



Umpire & Service Judge Instructions

May 2018

Introduction

These Instructions have been produced with the aim of providing all Umpires across the World with guidance to aid their development, enhance the presentation of badminton and create consistency in their officiating whatever the tournament or competition at whatever the level.

Umpire/SJ Instructions

BWF



Uniform:

- Appearance at all times is important.
- Always wear your BWF uniform or that provided for all Umpires at a tournament.
- Black trousers/skirts if preferred by female Umpires – not jeans or casual wear – together with smart black shoes must be worn.

- Umpire, Service Judge, together with the Line Judges and court attendants if available, should assemble, generally 15 minutes before the start time of a match, at the designated point.
- Umpire should ensure that he/she has a full complement of Line Judges and if applicable court attendants.

- Each court will have designated entry and exit locations which will have been made known at the pre-event briefing.
- Ensure that all members of the technical officials team are aware of these locations.

- Prior to walking onto court with other court officials and players, ensure that the players' clothing complies with the tournament regulations as instructed by the Referee at the Umpires' main briefing.
- If you have a mobile phone, be sure it is switched off.

- To assist you with the correct announcement of players' names you can ask a coach/team member or umpiring colleague prior to going onto court.
- You may write the names on the score sheet in your own language.

- Under the instructions given, the Umpire should lead their team of officials onto the field of play (FOP).
- Order onto the FOP will generally be Umpire, players, Service Judge, Line Judges and court attendants.
- Walk at a pace that others in the team can follow, bearing in mind those who may find it difficult to walk fast.

- Walk on to the court professionally at the designated entry point and stand on the singles line of the court with your back to the Umpire's chair. Umpire to stand with their feet either side of the short service line and the Service Judge to stand nearest the net.

Umpire/SJ Instructions

Hands can be clasped as shown on picture or behind your back.



- After the Umpire and Service Judge have shaken hands with the players prior to the toss, the Service Judge immediately goes across the court on the opposite side of the net and stands in front of the Service Judge's chair and has a shuttle(s) ready for the players' warm up.

- To conduct the toss the Umpire takes one further step into the court.
- Ensure players do not warm up while doing so particularly in doubles and that all the players are on the Umpire's side of the court
- Do not turn around and face the Umpire's chair whilst conducting the toss.

- Do not let the coin drop to the floor.
- Clearly indicate who has won the toss.
- The Umpire should get into the Umpire's chair immediately after the toss. Do not touch the players' bags or boxes.
- The 2 minute warm-up starts when you sit on the Umpire's chair and ends with "love all, play".

- Take a moment to look around the court to ensure that everything is correct.
- The Service Judge should only sit down on their chair once the Umpire is in their chair.

- You should have your stopwatch ready to record any interruption of play such as injury, suspension of play, etc.
- Do not have your stopwatch hanging round your neck. A wrist watch is preferred.
- Your yellow and red cards should not be visible.

- In singles matches, when scoresheets are used, only write the « S » on the score-sheet for the server but write a « 0 » score for both the server and the receiver for all games.
- In doubles matches, when scoresheets are used, write the « S » and the « R » on the score-sheet to indicate both the server and the receiver and also write «0» score for both for the start of all games.

Umpire Instructions

In singles:

Bush	S	0	1				2	3	4		
Gore		0		1	2	3				4	5

In doubles:

Happy							2	3	4		
Sad	S	0	1								
Cool				1	2	3					
Angry	R	0								4	5

- At 90 seconds call “Ready to play”-this indicates to players and spectators that the match is about to start.
- Check that players’ equipment, bags, rackets, water bottles, towels, etc. are in boxes or baskets near the Umpire’s chair. Nothing is to hang out of their boxes or over the A boards. It is however ok for a spare racket to lie on top of their box.

Umpire Instructions

- Sit straight in your chair.
- Do not cross your legs or feet while sitting in the Umpire's chair.



Umpire Instructions

- If a female Umpire is wearing a skirt, it is then permissible for the Umpire to sit with their ankles crossed.



- If your match is on TV, make sure, if instructed by the Referee, that you receive a signal to start each game at the proper time.
- Confirm before going on court if intervals are mandatory. – this should have been covered at Umpires' briefing.

- Do not start your announcement before the players have finished their practice serves and they are in their respective courts ready to play.
- In singles, as a part of their practice, the players, if they wish, may serve twice - once from each service court.

- When starting your announcement, extend your right arm, pointing it downward to indicate and announce the player(s) on your right.
- Extend the left arm pointing it downward to indicate and announce the player(s) on your left.
- No extension of the arm is necessary to announce which side is serving.

Umpire Instructions

BWF



- While making any announcement keep your head up. You may raise the score-sheet to announce but do not cover your face with it.

Umpire Instructions

BWF



- Do not begin your announcement at the start of a match if another announcement is being made. Make sure there is a pause between « love all » and « play ». Only say « play » when the players are ready.
- Delay your announcement of the score until the crowd noise subsides unless it will delay the start of the next rally.
- All announcements must be correct, clear and audible.

- As soon as the service is delivered, have a quick look at the Service Judge. The noise of the spectators can be so loud that it is the only way to know if a service fault call has been made.
- After a quick look at the Service Judge then follow the shuttle in play.

Umpire Instructions

When writing the score onto your scoresheet, do it quickly so that you are looking at your court and players most of the time. Do exactly the same if you are using an electronic score pad.



Umpire Instructions

- Have a quick look at the scoring device located at ends of the court every time in between rallies to be sure scores are correct.



- If it is wrong, ensure that it is immediately corrected or, if this cannot be done quickly, ensure the players know it is no longer being used and inform the Referee of it accordingly.

Change of shuttle:

- If both players agree, acknowledge by making a «yes» sign with your head or extend an open hand towards your Service Judge. If one player does not want to change the shuttle, you need to give your decision without asking for the shuttle to be brought to you. Note that a player, whether serving or receiving, may ask for a shuttle change.

- Players should not test a shuttle without your permission.
- You should follow the Referee's instruction at briefing with regard to tipping or changing the speed of the shuttle.
- If mopping is needed, say « wipe the court ».
- Do not point to the spot but get the player(s) to indicate where the court needs mopping.

- During mopping allow the players to towel off or to have a drink, if the situation permits.
- Players should be back on court as soon as mopping is finished.
- It is permitted for players to have a quick towel down between rallies provided there is no delay of play.
- Ensure that one side is not allowed to be consistently slow in preparing to serve/receive.

- At the intervals, immediately after announcing the score, request the mopping of the court – do not waste time as there are often feathers and sweat on the court.
- During the two-minute interval at the end of a game, the Service Judge walks to the Umpire's chair, stands beside it and faces the court.

Umpire Instructions



- If you or the immediate area around the Umpire's chair is wired with microphones for the media, be careful about what you discuss with your Service Judge at intervals, after a game or with a player any time during a match.

- During intervals at the end of a game, do not ask players in doubles who is going to serve or receive in the next game. You should not assume that it is the same as in the previous game.
- Note that the interval is there for coaching purposes. Best practice – identify server/receiver by observing their positions only.

- Keep the interval time correctly.
- During the intervals, always be aware where the players are. Speak to player(s) if coach is not leaving the courtside after the call of « 20 seconds »
- Also be aware of possible "Service Court Errors" after a break in play, e.g. intervals, towelling down and change of ends.

- Immediately following the last rally of the game, call: «Game».
- Make sure to record the end time of the match.

Umpire Instructions

- Your announcement at the end of a match must be done after you shake hands with the players. Smile if appropriate.



- After your final announcement get out of your chair as soon as possible and with your Service Judge walk to the exit point of the court.
- Wait with your Service Judge at the exit point of the court for your Line Judges and court attendants and then exit the court and FOP as a team.

- Thanking of court officials at the end of a match should be done after you have left the court and its surroundings.
- Complete the score-sheet, if you have used a paper copy, after leaving the court. (e.g., adding up the shuttles used, time elapsed for the match, etc.)

- If a warning and/or fault has been called during the match, report details at bottom or on back of score-sheet and advise the Referee.
- As quickly as possible, have your score-sheet signed by the Referee.
- If an electronic scorepad has been used, then only collect the printed scoresheet if there has been an incident(s) which has to be brought to the Referee's attention.

- Informally (or formally if flagrant) warn players where there is:
 - Undue delay in play;
 - Throwing sweat onto the court surface;
 - Leaving court without permission, except during intervals.

- Listen carefully to a request/complaint and make a quick decision
- Call loudly and authoritatively (even if nervous) at all times
- Make clear any decision by using the relevant call/vocabulary (e.g. “you touched the net” or “change the shuttle”) and where appropriate use clear and firm gestures
- Sit alertly in the chair

- If you disagree with a line call, immediately after the line call, overrule the call by saying “Correction IN” or “Correction OUT” followed by “Service Over” as appropriate, then the new score.
- Where IRS is in use, any challenge made by a player must be done immediately.

Vocabulary that must be used for result(s) of IRS challenge:

- Challenge successful then call “Correction IN” or “Correction OUT” (as appropriate) followed by “Service over” as appropriate, then the score, and finally call “Play”.
- Challenge unsuccessful then call “Challenge unsuccessful”(“one” or “no” as appropriate) challenge remaining”. “Service over” as appropriate, then the score, and finally call “Play”.

- If the result of a challenge is “No decision” then the original, challenged decision stands.
- If following a call of “Unsighted”, by a Line Judge, IRS gives “No decision” then a “LET” shall be played.

- A player should not be allowed to influence, whether by calling or gesture, any line calls.
- A player should not be allowed to protest or dispute a call OR argue with a Line Judge without at least an informal warning

- It is no longer necessary for the net to be measured before the start of a match.
- Should the net appear to be low then the arena staff can be called, preferably during intervals to adjust the net height.

Service Judge Instructions

- Do not cross your legs or feet while sitting on your chair.
- Your hands should be rested in a comfortable position in front of you.
- If a female Umpire wears a skirt, it is then permissible for the Service Judge to sit with ankles crossed.



- Do not hand out warm up shuttles until all players have exercised their choice(s) arising from the toss.
- Do not keep the tube of shuttles or a shuttle in your hands during the match.
- Place the tube next to your chair and just pull out a shuttle when needed.

- Always receive the used shuttle before issuing a new one to the player who is serving.
- If shuttles need to be tipped – do so discreetly and have no more than 2 or 3 ready for use. Do not tip the entire tube.

- When watching the server, do not follow the shuttle to the other side.
- Keep your eyes on the server for only a moment after the serve has been delivered to see if the serve is legal; then look at the Umpire (eye contact) and then you may start to follow the shuttle in play.

- When calling a service fault, the «fault» should be called loudly with the appropriate signal being made and held long enough for the Umpire and players to see.
- Normally a player should not go to the Service Judge after a service fault call. The player must ask the Umpire's permission to speak to the Service Judge.

Service Judge Instructions

- Work as a team with your Umpire.
- Discreetly assist the Umpire with line calls, double hits, keeping score, etc.
- At the end of each game, wait for the «game» call before standing up.
- After the Umpire's announcement walk to place the interval indicator (if one is used) in the middle of court under the net and then go and stand beside the Umpire's chair facing your chair on the side of the Referee's table, unless advised differently.

- Only speak with the Umpire if it is necessary.
- At all mid-game intervals, the Service Judge should remain in his/her chair.

Service Judge Instructions

BWF



- At the end of a match, stand up to shake hands with the players. Do not shake hands while sitting on your chair. Smile if appropriate.
- Do not place one or two shuttles on mid court under the net at the end of a match.
- Once your Umpire has made their final announcement walk across the court to join Umpire to leave the court.

- You should refrain from being too friendly with players or comment on players on social media.
- All these instructions are of course subject to any specific directions given by Referees at their briefings.



Thank you