



2015 Polish Junior & Cadet Open
Wladyslawowo, 27th to 31st May 2015



Polish Junior & Cadet Open

Premium Junior Circuit

27- 31 of May 2015

Wladyslawowo – Cetniewo , Poland

Umpires Briefing
26. May 2015



ITTF.com



Umpires Information

Dear Deputy Referees and Umpires,

A warm welcome to all officials who are attending 2015 Polish Junior & Cadet Open in Wladyslawowo – Cetniewo. I wish you a pleasant stay and successful officiating.

The present paper intends to give you valuable information about what is provided or required by the organizer and deals with some aspects of laws and regulations as well of the match conduct.

Introduction of the Referee Team

Referee:	Mrs. Márta SZILY	Hungary
Deputy Referees:	Mr. Gyula VALOVICS	Hungary
	Mr. Elio CORRADO	Italy

Competition Manager	Mr. Alen IVANCIN	Croatia
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Tournament Director	Mr. Wojciech WALDOWSKI	Poland
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Meals : breakfast 7 :00 – 10:00
lunch 12:30 – 16:00
dinner 18:00 – 22:00
on Friday (29.05.2015) and on Saturday (30.05.2015) dinner will be served until 23:15

Official Hotels	OLYMPIC CENTER Wladyslawowo-Cetniewo Żeromskiego 48 Street 84-120 Wladyslawowo, Poland
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Accreditation	26 May 2015, 10:00 – 22:00 OLYMPIC CENTER Wladyslawowo Żeromskiego 48 Street 84-120 Wladyslawowo, Poland lounge in hotel ALBATROS, near recepcion
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Venue	OLYMPIC CENTER Wladyslawowo- Cetniewo Zeromskiego 48 Street 84-120 Wladyslawowo, Poland
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Equipment

Competition Tables: Andro Competition blue
Balls: Butterfly 40+ *** , white
Floor: Gerflor – Taraflex

Events:

Junior Boys' Single
Junior Girls' Singles

Cadet Boys' Singles
Cadet Girls' Singles

Junior Boys' Doubles
Junior Girls' Doubles
Junior Boys' Team
Junior Girls' Team

Cadet Boys' Doubles
Cadet Girls' Doubles
Cadet Boys' Team
Cadet Girls' Team

Playing system

Junior Singles events will be played according to the 2015 ITTF World Junior Directives (Junior Singles Main Draw will be played best of 7 games.)

Cadet Singles events will be played in two stages, all matches best of 5 games

Team Events will be played in two stages, all matches best of 5 games.

Junior team events will be played on **New Swaythling Cup system.**

(A-X, B-Y, C-Z, A-Y, B-X)

Junior team events will be played on **Corbillon Cup system.**

(A-X, B-Y, Doubles, A-Y, B-X)

Consolations will be played.

Procedures

Map of the venue:

Umpires, who start with their session, have to be in the CALL AREA 60 minutes before their first team match and 35 minutes before their first Individual match.

Call area

During this tournament a call area is set up. Its functions are as follows

- Racket Control
- Check the colour of the shirts that are brought by the players before their next match
- Ball selection
- Score sheets
- The indicated time-limits below (clothing, racket deposit and control, ball choice) are strictly to be observed; no exceptions will be made.

Procedures in the call area

Score sheet: 55 minutes (Team events), 30 minutes (Individual events) before the match in the call area

- Please wait in the call area for the players of your next match,

If you have matches in a row, umpire teams responsible for the call area will assist you and fulfill the tasks in the call area

Draw for team events:

- **45 minutes before the start of the match**

Colour of the shirts

- **45 (T)/20 (I) minutes before the match the players should show their match shirt.**
- The 2 players/teams must wear shirts **of clearly different main colours**
- Main colour will be registered on the score sheet
- Sort out a clash of colours before the match
- **The player/team, who did not present the shirt in the call area, must immediately change the shirt in case of a colour clash.**

Racket Control

- The players have the right to deposit their next-match racket at the call area 20 minutes before their match of the next round.
- In team events the team can decide to deposit rackets of all players before the start of the match or decide that each player deposits his/her own racket before his/her individual match. (20 minutes before)
- **Umpires have to perform the racket inspection in the call area and not in the playing area.** Following inspections are obligatory
 - Thickness (for a detailed check/test, electronic devices are available)
 - LARC (covering authorised by ITTF)
 - Flatness (for a detailed check/test, electronic devices are available)
 - Racket covering extends to the limit
 - Any other irregularities
- **Umpire will register on the score sheet:**
racket testing 0 before 0 after the match
- **The racket will be kept in the call area in a paper bag and the umpire of the match will hand the racket to the players at the table.**
- **Rackets will no longer be checked in the playing area.**
- **Rackets not being forwarded to the call area before the match**
 - **will be tested afterwards (after match test) in the call area.**
 - The umpire will be informed about the after match-test and shall only check at the table for any other irregularities (are the racket coverings damaged)

Ball selection

- Each player may choose 2 balls 45/20 minutes before match starting time
- If one player only comes for the ball selection, the umpire takes these 2 balls for the match, and adds randomly a 3rd ball to the bottom of the ball box.
- If no player selects a ball, the umpire will decide
- **Register on the scoresheet whether a player/team selected the balls**
- **Ask the players in individual events to designate their adviser (note the name on the score sheet)**
- **In team events please note the name of the person who was presented for the draw.**

- After having done these duties you have to wait in the call area before going to the field of play (5 minutes before the start of the match)
- Bring the rackets to the table and hand it over to the players just before the start of the practice period
- Do not start the match before the scheduled time
- After the match deliver the score-sheet to the referee
- Bring the clipboard and balls back to the call area

Coach:

In a **team event**, players may receive advice from anyone authorised to be at the playing area. **4 persons are allowed on the bench.**

Only one coach (designated before the start of the match) coach is allowed in **individual events**, except that where the players of a doubles pair are from different Associations each may designate an adviser, but these two advisers shall be treated as a unit.

If the coach is not present at the start of the match in an individual event, the player can nominate a coach by giving the name of the coach to the umpire.

Waiting time

If a player does not arrive at the match table, the umpire will wait five minutes and then inform the referee, who will be responsible for the final decision. Do not discuss with players or coaches.

Practice:

Practice is allowed 5 minutes before the match, but only on the table where they have their next match. All others shall use the practice tables!!

Balls:

All umpires will get a set of balls at the start of their session. If you need new balls you can get balls in the call area. At the call area we have ball boxes with the number of the table on it. The balls chosen by the player(s) will be put into a special box with the number of the table on it. After the match the umpire delivers the ball box and clipboard to the ball selection area.

Different colour of shirts: Not allowed: Example



Players Numbers: procedure will be announced during the briefing

Please record all warnings (cards) on the score sheet (correct name of the player or coach)

Field of Play: Only photographers with accreditation, players and coaches, who have a match, are allowed to be in the Field of Play.

General information:

Umpires As umpire it is imperative that you make decisions based on the correct interpretation of the Laws of Table Tennis and that you apply the Laws at all times in every match.

A number of simple rules can be set up in order to minimize trouble.

- Act consistently to the coaches. If a coach gives illegal advice in one match on table X, he will get a yellow card. And if he does it again in the same match he will get a red card. Likewise if the same coach does it again later during the tournament on another table with other umpires they should react in the same way.

Our goal is a consistent high standard of officiating, umpiring and refereeing, please give attention to the procedures before, during and after a match.
Consistent means "reacting the same way in similar situations"

Before the match

- 5 minutes before the start (or immediately after the end of the previous match) of the match umpire and assistant umpire start the "walk-in procedure".
- When you enter the playing arena you shall remove the surrounds, (do not walk/jump over) and you leave the court in the same way.
- **There will be no ball selection at the table!**

<ul style="list-style-type: none">▪ Selection of shirts must be done during the ball selection or latest if the players arrive at the court. For broadcasted matches it is absolutely necessary to ask the players during ball selection or at least 10 minutes before the match.
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- Greet the players when they arrive at the table, check the names of the players, ensure that they are the correct players.
- **If a racket was not inspected at the ball selection area just make a quick check (damaged racket, NOT THICKNESS) at the match table.**
- Ask the player to show you the adviser before the match starts.
- Make the draw for the first server/receiver by tossing, catching the coin/toss and open the hand.
- Players are not allowed to go back to the coaches between the end of the practice period and the start of the match.

During the match

- Score all rallies as a point or let

- Both the umpire and assistant umpire shall watch players' service action and both can call a "fault service" or a "let" (umpire), "stop" (assistant umpire) if it is a doubtful service.
- **Injury.** In case a player is injured the umpire must suspend the match and report to the Referee immediately.
- If a player is bleeding, play shall be suspended immediately until all blood stain is removed in the playing area and the umpire has to report immediately to the referee.
- During intervals between games players shall remain within 3m of the playing area
- Both the umpire and assistant umpire must watch the coaches and advisers, but only the umpire can show a yellow or a red card. If the assistant umpire is sure that illegal advice is being given, "stop" must be called and the umpire informed,
- Between the games the assistant umpire is responsible for the ball, this means collect the ball and deliver it to the umpire.

DAMAGED RACKET:

A racket shall not be changed during a match unless it is accidentally damaged so badly that it cannot be used. If this happens the racket must be replaced immediately and the umpire just makes a quick check (damaged racket, NOT THICKNESS) at the match table and the new racket has to be brought to the racket control centre by the umpire after the match for an after match test.

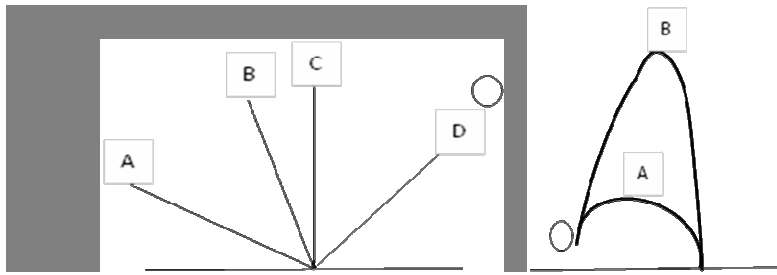
Service action

It is extremely important that you watch the service action closely and if players have doubtful or illegal services react as early and clearly as possible for two main reasons:

- 1) By reacting clearly you show the player that you are watching and most players will then try to modify their service action.
- 2) If you wait because the service action only is slightly incorrect or maybe doubtful, it is the experience that it will become more and more incorrect during the match. If you then react at 10-10 the player could with some right complain and point out that he has been using the same service in the whole match.

There is sometimes a tendency that umpires pay most attention to the aspects that they find easiest to check. To offset this tendency, a short summary will remind the aspects of a good service:

- **Free Hand:** ball is resting freely on its palm
- **Ball:** Above the level of the playing surface and behind the servers end line
- **Throwing the ball:** near vertically upwards, it must rise at least 16cm



In Diagram Nr. 1 services B and C are acceptable, whilst A and D are not. The height of the toss is also a factor in determining whether the toss is near vertical. In Diagram 2 the ball is projected from, and struck at, the same place, but service A is a fault, whilst B is acceptable

- **Striking the ball:** The ball must not be struck until it is falling from the highest point in its trajectory.
- **Visibility:** Ensure that the receiver can see the ball throughout the service and the umpire or assistant umpire must be satisfied that this is the case. The ball shall not be hidden from the receiver at any stage by any part of the body, or anything he is wearing or carrying, and that the server clearly removes his free arm from the space between the ball and the net.
- There is no requirement that the receiver has to be able to see the racket throughout service.
- **Warning:** An umpire or assistant umpire, who suspects but is not sure that a player's service action is illegal, may warn the player without awarding a point. Only one warning may be given during a match. No yellow card!!

Behaviour of players

Many players will show emotions (happiness, disappointment,...) and these kinds of emotions are part of the game.

However if emotions are used against an opponent, a match official, a spectator or brings discredit to the sport the umpire should be ready to respond immediately.

There are a number of actions and sanctions:

- **Quiet informal word:** This should be done without interrupting the play (use next natural break) and before the situation escalates.
- **Yellow Card:** shows that the misbehaviour is not appropriate and that a repetition will incur a penalty point – place the yellow marker near the score indicator
- **Yellow and red card:** repetition of bad behaviour, one penalty point has to be awarded to the opposing player or pair.
- **2nd yellow and red card:** two penalty points must be awarded, inform penalised player that in case of further misbehaviour the Referee will be called. Penalty point at the end of a game – the next game starts with 0:1,

Advice

In an individual event, a player or pair may receive advice only from one person, designated beforehand to the umpire. If an unauthorised person gives advice the umpire shall hold up a red card and send him away.

A player can receive advice only during intervals between games or at any authorised suspension of play.

In a team event, players may receive advice from anyone authorised to be at the playing area.

If an authorised person gives advice at times where he is not supposed to do so - for the first offence the umpire must hold up a yellow card (in a team event the yellow card is for the whole bench) and warn the adviser that if he does it again he will be dismissed from the playing area.

In a team match the dismissed adviser shall not be allowed to return, except when required to play and he or she shall not be replaced by another adviser until the team match has ended

If the dismissed adviser refuses to leave, the umpire must suspend play and report to the Referee.

The coach has to go to the opposite side of the hall (spectator seats) to avoid any contact between the player and the dismissed coach.

Both umpire and assistant umpire should watch closely. The umpire can use his cards directly while the assistant umpire has to raise his hand over the head, call **stop** and inform the umpire that an adviser did something illegal. Then the umpire will show the appropriate card. Make sure that the illegal adviser understands that he has been shown a card.

Hand signals will be used according to the description in the ITTF Handbook for Match Officials.

Time Out

On receiving the request for a Time Out the umpire should suspend play and hold up a white card, raising the arm above the head, on the side of the player or pair making the request. The assistant umpire places the Time Out sign on the half of the table closest to the player who called the time out. In Team Events the team captain has the final decision whether a Time Out will be taken, whereas in Individual events it is the decision of the player.

Time keeping

The timer should be stopped during significant breaks in play and restarted as soon as the next rally begins. Such breaks include pauses for towelling (after every 6 points), delays while the ball is retrieved from outside the playing area and the change of ends in the last possible game of a match.

Special Attention to following rule

If a player **deliberately** strikes the ball twice in succession, it is a point for the opponent.

Expedite System

Unless 18 points in total have been scored it is introduced automatically after 10 minutes play in a game or at any earlier time at the request of both players or pairs.

A member of the reserve squad will be the stroke counter.

After the match

- Collect the racket, if it has not been presented in the call area for racket inspection before the match and bring it to the racket control centre.

- Fill in the result on the score sheet, as it will be shown during the briefing (it is also attached to this document).
- Fill in the name of the winner
- Get the signature of the players (at least from the winners – don't force the loser to sign)
- Sign the score sheet (please write so that we can see who umpired the match)
- Put the score indicators back to blank.
- Make sure that the playing area looks tidy
- Put the “no practice” sign on the table.
- Deliver to the Referee table the score sheet as quickly as possible
- When you are not on duty you shall leave the playing arena.

The correct finalisation of the scoresheet is an important part of the umpires job and also important for the continuation of the tournament. The umpire and the assistant umpire shall check the scoresheet together.

If you have any questions or comments/complaints, don't hesitate to contact me.

Márta Szily
Tel: +36 20 551 4790
Email: marta.szily@gmail.com

On behalf of the referees

Márta Szily