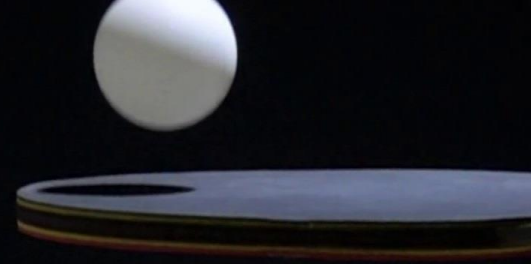




PROCEDURE

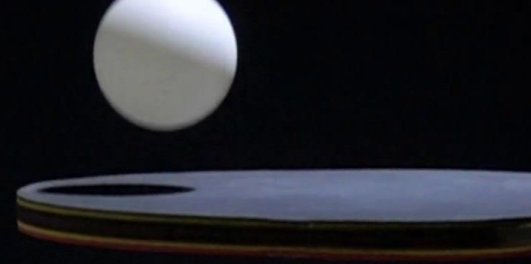
Empower your officiating journey with the T2 Match Officials (Umpire) Guiding Principles and Procedures. This concise and meticulously crafted resource, influenced by the esteemed International Table Tennis Federation (ITTF) Handbook for Match Officials, is designed to ensure consistency, professionalism, and unity in every match. Join us in embracing these guidelines, shaping officiating excellence at T2 and charting a path toward a uniform future.

T2 Match Officials
(Umpires)



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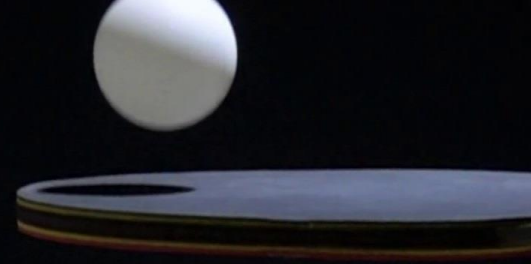


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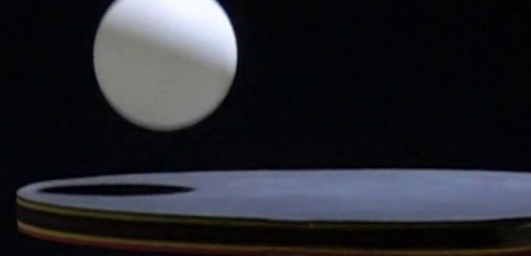


Gauteng T² Table Tennis Club
NPC Registration Number: 2022 / 979934 / 08

info@t2tabletennis.co.za
<https://www.t2tabletennis.co.za>



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Introduction

Welcome, T² Match Officials!

With great enthusiasm, we introduce the "Procedure for T² Match Officials (Umpires)," a resource designed to elevate our table tennis officiating standards. This comprehensive guide reflects our commitment to fairness, consistency, and professionalism in every match.

Aligned closely with the esteemed International Table Tennis Federation (ITTF) Handbook for Match Officials, these guidelines embody our dedication to uniformity. By adhering to these procedures, we strive for a host of benefits that enhance the experience for everyone involved.

As we journey together, these guidelines will bring:

Clarity: Every match will be governed by a uniform set of rules, leaving no room for ambiguity.

Professionalism: Our umpires will operate cohesively, enhancing the overall atmosphere.

Efficiency: A structured process streamlines pre-match preparations, benefiting all participants.

Unity: Spectators will enjoy seamless, consistent officiating across matches.

Your adherence to these guidelines marks a significant step in ensuring a level playing field. Let us embrace these practices and carry the banner of excellence as we officiate matches that reflect the values of T².

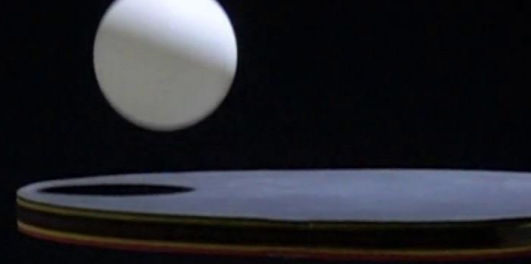
This document underlines our dedication to providing the best officiating experience possible.

Welcome to a new standard of officiating excellence!

Best regards,

Mohamed Mansoor

Founder and Elected Chairperson 2023 - Gauteng T² Table Tennis Club



Match Officials General Code of Conduct

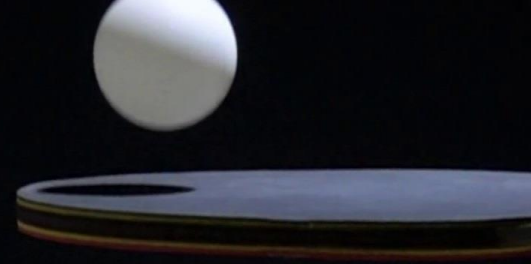
Match officials are ambassadors of the sport, of the ITTF and of their Associations, and of our Club. At club competitions, they are the guests of the host club, and therefore must respect its traditions and social customs. The following guidelines, which are not exhaustive, are intended as an 'aide-memoire' (an aid to the memory) on the aspects of conduct to which special attention should be given. It is however of critical importance that T² Match Officials also familiarize themselves with any founding documents and policies pertaining to the Club.

Match Officials Should Always:

1. Study and make sure they understand all the relevant rules, duties and procedures for the competition at which they are officiating.
2. Be in a reasonable good physical condition, with normal or corrected vision and normal or corrected hearing.
3. Be in appropriate uniform and maintain their appearance and personal hygiene.
4. Be prompt for all assignments.
5. Maintain strict impartiality and avoid any relationship with players or coaches that might cast doubt on that impartiality.
6. Refer all issues not related to their duties to the Referee or other appropriate officials.
7. Conduct themselves in a professional and ethical manner, respecting the authority and interests of the Club, Referee, other tournament/league officials, guests, players and the public.

Match Officials Should Never:

1. Discuss tournament incidents or other issues related to their duties with players, spectators, but should refer any such matters to the Referee and the tournament/league officials.
2. Accept personal gifts from players, coaches and teams other than those of nominal value. Gifts provided by a host organization to all officials can be accepted.
3. Consume alcoholic beverages or take drugs or medications that will inhibit performance before their match on the day they are to officiate.
4. Publicly criticize Club officials, tournament/league officials, or other officials or otherwise bring the sport into disrepute.
5. Hinder the maintenance of a high standard of professionalism and conduct required of players. The Club requires a high standard of professionalism and conduct from its Certified Officials as well as all Officials participating in club-sanctioned and recognized events. Club Officials willfully not observing the stated guidelines may be subject to a formal disciplinary process, and/or lose their Membership Privileges. The only exception and lenience being afforded during training and development phases of their Officiating expertise.



Recommended Procedure for T² Match Officials (Umpires)

Pre-Match Preparations

1. Before going to the playing area, check that you have all the necessary equipment, such as:
 - a. Clip Board
 - b. Pen – it's best practice to have spare pens
 - c. Printed Match Score Sheet – It's best practice to have spare sheets
 - d. Disc or Coin for tossing
 - e. Balls – if the players are not presenting/selecting their own
 - f. Net Length gauge
 - g. Net Tension gauge
 - h. Stop-watch
 - i. Coloured cards
 - j. Time-out placeholder
2. Make sure that you understand how to complete the score sheet. If there is any ambiguity or something is unclear, consult first with fellow umpires, and should they not be able to assist – reach out to the referee or tournament/league director.

Pre-Match Procedures

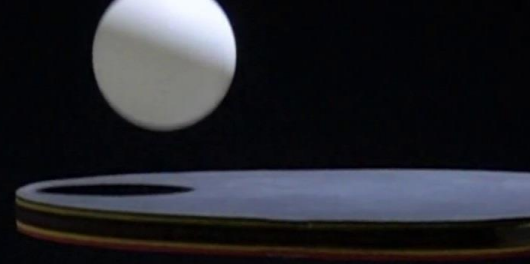
1. On arrival at the playing area, check that:
 - a. the playing area is free from any health and safety risks or concerns
 - b. the table is correctly positioned
 - c. the table is cleaned
 - d. the surrounds are correctly positioned
 - e. the net is properly adjusted for height and tension
 - f. the towel receptacle or space allocated for towels is available and empty
2. If there is a scoreboard, set the indicators to the blank position – that is, so that they show no points or game scores.



Player/Player Pairs Arrival Procedures

1. When both players or pairs arrive, set both game score indicators to "0" (Zero-Zero).



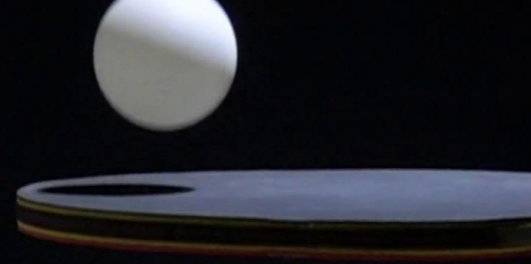


2. Before practice begins, check that players are:
 - a. wearing the correct and appropriate attire.
 - b. rackets are acceptable - If you leave this until later and there is a wrong player or an illegal racket, time spent practicing will have been wasted.
 - c. report any non-compliance that you cannot resolve, or any doubt about clothing or rackets, to the referee immediately.
 - d. Unless you are certain of the correct way to pronounce the players' names, ask them how they wish their names to be called.
 - e. Decide who will have the choice of service and ends by tossing a two coloured disc or a coin in front of both players or pairs, making sure that they know how to call. Do not let the disc or coin fall on to the playing surface and, preferably, not on to the floor.
3. When both players or pairs have made their choices, note on the score card/sheet who is to be the first server and, in doubles, the first receiver.
4. Establish who the designated advisor/coach for each player or pair.
5. Give the players a ball that you have taken at random, either from those they have chosen before the match or, if they have not chosen any, from a box of balls of the type specified for the competition.
6. Time the practice period and advise players just before the permitted time is up.
7. Make sure that they do not receive advice or do anything else to delay the start of play after the practice period has ended.
8. Ensure that players/pairs have deposited their towels in the towel receptacle or space allocated for towels.
9. Before play starts, check that towels are placed in a receptacle/space provided near the umpire/assistant-umpire and are not left draped over surrounds. Any other items, such as track suits, bags, racket cases and water bottles should be placed outside the playing area.
10. When the players are ready, call "love-all" or "zero-zero", pointing to and naming the first server. In a team match you may use the player's name or the team name, or both. Set the points score indicators to "0-0"



Match Procedures

1. Start the timer as the first player serves and stop and re-start it for substantial breaks in play, such as time spent toweling or retrieving the ball from outside the playing area.
2. Call "time" if play lasts for 10 minutes, unless expedite is already in operation or both players or pairs have scored a total of 18 points.



3. After the end of each rally indicate the result by signal, and as soon as practicable thereafter by calling the new score, or repeating the last score in the event of a let.



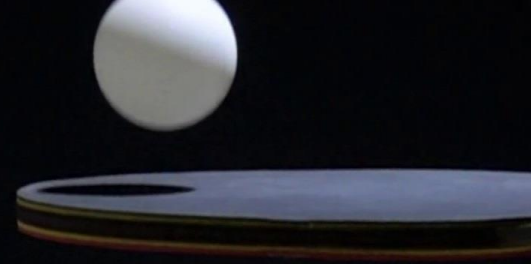
4. If there is to be a change of service, point to the next server. You may also name the next server.
5. Do not change the scoreboard indicators until the umpire has signalled or called the award of a point.
6. Discourage players from wasting time by such means as wandering round the playing area between rallies, persistent bouncing of the ball before serving or prolonged discussion with a doubles partner.
7. During the game, make sure that the players are not given advice, either by speech or by signals.
 - a. On the first occasion warn anyone advising illegally
 - b. if the offence is repeated, send the adviser away from the playing area for the remainder of the match or, in a team match, for the remainder of the team match.

Intra Game Procedures

1. At the end of a game, announce the winner and the current games score and record the result on the score card/sheet.
2. Leave the indicators showing the final points score, without changing the games score.



3. If necessary, remind players that they must leave their rackets on the table between games unless you give permission for them to be removed. If they are removed, remember that they must be inspected again before the next game.
4. After each game, and during authorized intervals, collect and retain the match ball.
5. Check that surrounds are in their correct positions.
6. Time the interval between games, and other authorized intervals, and recall players as soon as the permitted time is up.
7. During intervals, do not wander round the playing area talking to other match officials.
8. Stay in your seat unless you need to move for reasons such as retrieving the ball or adjusting the table, net or surrounds.



9. Just before the players return for the next game, set the points score indicators to the blank position and alter the appropriate games score indicator to reflect the result of the previous game.



10. Remember to change round any yellow, red or white markers.
11. Set the points indicators to "0-0" when the umpire calls that score.



Match End Procedures

1. At the end of a match, announce the result.
2. Complete the score card/sheet and ask the team captains to sign it, as required.
3. Leave the indicators showing the final points score and the previous games score.



Post-Match Procedures

1. Return the score card promptly to the appropriate officials.
2. Before leaving the playing area, collect the match ball and any spares, as well as any items of clothing, towels or other property that have been left behind.
3. Reset the indicators to the all-blank position.

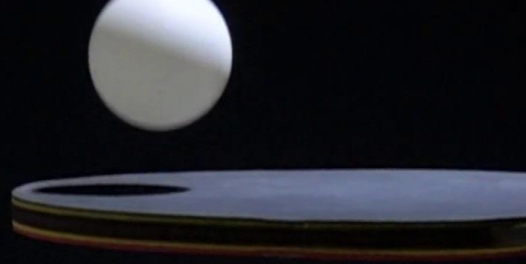


4. Finally, make sure that you are aware of and are ready to apply any additional procedures or special methods of presentation that have been agreed for the particular competition at which you are officiating; if you are in any doubt, consult the referee.



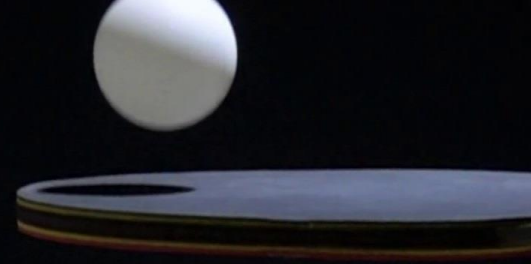
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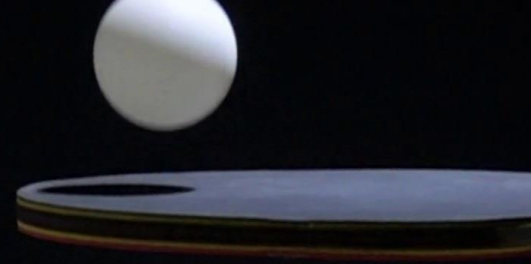






Situational Hand Signals and Calls

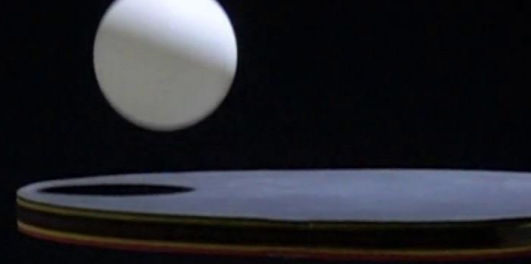
Pertaining to the Assistant Umpire (if any)


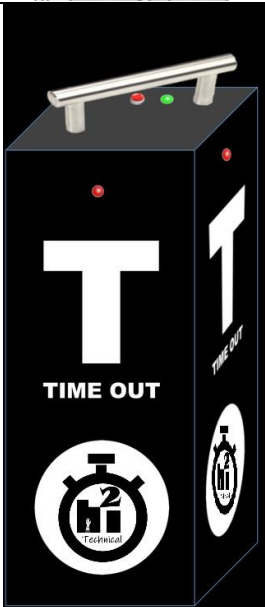




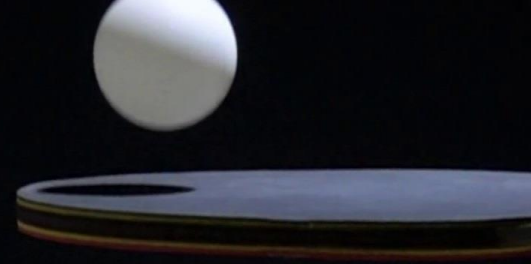
SITUATION (AU Perspective)	AU'S SIGNAL	AU'S CALL	ILLUSTRATION (if any)
Net-cord service	As soon as the ball touches the correct court, raise arm above head, point to net if necessary	None	
Illegal service	Raise arm above head	"Fault" and advise umpire if necessary	
Interruption of play (e.g. ball or public coming into playing area)	Raise arm above head	"Stop"	
Advice given during play, first occurrence	Raise arm above head	"Stop" and inform umpire	





Advice given during play, subsequent occurrence	Raise arm above head	"Stop" and inform umpire	
Ball obstructed by player	Raise arm above head	"Stop" and advise umpire	
Edge ball at side nearest to AU ending the rally	Point to place of contact if necessary	"Edge"	
Ball hits side of table top nearest to AU ending the rally	Raise arm above head	"Side"	

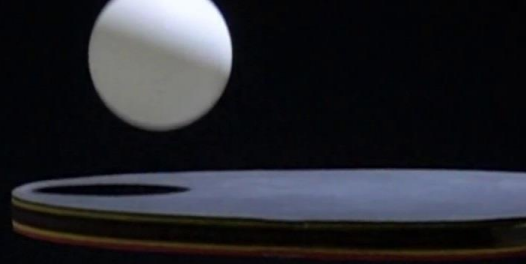






<p>Time limit (if AU is timekeeper)</p>	<p>Raise arm above head</p>	<p>"Time"</p>	
<p>Request for time-out</p>	<p>Place a special signboard on court of requesting player or pair. Stand next to the AU table until it is time to remove signboard</p>	<p>None</p>	
<p>End of time-out (if AU is timekeeper)</p>	<p>Remove special signboard from table and place white marker by score indicator</p>	<p>"Time" If players have not returned</p>	
<p>End of time-out (if umpire is timekeeper)</p>	<p>Remove special signboard from table and place white marker by score indicator</p>	<p>None</p>	

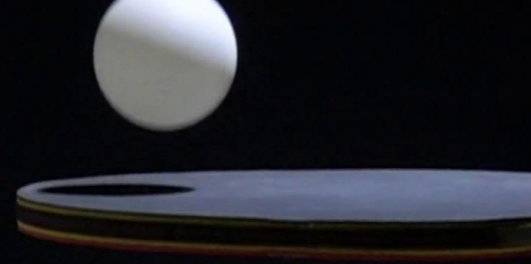






Bad behaviour (1 st occasion)	Raise arm above head Place yellow markers by score indicator	"Stop" And inform umpire	
Bad behaviour (2 nd or 3 rd occasions)	Raise arm above head Place yellow/red markers by score indicator If space allows	"Stop" And inform umpire	

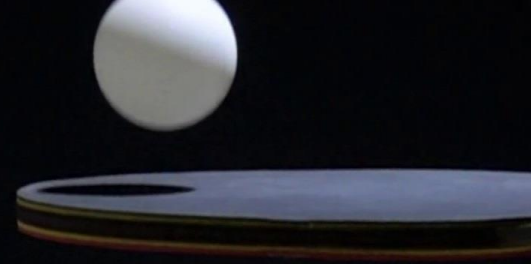
Pertaining to the Umpire







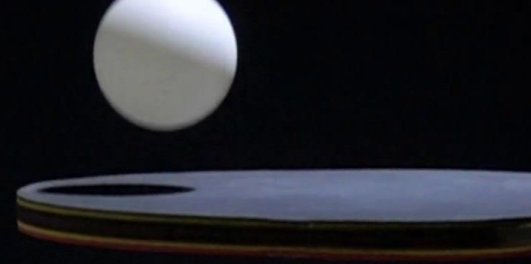
SITUATION (Umpire Perspective)	UMPIRE'S SIGNAL	UMPIRE'S CALL	ILLUSTRATION (if any)
Start of game	Point with open hand to first server	"X to serve, 0-0" And/Or any other agreed announcement	
Change of service	Point with open hand to next server	None	
Resumption of play after authorized interval	Point with open hand to next server	Repeat score	
Point	Raise the arm nearer the winner(s) of the point so that the upper arm is horizontal and the forearm vertical, with the closed hand upward	New score	







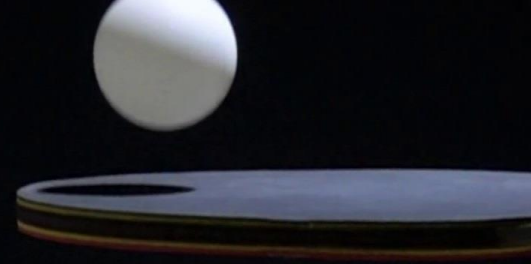
<p>Net-cord service</p>	<p>As soon as the ball touches the correct court raise arm above head, point to net if necessary</p>	<p>"Let" and repeat previous score</p>	
<p>Illegal service</p>	<p>Raise the arm nearer the receiver so that the upper arm is horizontal and the forearm vertical, with the closed hand upward</p>	<p>"Fault" and new score</p>	
<p>In double's service, ball bounces on wrong half-court</p>	<p>Indicate point for receiver, point to centre line if necessary.</p>	<p>"Fault" and new score</p>	
<p>Faulty service (e.g. ball misses table)</p>	<p>Indicate point for receiver</p>	<p>New score</p>	







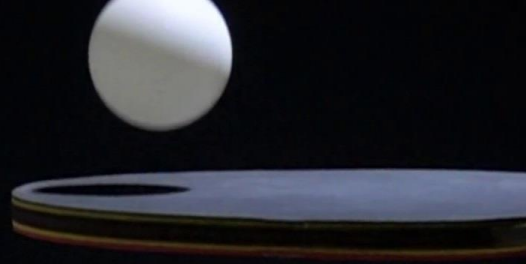
Service of doubtful legality (1 st occasion in a match)	Raise arm above head	"Let" Warn server and repeat previous score	
Service of doubtful legality (further occasion by same player or pair)	Indicate point for receiver	"Fault" and new score	
Interruption of play (e.g. ball or public coming into playing area)	Raise arm above head	"Let" and repeat previous score	
Error in order of serving, receiving or ends discovered during a rally	Raise arm above head	"Let" Correct order and repeat previous score	







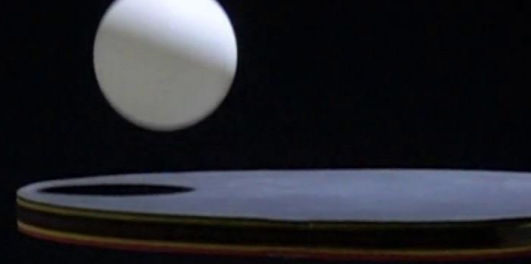
<p>Advice given during play, first occurrence</p>	<p>Raise arm above head holding up a yellow card towards offender, without leaving chair</p>	<p>"Let" Warn adviser and repeat previous score</p>	
<p>Advice given during play, subsequent occurrence</p>	<p>Raise arm above head holding up a yellow card towards offender, without leaving chair</p>	<p>"Let" Send adviser away from the playing area, and repeat previous score</p>	
<p>Ball obstructed by player</p>	<p>Indicate point for the winner(s) of the point</p>	<p>New score</p>	
<p>Any other offence which does not automatically stop play</p>	<p>Raise arm above head</p>	<p>"Stop" and new score</p>	

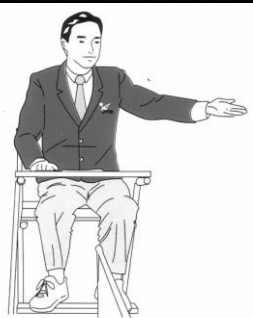




Edge ball at side nearest to AU ending the rally	Indicate point for the winner(s) of the point	New score	
Edge ball at any other side	Indicate point for the winner(s) of the point	New score	
Ball hits side of table top nearest to AU ending the rally	Indicate point for the winner(s) of the point	New score	
Time limit (if AU is timekeeper)	After AU's signal, raise arm above head and call	"Let" if necessary, Announce that expedite will apply and repeat previous score	



<p>Time limit (if Umpire is timekeeper)</p>	<p>Raise arm above head</p>	<p>“Time” Announce that expedite will apply and repeat previous score</p>	
<p>Request for time-out</p>	<p>Raise arm above head holding up a white card to the side of the player/pair requesting the time-out until the AU has placed a special signboard on the table</p>	<p>None</p>	
<p>Request for time-out (if no AU)</p>	<p>Raise arm above head holding up a white card to the side of the player/pair requesting the time-out until the end of the time-out</p>	<p>None</p>	
<p>End of time-out (if AU is timekeeper)</p>	<p>When players return, point with open hand to next server</p>	<p>Repeat previous score</p>	

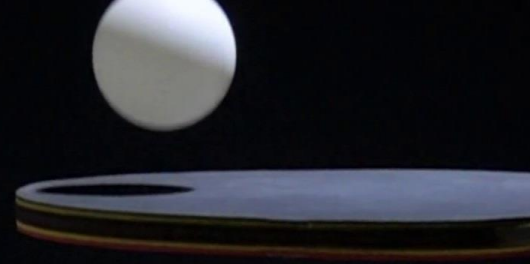


End of time-out (if umpire is timekeeper)	When players return, point with open hand to next server	"Time" if players have not returned Repeat previous score	
Bad behaviour (1 st occasion)	Holding up a yellow card towards offender, without leaving chair	"Let" if ball is in play Warn offender and repeat previous score	
Bad behaviour (2 nd or 3 rd occasions)	Holding up a yellow and a red card towards offender, without leaving chair	"Let" if ball is in play New score after awarding penalty point(s)	
End of game	None	Game score and any agreed post-game announcement	N/A
End of match	None	Match score and any agreed post-match announcement	N/A



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Document Version Control

Version 1.00 – Initial Version by Mohamed Mansoor on 2023-08-22

This document stands as a testament to our commitment to excellence in officiating at T² Table Tennis. Carefully curated to align with the revered International Table Tennis Federation (ITTF) Handbook for Match Officials (Thirteenth edition August 2007), this version encapsulates the collective efforts of our community to enhance the quality and consistency of our matches.

We acknowledge that our officiating guidelines will evolve alongside our dynamic club. Your participation and insights contribute to the refinement of this resource, ensuring it remains relevant and effective in the face of change. We encourage you to actively engage, share your observations, and collaborate to further improve this guide.

As we continue to elevate our standards and experiences, this document will evolve. Watch out for future versions that reflect our collective commitment to advancement and unity in table tennis officiating.