

**BWF**

# BADMINTON TECHNICAL OFFICIALS UMPIRES' MANUAL



LEVEL 1

# BWF TECHNICAL OFFICIALS' RESOURCES UMPIRES' MANUAL LEVEL 1

Published by:  
**BADMINTON WORLD FEDERATION**  
Unit 1, Level 29  
Naza Tower, Platinum Park  
10 Persiaran KLCC  
50088 Kuala Lumpur  
Tel +603 2631 9188  
Fax +603 2631 9688  
Email: [bwf@bwfbadminton.org](mailto:bwf@bwfbadminton.org)  
Website: [bwfcorporate.com](http://bwfcorporate.com)

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### MATERIALS WRITER

- Sharon Springer

### UMPIRE EXPERT PANEL

- Gilles Cavert
- Torsten Berg
- Diraj Gooneadry
- Zheng Sanliang (Sandie)
- Peter Cocker
- Carol Ui Fhearghail
- Christopher Trenholme

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### CONTINENTAL CONFEDERATIONS

- Badminton Africa [www.bcabadminton.org](http://www.bcabadminton.org)
- Badminton Asia [www.badmintonasia.org](http://www.badmintonasia.org)
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### MORE INFORMATION

The resources for Technical Officials will be available in different languages. The material can be downloaded from the BWF Education website: [bwfeducation.com](http://bwfeducation.com)

### BADMINTON WORLD FEDERATION

Unit 1, Level 29  
Naza Tower, Platinum Park  
10 Persiaran KLCC  
50088 Kuala Lumpur

Tel +603 2631 9188  
Fax +603 2631 9688  
[bwf@bwfbadminton.org](mailto:bwf@bwfbadminton.org)

Website: [bwfcorporate.com](http://bwfcorporate.com)



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## SECTION 1. OVERVIEW

### 01. BWF TECHNICAL OFFICIALS' RESOURCES

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

The BWF Technical Officials' Resources include:

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

Additionally, the *"BWF Umpire & Service Judge Instructions"* provide a concise list of the main points to keep in mind while officiating. These can be accessed using the "Download" arrow at: <http://bwfcorporate.com/technical-officials/umpires>

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

### 02. MANUAL CONTENTS

This Umpires' Manual is designed to form part of the BWF Technical Officials' Resources outlined in the previous section. For new umpires it will provide an introduction to the many skills and procedures involved in umpiring. For those who already have some umpiring experience and are looking to improve their knowledge and skills, this resource will also provide solid guidelines. Finally, for national badminton federations who are interested in conducting training for their umpires, the resource can be used as a learning tool in such training programmes.

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

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

SECTION		BRIEF DESCRIPTION
01	<b>Overview</b>	<b>Introduction to umpiring and badminton in general</b>
02	<b>What is Being an Umpire All About?</b>	<b>Description of how people get involved in umpiring and how far they might advance</b> This section provides an idea of what motivates umpires to join the technical officials team, as well as the benefits and possibilities for growth that this implies.
03	<b>What do Umpires Do?</b>	<b>Overview of the roles and responsibilities of umpires</b> This section details the role umpires play with respect to the Laws of Badminton, as well as how their umpiring style can help them perform their role to the best of their abilities.
04	<b>Description of Match Procedures</b>	<b>Detailed information about how to officiate a match</b> This section examines the procedures that umpires carry out at different moments before, during, and after their matches. It includes both instruction of what must be done, as well as tips on how to achieve this.
05	<b>On-Court Scenarios</b>	<b>Common situations that umpires face</b> The situations that all new umpires eventually face are discussed here in order to help them become more familiar with typical challenges and thus feel more confident in dealing with them on court.
06	<b>Service Judging</b>	<b>Another side to umpiring</b> Umpires also act as service judges, and this section explores the role of the service judge, the service faults that must be called and their respective signals, and advice for how to be an effective service judge.
07	<b>The Scoresheet</b>	<b>Detailed instructions for filling out the paper scoresheet</b> This section explains why the scoresheet is an important tool for technical officials, as well as how to complete a paper scoresheet for singles and doubles matches.
08	<b>Clothing Regulations</b>	<b>Guidelines on working with clothing regulations</b> The idea of this section is to ensure that umpires know what local or national regulations apply regarding player clothing, and where to find information on BWF player clothing regulations.
09	<b>The Event as a Whole</b>	<b>A look at the overall event and how umpires fit into this</b> This section looks beyond the court itself to provide relevant information on what is expected of umpires throughout the event.
10	<b>Tips for Working as a Team</b>	<b>Practical pointers to help umpires build a cohesive team</b> Suggestions are offered for working with the service judge and with line judges in a way that makes everyone feel like a valued part of the team.
11	<b>Self-Assessment Questions</b>	<b>Evaluation of understanding of the manual content</b>

There are also 19 supporting **video clips** available on BWF's YouTube Channel [BWFTV](#), which include:

- "Fault" situations during play
- "Let" situations during play
- Shuttle tipping and dispensing
- Service faults and their respective signals



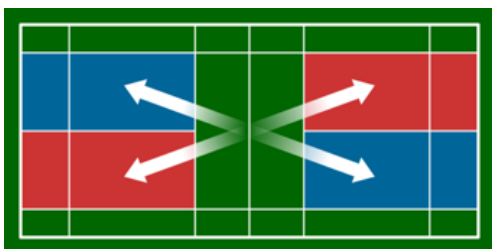
### 03. BADMINTON BASICS



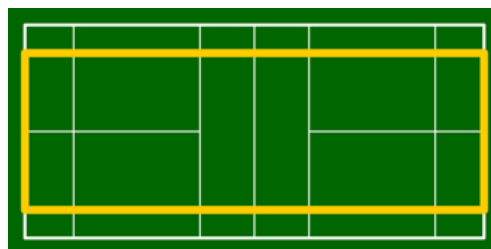
Badminton is:

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

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

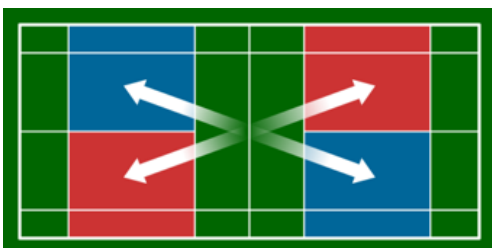


The shuttle is served diagonally into the opponents 'service box'.

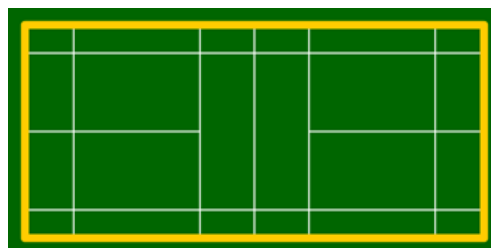


The shaded part shows the area of play for singles. A shuttle that lands outside this area means a point is won / lost.

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



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



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

For players with a disability, court sizes are adapted according to the category of player under the para-badminton classification system.

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



## 04. AIM OF THE GAME

The aim of the game is to score points by:

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

## 05. ELITE LEVEL BADMINTON

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

Players at the top level require extraordinary physical ability including:

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

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



Photo credit: BWF/BADMINTONPHOTO

## 06. OLYMPIC & PARALYMPIC GAMES

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

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

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



Photo credit: BWF/BADMINTONPHOTO

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

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

## 07. THE ORIGINS OF BADMINTON

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

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

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

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

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

## 08. REGULATING BADMINTON WORLDWIDE

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

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

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

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

### CONTINENTAL CONFEDERATIONS

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- Badminton Oceania [www.oceaniabadminton.org](http://www.oceaniabadminton.org)



## 09. BWF VISION, MISSION, GOALS

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

### VISION

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

### MISSION

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



Photo credit: BWF/BADMINTONPHOTO

### GOALS

The BWF goals are to:

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





## SECTION 2. WHAT IS BEING AN UMPIRE ALL ABOUT?

### 01. MOTIVATIONS

Umpires play a key role in the success of any tournament, and they are probably the most visible members of the technical officials team. Umpires come from different backgrounds: some may be enthusiastic badminton fans who want to get more involved in the sport, while others may be former players who want to remain involved and give something back. There are many reasons for which people become umpires, which may also influence how far they want to progress. Umpires at smaller events may be local volunteers who want to help out in their badminton community and have undergone a basic training course. They may or may not be interested in officiating at larger, more established events, which often involves traveling to different parts of their region or the world. This requires more extensive training, as well as a great deal of experience with high-level events.

Becoming an umpire can be a very rewarding experience, whether this means officiating at a local club tournament, or aspiring to be part of the Olympics. There is a good deal of camaraderie in being part of the technical officials team, in the shared sense of purpose and enthusiasm. For those who love badminton, it is exciting to contribute to the success of a well-run tournament. Umpires interact with the players, help keep spectators informed, and ensure fair conditions for all players. In short, they are truly at the heart of the action.



Photo credit: BWF/BADMINTONPHOTO

### 02. QUALITIES

To the casual observer, umpires are the ones who keep the score in a badminton match. However, being an umpire actually involves much more than this, as umpires are responsible for practically everything that happens on their courts during their matches. This means they need to **know** the Laws of Badminton quite thoroughly, but they also need to be able to **apply** them in such a way that allows them to work together with everyone on court... the service judge, the line judges, and most importantly, the players.

Umpires must be able to work under pressure to make split-second decisions, sometimes at crucial moments in key matches. They must be able to apply the laws consistently and fairly, in a friendly, but decisive way that lets the players focus on playing. Effective umpires must learn to anticipate situations in order to manage them before they become problems. Because the only way to develop and improve is through experience, they should be able to commit to regular participation in tournaments, as required by the organisation in question (local, national, international).

Umpires also need leadership skills, as they must be able to function as part of a highly coordinated team. They need to work together with the other court officials, in order to ensure that matches and tournaments run smoothly. This means working with line judges, service judges, and referees. On-court communication between umpires and line judges is crucial to a successful match and to enhancing teamwork. Finally, as part of a team, they need to present a professional image, which includes appropriate dress and behaviour, as well as following any protocol as appropriate to the tournament.

### 03. BENEFITS

Umpires are vital to the smooth running of matches and tournaments, and as such, they can feel proud of their contributions in service to the players, the technical officials team, the tournament organisation, and the sport.



Photo credit: BWF/BADMINTONPHOTO

As they progress their skills and experience, and become involved in higher-level tournaments, they will have the opportunity to participate in more exciting matches. This may imply traveling to different tournament locations and working with well-known players. It also means building a wider network of colleagues and friends within the community of technical officials. Umpires wear distinctive uniforms, which are sometimes specific to a particular event, making them exclusive designs, as well as nice mementos.

Finally, umpires are in constant interaction with players, at the heart of the action, and undoubtedly have the best seat in the house.

### 04. PATHWAY

As was mentioned earlier, some umpires are mainly interested in helping out at local tournaments. They may be badminton players or fans who enjoy volunteering in their communities and decide to undergo some basic training as umpires. However, they may want to go further, working at national or international levels, or even progressing to world-class events.

Different countries have different tournament structures, and with that, different progressions for technical officials (including line judges, umpires and referees). Countries with larger, more developed structures may require basic training and experience at a local level before moving up to regional and then national levels. Other countries, with less extensive structures, may have a single "national" level. Whether umpires are looking to progress to higher levels, or are mainly interested in improving their skills where they are, they should seek to understand their national system. This can be done by communicating with their national federation.

National badminton associations generally train, develop and assess their umpires at the highest national level for their top tournaments. This Level 1 resource is aimed for use up to the national level, especially by countries that do not have their own technical officials' education programmes in place. The Continental Confederations and the BWF also run training courses to ensure that umpires are prepared to officiate at international events, including continental and world events. In the future, a Level 2 resource will support continental-level training to ensure a certain level of consistency and standardization, with a view towards preparation for BWF-level training and assessment.

Of course, in addition to formal courses at different levels, those interested in umpiring at the international level will need a great deal of experience and commitment, as well as a long-term plan. They should express their interest to their national federation, so that if they qualify for higher-level training and opportunities this can be planned together with the relevant Continental Confederation.

At the highest levels, the BWF has two levels of umpires – BWF accredited and BWF certificated (the highest level in umpiring). Some Continental Confederations also maintain two levels of credentials for their umpires. In order to progress from national to international, and from accredited to certificated, umpires generally need to meet certain criteria regarding experience, which may include a minimum period of time or number of matches at different kinds of events. BWF certificated umpires may be nominated for BWF major events such as the BWF World Championships, Sudirman Cup, Thomas & Uber Cups, and major multi-sport events such as the Olympic Games. For more information on the nomination process, please visit <http://bwfcorporate.com/technical-officials/umpires>.

As was mentioned earlier, umpiring is not just about knowing the Laws of Badminton. This knowledge is the first step in being able to apply the laws, but wise application comes through



*Photo credit: BWF/BADMINTONPHOTO*

experience, as well as sharing and mentoring. Experience comes through practice, and getting enough practice means attending as many tournaments as possible. Sharing and mentoring means being open to discussing situations (even “mistakes”) in the interest of learning from others. With more experience, umpires will be assigned to more difficult matches, with higher-ranked players. Umpires who aim to someday officiate at a top world event, such as the World Championships or the Olympic Games, will need to seek out opportunities at higher-level tournaments. This will help them advance their experience and their credentials. It is a long-term process, but it has led many umpires to the chair at world-class events.

## SECTION 3. WHAT DO UMPIRES DO?

### 01. THEIR ROLE IN A MATCH

According to the Laws of Badminton:

*The umpire, where appointed, shall be in charge of the match, the court and its immediate surrounds. The umpire shall report to the Referee.*

*An umpire shall:*

- *uphold and enforce the Laws of Badminton and, especially, call a "fault" or a "let" should either occur;*
- *give a decision on any appeal regarding a point of dispute, if made before the next service is delivered;*
- *ensure players and spectators are kept informed of the progress of the match;*
- *appoint or replace line judges or a service judge in consultation with the Referee;*
- *where another technical official is not appointed, arrange for that official's duties to be carried out;*
- *where an appointed official is unsighted, carry out that official's duties or play a "let";*
- *record and report to the Referee all matters relating to Law 16; and*
- *refer to the Referee all unsatisfied appeals on questions of law only. (Such appeals must be made before the next service is delivered or, if at the end of the match, before the side that appeals has left the court.)*



Photo credit: BWF/BADMINTONPHOTO

While this list offers a concrete view of an umpire's responsibilities, achieving this in practice involves a great many details, some of which are procedural and some of which involve dealing with people. As mentioned previously, it is one thing to know the laws, but another to carry them out effectively. In addition to the **Laws of Badminton**, umpires should also be familiar with the **Instructions to Technical Officials (ITTO)**, which serve to help them perform the above duties as part of the technical officials team. It is important to consult the most recent versions of these documents, and both the Laws of Badminton and the ITTO can be accessed at <http://bwfcorporate.com/statutes>.

Umpires need to ensure that their matches run smoothly, which goes beyond keeping players and spectators informed by making the correct announcements and using the appropriate vocabulary. It also means ensuring that neither side gains an unfair advantage – which can involve anything from tampering with the shuttle, to delaying the game, to aggressive behaviour towards the opponent when celebrating points. Umpires need to work together with the other technical officials on court, for example by acknowledging (or sometimes even overruling) a line judge's decision. All of this involves not only knowledge, but also quick decision-making skills and good judgement, and is actually much more complex than the concrete list above might suggest.

Umpires also have an important role in the presentation of their matches, the event and the sport. By wearing appropriate attire, behaving professionally, and observing good posture and positive body language during their matches, but also throughout the entire event, umpires will gain a great deal of credibility, as well as raising the profile of the event.



## 02. THEIR ATTITUDE / STYLE (HOW THEY ACHIEVE THEIR ROLE EFFECTIVELY)

While the previous section focused on *what* umpires do (from an overall perspective to a more detailed approach), this section will look at *how* umpires can best go about achieving this. The attitude an umpire projects – to the players, the coaches, and the other court officials – can go a long way towards facilitating the application of the Laws of Badminton. Establishing the right attitude has a lot to do with confidence. Part of this confidence comes from a thorough knowledge of the laws, part of it comes from experience, and still another part comes from the belief that you are prepared to handle any situation that might arise.

Some of the qualities of a good umpire may come naturally, and others can be developed through practice. Some can be rehearsed, while others are harder to polish except through experience. Some are general qualities that will apply to various areas of life, while others are specific to umpiring.

Generally, umpires should have the ability to:

- maintain concentration, focus and alertness
- communicate clearly (one-on-one and in public speaking)
- work as part of a team
- keep calm under pressure

They will also need to develop skills around:

- assertive/pro-active court management
- anticipation of potential on-court situations
- maintaining control of the match (scores, faults, line calls, player behaviour)
- application of the laws in a quick, consistent, fair way

All of these qualities will help umpires to carry out their duties in a way that demonstrates firm, fair control to the players, coaches and spectators. Once players realise they can trust you to be consistent and fair, many of the potential hotspots will disappear. On the other hand, it is important to keep in mind that “the game is for the players”. The best umpires do their job so well that no one notices them.

Each umpire has his/her own style on court. This generally reflects the umpire’s experience and approach, and can help project confidence and control. It is what makes them feel (and appear) comfortable in the chair. While umpiring styles are personal and diverse, following is a list of good practices that can help umpires establish their “presence” on court.

- Keep head movement small and natural during rallies as you follow the shuttle.
- Focus on the net area for just a little longer than normal when there is close net play.
- Glance at the loser of the rally briefly before going to the scoresheet or scoring tablet.
- Make eye contact with the service judge at the end of every rally.
- Make eye contact with the line judges when they make calls, and acknowledge their calls with a small nod of the head and a smile.
- Take immediate and appropriate action if any incidents occur.
- Be aware of the shuttle at all times, so that you know (as far as possible) before the players even ask that the shuttle needs to be changed.



Photo credit: BWF/BADMINTONPHOTO

- Use a high clear to one side of the court to briefly glance at the coaches at that end to maintain an awareness of them and ensure they are not coaching during the rally.
  - When players know that they have “crossed the line”, let your body language show this.
- 

### 03. INTERACTION WITH OTHER TECHNICAL OFFICIALS

Umpires are a key part of the technical officials team, and in order to carry out their functions to the best of their abilities, they need to have a clear understanding of the roles and responsibilities of the other technical officials. A more complete description can be found in the Laws of Badminton, but a brief overview is offered below.

#### **Referees**

The referee is in overall charge of the tournament or championship, and ensures that the competition is carried out in accordance with the Laws of Badminton and the relevant rules and regulations (BWF and/or other).

#### **Service Judges**

Umpires are also appointed to matches to act as service judges. In this capacity, they call service faults made by the server, should they occur. Unofficially, service judges also carry out other duties, such as dispensing shuttles to players. (More information about service judging is provided in **Section 6**.)

#### **Line Judges**

Line judges are responsible for indicating whether the shuttle lands “in” or “out” with respect to the line(s) they are assigned to monitor. They may also be responsible for mopping the court as instructed by umpire.

Respectful and professional interaction among the different technical officials makes everyone’s job easier and more enjoyable, along with achieving better results and projecting a positive image of the sport. **Section 10** of this manual will discuss some tips for working successfully with the different court officials that make up the team (after the specific functions of the umpire have been addressed in greater detail).

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## SECTION 4. DETAILED DESCRIPTION OF MATCH PROCEDURES

This section offers an explanation of the different parts of a match, broken down for easy reference. It will take umpires through the process of a match, in a way that makes it easier to understand the many details that come into play. It is divided into:

- Before the Match – Off-court
- Before the Match – On-court
- At the Start of the Match
- During the Match – Situations that will always occur
- During the Match – Situations that may occur
- At the End of each Game
- After the Match

This structure is designed to help new umpires focus on what happens at different points in the match, as well as to distinguish what *always* happens (routine parts of the match) from what *may* happen (situations which may or may not occur in a given match). For those who are quite new to umpiring, it may be especially helpful in their reading to become familiar with the routine situations first. Once they feel more comfortable with the basic structure of a match, they can then focus on the situations that may happen, with a greater understanding of the overall context.

Each of the parts of the match is further broken down into:

- **What the ITTO says:** This provides a handy summary of official procedures, but umpires should always refer to the ITTO for the most updated and detailed version.
- **What this looks like in practice:** This is designed to put the procedures into context and help umpires understand how best to carry them out.
- **Further advice / Good practice / Additional considerations:** These are practical “tips” from experienced umpires to help make the process more manageable for those who are new to umpiring. Also, as the ITTO are written with high-level events in mind, this section offers a perspective that may be helpful for those working at a more grassroots level.

## 01. BEFORE THE MATCH – OFF COURT

WHAT THE ITTO SAYS	WHAT THIS LOOKS LIKE IN PRACTICE	FURTHER ADVICE / GOOD PRACTICE / ADDITIONAL CONSIDERATIONS
Obtain the scoresheet from match control.	<ul style="list-style-type: none"> <li>Score sheets may be pre-printed with players' names and affiliations (country, region, club, etc.), as well as other match information (umpire, service judge, court number), or you may need to fill in part or all of this information.</li> </ul>	<ul style="list-style-type: none"> <li>If scoresheets have not been pre-printed with the match information, you will need to find out the names of the players.                             <ul style="list-style-type: none"> <li>It is a good idea to fill in the players' names all the way down the left side of the scoresheet, in case the match goes to three games.</li> </ul> </li> <li>Make sure you have a coin for the toss, a pen (and a spare), your stopwatch, and your yellow and red cards.                             <ul style="list-style-type: none"> <li>Double-check just before going onto court that nothing has fallen out of your pockets.</li> <li>Service judges should also take their umpiring equipment on court with them, so they can help out in case of a problem.</li> </ul> </li> <li>If there is no service judge, you will need to take sufficient shuttles with you when you go on court. If there is a service judge, ensure that he/she has shuttles before you go on court.</li> </ul>
Ensure that the specified number of line judges, and if applicable, court attendants are present.	<ul style="list-style-type: none"> <li>Make sure that you know how many officials there should be on your team, and that they are all present. This could include a service judge, up to ten line judges, and up to two court attendants (whose sole job is to wipe the court when required).</li> <li>If there are no line judges, you may be responsible for calling all lines, or the players may be charged with calling their own lines, with the possibility that you can overrule them if need be.</li> </ul>	<ul style="list-style-type: none"> <li>Go promptly to the assembly point (if there is one), or make sure your full team is on court when you arrive.</li> <li>For smaller tournaments, you may need to ensure that line judges know which line(s) to call and what the signals/calls are. At larger tournaments with a Manager of Line Judges (or Line Judge Coordinator), this should not be necessary.</li> <li>If there are no line judges, be sure you know the expectations for calling lines (if it will be you or the players) before going on court.</li> </ul>
Ensure that the players' clothing complies with the tournament regulations as instructed by the referee.	<ul style="list-style-type: none"> <li>Check that the players' clothing meets the established requirements regarding colour, lettering, advertising and design (as indicated by the referee at the umpire briefing). If the players have to come to an established assembly point before going on court, this is where the check should be done.</li> </ul>	<ul style="list-style-type: none"> <li>See <b>Section 8</b> of this manual for further detail on clothing regulations.</li> <li>Lower-level tournaments may not follow such strict clothing regulations. Make sure you know what guidelines have been established by the referee for the tournament/stage of tournament (qualifiers, quarter-finals, semi-finals, etc.).</li> </ul>
Ensure all players' mobile phones are switched off.	<ul style="list-style-type: none"> <li>Follow the referee's guidelines (remind players, advise them as to fines, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>If you are carrying a cell phone, you should also make sure that it is switched off!</li> </ul>

## 02. BEFORE THE MATCH – ON COURT

WHAT THE ITTO SAYS	WHAT THIS LOOKS LIKE IN PRACTICE	FURTHER ADVICE / GOOD PRACTICE / ADDITIONAL CONSIDERATIONS
<p>Carry out the toss fairly and ensure that the winning and losing sides exercise their choices correctly and that they are noted.</p>	<ul style="list-style-type: none"> <li>• If the umpire and service judge have arrived first, the umpire should stand on the singles side line, on the side with the umpire’s chair. The umpire’s feet should be on either side of the short service line (on the side of the net that is closest to the referee or match control). The service judge should stand beside the umpire (between the umpire and the net).</li> <li>• If the players are already warming up on court, stop them in order to carry out the toss. (This may be more common in smaller events, whereas in larger events, players and technical officials often march on court together.)</li> <li>• Ask the side that wins the toss to make the corresponding choice (serve, receive, or choose a side). In the case of doubles, if they choose to serve or receive, ask which of the pair will be the server or receiver.</li> <li>• Ask the losing side to make the remaining choice. Again, in the case of doubles, ask which of the pair will be the server or receiver.</li> </ul>	<ul style="list-style-type: none"> <li>• As you are doing the toss, make sure you can properly identify each of the players. If necessary, make a note on your scoresheet to remind you which player is which (e.g., red shoes, ponytail, blond, knee guard, etc.).</li> <li>• If there are no line judges, inform the players whether you will be calling the lines or they will call their own lines. This can help avoid misunderstandings or conflicts later on in the match.</li> <li>• If players are calling their own lines, they should know that you will be able to overrule them if necessary. Adding that “you hope not to have to do so” is a nice way to proactively ask for good conduct and sporting behaviour, and can help players feel like you are all working together.</li> </ul>
<p>On the scoresheet, write “0” for both sides and “S” for server, and in the case of a doubles match, “R” for receiver</p>	<ul style="list-style-type: none"> <li>• See the instructions in <b>Section 7</b> of this manual for more details on how to use the scoresheet.</li> </ul>	<ul style="list-style-type: none"> <li>• Remember that the “R” for receiver is only used for doubles matches. In a singles match, it is evident who is receiving.</li> </ul>
<p>Get into the umpire’s chair as quickly as possible after the toss, start the stopwatch and then...</p>	<ul style="list-style-type: none"> <li>• Get into the umpire’s chair (if applicable) and complete your scoresheet as appropriate.</li> <li>• Make sure you have marked down who will serve first and, in the case of doubles, who will receive first.</li> </ul>	<ul style="list-style-type: none"> <li>• Have a look at the players’ bags/belongings to make sure everything is put away as required (for example, in baskets courtside) and that there are no liquids that could spill or other hazards.</li> </ul>

WHAT THE ITTO SAYS	WHAT THIS LOOKS LIKE IN PRACTICE	FURTHER ADVICE / GOOD PRACTICE / ADDITIONAL CONSIDERATIONS
<p>...time the warm-up period. The two-minute warm-up starts when the umpire sits in his/her chair and ends with the calling of "Play" to start the match.</p>	<ul style="list-style-type: none"> <li>• Advise the players that they have 2 minutes before the first game starts, and start your stopwatch.</li> <li>• After the first 90 seconds of the players' warm-up time, call "Ready to play", ensuring that the players have heard you. Repeat if necessary. The players should stop their warm-up and prepare for the start of the first game, which usually involves their removing any outer clothing, preparing their spare rackets at the side of the court, having a drink, chalking their grip, collecting a new shuttle (from the service judge, if applicable, or from you), and having a practice serve.</li> </ul>	
<p>...check that any scoring device is working; and</p>	<ul style="list-style-type: none"> <li>• If there is a scoring device in use and it is not working correctly, call the referee.</li> </ul>	
<p>...check that the line judge chairs are correctly positioned</p>	<ul style="list-style-type: none"> <li>• If there is any problem with the positions and there is a line judge team leader, ask the leader to take care of this. If there is no team leader, ask the line judge in question to adjust his/her position.</li> </ul>	<ul style="list-style-type: none"> <li>• There will generally only be line judge team leaders at higher-level events. At smaller events, it is a good idea to do a quick check of any line judges' positions before you get into the umpire's chair. Once you get into the chair, you cannot get down until the match is over, so you would have to call the line judge over to talk to you. If there is a service judge, he/she can help make sure the line judges are correctly positioned and ready for action once you are in the chair.</li> </ul>

### 03. AT THE START OF THE MATCH

WHAT THE ITTO SAYS	WHAT THIS LOOKS LIKE IN PRACTICE	FURTHER ADVICE / GOOD PRACTICE / ADDITIONAL CONSIDERATIONS
<p>The umpire shall announce the match using the appropriate announcement (<i>see ITTO</i>), and point to the right and to the left.</p>	<ul style="list-style-type: none"> <li>Once the players are ready to start, make your opening announcement, introducing the player(s) on your right first, then introducing the player(s) on your left, then announcing which side is going to serve and, in the case of doubles, to whom the serve will be directed. End this phase of the announcement with "Love-all".</li> </ul>	<ul style="list-style-type: none"> <li>If you need to use your scoresheet for the announcement, make sure you are not talking down into your clipboard. However, if you hold it up to see the names, make sure it is not in front of your face!</li> <li>Make sure that the service judge and the line judges are ready, and that the players' coaches are seated in their allocated seats (if applicable), before announcing "Play".</li> <li>It is a good idea to <i>always</i> use the full announcements to introduce players, even if the tournament is a low-level, local event and this is not required. It helps you practice all the combinations of announcements, and it makes the players feel special!</li> </ul>
<p>The calling of "Play" indicates the start of the match.</p>		<ul style="list-style-type: none"> <li>Don't rush directly from the announcement of "Love all" to "Play". Pause briefly and check that everything and everyone on your court is ready for the game to begin. Glance at the service judge and line judges, if you have them, as a final check that your team is ready. If the players have coaches at the back of the court, glance at them to ensure they are seated in the assigned seating. Once you have taken this brief pause, and a deep breath, announce "Play"!</li> </ul>
<p>Note the time on the scoresheet immediately before calling "Play".</p>		<ul style="list-style-type: none"> <li>There are a lot of details requiring attention just before/ after you call "Play", so it is easy to forget to write down the time. It can be helpful to check the time when the warm-up is starting, add 2 minutes, and write down that time as an estimate. You can always adjust it later if needed, which is preferable to forgetting to write the time altogether.</li> </ul>



## 04. DURING THE MATCH – SITUATIONS THAT WILL ALWAYS OCCUR

WHAT THE ITTO SAYS	WHAT THIS LOOKS LIKE IN PRACTICE	FURTHER ADVICE / GOOD PRACTICE / ADDITIONAL CONSIDERATIONS
Use the standard vocabulary in BWF Statutes, Section 4.1.5 of the Laws of Badminton	<ul style="list-style-type: none"> <li>Using the standard vocabulary helps keep communication between umpires and players professional and precise. It also helps players whose first language is not English to understand what is being said.</li> </ul>	<ul style="list-style-type: none"> <li>Be sure to check the BWF website regularly for any changes in vocabulary.</li> <li>It is good practice to review your vocabulary, announcements, etc. prior to any event at which you officiate, no matter how long you have been doing it.</li> </ul>
Record and then call the score. Always call the server's score first.	<ul style="list-style-type: none"> <li>Acknowledge all calls and signals made by the line judges. Call "Out", as appropriate, if there are lines not covered by line judges. If players are calling their own lines (especially in smaller tournaments), you should be ready to overrule any obvious bad call.</li> <li>All calls (lines and score) should be clear and loud, so that they can be heard by both players and spectators.</li> </ul>	<ul style="list-style-type: none"> <li>When calling the score, do not rush the words. If you say the words too quickly, this can be hard to understand, especially for a player whose first language is not English. Be slow and precise when you say "Service over, 7-6", leaving a long pause between the two scores:   <i>"Service Over" &lt;pause&gt; "Seven" &lt;pause&gt; "Six"</i> </li> <li>Throughout the match, check that the serve is being delivered from the correct service court. Also, in the case of doubles, confirm the correct server and receiver. This is especially important after intervals or breaks in play, as a pair may forget who should be on which side.</li> </ul>
During the service, if a service judge is appointed, especially watch the receiver. The umpire may also call a service fault.	<ul style="list-style-type: none"> <li>Even if you are watching the receiver, you still need to be aware of what the server is doing. If the server delays the game or tampers with the shuttle, the service judge cannot call these. Watch the receiver, but keep the server in your peripheral vision.</li> <li>If there is no service judge appointed, you will need to call any service faults, as well as any obvious receiver faults (although this is more difficult with no service judge). You will need to watch the server carefully, but also try to keep the receiver in your peripheral vision.</li> </ul>	

WHAT THE ITTO SAYS	WHAT THIS LOOKS LIKE IN PRACTICE	FURTHER ADVICE / GOOD PRACTICE / ADDITIONAL CONSIDERATIONS
Be aware of the status of any scoring device.	<ul style="list-style-type: none"> <li>Glance at the scoring display upon announcing the score to be sure it is working and the score is correct.</li> </ul>	<ul style="list-style-type: none"> <li>If the scoring display goes off (or gets stuck, or is incorrect), this can distress the players. Reassure them that you are in control of the match, and that the score that you have on your screen/scoresheet is what counts. If a scorer makes a mistake or the scoring device gets stuck, your clear, calm, audible announcement of the score will help reinforce this.</li> </ul>
When a side loses a rally and the right to continue serving, call "Service over" followed by the score starting with that of the new serving side.	<ul style="list-style-type: none"> <li>If the current serving side loses the rally, make sure to say "Service over", before announcing the score.</li> </ul>	<ul style="list-style-type: none"> <li>As explained above, do not rush the announcement – for example, 7-All: <i>"Service Over" &lt;pause&gt; "Seven" &lt;pause&gt; "All"</i></li> </ul>
During each game, after the rally which takes a side to 11 points the Umpire shall call the score followed immediately by "interval", or "service over", the score and then "interval".	<ul style="list-style-type: none"> <li>Ensure that intervals are announced and that the duration is correct. During the intervals, check if the court needs to be wiped, make sure that there are enough shuttles, and be aware of the location of the players and coaches.</li> </ul>	<ul style="list-style-type: none"> <li>Once again, remember the pauses: <i>"Service Over" &lt;pause&gt; "Eleven" &lt;pause&gt; "Nine" &lt;pause&gt; "Interval"</i></li> <li>Make sure you know where players should be (to avoid service court errors) when they return to court.</li> </ul>
The timing of the interval starts when the appropriate rally ends, regardless of any applause.	<ul style="list-style-type: none"> <li>Start your stopwatch as soon as the rally ends.</li> </ul>	<ul style="list-style-type: none"> <li>When one side has reached 10 points, be ready to start your stopwatch in case the next point is 11.</li> </ul>
In all intervals during games, at 40 seconds, the umpire shall call...	<p>"Court [number], 20 seconds". Repeat the call.</p> <ul style="list-style-type: none"> <li>If there is only one court in use, do not mention the court number. Just say "20 seconds" and repeat the call.</li> </ul>	<ul style="list-style-type: none"> <li>Once again, a pause will make your announcement more intelligible, and will also make you sound more confident and in control: <i>"Court 1" &lt;pause&gt; "20 seconds" &lt;pause&gt; "Court 1" &lt;pause&gt; "20 seconds"</i></li> </ul>

WHAT THE ITTO SAYS	WHAT THIS LOOKS LIKE IN PRACTICE	FURTHER ADVICE / GOOD PRACTICE / ADDITIONAL CONSIDERATIONS
In all these intervals, each side may be joined on the court by no more than two accredited coaches. They must leave the court when the umpire calls "20 seconds".	<ul style="list-style-type: none"> <li>• Players and coaches should remain near the umpire's chair, on their respective sides, during the interval – until the call of "20 seconds".</li> <li>• Make sure that anyone joining the players has appropriate accreditation. If not, call the referee.</li> </ul>	<ul style="list-style-type: none"> <li>• If players go towards the coaches' chairs at the back of the court, it will be harder for you to control any situations that may arise, like the coaches not leaving the court when you call "20 seconds".</li> </ul>
To resume a game after an interval, repeat the score followed by "Play".	<ul style="list-style-type: none"> <li>• Have a quick look at the service judge and line judges, if applicable, to make sure everyone is ready and knows the game is about to continue.</li> </ul>	
When the leading side reaches 20 points in each game, call "Game point" or "Match point", as applicable.		<ul style="list-style-type: none"> <li>• Be aware as the score of the leading side approaches 20, so that you are ready to call "Game point" or "Match point", as appropriate.</li> </ul>
The calls of "Game point" and "Match point" must always immediately follow the server's score and be before the receiver's score.	<ul style="list-style-type: none"> <li>• For example, if the score in the first game reaches 20-19, you would announce:                          "Twenty" &lt;pause&gt; "Game point" &lt;pause&gt;                                                          "Nineteen"</li> </ul>	<ul style="list-style-type: none"> <li>• The announcement of "Game point" or "Match point" is usually only made once per game. As such, if the leading player does not win the next point, the following opportunity for a game point or a match point (for either side) does not require a new announcement (unless the leading score reaches 29, which is addressed in the next section).</li> </ul>

## 05. DURING THE MATCH – SITUATIONS THAT MAY OCCUR

WHAT THE ITTO SAYS	WHAT THIS LOOKS LIKE IN PRACTICE	FURTHER ADVICE / GOOD PRACTICE / ADDITIONAL CONSIDERATIONS
<p>Raise the right hand above the head when the referee is required on court.</p>	<ul style="list-style-type: none"> <li>There are many situations that could mean the referee should come on court, from a problem with court mats to player injury. Remember to start your stopwatch once you call for the referee, so that you can make a note on the scoresheet as to how long play was stopped. See <b>Section 7</b> of this manual for more information on the notes that need to be made on the scoresheet if the referee is called.</li> </ul>	<ul style="list-style-type: none"> <li>Be aware that the right hand is used to call the referee on court, while raising the left hand above the head is used to signal that a decision is required from the Instant Review System (IRS) as to whether a shuttle landed “in” or “out”. This is, of course, only applicable at tournaments with IRS in place, which are quite high-level events.</li> </ul>
<p>“Fault” shall be called by the umpire when a fault occurs, except when...</p>		<ul style="list-style-type: none"> <li>Watch for any faults or lets during play, and make sure that you call these immediately and boldly.</li> <li>Examples of “fault” situations during play (at the net) can be seen in <b>Video Clip UMPV1</b>.</li> <li>Examples of “let” situations can be seen in <b>Video Clip UMPV2</b>.</li> </ul>
<p>...a service fault is called by the service judge. The umpire shall call “Service fault called”, followed by an explanation using the appropriate vocabulary (BWF Statutes, Section 4.1.5, Section 4);</p>		<ul style="list-style-type: none"> <li>If there is a lot of noise in the hall, it may be difficult to hear a service fault call. Having a quick look at the service judge just after the service will help avoid any miscommunication.</li> <li>When a service fault has been called, the player should not address the service judge to ask about the fault. The service judge’s signal and the umpire’s call should suffice to communicate the nature of the fault, but if there are further questions, the player should address the umpire. The umpire will either answer (preferably) or direct the player to the service judge.</li> </ul>
<p>...a fault during service is called by the umpire. The umpire shall announce the service fault or receiver fault using the appropriate vocabulary (BWF Statutes, Section 4.1.5, Section 4); or</p>		<ul style="list-style-type: none"> <li>As these calls are made less frequently, it is a good idea to review this vocabulary before an event.</li> </ul>

WHAT THE ITTO SAYS	WHAT THIS LOOKS LIKE IN PRACTICE	FURTHER ADVICE / GOOD PRACTICE / ADDITIONAL CONSIDERATIONS
<p>...a fault occurs under Laws 13.2.1, 13.2.2 (which are obvious), 13.3.1 (for which the line judge's call and signal suffices), or 13.3.2, unless clarification is needed for the players or spectators.</p>		
<p>If neither side wishes to take an interval, play in that game shall continue without an interval, except where intervals are made mandatory by the referee.</p>	<ul style="list-style-type: none"> <li>Sometimes intervals are mandatory for broadcasting purposes, which is mainly for higher-level events.</li> </ul>	<ul style="list-style-type: none"> <li>Make sure that you know if intervals are optional or mandatory before you go on court.</li> </ul>
<p>If a side reaches 29 points, in each game and for each side, call "Game point" or "Match point", as applicable.</p>	<ul style="list-style-type: none"> <li>Once the score reaches 29, you need to indicate "game point" or "match point" again. When the score reaches "29-28" you would announce:                       "Twenty Nine" &lt;pause&gt; "Game Point" &lt;pause&gt;                      "Twenty Eight"</li> <li>If the scores draw level again:                       "Twenty Nine" &lt;pause&gt; "Game Point" &lt;pause&gt;                      "All"</li> </ul>	
<p>In a third game (or in a match of one game), after the rally which takes a side to 11 points, the umpire shall call the score, followed immediately by "interval, change ends", or "service over", the score, and then "interval, change ends".</p>	<ul style="list-style-type: none"> <li>Make sure that the players change ends at the appropriate times during the match.</li> </ul>	<ul style="list-style-type: none"> <li>Be especially careful not to forget the change of ends at 11 points in a third game!</li> <li>Keep an eye on the players and coaches as they change ends, and ensure that players' belongings are once again properly placed (for example, in baskets courtside, if applicable).</li> </ul>
<p>During this interval and after the players have changed ends, each side may be joined on the court by no more than two accredited coaches. They must leave the court when the umpire calls "20 seconds".</p>	<p>(As explained previously around intervals)</p>	<ul style="list-style-type: none"> <li>This interval will seem shorter than other 11-point intervals, as it takes time for the players to change sides and organise their gear. Make sure the players and coaches hear the "20 second" call and are reacting to it.</li> </ul>

## 06. AT THE END OF EACH GAME

WHAT THE ITTO SAYS	WHAT THIS LOOKS LIKE IN PRACTICE	FURTHER ADVICE / GOOD PRACTICE / ADDITIONAL CONSIDERATIONS
“Game” must always be called immediately after the final rally of each game has ended, regardless of applause. This call of “Game” is the start of the interval between games.	<ul style="list-style-type: none"> <li>Start your stopwatch as soon as the final rally ends, unless the match has ended with that game.</li> </ul>	<ul style="list-style-type: none"> <li>Even when the final rally means the end of the match, the umpire must still call “Game” to indicate that the game in question has ended (and therefore the match has been won). Without the call of “Game”, there is no clear indication that the game/match has been won.</li> </ul>
After the first game ends, call...	<i>“First game won by...[name(s) of player(s), or member (in a team tournament)] ... [score]”</i>	
After the second game ends, call...	<i>“Second game won by...[name(s) of player(s), or member (in a team tournament)] ...[score]; one game all.”</i>	<ul style="list-style-type: none"> <li>This applies if it is the second of three games. If the match is ending with this second and final game, see immediately below (“If a game wins the match...”).</li> </ul>
If a game wins the match, the umpire shall call...	<i>“Match won by...[name(s) of player(s), or member (in a team tournament)] ...[scores].”</i>	
In the intervals between games, at 100 seconds, call...	<i>“[Court...] 20 seconds”. Repeat the call.</i>	
During these intervals, after the players have changed ends, each side may be joined on the court by no more than two accredited coaches. They must leave the court when the umpire calls “20 seconds”.	(As explained previously around intervals)	(As explained previously around intervals)
To start the second game, call...	<i>“Second game. Love all; play.”</i>	<ul style="list-style-type: none"> <li>Same indications as regarding initial announcement – clearly, with pauses</li> </ul>
When there is a third game, call...	<i>“Final game. Love all; play.”</i>	(Same)

## 07. AFTER THE MATCH

WHAT THE ITTO SAYS	WHAT THIS LOOKS LIKE IN PRACTICE	FURTHER ADVICE / GOOD PRACTICE / ADDITIONAL CONSIDERATIONS
<p>At the end of the match, the umpire shall note the end time and duration of the match on the scoresheet.</p>	<ul style="list-style-type: none"> <li>• Once all players have shaken your hand and the hand of the service judge (if you have one), make your final announcement and then leave the umpire's chair as soon as possible.</li> <li>• Complete the scoresheet correctly (as detailed in Section 7).</li> <li>• When you have completed the scoresheet, including any notes (as explained in Section 7), take it to the referee to be signed off. Let the referee know of any issues, warnings, line judge overrules, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Just as your responsibility started when you walked onto the field of play, it does not end until you have left the court. You still have jurisdiction over what happens on court, and any player guilty of misconduct after the end of the final game of the match can still be warned or faulted.</li> <li>• It is important to get out of the chair as soon as possible. Line judges may be required to wait for the umpire before leaving the field of play, which can delay the following matches. You need to note the end time before you forget and make sure that you know how many shuttles were used, but any other notes can be written up after you have left the court.</li> <li>• If you are not marching off as a team (especially in smaller events), quickly check that the court is in good order for the next match and that any baskets for the players' bags are neatly positioned before you leave the court.</li> </ul>



## SECTION 5. ON-COURT SITUATIONS / SCENARIOS

This section contains common scenarios that umpires may encounter during a tournament. The more experience umpires have, the more confident they will feel about handling these kinds of situations, whether with players, coaches, or court surroundings. The questions below are designed to help umpires explore different scenarios and solutions, and should be used in consultation with the ITTO (Sections 5.9 to 5.17), as well as the Laws of Badminton. The answers are provided on the following pages.

### 01. PLAYER CONDUCT

- When can a player shout encouragement to hit or not to hit a shuttle?
  - What should a player do if he/she disagrees with a line judge's call?
  - What are some player actions that are considered distracting or offensive to the opponent? (Name 3.)
  - At what point(s) in a match can players leave the court?
  - What is one way that players might try to delay play during the match?
  - If a player tips his/her own shuttle because it is too fast, what should the umpire do?
- 

### 02. COACH CONDUCT

- At what point(s) in the match is a coach allowed to coach the player(s)?
  - At what point(s) in the match is a coach allowed to talk to the umpire and/or line judges?
  - What happens if a coach is causing a distraction on court?
  - If coaches wish to have a better view of the court, should they move the position of their chairs or simply stand?
- 

### 03. OTHER SITUATIONS

- What happens when a shuttle comes onto court from an adjacent match?
  - If both players agree that the shuttle is too fast, can the umpire decide to change the speed?
  - What should the umpire do if a player is injured on court?
  - If there is a problem with court conditions (for example, the panels of the court mat come undone), what should the umpire do?
- 

### 04. MISCONDUCT

- What is the procedure for the umpire to warn a player for misconduct?
- How does this differ from the procedure to fault a player for misconduct?
- Can the umpire give a black card?
- What happens if there is player misconduct during an interval or after the match?

The scenarios presented in this section aim to provide umpires with a good overview of the most common situations they will eventually face. While these may seem rather straightforward on paper, or within the context of a training course, it is often more difficult to react with the same certainty during a match, when there is more pressure and less time to make a decision. The more prepared umpires are, the more likely it is that they will make the correct decision, while projecting confidence and professionalism to the players, coaches and spectators.

On another note, whenever there are situations that are more complicated, or that require more subjective decisions, it is generally helpful to discuss the situation afterwards with colleagues (fellow umpires, as well as referees) to hear other perspectives. This can be beneficial for all those involved, as others may have faced similar situations or may face them in the future. It is always interesting to hear how more experienced colleagues have handled such situations, especially when they have approached similar situations in different, but equally valid ways. Such discussions can be a useful learning process all around and provide one of the best ways for everyone to grow.

---

## ANSWERS:

### 01. PLAYER CONDUCT

- When can a player shout encouragement to hit or not to hit a shuttle? *Only to the player's partner – not to the opposition*
- What should a player do if he/she disagrees with a line judge's call? *Any communication should be directed to the umpire – the player should not engage with the line judge*
- What are some player actions that are considered distracting or offensive to the opponent? (Name 3.) *Throwing racket under net, calling "fault", celebrating excessively, use of foul language, use of rude gestures*
- At what point(s) in a match can players leave the court? *During the intervals described in Law 16.2, or with the umpire's permission*
- What is one way that players might try to delay play during the match? *Unnecessary walking around court between rallies*
- If a player tips his/her own shuttle because it is too fast, what should the umpire do? *Warn (or fault) the player, as per Law 16.7, and discard the shuttle.*

### 02. COACH CONDUCT

- At what point(s) in the match is a coach allowed to coach the player(s)? *Interval/when the shuttle is not in play*
- At what point(s) in the match is a coach allowed to talk to the umpire and/or line judges? *Never*
- What happens if a coach is causing a distraction on court? *A "let" is called the first time. If it happens again, a "let" is again called, and the referee is called.*
- If coaches wish to have a better view of the court, should they move the position of their chairs or simply stand? *Neither*

### 03. OTHER SITUATIONS

- What happens when a shuttle comes onto court from an adjacent match? *If it has obstructed or distracted the players, a "let" should be called. If in the opinion of the umpire, there has been no distraction, play continues. (Examples of both situations can be seen in Video Clip UMPV2.)*
- If both players agree that the shuttle is too fast, can the umpire decide to change the speed? *No, the referee should be called.*
- What should the umpire do if a player is injured on court? *If the problem is severe enough,*

*call the referee on court, and start stopwatch to time the delay. If the player is bleeding, play must be stopped until this is remedied.*

- *If there is a problem with court conditions (for example, the panels of the court mat come undone), what should the umpire do? Call the referee, and start stopwatch to time the suspension of play.*

#### 04. MISCONDUCT

- *What is the procedure for the umpire to warn a player for misconduct? Call the player ("Come here"), and call "[Player], warning for misconduct, [explanation of misconduct]", while raising a yellow card above the umpire's head with the right hand.*
  - *How does this differ from the procedure to fault a player for misconduct? Call "fault" instead of "warning", and use the red card. Also, the umpire must call the referee at once to report the incident. Finally, the umpire will give a point to the opposing side. (An example of the sequence from a friendly warning to a yellow card to a red card can be seen in **Video Clip UMPV3**.)*
  - *Can the umpire give a black card? The umpire uses a black card only when the decision for disqualification has been made by the referee. In this case, the referee will give the black card to the umpire (who does not have his/her own black card).*
  - *What happens if there is player misconduct during an interval or after the match? The procedures for giving a card for a warning or a fault are the same as during play. In the case of a fault, the announcement when starting play again will need to reflect the new score. If the misconduct happens after the match, the card is given, but the score is not altered.*
-

## SECTION 6. SERVICE JUDGING

### 01. INTRODUCTION



Photo credit: BWF/BADMINTONPHOTO

Every rally in badminton starts with a service. The purpose of the service is to put the shuttle in play, which means a correct service should not be an offensive (attacking) stroke, but rather a defensive one.

If a player performs an incorrect service, this constitutes a service fault. Sometimes this is simply a bad habit that has not been corrected, but other times it is a deliberate means to gain an unfair advantage. Service faults must be called to ensure that no such advantage is gained by either side. In fact, in a close match, identifying service faults correctly or incorrectly could make the difference between a side winning or losing.

### 02. THE ROLE OF THE SERVICE JUDGE

The principal role of the service judge is to closely observe every service during a match and decide whether each service complies with the Laws of Badminton.

Other duties commonly carried out by the service judge include:

- Distribution of shuttles, under the direction of the umpire. The new shuttle should always be given to the server, even if it is the receiver who returns the old shuttle (as demonstrated in **Video Clip UMPV4**).
- Overseeing the wiping of the court, if necessary.
- Assisting the umpire (as a backup) with:
  - keeping the score
  - timing intervals and any on-court incidents such as injuries
- “Tipping” shuttles when they need to have their speed adjusted (as demonstrated in **Video Clip UMPV5**).

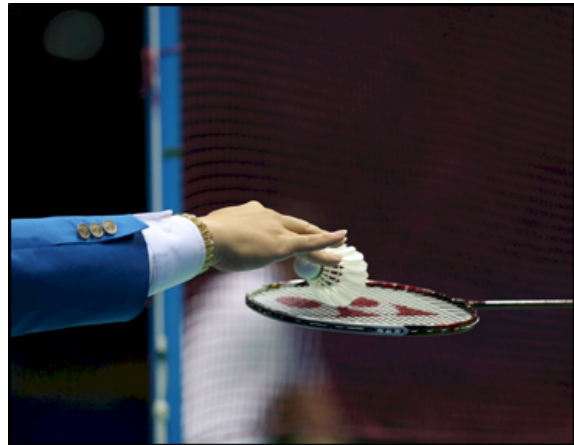








Photo credit: BWF/BADMINTONPHOTO

The following is **not** the responsibility of the service judge:







- The umpire should determine if the server has delayed the serve too long after the server and receiver are both ready (Law 9.1.1).

### 03. CALLING SERVICE FAULTS

The following chart shows the faults that a service judge should look for, along with the respective hand signals to be made when calling the fault. For greater detail on what constitutes a correct serve, please consult the Laws of Badminton at <http://bwfcorporate.com/statutes>. In addition, examples of the different kinds of service faults can be seen in **Video Clips UMPV6 – UMPV10**.

THE FAULT (AND THE RESPECTIVE LAW)	HAND SIGNALS (ITTO)	HAND SIGNALS (PHOTOS)
<ul style="list-style-type: none"> <li>A delay to the start of the service <b>after</b> the completion of the backward movement of the player's racket head (Law 9.1.2)</li> </ul>		
<ul style="list-style-type: none"> <li>The server's foot touching a boundary line of the service court (Law 9.1.3).</li> <li>One or both of the server's feet lifting off the court or sliding along the court during the serve (Law 9.1.4).</li> </ul>		
<ul style="list-style-type: none"> <li>The racket head initially striking the feathers of the shuttle (Law 9.1.5).</li> </ul>		



THE FAULT (AND THE RESPECTIVE LAW)	HAND SIGNALS (ITTO)	HAND SIGNALS (PHOTOS)
<ul style="list-style-type: none"> <li>Part of the shuttle (or the whole shuttle) being above the waist at the moment of being hit by the racket (Law 9.1.6).</li> </ul>		
<ul style="list-style-type: none"> <li>The shaft or the racket head of the server's racket being horizontal or pointing in an upward direction at the moment of striking the shuttle (Law 9.1.7).</li> </ul>		
<ul style="list-style-type: none"> <li>The server's racket moving forward, then back, then forward again during the serve (Law 9.1.8).</li> </ul>		

The specific hand signals to be made are also demonstrated in **Video Clip UMPV11**. Match situations, where the service judge calls faults as they occur, can be seen in **Video Clips UMPV12 – UMPV19**.

It is important to understand that the primary job of a service judge occurs **only** during the time that the shuttle is actually being served. This is defined in Laws 9.2 and 9.3:

9.2 *Once the players are ready for the service, the **first forward movement** of the server's racket head shall be the start of the service.*

9.3 *Once started (Law 9.2), the service is delivered when the **shuttle is hit by the server's racket** or, in attempting to serve, the server misses the shuttle.*

It is also important to keep in mind that the serve ends at the instant that the shuttle is hit by the server's racket. Therefore, if a player moves or lifts one of his/her feet just after striking the shuttle, there is no fault committed.

Note that some players have a rather complicated method of **preparing** for their service, which may include one or more forward movements of the racket. These movements may not actually be part of their service. However, if this serving action causes problems for the receiver, the service judge may have to make a more subjective call. In situations like this, the following questions may help in reaching a fair decision:

- Was that serve offensive or defensive?
- Was the server trying to gain an advantage over the receiver?
- Would the receiver have been disadvantaged by that serve?

## 04. TIPS ON SERVICE JUDGING

Following are some of the most important abilities for service judges. They must be able to:

- Accurately analyse the complete service action for each serve in a match.
- Judge each serve independently, only calling faults that occur, and not calling a fault on a legal serve because...
  - an actual fault was not called previously,
  - they have decided to fault every flick serve,
  - they think calling a fault early in the match lets the players know they mean business,
  - the receiver has complained that the server is fault serving,
  - the server has complained that the opposition is fault serving, and this is an easy way to punish him/her,
  - they have heard that "X" player always faults
  - they suppose that "X" player never faults
  - or for *any* other reason other than a *genuine* fault according to the Laws of Badminton!
- Discern what is part of a player's preparation to serve versus the service itself.
- Ignore all outside influences, such as the server's opponents, the coaches, the spectators, and photographers or TV cameras close to them, etc.
- Make consistently correct decisions throughout the match, from the very first serve to the very last one.
- Work closely with the umpire, and be available to assist the umpire at all times.



Photo credit: BWF/BADMINTONPHOTO

Here are a few tips for a service judging technique that will project professionalism and inspire confidence:

- Always look interested and involved in the match.
  - Sit upright in your chair, with your hands comfortably on your legs, palms down.
  - Do not cross your legs (although it is acceptable for female service judges wearing skirts to cross their ankles).
  - Shift position slightly when the service changes from one side to the other so that it looks like your focus is now on the new server.
- Look at each serve from the moment the server takes up position, and be aware when the receiver is ready.
- Concentrate on all service aspects until after the serve is delivered.
- Looking at the big picture may help you analyse the different aspects (height, angle, stroke, feet, etc.).



## SECTION 7. THE SCORESHEET

### 01. WHY THE SCORESHEET IS NECESSARY

Beginning umpires may find the scoresheet overwhelming when they first start to use it. There are quite a few details to fill out, and the multiple lines, especially in the case of doubles, can be confusing at first. However, the scoresheet provides a good deal of information on the development of a match, which can be helpful to both umpires and referees. With a little experience, umpires will find that using the scoresheet comes quite naturally, and they will probably even miss it if called on to “keep score” in other contexts.

This Level 1 Umpires' Manual will focus on the use of the paper scoresheet, which is most commonly used from local up to national tournaments, and even in many international tournaments. The Level 2 manual will provide an in-depth look at the use of electronic scoring, which umpires should know how to use if they want to continue advancing in their umpiring careers. For those who would like to learn more about how to use electronic scoring devices, the BWF Umpire LiveScore Instruction Manual can be accessed using the “Downloads” arrow at: <http://bwfcorporate.com/technical-officials/umpires>.



Photo credit: BWF/BADMINTONPHOTO

### 02. FILLING OUT THE GENERAL INFORMATION

At the beginning of the match, the scoresheet will be relatively blank (see overleaf). Some or all of the basic information on the match (event, date, time, players' names, umpire's name, service judge's name, court number) may already be pre-printed. If this is not the case, in the space in the upper right corner (see example below), fill in the court number and the name of the umpire (and the service judge, if applicable). Whether the sheets are pre-printed or not, the “Start match” time should be added just before the call of “Love all. Play.” If feather shuttles are in use, umpires will generally be asked to make a note of how many were used during the match in the “Shuttles” space.

Court:	.....
Umpire:	.....
Service Judge:	.....
Start match:	.....
End match:	.....
Shuttles:	Duration: .....





Then P.V. Sindhu wins the next rally, so her point will be marked on her line in the next column:

Nozomi Okuhara	S	0	1																
P.V. Sindhu		0		1															

If Okuhara wins the next two rallies, the scoresheet will be marked as follows:

Nozomi Okuhara	S	0	1		2	3													
P.V. Sindhu		0		1															

If Sindhu wins the following rally, it will look like this:

Nozomi Okuhara	S	0	1		2	3													
P.V. Sindhu		0		1			2												

Here it is possible to see one of the advantages of the scoresheet – by glancing at which player has the entry farthest to the right, the umpire can easily see who is serving. In the example above, it is Sindhu, with a score of 2-3, and because her score in an even number, she should be serving from the right service court. (In the previous example, it was Okuhara, with a score of 3-1, meaning she would have served from the left service court.)

As the game continues on, the points will be added, one per column, as can be seen below.

Nozomi Okuhara	S	0	1		2	3			4	5				6	7		8		
P.V. Sindhu		0		1			2	3	4			5	6	7	8		9		

A game will often continue onto a second set of rows, which is fine, as long as the scores are included from the bold line to the right (not in the column where the "S" for "server" goes). In the example below, the game has proceeded across the first set of rows, and is nearing the end as it goes onto the second set of rows.

Nozomi Okuhara	S	0	1		2	3			4	5				6	7		8		
P.V. Sindhu		0		1			2	3	4			5	6	7	8		9		

Nozomi Okuhara			18																
P.V. Sindhu		17		18															



## 04. END OF GAME

Once the game has finished, in this case with a score of 21-19, the score is written and circled just to the right of the final point, as can be seen below.

Nozomi Okuhara	S	0	1	2	3		4	5		6	7	8
P.V. Sindhu		0	1	2	3	4		5	6	7	8	9

Nozomi Okuhara		18	19	20	21	21	
P.V. Sindhu		17	18	19		19	

In addition, once the first game is finished (during the interval between games), the score should be written at the top of the scoresheet, as shown:

		Score			
R	Nozomi Okuhara	21 : 19		P.V. Sindhu	L
	-----	:		-----	
	Japan	:		India	

## 05. NEW GAME

Because Okuhara won the first game, she will be the server in the second game, and the score is once again love all, as below:

Nozomi Okuhara	S	0									
P.V. Sindhu		0									

If you would like to test yourself, fill in the above scoresheet according to the following points, and see if your sheet matches the results.

*Okuhara serves and Sindhu wins the rally. Sindhu wins the next rally as well. Okuhara wins the next rally, as well as the following two. Then Sindhu wins the next five rallies. Okuhara wins one rally, and Sindhu the next two. Okuhara then wins two rallies and Sindhu wins the next two.*

What is the score and what does the progression look like? Check your results on the following page.

Nozomi Okuhara	S	0			1	2	3					4			5	6			
P.V. Sindhu		0	1	2				3	4	5	6	7		8	9			10	11

Using the above example, when play starts again after the interval at 11 points, the umpire can easily see that Sindhu is serving and should be in the left service court. For the purpose of our imaginary match, Sindhu wins the second game 21-18, and the same procedure as above is repeated (final score noted and circled to the right of the last entry, score also noted at the top of the scoresheet).

Beginning the third game, the score would again be love all, this time with Sindhu serving, as below:

Nozomi Okuhara		0																
P.V. Sindhu	S	0																

The game progresses and extends to the second set of rows.

If the score in any game reaches 20-all, there is a mark that is used to show an "extended game", which is a diagonal line through the next column available, and looks like this:

Nozomi Okuhara			18	19		20						21	22					
P.V. Sindhu		17			18		19	20										

22  
 /  
 20

## 06. END OF MATCH

At the end of the match, the score for the final game is recorded at the top of the scoresheet, and the winner of the match is circled, as can be seen below. The "End match" time in the upper right corner should be added, and the duration should be calculated. The number of shuttles used should also be noted (in conjunction with the service judge, if applicable).

<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> <table border="1" style="border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">R</td> <td>Nozomi Okuhara</td> </tr> <tr> <td colspan="2" style="border-top: 1px dashed black;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">Japan</td> </tr> </table> </div>	R	Nozomi Okuhara			Japan		<b>Score</b> <table border="1" style="border-collapse: collapse;"> <tr><td style="text-align: center;">21 : 19</td></tr> <tr><td style="text-align: center;">18 : 21</td></tr> <tr><td style="text-align: center;">22 : 20</td></tr> </table>	21 : 19	18 : 21	22 : 20	<table border="1" style="border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">P.V. Sindhu</td> <td style="width: 20px; text-align: center;">L</td> </tr> <tr> <td colspan="2" style="border-top: 1px dashed black;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">India</td> </tr> </table>	P.V. Sindhu	L			India	
R	Nozomi Okuhara																
Japan																	
21 : 19																	
18 : 21																	
22 : 20																	
P.V. Sindhu	L																
India																	

The umpire should give a last check over the scoresheet to make sure everything is in order, before signing it at the bottom, and taking it to the referee for approval.



If the Danish pair then win the next rally (again, regardless of who hit the winner), the point should be recorded on the line of the player who will serve. Because they have not rotated positions, Carsten Mogensen is still on the left, and as the score is an odd number, he will serve. As such, the score will be recorded as below:

Mathias Boe	R	0																	
Carsten Mogensen						1													
Goh V Shem																			
Tan Wee Kiong	S	0	1	2	3														

If the Danish pair win the next rally, the point will still be recorded on the same line, as such:

Mathias Boe	R	0																	
Carsten Mogensen						1	2												
Goh V Shem																			
Tan Wee Kiong	S	0	1	2	3														

Then the Malaysians win the next rally, so with an even score of 4, the partner on the right will serve. Because Tan Wee Kiong served on the left last time, this means that Goh V Shem will serve, and the score will be recorded as such:

Mathias Boe	R	0																	
Carsten Mogensen						1	2												
Goh V Shem									4										
Tan Wee Kiong	S	0	1	2	3														

The Danes win the following rally, giving them a total of 3 points, meaning that Mathias Boe will serve, and the scoresheet will look like this:

Mathias Boe	R	0							3										
Carsten Mogensen						1	2												
Goh V Shem									4										
Tan Wee Kiong	S	0	1	2	3														

It's time for the next challenge, so continue to mark the scoresheet for the following sequence of points and then check your results.

*The Danes score three more points, and then the Malaysians win the next two rallies. The Danes win the following rally, the Malaysians win the next three, and the Danes win one more.*

What is the score, and who (player, not just pair) is serving? Check your scoresheet against the next page.





If this game continues, and Player Y again attempts to delay the game and is faulted, it would be recorded as below. The umpire would write "F" in the next space, along with "R", since the referee must be called when a red card is issued. At this point, the new score of 15 for Player X is recorded in the next available space.

Player X			10				11	12	13		14		15						
Player Y	9		W	10						11		F							
												R							

In a doubles match, the incidents would have to reflect which player was involved, if any. For example, in the doubles match below, Player A was warned for arguing with the line judge, so the W should go on Player A's line.

Player A				W		8	9												
Player B	7									10									
Player C										11		I							
Player D		8	9		10						12	R							

If the game continues, and at point 12, Player C dives for the shuttle and ends up bleeding from a scraped knee, the umpire would record "I" for injury on Player C's line, along with "R" for referee. The referee would come on court, and probably call the tournament physician, as play cannot proceed if a player is bleeding. (Also, the umpire should start his/her stopwatch to record how long play was delayed.)

At the end of the match, the umpire would add the details in a note at the bottom (or back) of the scoresheet. For example:

Singles match above:

*W: Player Y was warned for delaying the game.*

*F: Player Y was faulted for delaying the game, and referee was called on court.*

Doubles match above:

*W: Player A was warned for trying to influence the line judge.*

*I: Player C scraped her knee when diving for the shuttle. Referee was called on court. Game delayed for 3 minutes 34 seconds.*

There are also two more serious entries that can be made on the scoresheet:

- **Ret** - player retired
- **Dis** - player disqualified (black card)

These would also require the appropriate explanatory notes to be made at the bottom of the scoresheet. In addition, these require more specific procedures during the match. For example, in the case of a player who does not wish to continue, the umpire will need to ask, "Are you retiring?" In the case of disqualification, this can only be decided by the referee, although it is the umpire who will make the formal announcement. For more details on the appropriate procedures in each case, consult the ITTO. The main emphasis here is on documenting these incidents on the scoresheet.



## SECTION 8. CLOTHING REGULATIONS

As part of the pre-match procedures for going on court, especially at higher-level events, umpires are responsible for checking that players' clothing complies with tournament regulations. If clothing regulations are in place, team managers (and through them, the players) will have been advised before the tournament, as well as at the team managers' meeting at the beginning of the event. In other words, players, coaches, and team managers should all be aware of the regulations.

Different levels of tournaments, such as local or national tournaments, may have their own policies on player clothing. Umpires should be aware of these policies, as well as what their responsibility is for checking players' clothing, either before marching on court, or once the players arrive on court. This will generally be explained at the umpire briefing at the start of the tournament. If umpires are responsible for checking players' clothing before marching on court, they should be sure to check the shirt that the player will actually wear, as players may change shirts or remove a warm-up jacket just before play commences.

The Level 2 Umpires' Manual will go into greater detail on the BWF player clothing regulations, which will generally be used in international or continental-level tournaments. In the meantime, umpires may want to become familiar with these regulations, whether or not they are being enforced at a particular tournament. These are described in the "General Competition Regulations" (GCR), which can be found on the Statutes page of BWF's website, under "Chapter 5 - Technical Regulations" at <http://bwfcorporate.com/statutes>.

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## SECTION 9. THE EVENT AS A WHOLE (THE BIGGER PICTURE)

### 01. AT THE START OF THE TOURNAMENT

Well before the tournament, umpires should be clear on the clothing requirements for the event (uniform, dark pants or track pants, sneakers or black shoes, etc.). It is important that they review the ITTO and official vocabulary before arriving, no matter how long they have been umpiring. And, of course, they should bring the standard tools that every umpire should have:

- Clipboard
- Two working pens (at least)
- Stopwatch and wristwatch (or one that performs both functions)
- Tossing coin (either a normal coin or a special one designed for tossing)
- Yellow card and red card
- Tape measure
- Up-to-date copy of the Laws of Badminton, ITTO, and Vocabulary

The first official activity for technical officials at a tournament is generally the respective briefing. At larger events, there are often separate briefings for umpires, line judges, and other volunteers, but at smaller events these may be done together.



Photo credit: BWF/BADMINTONPHOTO

Because umpires have such a key role in any tournament (*The Umpire is in charge of the match, the court and its immediate surrounds*), this means that not even the referee can come onto court during a match, except in extreme situations (or when called by the umpire). As such, the briefing is an important way for the referee to provide essential information to the umpires, thus keeping problems on court to a minimum.

For the above reasons, it is very important not only to attend the umpire briefing(s), but also to:

- Always arrive in good time.
- Listen closely and take notes, especially on:
  - court assignments/procedures for rotation
  - service judging (if there will be service judges, or at what stages)
  - numbers of line judges available at various stages throughout the event (and if there are no line judges, who will call the lines)
  - shuttle management (tipping or not, where these can be obtained)
  - court entrance/exit procedures (if applicable)
- Ask questions if necessary.

Umpires should be (or become) familiar with any scoring system to be used. If there are flip scoreboards, find out who will operate them (the umpire, the service judge, a dedicated scorer, etc.). If there is an electronic scoring system in place, umpires should be sure they understand how to use the system (or if there have been any changes made since the last time they used it).

At larger events, where play is spread out over several days, there are usually umpire briefings before the beginning of each day's play, and sometimes before the beginning of each session's play. It is important to know when and where briefings will be held. Referees frequently update or alter their instructions, based on what happened during the previous session(s), which is why it is so important to attend every briefing and pay close attention.

Finally, after the initial briefing, umpires should walk around the venue and the field of play to become familiar with:

- Court layout and numbering.
- Referee positions in relation to the courts.
- Positions of line judges' chairs.
- Location of shuttle control.
- Location of toilets.
- Baskets or other storage for players' bags.



Photo credit: BWF/BADMINTONPHOTO

## 02. DURING THE TOURNAMENT

It is important to know the procedures for court assignments, which are often done on a rotating basis. This may require signing up at the bottom of a running list upon coming off court and then waiting to be called. Alternatively, there may be teams assigned to specific courts with an "up/down/off" rotation (umpire/service judge/break). At any rate, it is always a good idea to be available in case extra help is needed.

Umpires should be aware of the tournament policies on toilet breaks and meal assignments, and should let the referee/match control know if they need to leave the immediate area for any reason.

Finally, there may be a designated technical officials' seating area for any down time to watch matches, which is a great way to enjoy the tournament and get to know colleagues better. This makes the long days much more pleasant!



Photo credit: BWF/BADMINTONPHOTO



### 03. CODES OF CONDUCT

As part of the technical officials team, umpires must act in accordance with the *Technical Officials Code of Conduct*, which covers aspects like:

- application of rules in an impartial way
- professional behaviour (attendance, punctuality, attire, etc.)
- relationships with others involved in tournaments (fellow technical officials, coaches, players, tournament organisers, etc.)
- appropriate use of social media regarding participation in tournaments

It is important to consult the most up-to-date version of the code on the BWF website. This and all the other documents mentioned in this section can be accessed at: <http://bwfcorporate.com/statutes>. Individual national federations or organisations may have their own policies on technical officials, and umpires should keep up to date with these as well.

In addition, there are various regulations that relate to the conduct of anyone involved in badminton in practically any capacity. This means that umpires should also be familiar with:

- BWF Code of Ethics
- Anti-Doping Regulations
- Code of Conduct in relation to Betting, Wagering, and Irregular Match Results

Finally, umpires need to be aware of how the following codes of conduct relate to on-court situations.

- Players Code of Conduct
- Coaches and Educators Code of Conduct

As always, the most up-to-date versions should be consulted on line, but a summary of these last two as they relate to technical officials is provided below.

#### PLAYERS CODE OF CONDUCT

Players are charged with being model competitors on court, which includes:

- *arriving on time for their matches.*
- *conducting themselves in an honourable and sporting manner.*
- *shaking hands with opposing players and thanking technical officials as appropriate (before celebrating with coach or crowd).*
- *wearing clean, appropriate badminton attire that meets clothing requirements.*
- *using their best efforts to win, and completing the match unless unable to do so.*
- *respecting technical officials and not trying to influence their decisions by any means.*
- *not seeking coaching during play except as permitted by the Laws of Badminton.*
- *not using foul language (in English or any other language).*
- *not making obscene or offensive gestures with hands or racket or shuttle.*
- *not hitting shuttles recklessly around the court, damaging shuttles, or altering their speed.*
- *not intentionally destroying rackets or other court equipment.*
- *not making derogatory statements about officials, opponents, spectators or others.*
- *not physically abusing officials, opponents, spectators or others.*

Umpires need to be aware of what kind of behaviour is unacceptable from players, as they are responsible for what happens on their court during a match. The umpire needs to monitor the situation to try to prevent or control any of these, in order to protect the other players and court officials (service judge and line judges) as necessary. Any attempts to influence, intimidate or abuse court officials outside the field of play should be immediately reported to the referee, without engaging with the player.

## COACHES AND EDUCATORS CODE OF CONDUCT

Just as there is a BWF Code of Conduct for players, there is a Code of Conduct for coaches.

*Coaches or anyone performing the role of a coach on the field of play must:*

- *dress appropriately (no jeans, flip-flops, Bermuda shorts, etc.).*
- *remain seated in their designated chairs except at intervals.*
- *return to their designated chairs when the umpire calls “20 seconds”.*
- *not coach while the shuttle is in play or delay the game in any way.*
- *not use any electronic devices such as mobile phones, tablets, laptops, etc.*
- *not verbally or physically abuse any spectator, tournament official, technical official, opposing coach/team official, or opposing player.*
- *not bring the sport into disrepute through negative media comments about said people.*

Again, the umpire should monitor any situations that may arise with a player’s coach(es), in order to avoid intimidation or abuse of line judges, service judge or other players. However, in the event of any issues, umpires should not engage directly with the coaches, but rather call the referee.

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## 04. HEALTH & SAFETY

National federations may have their own health and safety policies, which may also be subject to national legislation. All technical officials, including umpires, should be aware of these policies and their responsibilities around:

- assessment and control of risk,
- response to incidents and emergencies,
- protection of children and other vulnerable people.

In general, umpires should remain aware of any situations that raise concerns around the safety and well-being of those involved in a tournament, especially regarding any immediate on-court hazards such as loose court mats or ceiling leaks. It is important for all technical officials to work together, as line judges and service judge may be able to help alert the umpire to an on-court situation, and both line judges and umpires can be instrumental in alerting the referee to any hazards regarding the venue or tournament personnel.

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## 05. AFTER THE TOURNAMENT

Once all officiating duties have been concluded, it is a good idea to request a record of matches umpired and service judged from the match control personnel. It is good to have a reference, and it comes in handy in filling out any annual paperwork required by the respective national federation and/or Continental Confederation.

Umpires should find out from their national federation what policies are in place for reporting of officiating activities. They may need to submit an annual “record of work” to the national federation or the Continental Confederation, especially if they are involved at different levels of events (local, national, international). This is particularly important for technical officials who are looking to advance their careers, as it is a way to demonstrate not only the number of matches on which they have officiated, but also the number and types of events in which they have participated.

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## SECTION 10. TIPS FOR WORKING AS A TEAM

On court, the umpire is the head of the technical officials team. This carries a great deal of responsibility, as the other team members will look to the umpire for guidance, support and reassurance. The umpire is responsible for what happens on court, and one of the best ways to keep things running as smoothly as possible is by ensuring that all court officials work together. The line judges and the service judge are there to support the work of the umpire, but there is a good deal that the umpire can do to make them feel valued and appreciated, and thus motivated to perform to the best of their abilities.

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### 01. HOW TO WORK AS A TEAM WITH THE SERVICE JUDGE

The service judge is an important ally for the umpire. The service judge's official role is to call any service faults, and generally to dispense shuttles, with the umpire's approval. However, as a service judge is also a qualified umpire, he/she can serve as great support throughout the match, especially if umpire and service judge work together effectively. For example, the service judge should always go on court with his/her basic umpiring gear (stopwatch, red and yellow cards, pens), so that if there is a problem with the umpire's gear, there is a back-up. The service judge will generally also keep the score in his/her head, so that if there is a problem with scoring (malfunction of the scoring device, a mistake on the part of the umpire), this can be easily rectified.

The service judge can discreetly help the umpire identify or confirm any faults where the umpire is unsure (for example, if a shuttle grazed a player's clothing, if both members of a doubles pair hit the shuttle, or if a player touched the net with his/her racket). The service judge can also help confirm any questionable line calls on his/her side line. These actions must be subtle, since in the end they are the umpire's call, but this is where good teamwork is vital. If umpire and service judge work in partnership, a quick glance or subtle gesture is enough to help the umpire confirm his/her decision. While this may be more difficult for beginning umpires/service judges to achieve, it is something that comes naturally with practice and experience. This point will be addressed in greater detail in the Level 2 Umpires' Manual.

As stated above, the service judge's official role is to call any service faults that occur during the match. However, if there is a lot of noise in the hall, especially when there is cheering for a match on a nearby court, it may be difficult to hear this call. If the umpire glances briefly at the service judge once the serve has been delivered, this is enough to detect any unheard calls, and it can help make the service judge feel that the two of you are working together. Brief eye contact and a smile, if appropriate, at different points during the match can also make your service judge feel appreciated.

Finally, the service judge will generally come across the court to stand next to the umpire's chair, facing the court, during the two-minute intervals. This is a good time for a friendly nod and a quick chat about anything unusual that has happened. While they should not be seen to be gossiping or joking around, their comfortable interaction at the intervals is a good way to show that they are working as a cohesive team.

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## 02. HOW TO WORK AS A TEAM WITH THE LINE JUDGES

The umpire is in charge of controlling the match, and a line judge's job is to help the umpire do that, by making prompt, clear, correct calls on the assigned line(s). However, the umpire can also help line judges do their job as well as possible. If they are able to work together seamlessly, everyone's experience (including that of the players, coaches and spectators) is much more enjoyable. Following are some tips on how to achieve this.

- Make eye contact with line judges when they make a call. They should hold the call until this eye contact has been established. You can also give a slight nod, especially when a tight call was well done. This lets both of you know that the call has been correctly communicated. It also makes the line judges feel that you value their contributions.
- If a player or coach disagrees with a line call and attempts to argue with or intimidate the line judge, let the player know that this is unacceptable. The umpire is in charge of what happens on court, including protection of the line judges from any kind of intimidation.
- If there is any confusion around a line call, ask the line judge to repeat it, in a neutral manner, so that it does not sound like a challenge of the decision, but simply a request for repetition
- If you need to overrule a line judge's call, do so in a neutral tone to avoid making the line judges, players, or spectators question the line judge's work. Continue to acknowledge the line judge's future calls in the same manner as usual, to show that there is no criticism implied in overruling a call.
- When there are two line judges on a corner (one for a side line and one for a back line), they may (correctly) make two different calls. For example, if in a singles match, the shuttle falls in the corner where back and side tramlines intersect, the side line judge will correctly call "Out" and the back line judge will correctly signal "In". If either of the line judges calls "Out", the shuttle is out. (If there is any confusion around this point, see the **BWF Line Judges' Manual** for a more complete explanation with photo and video examples).
- Depending on the level of the event, there may be a protocol established for line judges to sit and stand as a team, which makes the event look more polished and professional. In general terms, line judges will remain seated throughout each game, but will stand during the intervals between games. At the beginning of the match, either a team leader will indicate when they should be seated, or they will sit when the umpire sits. At the end of the match, they will generally stand once the end-of-match announcement has been made (either at the direction of a team leader, or when the announcement ends). The umpire is not usually involved in the process, but should be aware of the designated protocol. More detailed information is available in the **BWF Line Judges' Manual**.
- Finally, it is important for the umpire to know where to look for a line call, which depends on the number and configuration of line judges. Some sample diagrams and explanations are included in the appendix "Possible Configurations of Line Judges".



Good eye contact of line judge with umpire  
Photo credit: BWF/BADMINTONPHOTO

## SECTION 11. SELF-ASSESSMENT QUESTIONS

1	Which of the following are ways to project a professional attitude on court? (Tick all that apply.)	Make all announcements slowly and clearly.	
		Maintain good posture in the chair.	
		Discuss faults with the player(s) in question.	
		Make eye contact with line judges on their calls.	
2	Which of these is not the responsibility of the umpire?	Announce the score after each rally.	
		Keep the time during intervals.	
		Make the decision to disqualify a player.	
		Call any receiver fault committed during service.	
3	Which of these is not the responsibility of the service judge?	Tip the shuttles as instructed.	
		Call any service fault committed.	
		Assist in keeping the score of the match.	
		Decide to change the shuttle.	
4	What are the options available to the side winning the toss?	Serve or receive.	
		Serve or choose an end.	
		Receive or choose an end.	
		None of the above.	
5	What should be marked on the scoresheet at the beginning of a new game in a singles match?	"S", "R" and a zero score for server and receiver.	
		"S" and a zero score for server and receiver.	
		"S" and a zero score for the server.	
		None of the above.	

6	What is the correct announcement if Side A won the first game, and Side B has just won the second game 21-17?	"Game won by Side B, 21-17."	
		"Second game won by Side B, 21-17."	
		"Game won by Side B, 21-17. One game all."	
		"Second game won by Side B, 21-17. One game all."	
7	If the final game in the above match reaches 29-25, what is the correct announcement?	"Game point, 29-25."	
		"29 game point 25."	
		"29 match point 25."	
		"29-25, match point."	
8	Which of these constitute a service fault? (Tick all that apply.)	Stepping on the service court boundary line.	
		Hitting the feathers of the shuttle first.	
		Moving the foot just after the impact of the shuttle.	
		Hitting the shuttle above the server's waist.	
9	Which of the following is not a "let" situation?	A player shouts "out" to his/her doubles partner.	
		A coach shouts instructions to a player during a point.	
		A shuttle from another match lands in the midcourt.	
		The receiver is not ready (does not attempt return).	
10	Which of the following are acceptable behaviour for umpires during a tournament? (Tick all that apply.)	Posting photos from the chair on social media.	
		Watching matches during down time.	
		Socialising with the players.	
		Criticising a fellow umpire's performance.	

## APPENDIX - POSSIBLE CONFIGURATIONS OF LINE JUDGES

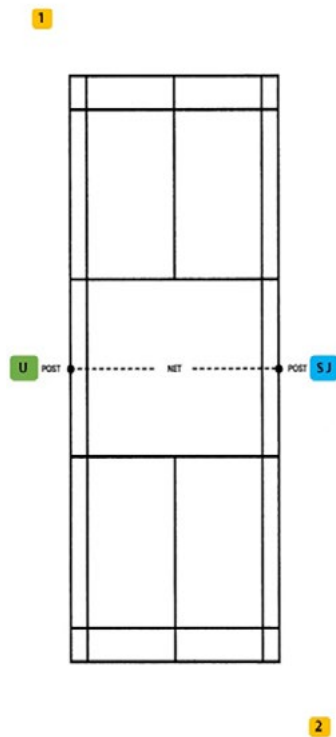
While high-level international events may have a full complement of 10 line judges, most tournaments do not have this luxury. Depending on the number of line judges available and the stage of the tournament (e.g., first round versus finals), there may be from zero to ten line judges.

There are different configurations possible depending on the number of line judges working on each court, as can be seen in the examples below. That decision will be announced by the referee at the umpire briefing. However, depending on the number of line judges on court, the umpire will need to know where to look for a line call. For example:

- If line judges are responsible for two lines (or even three, in the case of doubles), such as in the 1st diagram below, the umpire will need to look to the corner for a call on either the back line or the side line (or the back service line for doubles). The umpire will have to keep in mind which corner to look to (for example, the near corner to the left, and the far corner to the right, in the example of the 1st diagram below).
- If there is one line judge covering the entire side line (for example, in the 2nd diagram below), the umpire may have to look to a line judge positioned to the left, even though the shuttle landed to the right (or vice versa).
- However, if there are two line judges per side line (for example, in the 3rd and 4th diagrams below), the umpire will look to the side on which the shuttle landed for a call on the side line.
- If there are line judges on the short service lines and/or on the centre service lines (positions 5 & 6, and 2 & 9 in the 4th diagram below), umpires will need to remember to look to these line judges for the relevant calls. Since these positions are generally only filled in very high-level tournaments, it is easy to forget them!

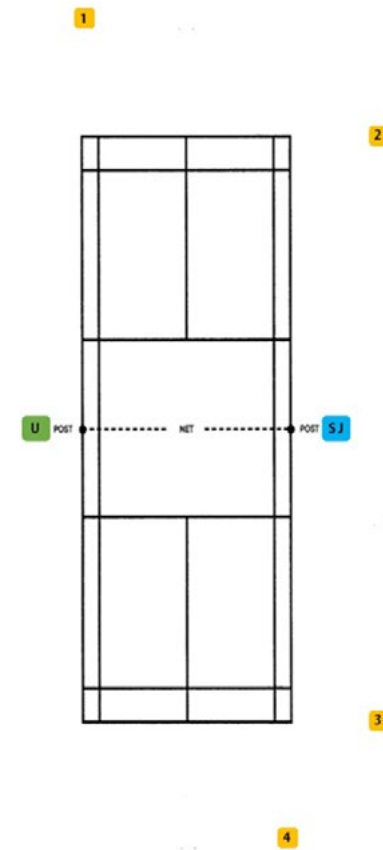
If there are only two line judges covering the court, line judge 1 is responsible for an entire side line, as well as the back line (or lines, in the case of doubles). Line judge 2 is also responsible for an entire side line and the back line(s).

*It is worth noting that occasionally, due to space constraints, both line judges are placed opposite the umpire. In this case, each line judge would call the side line up to the net, and the respective back line(s), while the umpire would call an entire side line.*



POSITIONS: TWO LINE JUDGES

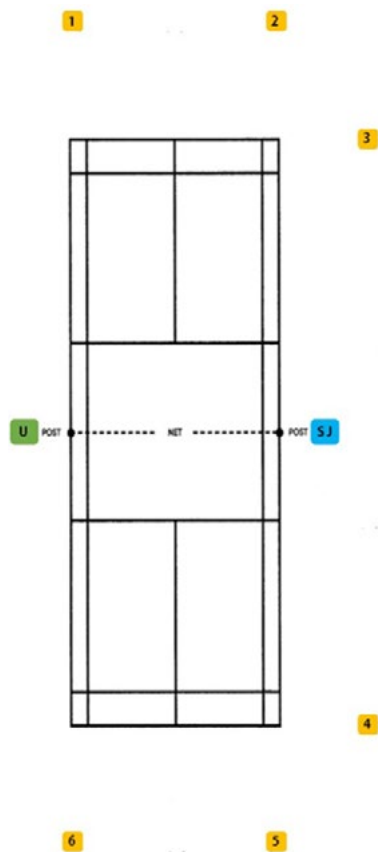
If there are four line judges per court, they are positioned as shown below. In this case, line judges 1 and 4 are each responsible for an entire side line. Line judges 2 and 3, generally seated opposite the umpire, are each responsible for their respective back line (or lines, in the case of doubles).



POSITIONS: FOUR LINE JUDGES

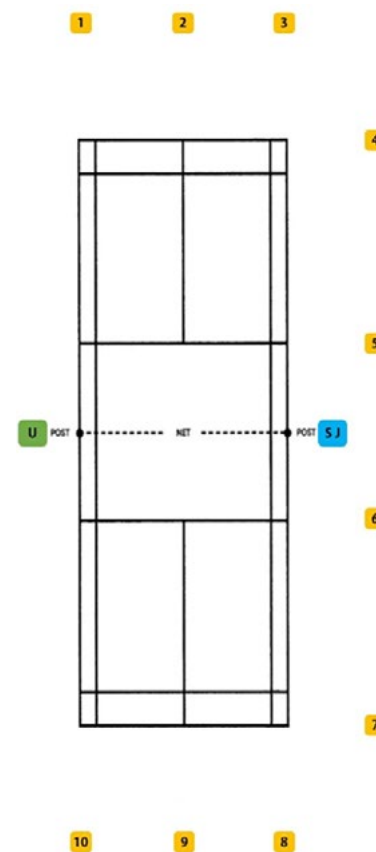


In the case of six line judges per court, their positions are as follows. Line judges 1, 2, 5, and 6 are responsible for the respective side line up to the net. Line judges 3 and 4 (again, generally seated opposite the umpire) are responsible for the back line(s). *Note: If there were eight line judges per court, the short service lines or the centre service lines could also be covered.*



POSITIONS: SIX LINE JUDGES

For the full complement of 10 line judges, all lines are covered, including the short and centre service lines. Line judges 4, 5, 6, and 7 are responsible for their entire lines, while line judges 1, 3, 8, and 10 are responsible for their respective lines up to the net. Line judges 2 and 9 are responsible for the centre service lines on their respective sides of the net.



POSITIONS: TEN LINE JUDGES

**BWF**

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BADMINTON WORLD FEDERATION  
Unit 1, Level 29  
Naza Tower, Platinum Park  
10 Persiaran KLCC  
50088 Kuala Lumpur

Tel +603 2631 9188  
Fax +603 2631 9688

[bwf@bwfbadminton.org](mailto:bwf@bwfbadminton.org)