed. For most categories of tournaments, the maximum number of seeds permitted is as follows:

  GCR 11.7.1. A maximum of 16 seeds if there are 64 or more entries;

  A maximum of eight seeds if there are 32 to 63 entries;

  A maximum of four seeds if there are 16 to 31 entries; or

  Two seeds if there are less than 16 entries.

  It is important to note that if there is insufficient ranking data for the full quota of seeds to be assigned, then a reduced number of seeds can be designated.

  Referees should also bear in mind that for some categories of tournaments, the number of seeds based on the number of entries may vary according to the specific regulations in force.

  For our women's doubles event, then, with 32 pairs in the main draw (including the four pairs that will emerge from the qualifying draw) and eight pairs in the qualifying draw, we see that the number of seeds specified on the seeding report for the main draw and qualifying draw are eight and two respectively, per GCR 11.7.1.

- The correct ranking dates must be used for the seeding of the main draw and the qualifying draw. As noted above, these two dates are often different. In the above example, the date for qualifying-draw seeding coincides with the date of the initial M&Q report, and so the ranking data appearing in the M&Q report are used to establish not only which entries will be in the main draw versus qualifying draw versus reserve list, but also the seeding of the qualifying draw. Accordingly, the ranking points of the two seeded pairs in the qualifying draw match exactly with the data in the seeding report.

However, in this event, as can be seen from the last column of the seeding report, the ranking date for the main draw seeding is two weeks later than the ranking date used for the qualifying draw seeding. Accordingly, it can be seen that the ranking points data in the seeding report (ranking data as of Dec 28, 2017, in this example) do not match those in the M&Q report (ranking points data as of Dec 14, 2017). The referee should therefore check that the points data in the seeding report are correct, using the tools in the link above.

- For doubles events, any adjusted and notional rankings of pairs must be incorporated correctly into the seeding. A good example can be found in the main draw seeding list in Figure 3.5B again. The number 4 seed is Koharu YONEMOTO/Shiho TANAKA with 66,760 ranking points, while the fifth seed is LEE So Hee/SHIN Seung Han, who have a greater number of points, albeit adjusted points, at 69,820. The reason that they are seeded lower than the Japanese pair is that for international tournaments such as this one, there is a limitation on how high a pair can be seeded based on adjusted or notional points:

  GCR 11.6.4. A pair may have a seeding from one to four on the basis of any World Ranking but a seeding no higher than five based on any notional ranking and / or adjusted ranking. This only applies in the main draw. However, if the number of players / pairs having world ranking is less than the permissible number of seeding places, the remaining seeding places can be based on the notional or adjusted world ranking.

  Thus, the first part of this regulation explains why the Korean pair can be seeded no higher than five based on their adjusted ranking.

  There are other noteworthy parts of GCR 11.6.4 as well. In particular, the limitation of applying high seeding positions based on adjusted or notional rankings only applies to the main draw, *not* to the qualifying draw. Indeed, for our women's doubles event, it can be seen from Figure 3.5B that the first and second seeds in the qualifying draw are based on an adjusted ranking and a notional ranking, respectively.

3.6 VERIFYING DRAWS

The final updated M&Q report and seeding report are normally reviewed and approved by the referee shortly before the draw is made by the appropriate party. The draw also needs to be approved by the referee. Shown in Figure 3.6A is our women's doubles draw, ready for the referee's review.

	ID	St.	Cnty	Round 1	Round 2	Quarterfinals	Semifinals	Final	Winner
	94125		CHN	**Chen Qingchen [1]**					
1	65144		CHN	**Jia Yifan**					
	77441		AUS	Setyana Mapasa					
2	58488		AUS	Gronya Somerville					
	66961		INA	Della Destiara Haris					
3	91654		INA	Rizki Amelia Pradipta					
4				Qualification - Q4					
	91292		KOR	**Lee So Hee [5]**					
5	87473		KOR	**Shin Seung Chan**					
	39056		CHN	Tang Jinhua					
6	62554		CHN	Yu Xiaohan					
	61489		INA	Meirisa Cindy Sahputri					
7	58698		INA	Jauza Fadhila Sugiarto					
8				Qualification - Q2					
	96927		JPN	**Shiho Tanaka [4]**					
9	26238		JPN	**Koharu Yonemoto**					
	93074		KOR	Chae Yoo Jung					
10	57824		KOR	Hye Rin Kim					
	17156		INA	Keshya Nurvita Hanadia					
11	88466		INA	Devi Tika Permatasari					
12				Qualification - Q3					
	14729		INA	**Greysia Polii [8]**					
13	81462		INA	**Apriyani Rahayu**					
	12411		MAS	Chow Mei Kuan					
14	93215		MAS	Lee Meng Yean					
	70371		DEN	Julie Finne-Ipsen					
15	58111		DEN	Rikke Søby					
	81486		INA	Agatha Imanuela					
16	88097		INA	Siti Fadia Silva Ramadhanti					
	65203		TPE	Lin Xiao Min					
17	65996		TPE	Wu Fang Chien					
	70042		DEN	Maiken Fruergaard					
18	68189		DEN	Sara Thygesen					
	63420		INA	Serena Kani					
19	63762		INA	Virni Putri					
	24686		THA	**Jongkolphan Kititharakul [6]**					
20	84669		THA	**Rawinda Prajongjai**					
	74561		TPE	Hsu Ya Ching					
21	95143		TPE	Wu Ti Jung					
22				Qualification - Q1					
	54149		MAS	Vivian Hoo					
23	53154		MAS	Woon Khe Wei					
	51436		DEN	**Kamilla Rytter Juhl [3]**					
24	53759		DEN	**Christinna Pedersen**					
	60567		CHN	Liu Xuanxuan					

25	63185	CHN	Zhou Chaomin
	77784	INA	Yulfira Barkah
26	54272	INA	Nitya Krishinda Maheswari
	95620	INA	Anggia Shitta Awanda
27	84362	INA	Ni Ketut Mahadewi Istarani
	54361	KOR	**Chang Ye Na [7]**
28	16745	KOR	**Jung Kyung Eun**
	84929	TPE	Chiang Kai Hsin
29	53628	TPE	Hung Shih Han
	24370	INA	Dian Fitriani
30	52733	INA	Nadya Melati
	89426	CHN	Huang Dongping
31	78837	CHN	Li Wenmei
	43851	JPN	**Misaki Matsutomo [2]**
32	16981	JPN	**Ayaka Takahashi**

Figure 3.6A. Example of a Draw Ready for the Referee to Review and Approve

When reviewing and approving draws, referees should check for the following:

- *Are the byes in the right place?* Table 4.8 in the Level 1 Referees' Manual shows how to quickly establish where the byes should be. This can also be found in section 5.3.8 (Technical Diagrams and Tables) on the Statutes page of the BWF website.
- *Are the seeds correct and in the right places?* Again, Table 4.8 in the Level 1 Referees' Manual shows the positioning, and the latest seeding report received will confirm the seed identities.
- *Are the entries correct?* It is important to pay particular attention around any last-minute withdrawals/promotions just before the draw, to make sure these were processed correctly.
- *Have entries been separated correctly according to geography?* The requirements around this will differ depending on the level of the tournament. For example, in Grade 3 tournaments, GCR 11.11 requires that entries from the same country do not face each other in the first round, and that the top two entries from the same country are in opposite halves of the draw.
- *Are the qualifying entries distributed correctly in the main draw?* For our tournament in Figure 3.6A, there is no qualifiers separation requirement specified, so the four pairs that will emerge from the qualifying draw (Q1, Q2, Q3, Q4) appear at random positions – with two in the first quarter and one each in the second and third quarters. It should be noted that in Grade 3 tournaments, entry separation does not apply to the location of qualifiers in the main draw.

Referees should endeavour to review and approve the draw as quickly as possible after they receive it, preferably within 24 hours. They should plan to allocate some time for this activity, and if they know they will be unavailable on the day that it will be sent (for example, in the case of long-distance travel), they might consider delegating this task to the deputy referee.

3.7 WITHDRAWALS AND PROMOTIONS

As noted in the previous section, between the time the entries close and the time the draw is made, it is normal for there to be some withdrawal of entries for different reasons including, for example, injuries injuries, illness and visa issues. Withdrawals will typically continue after the draw is made as well, possibly right up to the start of play. There are different procedures required of the referee around withdrawals, depending on the timing. Each will be considered in turn.

- **Withdrawals Happening Between the Close of Entries and the Draw**
  As noted earlier, the referee's responsibility is to ensure that the updated M&Q reports and seeding

reports accurately reflect the withdrawn entries and those that have changed status, (for example, entries moving from the qualifying roster to the main-draw roster, or a change in seeding). Within this period, the withdrawals that are made between the entry deadline and the last date for withdrawal without penalty will be managed automatically by the online entry system. The referee needs to pay particular attention to withdrawals that occur after the last date for withdrawal without penalty, as these withdrawals are communicated by Member Associations to the tournament organisers and the referee via e-mail. The referee should ensure that the BWF/CC are also informed to ensure that these entries are not included in the draw.

- **Withdrawals Happening Between the Draw and the Team Managers Meeting**
  The team managers meeting (or equivalent) is the important presentation of information by the referee to representatives of each participating country, club, etc. prior to the start of play. The referee needs to actively follow and get involved as necessary in any withdrawals that occur after the draw is published and before this meeting takes place. For example, when a player withdraws from a main draw, the referee should alert the organiser responsible for administrative duties around entries as to which entry on the qualifying list (specifically, the highest-ranked entry) needs to be informed that they will now play in the main draw. It should be noted that an entry in a qualifying draw does not have the option to decline a promotion to the main draw and choose to remain in the qualifying draw.

  Since this creates an open position in the qualifying roster of entries, the referee should also ask the organiser to offer the highest-ranked entry on the reserve list (if applicable) a promotion into the qualifying draw. In informing reserve-list player(s), the entry that is withdrawing should not be disclosed, and written confirmation should be sought as to whether the reserve-list player(s) will accept the promotion (since upon seeing themselves on the reserve list when the initial M&Q report was published, these players may have decided not to make travel arrangements to attend the tournament after all). It should be noted that a reserve-list player may decline promotion in one event but accept promotion from the reserve list in another event.

  The referee should be copied on and keep all correspondence between the organiser and players who are being informed about promotions and withdrawals. The referee should ensure that the correct players are being contacted. In particular, the referee should ensure that all notifications of withdrawals come from an official source and are not merely word of mouth or from third parties. If in doubt, the referee should ask the organiser to contact the Member Association to confirm a withdrawal.

  In doubles events, it is important to establish if both players in a doubles pair are withdrawing or just one of them. This information is needed because it has consequences when the referee needs to consider "forced withdrawals" (see Section 3.8). Although the forced withdrawal regulation has been in force for several years, some Member Associations are still not fully aware of its details. In some cases, the notification received around the withdrawal of a doubles pair may be non-specific about which one (or both) of the players is unable to play. In such instances, the referee should ensure that the initiator of the withdrawal notification is contacted and clarification sought.

  The referee should ensure that the tournament organisers do not republish the TP file before the team managers meeting, since withdrawals should not be disclosed until the meeting.

  In most international tournaments, there will be a time after which any withdrawals will incur a fine. After the tournament, the referee is responsible for informing the CC or BWF office (as appropriate) of the withdrawn players who are subject to fines. As withdrawals are received, the referee should keep a list of these players or otherwise delegate this duty to a deputy or tournament organiser.

- **Withdrawals Happening at the Team Managers Meeting**
  Team managers meetings are discussed in detail in Section 4, but the processing of changes to the draw (promotions and withdrawals) is probably the most important aspect of them. The referee should be prepared to add any withdrawals that are notified during the meeting to those already received ahead of time (since the draw was made). To facilitate this, each team manager should be given a simple player withdrawal form when they arrive at the meeting, for them to write out any new withdrawals of their players that they have not already communicated. If the referee is giving the team managers presentation, the addition of these players to the existing withdrawn/promotions

list for each event can be delegated to the deputy referee to complete while the referee is speaking.

When the time comes during the meeting for promotions in an event to be executed, the following steps should be performed:

- The referee should ask the representatives one final time if there are any more withdrawals in that event.
- If there are players to be promoted into a qualifying draw whose presence and intention to play are pending confirmation, the referee should ask their team manager for confirmation. If the team manager is at that moment unable to confirm that the player to be promoted is present and will play, or if there is no representative for that player at the meeting, then that player should NOT be promoted. Instead the referee should move on to the next player on the reserve list and seek confirmation from the respective team manager as to whether they will play. This should continue until the required number of promotion positions have been allocated.
- Where multiple promotions into either a main draw or a qualifying draw need to be executed, this must be done by a *double-blind* draw. In other words, randomly draw one of the players to be promoted and then randomly draw one of the possible positions in the draw into which they may be placed. It is recommended to ask for the meeting attendees to do the actual drawing of the cards or equivalent items, in order to emphasise the randomness of the process. See the next section for more details.

- When executing promotions, there is no consideration given to entry separation. For example, if a tournament has a requirement that entries from the same country may not meet in the first round, then this does NOT apply when considering promotions of entries into that draw.

A particularly unfortunate circumstance is when at a team managers meeting the promotions for an event have been executed by the referee and then a team manager communicates another withdrawal. If this happens, the referee should handle the new withdrawal and promotion as described in the next section and not go back and redo the promotions already completed.

- **Withdrawals Happening After the Team Managers Meeting**
Depending on the level of the competition and the regulations in effect, the referee may or may not consider promotions to a qualifying draw or to a main draw up to the point at which play in that draw begins. For example, at BWF-sanctioned tournaments with no qualifying draws and merely a reserve list, the current regulations state that reserve-list entries (in order of decreasing ranking) may be promoted into the main draw for withdrawals occurring only up until the time at which the order of play for the first day(s) has been published.

Similarly, for a BWF event with both a main draw and a qualifying draw, a reserve list entry may be promoted into the qualifying draw up until the time at which the qualifying rounds order of play has been published.

For events that do have both a main draw and a qualifying draw, the referee needs to be particularly alert to any notification of player withdrawal in a main draw while play in the qualifying draw for that event is occurring. For CC and BWF events, the relevant regulation is:

GCR 13.1.1. In events with a qualifying competition, the referee shall promote entries from the qualifying draw until play has started in that main draw, provided these entries have not yet lost a match, even stopping a match in progress if required.

Because in these situations referees may need to act quickly in real-time, they need to ensure that the organisers/match control know to inform them immediately upon any main-draw withdrawal while the qualifying competition is occurring. The referee must have the updated M&Q report on hand, such that if a main draw withdrawal does occur, the corresponding player to be promoted can be immediately identified and informed.

- **Withdrawals Happening Later in the Tournament**
  For a withdrawal that happens after the last possible time that the referee may consider a promotion to take the withdrawing player/pair's place, the role of the referee is simply to ensure that the withdrawal gets documented correctly, including listing the player on the report of players who may be subject to fines. The referee should also ensure that the opponent is informed in a timely manner that this will be a walkover (W/O). Note that the opponent does not have to be present at the scheduled match time in this scenario. The referee should also be aware of the scheduling impact that a withdrawal may have on the rest of that day's play (for example, on any LiveScore or TV timing considerations). At higher-profile tournaments, adjustments to the schedule or court assignments may need to be made in order to keep to any contractual obligations with broadcasters. In such situations, this should be consulted with the CC or BWF representative present.

  For any withdrawal that occurs, the referee needs to consider whether there are implications for a "forced withdrawal". This is the topic to be discussed in the next section.

3.8 FORCED WITHDRAWALS

The referee will need to check whether the regulation around "forced withdrawals" applies any time a player either:

- withdraws from an event before or at a tournament, or
- is a no-show or retires during a match at the competition.

This regulation was introduced for most categories of BWF and CC tournaments in order to protect the integrity of the competition by preventing a player from forfeiting a match without any consequences. In the past, for example, a player could choose not to play a singles quarterfinal match against an opponent from the same country, while still opting to play a quarterfinal in doubles. However, unless there is another specific regulation in effect (for example, at senior tournaments or at some CC-level tournaments), this is no longer allowed, according to the regulation below:

> *GCR 14.1.4. … Should a player be entered in more than one event, by retiring or withdrawing from that one event, the player must be withdrawn from all other events in which the player is entered.*

In tournaments where the forced-withdrawal regulation applies, it is very important that referees be on top of it and be active in checking and enforcing it, because although this regulation has been in effect since 2015, it is still not universally known by players, coaches, and team managers (especially at lower-level international events), or by tournament organisers. In handling forced withdrawals, referees should note the following:

- In practical terms, the above regulation's phrase "should a player be entered in more than one event" refers to "a player who is in either a main draw or qualifying draw in more than one event." Specifically, a forced withdrawal does *not* apply to players appearing on a reserve list after the draws are published. For example, a player who is in the published draw (either main draw or qualifying draw) for women's doubles and who is on the reserve list for women's singles may withdraw from women's singles (either while still on the reserve list or when notified while on the reserve list that she is eligible to be promoted into the main or qualifying draw), but still play in women's doubles. Also, it does not apply to players choosing to withdraw from one of the events they have entered before the last date for withdrawal without penalty.

- A withdrawal or forced withdrawal of a player from a doubles event has no consequences for the player's doubles partner. For example, a player who retires during a men's singles match by rule is subject to a forced withdrawal if he is also playing in men's doubles and/or mixed doubles. However, his men's doubles (and/or mixed doubles) partner is able to continue playing in his/her other events (singles and/or doubles).

- As such, when the referee or tournament organisers are notified of the withdrawal of a doubles pair, any necessary follow-up must be done to establish which of the two players in the doubles pair is actually withdrawing (if this is unclear from the notification). This is because if a pair is withdrawn because of an injury to one of the two players, the partner is still able to play in his/her other events, as noted above.

- Forced withdrawals must be rigorously enforced by referees. Players claiming they did not know about the regulation is no excuse for making an exception. Even in cases where players' withdrawals or no-shows are not entirely their own fault (for example, due to transportation difficulties), the forced withdrawal must still be applied. It should be noted that in cases such as this, the referee has the discretion to make a change to the schedule (for example, to delay a match time if it is known that a player has been unavoidably delayed). However, once a match has been called by match control and a walkover given to the opponent, any corresponding forced withdrawal must be applied without exception.

3.9 REDRAWS

In BWF-level tournaments, the General Competition Regulations give the referee the discretion, under exceptional circumstances, to conduct redraws (in other words, to discard an original draw and to make a new one). There are two scenarios under which a redraw could occur:

- First, due to an error in the original draw around the inclusion of entries (in other words, a player who should have been in the draw was omitted or vice versa), or due to an error in seeding or in entry separation.

- Second, because the integrity of the original draw has been compromised due to player withdrawals and/or promotions that have occurred since the draw was made.

The first scenario is straightforward. If a draw is discovered to contain an error around the players included, the seeding, or entry separation, and play in that draw has not commenced, then a redraw must be done as soon as possible. The new draw must be republished and communicated to all players in the draw (along with the reasons for the redraw). It is ***never*** an acceptable course of action to move one player from one part of the original draw to another, add a player to an existing draw, or swap players within a draw.

The second scenario, where a draw has been compromised because of player withdrawals and/or promotions, is more difficult because sometimes there is an element of subjectivity involved. However, for purposes of consistency and standardisation, it is important that referees understand the special circumstances that should exist before considering a redraw, which affects every player in that event. It is recommended that the same standards around redraws be adopted for all levels of tournament. Fortunately, for CC- and BWF-sanctioned tournaments, the BWF General Competition Regulations (GCR) describe the circumstances that must be satisfied for a redraw to occur.

- **Redrawing a Main Draw**
  Per GCR 15.3.3, a main draw can only be redrawn:

  "15.3.3. … If play in that draw has not begun and in exceptional circumstances if a particular main draw has been rendered severely imbalanced, provided there is no qualifying".

  The emphasis should be on the word *"severely"*. The intent of this regulation is that it applies to instances where a draw has been decimated due to, for example, a snowstorm preventing a large percentage of the players from attending, or the withdrawal of an entire country's players, representing a sizable percentage of players in that draw. It should be considered when one section of a draw is largely "missing" due to withdrawals, such that a player who is remaining may have three or more consecutive walkovers. In each of the above cases, it is assumed that there is no reserve list of players who can take the place of the withdrawn players.

It is not intended for cases where, for example, multiple seeds withdraw, even top seeds. Since the seeds are distributed throughout a draw, the withdrawal of several of them will not affect the integrity of a draw in terms of one player having multiple consecutive walkovers. Indeed, withdrawal of, for example, the top 4 out of 8 seeds or all the seeds in one half of the draw should not be considered grounds for redrawing a main draw.

If circumstances arise in which the referee is considering a redraw of a main draw, the BWF or CC office overseeing the tournament should be consulted, since similar scenarios may have arisen before. If in doubt whether to proceed with a redraw or not, the referee should opt against doing so and leave the draw alone.

- **Redrawing a Qualifying Draw**
  At least for CC and BWF events, the decision for a referee as to whether to redraw a qualifying draw is straightforward, as the conditions which must be satisfied are explicitly laid out in the GCR. A redraw of a qualifying draw is appropriate:

  "15.3.2. … If play in that draw has not begun and a particular qualifying draw has been rendered severely imbalanced. A qualifying draw is considered to be severely imbalanced if, after withdrawals and promotions, more than one qualifying position (e.g., Q1, Q2, etc.) will be unfilled."

The qualifying draw shown in Figure 3.9A will be used as an example.

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WD-Qualification

	BWF ID	Status	Cnty	Finals	Qualifiers
1	88097 96455		INA INA	**Siti Fadia Silva Ramadhanti [1]** **Ribka Sugiarto**	
2				Bye	**Q1**
3	84929 53628		TPE TPE	Chiang Kai Hsin Hung Shih Han	
4	73992 89854		TPE TPE	Chou Chung Ting Wu Syuan-Pei	**Q2**
5	59943 69942		TPE TPE	Wang Szu-Min Wei Wan Yi	
6	68918 86278		TPE TPE	Jiang Pin-Yue Ting Ya-Yun	**Q3**
7				Bye	
8	67789 93018		TPE TPE	**Cheng Yu-Pei [2]** **Juang Tz-Ren**	**Q4**

Figure 3.9A. Example of a Qualifying Draw

Small qualifying draws such as this, in which one or more entries have a bye straight into one of the qualifying positions (Q1 and Q4 in this case), are not uncommon. In this women's doubles qualifying draw, there are six pairs competing for four qualifying spots (Q1, Q2, Q3, Q4) in the main draw. There is no reserve list.

If before the team managers meeting, the referee is informed of the withdrawal of two pairs from the main draw, this would mean that the two highest-ranked pairs from the qualifying draw (Siti Fadia Silva Ramadhant/Ribka Sugiarto, and Cheng Yu-Pei/Juang Tz-Ren) would be promoted to the main draw. Updating the status of these two pairs to "PMD" (promoted to main draw) now results in the modified qualifying draw shown in Figure 3.9B.

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WD-Qualification

	BWF ID	Status	Cnty	Finals	Qualifiers
	88097	PMD	INA	**Siti Fadia Silva Ramadhanti [1]**	
1	96455		INA	**Ribka Sugiarto**	
					Q1
2				Bye	
	84929		TPE	Chiang Kai Hsin	
3	53628		TPE	Hung Shih Han	
	73992		TPE	Chou Chung Ting	**Q2**
4	89854		TPE	Wu Syuan-Pei	
	59943		TPE	Wang Szu-Min	
5	69942		TPE	Wei Wan Yi	
	68918		TPE	Jiang Pin-Yue	**Q3**
6	86278		TPE	Ting Ya-Yun	
7				Bye	
	67789	PMD	TPE	**Cheng Yu-Pei [2]**	**Q4**
8	93018		TPE	**Juang Tz-Ren**	

Figure 3.9B. Example of a Qualifying Draw Requiring a Redraw

It is apparent that no pair can now emerge at either Q1 or Q4. By GCR 15.3.2, therefore, the referee has no choice but to conduct a redraw.

This redraw would occur at the team managers meeting (see Section 4). Even though the redrawn qualifying draw will not result in any matches actually being played on court, since all four remaining pairs will ultimately proceed to the main draw, the redraw should proceed according to the draw regulations in force for the tournament. In other words, the two highest-ranked pairs remaining will be the new number 1 and number 2 seeds, and the two remaining pairs will be drawn into positions 3 and 6 of the draw (Figure 3.9C). It should be noted that alternatively, a draw template of size four could be used for the redraw.

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WD-Qualification - REDRAW

	BWF ID	Status	Cnty	Finals	Qualifiers
1	88097 96455		TPE TPE	**Chiang Kai Hsin** **Hung Shih Han**	
2				Bye	**Q1**
3	84929 53628		TPE TPE	Jiang Pin-Yue Ting Ya-Yun	
4	73992 89854			Bye	**Q2**
5	59943 69942			Bye	
6	68918 86278		TPE TPE	Chou Chung Ting Wu Syuan-Pei	**Q3**
7				Bye	
8	67789 93018		TPE TPE	**Wang Szu-Min** **Wei Wan Yi**	**Q4**

Figure 3.9C. Example of a Redrawn Qualifying Draw

The above example illustrates why in an original qualifying draw, players with a bye directly into Q1, Q4, etc. should not be advanced before play in that draw starts. Doing so implies that the pair concerned has been advanced into the main draw in the position where Q1, Q4, etc. appears. However, as we saw above, upon the withdrawal of a pair from the main draw before play started, it is precisely one of these qualifying-draw pairs that gets promoted into the main draw, and the position they take in the main draw is not Q1, Q4, etc., but rather the position occupied by the withdrawing pair. Entries with byes such as this in a qualifying draw should only be advanced when play in that qualifying draw gets underway, and at that time their status as Q1, Q4, etc. is confirmed.

3.10 TOURNAMENT PLANNER

It is assumed that elite-level national referees, and certainly continental and international referees, are familiar with using Tournament Planner (TP). This software has become ubiquitous for badminton tournaments throughout the world. Referees do not have to be experts at using TP but they should be competent in its basic functionalities around:

- handling entries,
- inspecting rosters and draws,
- setting orders of play and checking scheduling,
- generating key reports such as shuttle consumption, match durations, and technical officials' duties.

As with all software applications, the only way to become truly competent at using it is to practice, so referees who have had limited need to use TP previously are encouraged to set up some dummy tournaments for themselves and practice using the features described above.

In particular, referees have a responsibility for ensuring that TP is updated correctly around all the aspects of draw management covered in this chapter. Notably, every time there is a withdrawal or promotion, there will be some entry needed in the TP file. The summary below comes from the *Draw Management Guide for BWF Referees* (available in the Technical Officials section of the BWF website).

Qualification draw – Replaced player/pair(s) should be marked:

- **PMD** – Promoted to main draw (show player/pair, if not being replaced)
- **PFR** – Promoted from Reserves (show new player/pair)
- **SUB** – Substitution (show new player/pair)
- **WDN** – Player/pair has been withdrawn from the tournament
- **FWDN** – One player/pair is withdrawn as a result of a retirement, withdrawal, or no show in another event in the same tournament (GCR 14.1.4), also known as a "forced withdrawal"

Main draw – Where appropriate clearly mark:

- **PFR** – Player/pair as Promoted from reserves (Grade 2, Level 2 and 3)
- **PFQ** – Player/pair as Promoted from qualifying
- **SUB** – Player/pair as a Substitution (show new player/pair)
- **Q** – Player/pair as Qualifier
- **WDN** – Player/pair has been withdrawn from the tournament

Some of the actions required for specific scenarios are non-intuitive, so referees should understand and have on hand the reference documents from the BWF/continental/national office describing what notation is required under what circumstance. While the referee is not normally the person tasked with updating the TP file, it *is* the referee's responsibility to check that such updates are done correctly and that the updated TP file gets e-mailed to the appropriate tournament office (BWF or CC or MA, as appropriate) at the end of each day's play. One reason that it is important for all updates around withdrawals and walkovers to be done correctly is that this can have consequences for the number of ranking points awarded.

Finally, it should be established at the outset of the tournament who has responsibility for maintaining the active version of the TP file once play begins and for publishing it (normally match control). It is generally advisable to limit the number of persons with access to the TP file, in order to minimise the risk of a non-current version being erroneously forwarded or, even worse, published.

3.11 SUMMARY

This section has described the referee's responsibilities around all aspects of draw management. At the elite level, many players' primary motivation for entering and playing in an event is to acquire ranking points, in their endeavour to qualify for progressively higher levels of tournaments, and for some ultimately the Olympics. Thus, it is vital to ensure that the processing of entries, the seeding, and the draw are handled correctly. As we have seen, referees must also:

- ensure that withdrawals are executed correctly,
- promote the right players from qualifying and reserve lists,
- know and correctly implement the regulations around forced withdrawals and redraws.

Mistakes on points of law in the area of draw management can have serious consequences; all referees should consider draw management one of their primary responsibilities and ensure they prepare accordingly.

It is important that referees thoroughly understand all regulations in this area and, if necessary, can apply them confidently without having to consult the regulations manual. This is because while referees will often have time to check that the course of action they are following is correct, there will be occasions when a decision is needed on the spot – for example, when referees have to react to withdrawals announced at a team managers meeting or from a main draw while qualifying round matches are in progress. As in so many areas of refereeing, preparation is critical and it is recommended that referees refresh their knowledge on these aspects of the competition regulations regularly, and certainly leading up to each major tournament assignment.

4. REFEREE PRESENTATIONS

4.1 INTRODUCTION

As we saw earlier, refereeing is all about communicating, to clearly and effectively convey one's thoughts, instructions, decisions and vision for how the tournament should run. This refers to both the overall sense and the details of implementing specific procedures and protocols. The referee is continually communicating, before and during a tournament – with organisers, other technical officials, players, coaches, and team managers. While most such dialog is spontaneous as the need arises, there are also a few pre-planned communication events at every tournament that give the referee the opportunity to convey information to a targeted audience in a structured way. These are the team managers meeting and the technical officials briefings, which are the subject of this short section. Referee guidelines for conducting these sessions were covered in detail in the Level 1 Referees' Manual; here the discussion is geared to specific recommendations pertaining to elite-level events.

Traditionally, the team managers meeting was held the evening before the tournament begins, followed by the initial umpire briefing an hour or two later. However, there may also be merit in changing the order of these two meetings to potentially offer a couple of important advantages. First, it allows referees to focus on updating and publishing the draw as a result of any withdrawals and promotions from the team managers meeting. Second, it gives the umpires more time to get familiar with the stadium and the scorepads and service judge devices to be used (as appropriate), and maybe even to have a workshop before the tournament. Referees can decide, during the checking of the prospectus, on the appropriate scheduling for the tournament. On another note, the line judges briefing will normally only happen shortly before play starts, as many line judges are local and will not arrive earlier.

4.2 TEAM MANAGERS MEETINGS

The team managers meeting is particularly important because it gives referees the opportunity to:

- introduce themselves to the players' representatives at the tournament,
- establish the right balance of calm authority and approachability,
- communicate key information and expectations that will lay the groundwork for a smooth and successful tournament.

From the referee's perspective, the following are the desired outputs from a team managers meeting.

- Team managers coming away from the meeting with a sense of confidence that the tournament will run smoothly and fairly, and that the referees and tournament organisers are competent, on top of all the logistics, and have the capability to handle any issues that might arise.
- Projecting a sense of calm authority, trust, and approachability to all team managers.
- Effectively communicating all important details specific to the tournament and venue.
- Smooth processing of withdrawals and promotions, in accordance with draw management procedures and regulations.
- Clearly answering any questions that team managers may have.

The team managers meeting is a way for referees to demonstrate their competency, and since it will likely be the first time that some of the team managers interact with the referee, it is important that the referee be well-prepared. First impressions matter, and if the meeting comes across as disorganised, with audio-visual technical difficulties, or the presentation slides have factual mistakes or clearly have not been checked, the attendees may question how invested the referee really is in the success of the event. They may also leave wondering what other aspects of the tournament will be lacking in attention to detail.

Therefore, it is important that the referee plan accordingly prior to the meeting. Specifically, the referee should:

- Put together the outline of the presentation before arriving at the tournament. Much of the material is generic (see below) and slides with the venue- and tournament-specific information can be left partially complete until these details are confirmed upon arrival. Not having done any preliminary work on the presentation until arriving at the tournament is simply poor planning. At that point, there are normally so many demands on the referee's time that this will inevitably result in a poor-quality set of slides.
- Share the outline of the presentation with the deputy referee(s) well ahead of time. It is important not to wait until arriving at the tournament to share the preliminary set of slides with the deputy referee, because again, at that point time is limited. Rather the slide deck should be forwarded to the deputy referee(s) before traveling to the tournament, so they can also scan the slides and give thoughtful feedback, to which there is still plenty of time to respond. Once at the tournament, the referee should meet with the deputy referee(s) and any other relevant stakeholders (for example, the BWF or CC representative, if applicable), to go over the final slide deck before the team managers meeting and make any last-minute edits.
- Confirm with the organisers, on the day of the meeting, the complete list of withdrawals received up until that time. Ahead of the tournament, it is a good idea for the deputy referee to also keep track of the withdrawals, since at events where the withdrawals are numerous, it can be easy to miss one. If both the referee and deputy referee are marking up their M&Q reports, the chances of a withdrawal being overlooked are minimised.
- Talk through with the deputy referee the procedure to be used during the meeting to process the promotions.
- Confirm with the organisers that the projector, monitor, microphone and other equipment have been arranged and verified to be working. It is a good idea to physically inspect the meeting room ahead of time to confirm its suitability.
- Confirm that a sign-in sheet has been prepared and that each team manager will receive a welcome packet, including a copy of the draws and a withdrawal sheet to complete with any new withdrawals of players.
- Review the slide deck one last time prior to the meeting. For each slide, referees should think to themselves, "What are the one or two key takeaways that I wish to communicate for this slide?".

The actual content of the slides is, of course, fundamental to any team managers meeting. At elite-level tournaments, there may be standardised templates available in terms of content outline and sequence of information for the presentation. These templates will have been developed based on observations and feedback from many team managers meetings, based on what formats and sequence of information works well. The templates should be utilised by referees whenever they are available and customised as needed.

While no two team managers meeting presentations will be identical, the following outline suggests an order of main sections that has proven to be successful:

1. Information on the referee team and other key tournament personnel (for example, doctor contact information)
2. General logistics (including transportation schedule, accreditation, video recording)
3. Practice arrangements (including how and when to request practice time, how and when the practice schedule will be published, and details on practice shuttles)

4. Regulations in force for the tournament (for example, Laws, ITTO, GCRs, Codes of Conduct, in addition to highlighting any new or recently changed regulations that participants may not be fully aware of)
5. Key dates for the tournament (for example, entry closing date, M&Q dates, draw date)
6. Schedule outline (including the start time and estimated finish time of each day's play, the rounds that will be played, and the number of courts to be used)
7. Stadium and field-of-play layouts (to be obtained from the organisers ahead of time)
8. Clothing regulations
9. Match logistics, including relevant information for players concerning:
    - Assembly point and march-on
    - Shuttles
    - Number of line judges
    - IRS (Instant Review System)
    - Continuous play
    - Injuries
    - Codes of conduct
10. Other logistics (for example, media obligations and prize ceremonies)
11. Integrity content (including any generic slides provided by BWF/CC concerning, for example, betting, use of best efforts, doping)
12. Any questions
13. Withdrawals and promotions

For the majority of team managers, the key information they are interested in is:

- details concerning the venue (for example, transportation arrangements, practice times, restrictions around video camera placement), and
- the withdrawals and promotions for each draw.

Particularly at continental and international events, many of the team managers will be experienced and will have sat through many such presentations. It is important, therefore, for referees to make the presentations as customised as possible for the specific tournament in question. In other words, they should include as many of venue- and tournament-specific details as possible. Referees will need to invest some effort in finding out this information, as opposed to the generic information which does not change much from one tournament to another. As such, how useful and complete the presentation is provides a good measure of how much thought and effort the referee has put into preparing for the tournament ahead of time.

In addition to customising the presentation for venue-specific details, referees should emphasise any new or recently introduced regulations or procedures, both on the slides themselves and when presenting them. This could include, for example, any recent changes to clothing regulations on advertising or current points of emphasis around on-court etiquette.

Referees will naturally have their own styles for public speaking, and a sense of individuality is important and helps make the presentation interesting for the attendees. Nevertheless, for effective delivery at team managers meetings, the following recommendations around presentation style should be noted:

- At international tournaments, English may not be the first language of many of the attendees, or of the referee, so speak slowly and clearly.
- Speak in a demeanour that conveys authority and control, but not officiousness.
- Avoid the use of jokes or remarks that might be offensive in some cultures or could easily be misunderstand.
- Use simple language.
- Pause after each section (for example, after slides concerned with regulations, venue details, clothing) and ask if anyone has any questions.
- Use eye contact to gauge whether the attendees are actively listening and understanding what you are saying.

It takes skill on the referee's part to judge for a particular presentation how much time needs to be spent talking to the slides of generic content. At the start of the meeting, the referee should quickly assess whether the attendees are for the most part experienced and tournament-savvy, in which case slides dealing with content such as standard procedures and clothing requirements can be pointed to, but not dwelled upon. However, if many of the attendees are relatively inexperienced, those slides should be addressed in more depth. In general, the total time spent on the material excluding the withdrawals and promotions slides should take around 20-25 minutes.

The draw-related slides should be presented at the end of the meeting (otherwise there is a risk that once attendees have seen these slides they will get up and leave before the end of the meeting). One slide should be shown for each event (men's singles, women's doubles, etc.), showing the withdrawals received for that event to date and the promotions that are planned. There are several ways that this information can be presented; what matters is that it is done clearly and transparently. One possible way of presenting this content when there is a relatively small number of withdrawals/promotions is shown in Figure 4.2A.

Men's Singles

Withdrawn

M15 H. S. PRANNOY IND
M24 Sameer VERMA IND
Q8 Sony Dwi KUNCORO INA
M5 Sitthikom THAMMASIN THA
M30 Brice LEVERDEZ FRA

Promoted to Main Draw

Q1 Koki WATANABE JPN
Q12 HSU Jen Hao TPE
Q16 Yu IGARASHI JPN
Q5 Lucas CLAERBOUT FRA

Promoted to Qualifying Draw

R1 Henrikho KHO WIBOWO INA
R3 KAN Chao Yu TPE
R5 YU Sheng Po TPE
R2 WONG Hin Shun ENG
R4 SU Li Yang TPE

Figure 4.2A. Example of PowerPoint Slide Showing Withdrawals and Promotions

In this example, the notations M15, Q1, etc. refer to the position numbers of the main and qualifying draws, respectively, that the team managers will have in front of them as part of their welcome packet. It is more meaningful for the team managers to be able to connect withdrawn players to the draws in this way than to the M&Q report. R1, R2, etc. refer to reserve-list players from the M&Q report. The reserve-list players in green have confirmed that they will play in this event, while confirmation has not yet been received for reserve-list players in black.

For this men's singles event, it can be seen that ahead of the team managers meeting there were four players who withdrew from the main draw (at positions 5, 15, 24, and 30) and one withdrawal from the qualifying draw (at position 8). After showing the slide and before proceeding further, the referee should ask if there are any additional withdrawals in men's singles to be reported. If there are, the referee should be alert for any forced withdrawals that may result, and should verbally communicate the next eligible players for promotion.

In the above example, assuming there are no more withdrawals, there are therefore four players to be promoted from the qualifying draw to the main draw (from positions 1, 5, 12 and 16 in the qualifying draw) and five players to be promoted from the reserve list to the qualifying draw. The referee would ask the team manager for the one reserve-list player who has not yet been confirmed (Wong Hin Shun) whether the player is present and will play. If this cannot be confirmed right away, or if there is no representative present at the meeting for that player, this player should not be promoted. Without delay, the referee should move on to the next player on the reserve list and seek confirmation as to whether that player is present and will play.

Once the list of reserve-list players to be promoted has been finalised, the drawing of the promotions to the respective draws can take place. Once again there are several ways in which this can be accomplished, and the referee and deputy referee should work together to do this as agreed prior to the meeting. It is also vital to document the results for subsequent entry into the Tournament Planner file. Whatever mechanism is chosen to conduct the drawing, it should always be *double blind*, (meaning there is one random drawing to select the player to be promoted, and a second random drawing to select the position in the draw in which to place the promoted player). In the above example, for the four players to be promoted into the main draw, one set of cards with numbers 1, 5, 12, and 16 to identify the player to be promoted could be used, along with a second set of cards with the numbers 5, 15, 24, 30 to designate the position number in the main draw. With the slide as in Figure 4.2A displayed while the referees are overseeing the drawing, it is easy for the attendees to follow along in real time with the copies of the draw provided in their information packs. Along the same lines, the drawing should be conducted to promote five players from the reserve list to the qualifying draw. These same procedures should be followed for each of the events in the tournament.

For events with a larger number of withdrawals/promotions to process, it can be helpful to have a pre-prepared Excel file for use in the team managers meeting. The names of withdrawals and their positions can be highlighted in one colour (for example, red), and the names of players to be promoted in another colour (for example, green). The file can then be displayed on the screen, and for any new withdrawals that are communicated during the meeting, the withdrawals and resulting promotions can be executed and the file updated on the spot.

Once the team managers meeting has concluded, the referee must verify that all promotions have been entered correctly in the TP file (along with any redraws that were necessary) and approve the updated draws along with any schedule adjustments that were necessary. The TP file should then be republished as soon as possible so that players and team managers can see the finalised order of play for the first day (and the updated file sent to the BWF/CC office). However, in case of a large number of changes to the draw, it may be useful to publish the changed draws first and then the order of play for the first day after it has been fixed. The referee must also ensure that any Member Associations who were not represented at the team managers meeting are documented, as this may be a reportable offence.

4.3 INITIAL UMPIRE BRIEFING

This is the other formal presentation that referees are expected to deliver at any higher-level tournament. Like the team managers meeting, it is the opportunity for referees to introduce themselves, to establish not only their sense of authority but also the image of a capable technical leader who is approachable and who can be trusted. Additionally, referees must lay out their expectations for the high standards and way of working that are expected of the entire technical officials team for the duration of the tournament, but without coming across as stern or officious. This is also the perfect opportunity for referees to start team building by conducting the briefing in a friendly but business-like manner. The goal is that by the end of the tournament, the umpire crew (many of whom might be working together for the first time) feels like one cohesive team who have each other's backs, rather than a collection of individuals who are only looking out for themselves.

Many of the previous remarks around preparing well for the team managers meeting also apply to the initial umpire briefing. Through the pre-tournament dialogue with the organisers, the referee must have ready all pertinent tournament-specific details that the umpires will want to know. For example:

- How will the umpires get from the hotel to the venue?
- Is there an umpire uniform being provided and where should it be collected?
- Where is the assembly point?
- What are the march-on and march-off procedures?
- Will shuttles be taken out and brought back by shuttle control or by the service judge?
- How many line judges will there be per match?
- Will IRS be in use?
- Will there be dedicated court attendants or will mopping duties be performed by the line judges?
- Are there any overhead obstructions which if hit will result in a "Let"?
- When and where will the daily umpire briefings be held?
- When and where will meals be served? Will coffee and tea be available during the day?
- Where can they store their bags?
- Are there any social events planned?

Of course, the referees and organisers/umpire coordinator should have agreed on how umpire duties will be allocated, and this should be communicated at the initial briefing. If necessary, this can be done through a handout with details of the shifts, umpire teams/court assignments, contact details of the referee and/or umpire coordinator, etc. Prior to the briefing, referees will need to prepare the roster of umpiring duties, generally with all umpires on duty for the first day or days, which are often the longest. After that, it is important that umpires are given some time off in the mornings or late evenings where possible, so that they can be fully rested and prepared to officiate in the final rounds of the tournament. Preparing the roster may well be delegated to a deputy or an umpire coordinator, but it still comes under the referee's responsibility.

For the more generic material to be covered at the briefing, once again the referee will need to gauge the experience level of the umpire crew and how much time is appropriate to spend on the information that should be well known (for example, clothing regulations, enforcing continuous play, protecting line judges, handling shuttle change disputes). The briefing is also a good time to remind umpires of their obligations under the Technical Officials Code of Conduct.

Although there is overlapping content between the presentations for the team managers meeting and the initial umpire briefing, the context in most cases is different. Because of this, referees should not merely duplicate the slides used in one presentation and use them in the other. Rather, the team managers meeting slides should be customised for the audience of team managers, and the initial umpire briefing slides should be customised for the audience of umpires.

The typical length of the initial umpire briefing is 20-30 minutes. The main objective for the referee at the initial umpire briefing is that the umpires should leave feeling confident in the referee team and comfortable that they have all the information they need to perform their umpiring duties to the best of their abilities.

The referee may wish to consider delegating the delivery of the initial umpire briefing to the deputy referee. This is an option if the referee has confidence (based on prior experience working together, or on the deputy's reputation) that the deputy will deliver an effective presentation and strike the right tone around the way of working and teamwork environment. At a minimum, the referee should give the deputy referee the opportunity to present one or more of the daily umpire briefings that will follow later in the tournament. Also, if there are any umpire assessors present, they should be given a brief introduction and the chance to say a few words.

4.4 DAILY UMPIRE BRIEFING

The daily umpire briefing should be brief (typically 10 to 15 minutes), and should be used to cover the following topics:

- Dissemination of any new information regarding march-ons, march-offs, number of line judges, different procedures for the TV court, or other logistical aspects.
- Communication of any general adjustments needed in the way of working by the entire umpire crew. For example, more rigorous enforcement of continuous play, the need to get court attendants onto court quicker for mopping, more awareness of coaching between rallies, etc.

- Discussion of any specific incidents that happened the previous day that brought out a point of interest for the whole group. However, care should be taken to ensure that any discussion will not result in undue personal criticism of the technical official(s) concerned.
- Communication of the umpire duties for the day ahead.
- Feedback on the general performance of the line judges.
- Opportunity for the umpires to ask any questions or convey concerns they have to the referees.

Referees should also take the opportunity at the daily umpire briefings to further build a sense of cohesiveness among the whole crew and to cultivate the desired working environment for the team of technical officials.

As noted above, the referee and deputy referee should share the role of lead presenter at the daily umpire briefings. Also, if there are umpire assessors/appraisers present, they should always be offered the opportunity to address the umpires with any additional feedback they might have based on the previous day's observations, as long as this has been communicated to the referees in advance.

4.5 LINE JUDGE BRIEFINGS

At high-level national and international tournaments, the referee or deputy referee should conduct a line judge briefing before the start of the first day's play and approximately every other day thereafter (or more frequently as needed). Since many of the line judges may be local, an interpreter may be required.

The goal of the first line judge briefing is to introduce the referee team to the line judges and to make the line judges feel a part of the wider technical officials' crew. Referees should strive to make the line judges feel at ease, emphasise the importance of the job that they are performing, and let them know how appreciated they are.

As the tournament progresses, any general reminders can be communicated at the subsequent line judge briefings, in the interest of enhancing presentation and driving standardisation. Typical examples include the need to look towards the umpire every time a line judge makes a call, and ensuring that the correct posture is maintained at all times for everyone within the line judge team.

5. REFEREE ROLE IN DRIVING STANDARDISATION

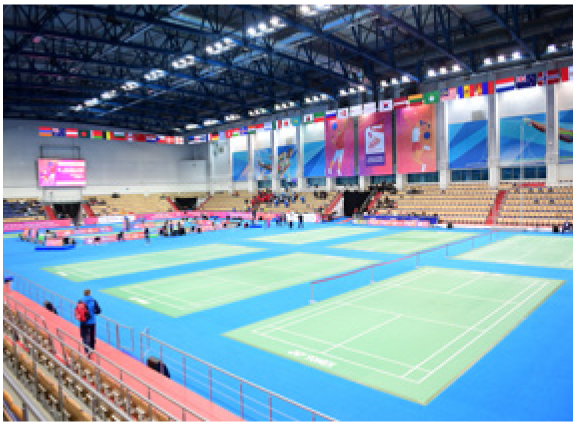
5.1 INTRODUCTION

At the elite level, badminton is becoming an increasingly high-profile sport. TV coverage is growing, prize money is on the rise, and there has been a substantial boost in sponsorship at both the tournament circuit level and player level. With this welcome growth in the popularity and exposure of the sport comes a responsibility and expectation for its administrators to maintain and expand the professionalism of the tournaments under their jurisdiction.

Professionalism manifests in the way events are presented to the public in attendance and the worldwide online audience, as well as in the technical excellence that officials execute their on-court duties and apply and interpret the Laws and regulations. Professionalism can also be measured by the consistency, or standardisation, in the way these presentational and technical aspects of badminton are implemented from one tournament to the next within a circuit, no matter where in the world the competitions may be occurring. Referees have an important role to play in ensuring both presentational and technical excellence, as well as their standardisation across the world's elite tournaments. In this section, some of the most important of these aspects will be discussed.

5.2 FIELD-OF-PLAY SET-UP

Referees are well-positioned to influence aspects of the field-of-play set-up for several reasons. First, through their training, referees should have clear expectations as to what the desired end product should look like, as well as what the minimum acceptable standards on the FOP are. Referees should



refamiliarise themselves with the expected FOP standards for the level of tournament in question before travelling to the event. Second, experienced referees will likely officiate at multiple tournaments of a similar grade over the course of a year and so have a vision fresh in their mind as to how a finished FOP should look. In contrast, a specific group of organisers may be putting on only one tournament of a given level each year. As such, their recollection from the previous occasion may be vague, or they may not be up to date with any requirements that may have changed (for example, around required spacing and positioning of courts and the associated equipment).

Because FOP layout is a crucial piece of information for the referee, an outline should be received from the organisers far enough in advance that any required changes noted by the referee can still be implemented. If the same venue is used for an event year after year, the previous layout is often taken as the starting point, with typically little for the referee to comment on or revise. However, if a venue is being used for a tournament for the first time, it is important that early on the organisers provide a computer-generated mock-up to the key stakeholders, including the referee. Particularly for higher-level events, the draft outline should not be limited to standard seating and traffic flow, but should include everything from the positions of A-boards, banners and scoreboards around the court to the positions of the IRS team and the doping-control facilities.

How closely referees will need to be involved with the details of an FOP set-up will vary depending on the experience and capability of the tournament staff, as well as on the leadership that the FOP crew receives from their own organising committee. The referee's pre-tournament discussions with the tournament director and the timeliness and detail of answers received after sending the organisers the referee checklist will provide a good initial indication of the competency of the local organisers. In all cases though, in the pre-tournament FOP set-up phase, the referee should be striving for a working environment of respect and collaboration rather than a culture of one-way instructions according to the referee's pre-conceived ideas.

After arriving at the tournament site and meeting initially with the tournament director or equivalent person, the referee can expect to be given a tour of the venue, with emphasis quickly turning to the FOP plans. In approving (or requesting modifications to) the work already done or ideas presented by the organisers, the referee has to balance:

- what is *required* according to the relevant regulations describing the standards expected for the particular level of international tournament,
- what is *practical* based on, for example, the space constraints of the venue, fixed lighting fixtures or traffic-flow limitations based on entry and exit points.

If what the organisers are proposing is clearly unsatisfactory and/or well below the minimum acceptable standard, the course of action is fairly straightforward. The referee should clearly describe what is required to improve a particular FOP aspect, as well as how such a change will add value to the presentation. Sometimes, though, there are no black-and-white answers and compromises are necessary around whether a slight improvement justifies the amount of time and effort (and perhaps money) it would take to implement. In making these decisions, the referee should always keep in mind the distinction between:

- "must haves" (such as safe playing conditions, backgrounds free from extraneous light, and tolerable air currents),
- "nice to haves" (such as perfectly positioned scoreboards or spacing between the courts not even slightly smaller than the specified standard).

The Level 1 Referees' Manual discussed in detail all aspects of FOP set-up. In this section, therefore, the focus is on the FOP areas particularly relevant to elite-level tournaments. The referee should pay special attention to the following details:

- *Is the playing surface safe and stable?* For example, are the court mats sufficiently taped down along their edges, and are they non-slippery and free from air bubbles?
- If a carpet surrounds a court, *is the carpet sufficiently strong and taped down such that a player's foot coming into contact with it with moderate momentum during a rally will not slip or cause the carpet to rip?*

- *Is the space around each court as good as it can be based on the venue's dimensions and overhead (lighting and obstructions) constraints?* In particular, if there is a TV court, is the surrounding space sufficient for all the cameras that will need to be positioned, and has the court been laid out as specified such that the master shot from the fixed primary camera meets expectations?
- *Are the lighting conditions adequate?* The Lux should be measured at each corner, in the middle, and at the net of each court to ensure that the on-court lighting is even. Measurements should

be taken by holding the lux meter at the height of the net. For international tournaments, the recommended minimum intensity is 1000 Lux. It is worthwhile taking the time to optimise the lighting level early on during the set-up phase.

- *Can the temperature and humidity be controlled, and will this produce air currents?* In hot, humid locations some tolerance of minor shuttle drift due to air conditioning may be inevitable if the playing conditions are not to be unbearable. It is important to bear in mind that the temperature/humidity conditions being experienced during the FOP set-up phase may be quite different from those encountered during actual tournament play, due to the hour of the day and the number of people in the arena. The impact of temperature and humidity settings on shuttle drift should be evaluated in conditions that are close to those that will exist during play. In particular, it is vital to ensure that the temperature/humidity/lighting conditions that will be in effect during the tournament are as similar as possible for any practice on the competition courts prior to the start of the tournament. The purpose of competition-court practice is to familiarise the players with the playing conditions, including the environmental variables, and to give the referee the opportunity to test the playing conditions.
- *Are there any windows or gaps behind the courts that need to be covered to avoid light leakage?* It is important to check whether any rooms above the FOP (that may not be in use during the FOP set-up) will be or could be in use during play. If their lights are turned on, this might interfere with players' line of sight.
- *Are the nets and posts of the standard expected?*
- *Have the A-boards been positioned appropriately?* The exact positioning of the A-boards cannot usually occur until the competition-court practice has finished and the final walk-through is being conducted. Early on in the set-up period, though, the referee should be alert to the need to avoid light-coloured A-boards at the back of the courts. It is also important to check that the A-board plan will leave gaps for players and technical officials to enter and exit from each court, as well as providing easy access for coaches during intervals and court attendants for mopping duties.
- *Have the technical officials' chairs, including the umpire chairs, been positioned correctly and are these suitable for use?*
- *Is all the equipment used by the technical officials present and pre-checked to be functional?* For example, the fixed-height service devices (ideally two per court), interval signs, shuttle boxes, players' equipment boxes (strong and solid)?
- *Have the electronic scoreboards been positioned appropriately such that they are easily viewable by spectators (and, ideally, by the umpires)?* Compromises to optimal placement may sometimes be needed based on the location of power outlets.

- *Have the LiveScore tablets (if being used) been verified and is the connection between them and the controlling hardware stable?* Referees should make sure they are introduced to the IT person who will be responsible for troubleshooting and fixing any issues that arise during play with LiveScore or with electronic scoreboards.
- *Where will photographers be allowed to work from on each court?* In tight arenas, and especially on the first days of the tournaments with all courts in use, this can be a challenge. It can be helpful to mark the acceptable areas for photographers with tape on the floor. Particular attention should be paid to where photographers will be permitted on the TV court. It is essential that the baseline appearing in the master TV shot be kept clear of photographers, and indeed all other personnel. This also applies to the sideline on the same side of the court as the umpire's chair. Space permitting, photographers should generally be allowed along the sideline on the service judge's side of the court, as far as the baseline line judges. Depending on the exact layout of the arena,

photographers may be permitted along the baseline on the same side of the court as the master TV camera.

Referees should ensure that the permitted areas for photographers on each court are communicated to the media FOP manager, or equivalent person, as well as verifying whether photographers permitted courtside will have official accreditation.

At higher-level international events, the referee can expect to be assisted in the FOP set-up by the CC or BWF representative at the tournament. The BWF World Tour Manual depicts the FOP layout for each grade of these tournaments with respect to court spacing and the disposition of hardware around the courts. Referees should keep in mind, though, that on occasions due to the constraints mentioned above, some deviation from these preferred layouts may be inevitable.

During the initial briefings with umpires and line judges, the referee will convey the relevant aspects of the FOP and venue layout that they will need to know in order to execute their duties. A final FOP walk-through should always be scheduled, preferably for late in the day preceding the start of the tournament. Ideally, this should take place once all player practice on the competition courts has ended and the FOP staff have had the chance to set everything in the final configuration, but at a minimum, the referee must give approval before the start of play. After approving the FOP set-up, the referee should be leaving the venue with confidence that the presentation will look as professional as is possible and that the set-up is as optimal as possible for players, spectators, and technical officials.

5.3 MARCH-ON & TOSS

Although referees are not on the court for the playing of the matches (unless needed there to handle a dispute, injury, or unforeseen circumstance), they have a large impact on the way the matches are presented and adjudicated, through the instructions given to the umpires at the initial and subsequent umpire briefings.

The first such influence of referees on the professional presentation of matches is through standardising the march-on and the conducting of the toss. Referees should work with the organisers to ensure that the logistics of the march-on (from the assembly point) and the march-off (to the mixed zone) flow well. They should also think ahead as to how these will change as the number of courts is reduced later in the tournament. It is particularly important to ensure that the march-on and march-off plans for other courts will not have match participants walking along the baseline of the TV court that appears in the master-camera shot.

At higher-level events, referees should ensure that line judges practice march-ons and march-offs ahead of time, such that when the tournament starts these look smooth and polished. The line judges should know what the cue is for them to sit and stand at the start and end of the match and between games. During the first few rounds of play, referees should observe the pace of the march-on (are line judges struggling to keep up, is there even spacing between each member of the crew?) and make a note for the following day's umpire briefing if an adjustment is needed.

The procedure for conducting the coin toss is now highly standardised at the national and international level, and little more than a reminder should be needed to umpires with a moderate amount of experience at national-level events. The regularly updated *Umpire & Service Judge Instructions* are an excellent resource for the details around this and all other presentational aspects that umpires need to know. They can be accessed on the Umpires page of the BWF website, under the "Downloads" arrow.

During the initial umpire briefing, umpires should be informed on which side of the net the coin toss should be conducted, and at which side of the umpire chair the service judge should stand between games.

5.4 CONTINUOUS PLAY

In general, the higher the grade of an international tournament, the more of an issue enforcing continuous play is for umpires. While it is the umpires who must deal with this on court, referees can play an important role in how the issue is approached.

Referees should highlight to umpires the need to adopt a stepwise approach to controlling timewasting and to be alert for the many forms it can take. These may include, for example, unnecessary changing of the shuttle, requesting inappropriate towel and drink breaks, tardiness in getting back onto court after such a break, unnecessary mopping requests, walking around the court, and feigning injury. However, referees should not overemphasise the issue such that umpires overreact and stop using common sense. The objective should not be to have an abundance of yellow (or red) cards issued for continuous-play violations. Rather, the goal is to get umpires to be proactive and to work with players to curb any such tendencies when they first arise, before they escalate to the point where the issuing of a warning (or fault) for misconduct becomes unavoidable. Additionally, umpires may need to be reminded that it is OK for a player to have quick towel at the side of the court between rallies without asking the umpire for permission, as long as play is not held up. Referees should give feedback to any individual umpires who need guidance in this area based on observations where they are either too lenient or too rigid in application of the referee's initial instructions.

It is always better to emphasise the enforcement of continuous play from the first days of the tournament, as opposed to a sudden, stricter, implementation with the higher-stakes matches in the tournament. Such a change in standards mid-tournament will confuse the players, adding unnecessary uncertainty, stress and tension.

Along the same lines as referees instructing umpires to adopt a stepwise approach to enforcing continuous play, similar guidance should be given around handling players who are tardy returning from the side of the court after an interval. In recent years, there has been substantial inconsistency from tournament to tournament around the application of Law 16.7.1.3, which in part may result from inconsistent instructions by referees to umpires on how to handle this situation. It is recommended that referees instruct umpires to adopt a stepwise approach in this scenario as well. In other words, if a player takes too much time (a few extra seconds) in returning to court after an interval, the umpire should issue a series of progressively sterner informal warnings, and not reach for a red card on the first such occasion, unless the offence is flagrant. A circumstance in which the player is entirely absent from the immediate court surroundings as the interval expires (for example, the player left the FOP during the interval), would be an example of when a fault for misconduct under Law 16.7.1.3 would be the appropriate course of action.

5.5 CHANGING SHUTTLES

A player requesting a change of shuttle for wear-and-tear is a well-known and much-used tactic to try and disrupt an opponent's rhythm. Referees need to reinforce to umpires to use their *feel for the game* to quickly decide whether to agree to a shuttle change when the players cannot agree. The most important point to emphasise is that the decision should be made *quickly* and once made it should be *final* with no subsequent discussion entertained. In particular, umpires should be reminded to ask players to hold shuttles up towards the umpire from where they are standing on the court rather than walking over to the umpire chair. The few seconds it might take for a player to walk to the umpire chair may be all he/she is truly looking for at that moment, in terms of inducing a slight delay to break the opponent's momentum.

At the other extreme, referees should take care to ensure that umpires are not intervening unnecessarily when both sides agree on a change of shuttle. Yes, the player needs to get acknowledgement from the umpire that the shuttle change is approved, but the umpire should not generally be participating in the decision or overruling it if both sides concur that the shuttle should be changed. Indeed, this or any other action where an umpire inserts himself or herself unnecessarily into a match and attracts attention away from the players should be addressed by the referee through one-on-one follow-up with the umpire concerned. However, in cases where the umpire believes that the change of shuttles is excessive or unwarranted, the change can be refused. As this has the potential to create unwanted issues on court, though, it should only be used in extreme circumstances.

By law, the referee will be involved if both sides request a change in speed of shuttles. As a day's play progresses, referees should pay attention to how the shuttles are flying and be aware of any apparent discrepancy between the shuttle speed that was selected at the start of the day and the way the shuttles have been behaving during the actual playing of matches. If referees suspect there is a gap between the expectation and reality of the shuttle speed, then when they are called onto court to deal with a request to change speed it will not be entirely surprising. In such situations, referees should always first ask the umpire for observations and a recommendation and then take a decision based on what the umpire says and their own observations from watching this match and others.

Referees shouldn't hesitate to change speeds if they are convinced that the originally selected speed is now inappropriate (and in such cases, they should consider making the change in speed for all remaining matches to be played that day). However, in the absence of any objective evidence (even if both players might favour a slower speed, for example), the answer can be a simple "no" and the instruction given to resume play. It is important to avoid setting a precedent, and unless the current speed appears to be clearly fast based on observations, then there is no basis for making a change. In either case, there is often little value in having the players retest the shuttles, since it is not difficult for players to manipulate the way a shuttle is hit to produce the outcome they are seeking. Finally, it is recommended to first try changing the tube of shuttles before taking any further action. Changing the tube can relieve some of the tension and questions around the speed for a while, as there may be a bit of difference between one tube and another, and it also gives the referee the opportunity to watch a few rallies to observe the speed.

For the proper way to conduct a shuttle test, see Section 5.6 of the Level 1 Referees' Manual. It is at the referee's discretion as to how frequently shuttle testing is conducted. For example, if there is little change in temperature and humidity from one day to the next, then it is not necessary to test the shuttles each day. But a second test on a given day might be appropriate if the temperature or humidity changes considerably from the morning to afternoon or evening.

5.6 INJURIES

At all levels of tournament, injuries are one of the most difficult on-court scenarios that referees have to deal with. The difficulty arises because each injury situation is unique and requires referees to use their judgement and feel for the game in determining how much time to allow to assist the player to be able to resume play. However, the following recommendations around standardising the approach to handling on-court injuries should always be followed:

- Ensure that the tournament doctor(s)/medical personnel are briefed around their role prior to the start of each day's play. Most importantly, they should know that you will be looking to them to quickly diagnose and advise the player on the severity of any injury, and that normally only minor treatment (spray, plaster) will be allowed. If different doctors are working the tournament from one day to the next day, then remember to brief the new doctors as well.

- When going onto court, first talk to the umpire to get apprised of the situation and the time that has already elapsed. The umpire may also advise you if there is a concern that the player is feigning injury in order to delay the match.

- Unless the doctor is called onto court for an injury at the start of an interval, following the diagnosis normally only minor treatment should be permitted – plaster, spray, etc. If called onto court at the start of the interval, then some additional flexibility can be afforded, but extensive treatment (for example, the strapping of a knee) is likely to be too time consuming to be permitted.

- Only one spray per player per match should be administered by the doctor. The exception is during intervals (the doctor may be called onto court to administer a spray or ice during multiple intervals).

- A cramp should not be regarded as a "normal" injury by the referee, but rather a condition induced by the opponent's play and tactics and/or the player's physical conditioning. Referees should exercise less discretion, therefore, around the time permitted to relieve the symptoms of cramps as compared to other injuries.

- There is no fixed time limit in the Laws of Badminton for the duration of a stoppage due to an injury. Referees must always keep in mind that the opponent should not be disadvantaged. This means that individual circumstances, such as the situation of the match, should be considered by the referee when deciding how much time to allow. For example, a delay in a match at 4-3 in the first game for an injury is likely to be much less consequential in terms of its effect on the opponent's rhythm and momentum, than one occurring at 18-17 in the third game. In any injury scenario, the delay should never exceed a few minutes.

Umpires should follow instructions from the referee as to whether it is necessary to call the referee onto court if a player is injured (or physically unwell) and immediately states that he/she is retiring. This can be advisable so that the referee can remind the player:

- to see the tournament doctor to obtain a medical certificate,

- of any applicable forced-withdrawal regulations.

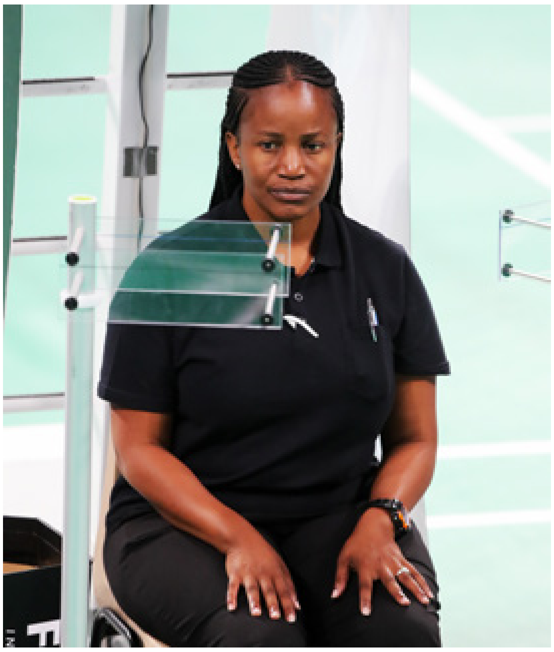
If the umpire is uncertain whether the player retiring is truly injured or incapacitated, then the referee should certainly be called onto court in order to engage the player and assess whether the retirement request is genuine or whether it should be mentioned in the referee report as a possible code-of-conduct infraction. (It should, however, be noted that in no circumstance can players be forced to continue play against their wishes.)

Finally, for any retirement occurring during a match due to injury or sickness the referee needs to remember to check if the retiring player is active in any other events; if so, then the forced-withdrawal regulation (GCR 14.1.4) discussed in Section 3.8 will need to be applied.

5.7 SERVICE JUDGING

The introduction of the fixed-height service law at all international tournaments has made the life of the service judge easier. Controversies arising from the subjective assessment of the position of a player's waist relative to the shuttle at the instant it is struck or the angle of the racket shaft have been eliminated. However, although the wording of the laws themselves have been simplified, there is still scope for further consistency in the way they are applied. The referee has an important role to play here, since common feedback from umpires is that they are given different instructions, or at least instructions with a different emphasis, from one referee to another. The following recommendations around driving consistency of service judging are advised to all referees at all levels of tournaments:

- Emphasise to umpires that you expect them to uphold the Laws of Badminton while umpiring and service judging.
- Advise umpires that you also expect them to demonstrate common sense and a feel for the game while they are officiating.



Achieving consistency within an umpire crew when it comes to service judging can be a challenge for the referee. Some umpires, particularly less-experienced umpires, may not have the confidence to call (or even the competence to identify) every kind of service fault, while other umpires may come across as officious. Umpires (especially at continental-level tournaments) tend to have less experience and feel less secure in service judging as compared to umpiring. On another note, while the fixed-height service law has solved one problem, it may result in some service judges paying less attention to other kinds of service faults. In general, referees should observe how service judges are working during the first days of the tournament and then work one-on-one with specific umpires who are observed not to be meeting the expected standards.

In general, referees should take care when discussing service judging at umpire briefings. Since many umpires feel uncertainty and nervousness around this area of officiating and are actively looking for referee guidance, there is a danger that they will overreact to what the referee says and that the application of the service laws will shift too much in one direction or the other. Therefore, it is better for referees to say less rather than more about service judging.

Finally, although the fixed-height service law has been in effect for several years, examples are still seen, even at the elite level of officiating, of umpires who are unaware that the fixed-height law has replaced **both** the original service law around "waist" **and** the service law around "racket shaft". The referee should remind umpires of this at the initial umpire briefing, along with the fact that the other service laws ("feet", "continuous motion", etc.) remain in effect.

5.8 MISCONDUCT – PLAYERS

Just as the referee's role around service judging is to strive for consistency in the way the Laws and ITTO are applied by the entire umpire crew at the tournament, in accordance with the recommendations described in the previous section, the same holds true for the referee's goal as to how umpires handle on-court player misconduct. The difficulty once again for referees is in trying to change the mindset of umpires who may have been officiating for years but whose way for dealing with misconduct is not aligned with the current standardised approach that is being sought at international tournaments. Points of emphasis that referees should make to umpires in this area are as follows:

- Be proactive in defusing potential misconduct before it happens. A *feel for the game* is something that cannot be taught, but only comes with experience. It is perhaps the single biggest attribute that separates a great umpire from just a good umpire, and few parts of umpiring are more important than when it comes to averting on-court incidents before they arise. Assuming that technical competence is in place, then referees should feel more confidence in assigning the toughest matches and those with the greatest risk of controversy to umpires who have demonstrated common sense and a good feel for the game to, rather than umpires who might have equivalent technical excellence but who are more reactive than proactive when it comes to on-court incidents.

- As mentioned earlier, advise umpires to use the stepwise approach for incidents of chronic misconduct. In other words, instruct the umpires to use a series of increasingly stern informal warnings to try to change players' behaviour rather than immediately proceeding to a yellow card (unless the behaviour in question undoubtedly deserves a direct yellow card). If necessary, remind umpires that issuing many yellow and red cards is not a sign of umpire strength and something to feel good about, but rather the opposite. An umpire who awards many warnings and faults for misconduct, in addition to being overly officious, is likely displaying poor skills in controlling a match, poor proactivity, and poor ability to change a player's behaviour for the better.

- Instruct the umpires to use common sense and their feel for the game for incidents of acute misconduct, as to whether an informal warning, yellow card, or red card is necessary. For example, was a racket thrown into the air and falling to the ground done recklessly and did it land close to another player or official? Did a player hit the net instinctively and with little momentum, or was it pre-meditated and with real force? Was profane language by a player uttered softly such that only the umpire could hear it, or was it loud enough for spectators around the court to hear it? For detailed guidance to umpires in this area see Section 6 of the Level 2 Umpires' Manual.

Referees should remember that under Law 17.1 they have the authority to proceed onto court *without* being called by the umpire. They should not hesitate to do so when they observe a situation which the umpire is struggling to contain, or when a clear error has been made on a point of law (not on a point of fact) which should be corrected before the next serve is delivered.

Whenever a referee goes onto court because of an incident that has occurred, he or she should first talk to the umpire to get quickly apprised of what has happened, and if necessary, get input from the players and service judge. Next, the referee must quickly make a decision based on the facts learned and then communicate the decision clearly and concisely to the umpire and players (with a brief explanation to the coaches if needed). The goal is to defuse any tension that has arisen and to resume play as quickly as possible.

It is important to note that when dealing with on-court incidents, referees can only make decisions based on the facts conveyed to them by the umpire, even if they saw things differently from their vantage point off court. In the interest of gaining further perspective, it may be useful for the referee to ask for the service judge's observations on the incident as well. In the end, the referee can correct the umpire on a point of Law, but not on a point of fact. Of course, this does not preclude the referee from trying to guide the umpire to an appropriate course of action where the umpire is responsible for making a subjective judgement. For example, the decision whether to issue a warning for misconduct or a fault for misconduct for a given incident is solely the responsibility of the umpire, but the referee could use language like "I suggest you consider …" to try to steer the umpire onto what the referee believes is the right track based on his or her own observations of the incident.

Finally, while referees must document all incidents of misconduct, they also have the opportunity to comment on any incidents where they are not in agreement with the action taken by the umpire. The referee can recommend to the administrators that further action be taken or not (for example, that no fine be imposed). Ultimately, the decision lies with the administrator, who is responsible for ensuring that a uniform standard is applied in the imposing of any fees.

5.9 MISCONDUCT – COACHES

In observing the matches on the courts, referees should pay particular attention to the conduct of the coaches sitting at the rear of the courts. While umpires also have responsibility in this area, their primary focus is naturally on the players. Referees, who can take up any position surrounding the FOP, are better positioned to observe coaches close up and notice breaches that may escape the umpire's attention. In particular, the following aspects of the Coaches Code of Conduct should be watched for:

- **Coaching during rallies.** In some cases, a coach who is intensely following a match with adrenaline clearly flowing may be moving their lips almost involuntarily during a rally but without making any sound. The referee should differentiate this from a scenario where words are clearly audible when standing in close proximity to the coach. If this latter situation is observed, the referee can have a quiet word to the coach with an instruction to stop talking during the rally. The referee can take this action without being asked to do so by the umpire. If the coach persists, the referee can issue a more forceful warning and, if necessary, remove the coach from the chair for the remainder of the match (or for a more extended period in extreme cases).
- **Use of electronic devices.** Use of mobile phones, laptops, cameras, etc. is not permitted by a coach if sitting in the coach's chair.
- **Clothing.** The requirements around coaches' clothing, for example advertising limitations, are updated periodically, so referees should be aware of the current regulations. At all levels of tournaments, coaches' clothing should be clean and presentable. Unacceptable items include jeans, shorts, and flip-flops.
- **Movement of coaches' chairs.** Referees should be especially alert for this on the TV or livestreaming courts (if applicable). Coaches' chairs are often positioned precisely such that they do not obscure sponsors' logos on adjacent A-boards. During a match, the coaches' chairs may be inadvertently moved, for example when coaches get up and return to their chairs during an interval, such that a sponsor's logo becomes partially or completely blocked. If this is observed, the referee should take action immediately and adjust the position of the chair appropriately. Laying down some discreet tape around the required position of the coaches' chairs can help keep them in the right position.
- **General.** Miscellaneous, minor aspects of coaches' conduct that a referee may observe and should act to correct include:

  a) a coach placing a backpack or other sizable item on the second, unoccupied, chair next to the coach (a small item such as a purse or folder is OK). While there is no regulation strictly prohibiting this, it is quite unattractive from a presentation point of view and the referee should ask for the coach's cooperation in placing the item on the floor, preferably under the chair.

  b) a coach stepping over an A-board to come onto court during an interval. This is also unattractive presentation; the referee should instruct the coach to walk around the A-board and enter the court at the designated gap during subsequent intervals.

5.10 SCHEDULING RECOMMENDATIONS

Effective scheduling is a broad topic, and the principles and best practices involved are discussed in detail in Section 4.10 of the Level 1 Referees' Manual. In contrast to local and regional tournaments where the referee may be heavily involved in the actual scheduling of each day's play, at higher-level national and international events, the referee will usually have a more limited role to play. The referee will typically have some input around the schedule and always has to approve the next day's order of play before it is published, but will usually not be directly involved in producing the draft. Here, some of the most important scheduling aspects for referees to keep in mind at top national and international competitions are listed.

- **Consultation with all key stakeholders.** Especially when there is TV coverage (and to a lesser extent live streaming), the matches selected for the TV court(s) and their order of play are critical. At the same time, the local organisers may have their own preferences based on attracting and keeping spectators at the venue. Furthermore, the time of day of players' previous round match in an event may favour yet a different sequence of matches. It may take several rounds of consultation and negotiation between these competing interests before a consensus schedule is agreed. For World Tour events, the BWF representative at the tournament has an important role to play in coordinating the inputs from the various stakeholders, and referees should make use of the person's skills in this area.

- **Time of publishing next day's schedule.** Players naturally want to know what time they will be playing the next day. At the international level, this will dictate the players' mealtimes, rest hours, and pre-match preparation. Referees may come under pressure from players and team managers to publish the next day's schedule as early as possible, and indeed, as soon as the schedule is finalised this should be done. However, the schedule should not be published until the complete order of play for the next day is known, including court assignments if that is being implemented. It is, though, acceptable to publish the next day's schedule with some of the players' identities still to be determined – in other words before all the matches on the current day have finished.

- **Rest time.** For main-draw matches there is a minimum requirement of a 60-minute break between any player's consecutive matches *(although it should be noted that for qualifying rounds, as well as for certain other tournaments, such as junior tournaments and Para badminton tournaments, the minimum rest requirement between matches drops to 30 minutes)*. However, referees should aim for a far longer rest time than this minimum. For early rounds of tournament play, reasonable minimum rest-time thresholds would be 3.5 hours for main-draw matches and 2 hours for qualifying-draw matches. Depending on the specifics of the draws and entries for a particular tournament, however, this may not always be possible. Players entered in two or even three events must be prepared for a shorter rest time between matches in different events.

- **Proportionate rest time.** At the international level of play, matches can be so demanding that small factors favouring one side over another can be significant. This includes consideration of the rest time each side has had since they played their last match in that event. For example, if the two players in a 2nd round men's singles match played their respective 1st round matches on the previous day at 9:00 am and 8:00 pm, respectively, then scheduling their 2nd round match at 9:00 am on the following day is giving a material advantage to the player who played in the morning the preceding day. The impact of his extra 11 hours of rest time will be reduced substantially if their match is scheduled later in the day.

  The above scenario illustrates the need for referees to think multiple days and rounds ahead when scheduling the first days of a tournament. Such a large discrepancy in rest time (such as the 11 hours in the above example) should be avoided whenever possible. A good maximum difference in rest time to aim for would be no more than 4 hours between opponents for the second round of a tournament, with smaller differences in each successive round.

- **Singles before men's/women's doubles.** For players active in both a singles event and a doubles event, particularly men's doubles or women's doubles, effort should be made for the singles matches to be played first.

- **Court assignment.** Depending on the specifics of the tournament (for example, whether there is live streaming and/or TV coverage), all, some, or none of the courts may require specific matches to be assigned to them. When specific matches are being assigned to courts other than a TV court, it is recommended that at least the last few rounds of the day be left unassigned and that these matches be allocated to the "next available court". This gives flexibility if one court runs substantially later or earlier than other courts, which is not an uncommon scenario.

  When matches have been pre-assigned to specific courts, referees should be aware of all the stakeholders that need to be consulted/informed in the eventuality that a match needs to be reassigned to a different court. As noted above, players will have planned their pre-match routine according to the published schedule and will likely be following the progression of matches for the court on which they are assigned to play. Advance notice (for example, 60 minutes or greater) can reasonably be expected when players are being required/requested to change courts, although players will often be prepared to accept a shorter notice towards the end of the day, as they are keen to get on court. Any changes to the scheduled matches on the TV court, and to a lesser extent on a live streaming court, are clearly even more complex and out of the ordinary, and will require more extensive discussions.

5.11 SUMMARY

This section has covered some of the main areas in which referees have influence over standardising the way elite-level tournaments are run. More details on these and other operational aspects of tournament play are covered in the Level 1 Referees' Manual.

6. PLAYER CLOTHING

6.1 GENERAL APPROACH

As we have seen throughout this manual, there is a move to increase standardisation at higher-level national and all international tournaments, with respect to presentation, as well as to application and interpretation of Laws, regulations and procedures. One presentation aspect of tournament play that is highly visible to sponsors and spectators, viewing in the arena or worldwide, is player clothing. Higher levels of tournaments will adopt specific regulations in this area, and the referee's role is to oversee their implementation and to direct umpires around acceptable standards as they perform their assembly-point inspections. Player clothing can be one of the more difficult areas in which to achieve standardisation across all tournaments of a given grade because of the subjectivity that is involved. This section provides guidance to referees around which aspects of player clothing regulations should be more strictly adhered to and which may be slightly more flexible.

At the outset, it should be noted that for national or international play the exact clothing regulations in force for a given tournament will vary depending on the tournament type (individual or team play), the level of the tournament, and whether the event is under the authority of BWF, a Continental Confederation, or a Member Association. Accordingly, the discussion will be generic in places, but the principles will be illustrated with the clothing regulations appearing in BWF's General Competition Regulations (GCR). For continental- and world-level tournaments, BWF maintains and updates a database of examples of acceptable clothing and examples of violations with respect to each of the criteria outlined below. This database can be a useful resource for referees to consult ahead of time when preparing to officiate at a BWF Grade 1-3 tournament, for a refresher around general standards to apply when having to make clothing-related decisions.

It should be noted that the advertising regulations pertaining to player clothing apply only to clothing worn during play and at prize ceremonies, and not, for example, to clothing worn during the warm-up period.

When called to the assembly point by an umpire to give a decision on a clothing question, the referee should first speak with the umpire for information on the issue, and then perform a quick inspection of the clothing in question and make a decision. This process should not be drawn out unnecessarily – at the assembly point all players will understandably want to be focused on their mental state as they prepare for the upcoming match rather than being distracted by engaging in a lengthy conversation with an official. The referee has the following options:

- Decide that the player's clothing is in compliance with the regulations – no further action needed.
- Decide that the player's clothing is in violation of a regulation, but the deviation is sufficiently minor that no corrective action is needed at that moment. The referee should allow the player to play the match in question, but inform the player that the infraction should be corrected before the player's next match. If it is not, the offence should be included in the referee report after the tournament.
- Decide that the player's clothing is in violation of a regulation and ask the player to change into compliant clothing.

Because there are so many variations possible concerning clothing, from time to time a referee may be asked to make a decision concerning a clothing issue not explicitly covered in the regulations. In such circumstances, the referee should permit the player to play in the clothing as presented, take a picture of the item in question, and forward it to the responsible body (BWF, CC or MA) after the tournament so that an administrative decision can be taken and guidance issued to referees for subsequent tournaments.

When considering their course of action around clothing questions, referees should always keep in mind the *intent* of these regulations. Namely, to provide for an attractive presentation of the match.

When instances arise where there is a deviation or possible deviation from a regulation and the referee is called upon to make a decision, the referee should take into consideration the following factors:

- The extent of the discrepancy between what the player is wearing and the regulation. For example, is the height of the lettering of the player's name marginally too small (for example, 0.5 cm too small) or is the name missing entirely? Is an advertisement on the player's shirt marginally too large or does the total number of advertisements exceed the permitted maximum of five?
- The seriousness of the violation. For example, a slightly-too-large advertisement of the clothing manufacturer on a sock versus an advertisement for a tobacco or electronic cigarettes company on a shirt.
- The impact of the possible violation on the presentation of the match. Will the deviation materially affect the visual perception of the match for spectators in the arena or for online viewers? For example, a player's name clearly legible but slightly smaller in size than the regulation versus a player's name illegible from any significant distance because it is written in a colour too similar to the background colour of the shirt.
- The stage of the tournament. For example, the total audience exposure of any non-compliant clothing will normally be much less in a first-round match as compared to a final.

It is not uncommon for a player to have no alternate, compliant clothing available when asked to change by the referee. The referee then has the following options:

- Allow the player to play and inform the player that he/she will be reported after the tournament and may face a fine.
- Allow the player to play and instruct the player to wear compliant clothing for his/her next match or otherwise face being reported after the tournament.

Although it is another option, only in exceptional circumstances should a referee not permit a player to play a match in non-compliant clothing. An example would include wording on a clothing item that is grossly offensive or profane.

Finally, when asked to change, a player may have an alternative item of clothing that is compliant with respect to the original violation, but which is non-compliant in another aspect. For example, a player whose shirt contains an advertising band that is slightly too wide and is asked to change has an alternate shirt that is compliant for advertising but which does not have the player's name on the back. There is no "ranking" of importance of the various clothing regulations, so in such circumstances the referee has to make a judgment as to which of the non-compliant options will have the least impact on the tournament presentation and instruct the player to play in that option. In this example, the impact from a presentation point of view of not having the player's name on the back of the shirt would likely be greater than the shirt with an advertising band that is slightly too wide, so the appropriate referee decision would be to have the player wear the shirt that is non-compliant with respect to advertising.

It is important to note that while the factors noted above (concerning the seriousness of the violation, its impact, and the stage of the tournament) may be taken account during clothing inspections, the referee should always document any clothing violations in the referee report. This is to avoid ongoing clothing violations, as well as misunderstandings of players' responsibilities regarding compliant clothing.

In the following sections, the main requirements for clothing at BWF-sanctioned tournaments are summarised. The exact specifications will depend on the level of the tournament, and the Summary of GCR 21 & 23 (available on the Statutes page of the BWF website, under Chapter 5 – Technical Regulations) may also be helpful.

6.2 LETTERING ON SHIRTS

Many tournaments require the **player's last name** (family name), or an abbreviation thereof, to be printed on the back of the shirt. Typically, the following requirements must be met:

- The name must match the official last name (family name) of the player that is shown in Tournament Planner and on the umpire's scoresheet/electronic scoreboard.
- Optionally the **initial(s) of the player's first name(s)** can be present as well (with or without a period after each initial). If an initial is used, the order of the last name and the initials must follow that which appears in the TP file and BWF Player Database.
- The lettering must be in block capitals in the Roman alphabet.
- The height of the lettering must be between 6 and 10 centimetres.
- The name must be near the top of the shirt and as close to horizontal as possible.
- The lettering must be in a single colour and in a contrasting colour to that of the rest of the shirt so that it is easily readable from a distance.

As noted earlier, referees should check that umpires are focusing on the things that are important: for example, that the name is present and that it is legible rather than worrying whether the dimensions precisely fit within the specified limits. In particular, although umpires may have been provided with calibrated plastic devices for measuring the dimensions of lettering and advertisements on player's clothing, these should be used sparingly to avoid the perception of being intrusive and petty over minor infractions. Rather, referees should instruct the umpires to look for major violations that are obvious by eye without the need of a measuring tool.

Some tournaments, particularly team tournaments, may have the **country name** (or club/school name, depending on the level of the tournament) as being mandatory on the back of the shirt in place of (or in addition to) the player's name. The same lettering criteria apply for the country name as for the player name described above, except that the height of the country name is required to be 5 cm. If both the player name and country name are present, the country name must be below the player name.

6.3 ADVERTISING ON CLOTHING

a) **Advertising on Shirt:**

At most world-level tournaments, advertising on a player's shirt is usually permitted as follows:

- Up to five advertisements on the shirt, each of 20 square centimetres or less. These can be in any alphabet/language. (Flags and national emblems count as advertising.)
- The permitted locations are left sleeve, right sleeve, left shoulder, right shoulder, left collar, right collar, left chest, centre chest, right chest. There can be no more than one advertisement in each of these locations.
- If a player is wearing a sleeveless shirt or dress then advertisements that might otherwise appear on the sleeves can be placed higher up nearer the shoulder area.
- In addition to the five advertisements, a BWF mark (in the form of a BWF-defined non-commercial emblem of 20 square centimetres or less) can be present in one of the remaining positions as defined above.
- Additionally, the front of the shirt can contain a band of advertising no more than 10 centimetres in height. This band can be placed at any angle but must be of uniform width. Only one advertisement can be contained within the band.
- The back of the shirt may contain a similar band of advertising of no more than 5 centimetres in height. This advertising must be placed below the player name and country name (if present). Only one advertisement can be contained within the band.

- It should be noted that no advertising (or lettering) can appear above the player's name on the back of the shirt.

Again, through the instructions given at umpire briefings, referees can have an influence on the mindset of the umpires when they are reviewing advertising on a player's clothing at the assemble point. Once more, the objective for the referee to convey is that the umpire should use common sense when considering the size of the advertisements relative to the above limits. Certainly, the player should be asked to change the non-compliant clothing item if an advertisement by any reasonable standard is offensive, political or religious in nature, or promotes any tobacco or electronic cigarettes company or its products. However, some degree of discretion should be shown if an advertisement is just marginally larger than the specified limit. The same restrictions apply to any tattoos or markings that the player may be displaying.

b) **Advertising on Socks and Compression Socks:**

The standard BWF advertising regulations permit each sock of a player to display a maximum of two advertisements each of which must be 20 square centimetres or less. If the player is wearing compression socks, the two- advertisement limit applies to each leg (in other words the normal sock and compression sock combined may have up to two advertisements in total).

c) **Advertising on Shoes, Shorts/Skirts, and Compression Stockings:**

- Shoes are permitted to carry advertising as long as they are commercially available.
- Shorts and skirts (or lower parts of dresses) may contain one advertisement of 20 square centimetres or less in size.
- Additionally, on shorts and skirts (or lower parts of dresses), at BWF-sanctioned tournaments, Member Association advertising not exceeding 50 square centimetres is permitted if permission has been granted ahead of time by BWF.
- Compression stockings (as distinct from compression socks) are considered underclothing (see below) and so no advertising is permitted on them.

d) **Advertising on Underclothing:**

At world-level tournaments, any underclothing that is worn by a player that is visible during play, for example undershorts, cannot contain any advertising.

e) **Advertising on Bandages, Knee Braces, Medical Tape, Wristbands and Headbands**:

These items, along with any other item not covered above, if worn by a player during play, are also subject to advertising restrictions. Each is permitted to display a single advertisement of 20 square centimetres or less. For medical tape, this means in practice that tape with continuous lettering along its length will be in violation and so should not be permitted.

6.4 COLOUR OF CLOTHING

At higher levels of world and continental tournaments, badminton has taken steps to increase the attractiveness of the presentation of the sport by requiring opposing sides to wear clothing that is visually distinct, and doubles partners to be colour (and design) coordinated. Different levels of tournament require adoption of these clothing constraints at different stages (for example, from quarter finals onwards or for all matches in the main draw), and the referee must remind the umpires at the umpire briefings of when this requirement takes effect for the tournament in question. Specific points to consider are as follows:

- **Doubles partners:** The two players' shirts should be of the same colour and a similar design. The same applies to the shorts of the two players. Some minor variation is acceptable and the referee/umpire is expected to use common sense as to whether the colours and designs are similar enough to leave the impression to spectators that the two players are clearly "a doubles pair". This judgement is often required when the two players are from different countries or when they have different sponsors.

  In mixed doubles, if the female player wears a dress, then the dress should be coordinated with the colour and design of the clothing of the male player.

- **Opposing sides:** In cases where players on opposing sides appear at the assembly point in similar-coloured clothing, the side that is listed lower in the final M&Q report will be required to change. The referee therefore needs to ensure that a copy of the latest M&Q report is posted at the assembly point for the umpires to consult or that the relative positions of the two sides on the final M&Q report is indicated on the scoresheet that is provided to the umpires.

  If either the colour of the shirts of the opposing players *or* the colour of their shorts are significantly different from one another, then the "significantly different coloured clothing" requirement should be considered to be satisfied. In other words, it is not necessary for *both* the shirts and the shorts to be significantly different in colour.

  When it is necessary to apply the "significantly different colour" requirement for players' shirts, referees should check that umpires are inspecting both the front *and* the back of both sides' shirts. There should be no clashing of colours. For example, in a singles match if one player's shirt is predominately white on the front and black on the back, and the opponent's shirt is predominately black on the front and red on the back then spectators at one end of the court would see only black; in other words, the players would not be distinguishable by colour. This conflict may not be readily apparent when the players are standing and facing the umpire at the assembly point, so alertness is required.

  Referees should observe, in their watching of the courts, if clothing which at the assembly point presented appeared significantly different in colour comes across as being too similar now that the players are under vastly different lighting conditions on the competition courts. If so, they should alert the umpires at the next umpire briefing of the specific combinations of colours that are susceptible to this lighting effect.

- Referees may need to remind umpires that players must wear the **same colours of shirts and shorts throughout a match** (both main and qualifying rounds). For example, if a player changes his or her shirt during a match then the shirt must be the same colour as the original shirt.

- **When TV is present**, referees should find out from the production team, and pass on to the umpires, if there are any additional restrictions around coloured clothing for matches on the TV court. For example, in some cases green clothing can interfere with logos placed on the TV signal and so green coloured shirts and shorts may not be permitted for TV matches.

- **Team tournaments:** Team tournament regulations commonly specify that all players competing on a team in a given tie must wear the same colours and designs of shirts and shorts. The referee needs to ensure that this requirement is passed on to team managers at the team managers meeting, and that for each tie the colours worn by each side in the first match of the tie are recorded and passed on to the umpires of the subsequent matches in that tie so that the umpires know what colours to check for at the assembly point.

6.5 PRIZE PRESENTATIONS

Award ceremonies are another highly visible element of a tournament, with video footage or still pictures often featuring in news clips or print media reporting on the event. Standardisation around the way award ceremonies are presented is therefore appropriate, and in recent times regulations concerning player clothing worn at and equipment brought to award ceremonies have been introduced for certain levels of international tournaments.

Specifically, players are not allowed to bring any equipment, including rackets, onto the awards podium, and flags are not permitted during prize presentations at individual tournaments. Players may wear tracksuits during award ceremonies, provided these follow the guidelines in the General Competition Regulations.

While referees will normally not be responsible for organising or conducting award ceremonies, they should monitor them to ensure that their professionalism and quality meets the expected standard. If the referee notices an obvious problem in an aspect of the first award ceremony (occurring after the first of the five finals, for example), this should be pointed out to the responsible organiser so an adjustment can be made for the remaining ceremonies.

6.6 COACHES' CLOTHING

As noted in Section 5.9, the referee has a role to play in monitoring the clothing worn by coaches courtside and to intervene where there is a clear breach. In an effort to further improve the professionalism of the presentation of the sport, at the higher levels of the game regulations have been introduced to define the acceptable advertising that may be displayed on coaches' clothing when they are sitting in the coaches' chairs during a match. The advertising regulations for coaches' clothing align with those applying to player clothing, as discussed in Section 6.3. Since this implementation is relatively new, referees should make special mention of it at the team managers meeting, and give instructions to the umpires at the initial umpire briefing as to how they wish it to be enforced.

6.7 SUMMARY

This section has provided referees with guidance for working with umpires to enforce players' clothing regulations. The emphasis is on a common-sense approach rather than creating an atmosphere in which the officials are perceived as "clothing police". How much tolerance is appropriate regarding minor deviations from the specifications around colour, design and advertising will depend on the factors described in the previous sections, such as the level of the tournament, the stage of the tournament, and whether the match is on the TV court. As referees become more experienced, they will find it easier to exercise this subjectivity.

Referees should monitor for themselves the player clothing that is worn on the courts as a way of assessing the thoroughness of the inspections being performed by the umpires at the assembly point. Violations which exceed the acceptable threshold in the referee's mind should be followed up after the match with the umpire concerned. Any systemic observations (for example, players in multiple matches wearing shirts on which their name was not in a contrasting colour to the background), should be addressed at the next day's umpire briefing so that umpires become extra vigilant on this point for the remainder of the tournament.

Occasionally, an entire Member Association's players in a tournament may have the same clothing violation owing to an oversight or lack of understanding of the requirements by the sponsor who provided the shirts. In such circumstances, the referee should talk to the team manager and advise him or her to follow up after the tournament with the sponsor or other responsible party to ensure the mistake is not repeated the next time clothing is manufactured for these players. Additionally, umpires can be instructed that it is not necessary to call the referee to the assembly point every time one of these systemic violations presents.

After the tournament, the referee should document in the referee report each clothing violation that could not be corrected by the player before going onto court, including photos of the violation. This will be submitted to the appropriate administrative body for assessment of fines. Also post-tournament, the referee should send pictures to the appropriate oversight body of any clothing that was ambiguous or otherwise uncertain as to whether or not it was in compliance with the regulations. As noted earlier, when such situations occur, the referee should allow the player to wear the questionable clothing item at the current tournament and let the administrators after the tournament make a ruling as to whether it is permissible or not, with this decision then communicated to all referees who may encounter the same clothing in the future.

7. MISCELLANEOUS

7.1 ANTI-DOPING

Doping is a serious concern at all levels of sport, and badminton is no exception. At BWF-sanctioned tournaments, there is a well-established anti-doping program in place and the referee has a role, albeit limited in scope, in facilitating its smooth and professional execution. The referee's main responsibilities in this area are:

- first, to verify that the doping-control facilities provided meet the expected standard,
- second, to liaise with, and provide information as needed to, the doping control officer (DCO) who will be conducting the testing, and
- third, if needed, to ensure that players selected for testing are aware of their rights.

These referee responsibilities, which may or may not apply at tournaments outside of BWF-sanctioned tournaments, are described in more detail below. Referees should:

- Review the BWF's *Anti-Doping Regulations* ahead of the tournament. These can be found on the Statutes page of the BWF website (under Chapter 2 – Ethics).
- Review the responsibilities of the referee concerning doping control as provided by the BWF office. The Test Distribution Plan may sometimes be shared with the referee, but this is not a requirement. The plan should be considered confidential and not shared outside of the referee team.
- Upon arrival at the tournament, check that the doping-control room meets the expected standards in terms of functionality and comfort, and is consistent with the expectations communicated on the referee checklist.

- Before the tournament starts, ensure that signage is put up indicating the location and privacy of the doping-control room.
- Remind the team managers at the team managers meeting that testing may occur at any time and any place throughout the tournament.
- DCOs have instructions to introduce themselves to the referee team, but if on the first day that testing occurs you have not been contacted, feel free to reach out and offer your support.
- Provide the DCO with a copy of the order of play for the day. In particular, politely highlight the preferred protocol element in badminton that "a player selected for testing should be notified after completing his or her last match of the day".

  (Note that although this preference should be strongly *recommended*, the DCO is not *required* to adhere to it. If the DCO decides to notify a player to report for testing *before* his/her last match of the day, then the referee should remind the player of the right to request of the DCO a delay in the providing of the sample. The DCO, however, is not obliged to grant the request. If the request is granted, the player will need to be chaperoned until reporting to the doping-control room. All of this will be explained to the player by the DCO.)

- If a random draw is to be conducted, provide the DCO with a list of the active players remaining in the tournament (if needed) and witness the random draw if requested.
- If necessary, make adjustments to the order of play and schedule if a player has been called for doping control and has a match left to play, as this will significantly impact his/her preparation time. Ensure that the opponent(s) and all necessary stakeholders are informed of the rearranged schedule.
- If there are players waiting to provide samples after play has concluded at the end of the day, ensure that transportation arrangements have been made for the players to get back to the official hotel (if applicable).

7.2 BETTING AND MATCH INTEGRITY

Protecting the integrity of badminton is a responsibility of all participants and stakeholders and is vital for the long-term interests of the sport. Tournaments over recent years have shown that badminton is not immune to corruption, and so maintaining vigilance in this area is important no matter what the level of the event.

The referee should emphasise the importance of match integrity at every team managers meeting and include any slide content around ethics provided by the relevant administrative body. Similarly, at the initial umpire briefing, the referee should remind all the officials that they are subject to not only the Technical Officials Code of Conduct, but also the Code of Conduct in relation to Betting, Wagering and Irregular Match Results. This means that they should refrain from betting or soliciting others to wager bets on any badminton tournament, regardless of whether or not they are involved in it. They must also be careful not to pass on inside information. Both of these codes of conduct are available on the Statutes page of the BWF website (under Chapter 2 – Ethics).

During the tournament, the referee should be alert for "courtsiders". These are persons, usually sitting and working alone for extended periods of time, who provide match data to third parties for the benefit of betting purposes, whether that be betting operators looking to offer a betting market, or individuals directly betting on matches in the tournament. The referee should consult with the tournament director if anyone arouses suspicion in this way.

Also falling under the scope of ethics and integrity are the topics of **match-manipulation** and **using best efforts** at all times. Match-manipulation in badminton does happen and referees should be aware of this. One reason why it is desirable for referees to come across as *approachable* and *trustworthy* is that the referee is an obvious person to turn to for help if a player is contacted by an outside party seeking the player's involvement in manipulating a match. It is important that players feel comfortable talking openly to the referee in sensitive situations such as this. In such an eventuality, referees should reassure players that they are doing the right thing in coming forward, instruct them to keep any evidence that they may have (voicemails, e-mails, text messages or any communication via social media they have received from the outside party), and immediately contact the BWF's Integrity Unit. Once this contact has been established, players should communicate directly with the Integrity Unit, in the interest of maintaining privacy and confidentiality.

Instances of players compromising the integrity of a tournament by withdrawing from an event or retiring during a match for no legitimate reason is much lower now than in years past. This is due to the "forced withdrawal" regulation discussed in Section 3.8, as well as to the loss of ranking points that is now incurred at top-level international tournaments if a player withdraws or retires from a match in which the opponent is from the same Member Association. Nevertheless, referees and umpires should still be alert for obvious instances where players are not using their best efforts in a match. Umpires should be reminded that if necessary they can issue a warning or fault for misconduct for such an offence under Law 16.6 and ITTO 5.17.1, and referees should be aware that they can go on court to intervene without being called by the umpire if they observe an obvious breach that the umpire may not be aware of.

7.3 USE OF SOCIAL MEDIA

Nowadays, *everything* written online is at risk of being reposted on a blog or discussion board and possibly taken out of context. Maintaining the reputation of technical officials as professional, scrupulous, and unbiased arbiters of the game is essential. For these reasons, referees and other technical officials need to be careful about what they post on social media. At the BWF level, there is a policy in place for all technical officials to follow regarding the use of social media, not only during the tournament, but afterwards as well. This can be found on the Technical Officials page of the BWF website in the "Downloads" section. Furthermore, it is recommended that all technical officials at all levels adopt the recommendations shown in Table 7.3A.

DO	DON'T
Post status updates that you are in XYZ city and enjoying visiting.	Post comments about the officiating at the tournament.
Post tourist-type photos not related to the tournament.	Post photos of internal operation areas, back-of-house locations and so on.
If in doubt – DON'T post it.	Post photos or text around any specific incident or situation related to your participation in the tournament.
	Post photos of yourself with players.
	Post match assignment lists for umpires or service judges at the tournament.
	Post comments about a player's appearance, clothing, or injuries.
	Engage in any public online discussions about officiating, or decisions made by officials. This includes but is not limited to message boards, blogs, and other social media.

Table 7.3A. Technical Officials Guidelines for Use of Social Media

7.4 REFEREE REPORT

The same principles apply to the writing of the referee report at international and continental tournaments as for lower-level tournaments, as discussed in Section 8.4 of the Level 1 Referees' Manual.

The most important goal that the referee should keep in mind when writing the referee report is to make it relevant for the next referee officiating an event at the same venue and/or with the same organising team. Including all relevant information that will be useful to other referees and submitting the report in a timely manner is more important than producing a document that is perfect in formatting and grammar. Pictures should be included where they add value, but not in excess.

Among different higher levels of tournaments, the templates used for the referee reports can be expected to be broadly similar to each other. Throughout, the referee should give an honest assessment of each aspect of the tournament, but also be appropriately diplomatic in comments relating to personnel, given that the circulation of the report may not be tightly controlled. While the exact format of the template will vary across different national and continental associations, they will generally all have the following elements:

- A section identifying the strengths and weaknesses of the venue.
- A section detailing the competency, commitment, and ease of working with the tournament director and other key organisers (for example, match control, field of play staff, shuttle control).
- A space for general comments to summarise the referee's overall impression of the just-completed tournament, including highlighting any positive or negative attributes that particularly stood out.
- Documentation of any occurrences which could not be resolved by application of the regulations in effect for the tournament, and recommendations for future changes.
- A table recording how many shuttles were used and how many were left over, as well as match-duration statistics for each round in each event of the tournament (typically the duration report downloaded from the TP file can be attached).
- A list of the players who withdrew after the last day for withdrawals without penalty, and a list of players who were no-shows, for possible fines to be administered by the oversight organisation.
- A list of those players who received a warning (yellow card), fault (red card), or disqualification (black card) for misconduct, for possible follow-up disciplinary action.
- A list of players and coaches who committed code-of-conduct offences.
- A report of the number of umpire and service judge duties performed by each umpire, and brief text summarising each umpire's performance during the tournament.

  The referee should make comments in this section pointing out umpires who are deemed ready to be assessed for possible promotion to the next level, those umpires who have potential to move up in the years ahead and who would benefit from additional appointments to gain more experience, and those umpires who struggled and are recommended not to be assigned to this level of tournament in the future.
- A section summarising the adequacy of the doping-control facilities (if applicable).
- A summary of the IRS results (if applicable).

In addition to the standard sections of the referee report, an incident report should be completed for any serious incidents that occurred. This should be submitted within 24 hours of the incident and include supporting documentation (for example, written statements describing what happened from the perspective of the umpire, in the case of an on-court incident).

It is recommended that referees start writing the referee report during the tournament, while pertinent information is fresh in their memory. Clearly though, the writing of the report must not distract referees from carrying out their responsibilities during the playing hours, in particular observing the matches in progress on the courts.

The referee may delegate the drafting of select sections of the report to the deputy referee(s), and in any case the deputy referee(s) should always be given the opportunity to review and suggest changes to the content before the report is submitted. The ultimate responsibility for the referee report, though, rests with the referee.

Finally, the referee must ensure that the referee report is submitted to the responsible body in the stipulated timeframe (usually no later than one or two weeks after the tournament has ended). Timely submission of the referee report is important, as the processing of any fines that were incurred is also subject to a time limit. Thus, the BWF or the CC may request that the sections on withdrawals and offences that may incur a fine be submitted (separately) immediately after the conclusion of the tournament, while still being included in the final version of the referee report.

8. SELF-ASSESSMENT QUESTIONS

1	The most successful badminton referees have…	a solid understanding of the Laws and regulations.	
		excellent skills in dealing with people.	
		the ability to stay calm under pressure.	
		All of the above.	
2	When communicating with the technical officials team at international tournaments, referees should…	use regional terms and slang from their own countries.	
		tell a lot of jokes to help break the ice.	
		speak slowly and clearly in simple language.	
		quote regulations often to show how much they know.	
3	Which of the following strategies should referees use when giving umpires feedback on their performance?	Avoid pointing out any problems until after the tournament has ended.	
		Make sure umpires understand what is expected in their next matches.	
		Try to say things as indirectly as possible so that umpires don't feel offended.	
		Single out a specific umpire's mistake as an example at the next umpire briefing.	
4	All of the following will help referees make sound decisions during tournaments, EXCEPT…	Considering the effects on all those involved.	
		Consulting regulations and/or colleagues as necessary.	
		Granting requests immediately to show authority.	
		Thinking about any precedents that may be set.	
5	What is the referee's main responsibility in terms of the M&Q report?	Compiling the report.	
		Approving the report.	
		Publishing the report.	
		None of the above.	

6	Notional rankings may apply to…	doubles players	
		singles players	
		only mixed doubles players	
		only seeded players	
7	Which of the following should be confirmed in the event of the withdrawal of a doubles pair?	If the withdrawal is from an official source.	
		If both members of the pair are withdrawing or only one.	
		If this will result in any forced withdrawals in other events.	
		All of the above.	
8	All of the following are true about referee presentations at initial meetings/briefings, EXCEPT…	The referee should be sure to use the same deck of slides for all presentations.	
		The referee should try to determine the experience level of the attendees.	
		The first impression that the referee makes will set the tone for the rest of the tournament.	
		The referee should involve the deputy referee(s) in the meeting.	
9	Which of the following treatments might the tournament doctor normally apply when play is stopped due to injury?	Strapping a player's knee.	
		Applying a plaster to a player's wound.	
		Massaging a player's cramped muscle.	
		All of the above.	
10	Referees can best support the standardisation of service judging at international tournaments by…	encouraging service judges to use common sense and a feel for the game while officiating.	
		emphasising that service judges should apply the Laws of Badminton.	
		assessing the experience level of the umpire crew and adapting guidance as appropriate.	
		All of the above.	

11	Which of the following is NOT helpful for referees in dealing with misconduct?	Reminding umpires to use a stepwise approach in managing players.	
		Listening carefully to the details provided by the umpire when called on court.	
		Encouraging umpires to issue many cards as a way to control the players.	
		Keeping an eye on what the coaches are doing during matches.	
12	Which of the following IS the responsibility of the referee with regards to doping control?	Approving the doping-control plan.	
		Supervising the doping control officer.	
		Ensuring that the doping-control facilities meet the required standards.	
		Ensuring that players are only notified of selection for doping control after their last match of the day.	

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