



ASIAN GAMES
2018 | Jakarta
Palembang

Table Tennis

Technical Officials Bulletin 2

AUGUST 26 – SEPTEMBER 1, 2018

Logistics Information

1. Airport Welcome Service

The Organizing Committee would provide an airport pick-up to our official hotel. Please find the Asian Games Help desk to activate your AD card, and register for a pick up service.

Please drop an email : tabletennis.asiangames2018@gmail.com

for further information or any flight schedule changing.

2. Hotel check-in, Accreditation and Uniform Distribution

The Asian Games official hotel - Hotel Borobudur Jakarta

Address: Jl. Lap. Banteng Selatan No.1, Ps. Baru, Sawah Besar, Kota Jakarta Pusat, Daerah Khusus Ibukota Jakarta 10710

Website: www.hotelborobudur.com

The Organizing Committee are providing a special check in counter for Asian Games Technical Officials at Bali Room. In any case you need to re-activate your AD card, our LO would assist you. Uniform would be distributed at Bali Room from 23 – 24 August 2018 from 12:00 PM to 05:00 PM

3. Meals Coupon

The Borobudur Hotel would provide meals coupon for each ITO/NTD for lunch and dinner during the stay, and would be given during check in.

4. Umpire Equipment & Uniform

All ITOs and NTOs are supposed to wear the **Asian Games Uniform** instead of the ITTF Uniform or the LINING T-shirt. The Asian Games Uniform include formal wear (suit, shirt, trousers, shoes, etc) and casual wear (polo, pants, jackets, sports shoes, hats, etc).

All technical officials shall wear the formal uniform while officiating and please bring your **IU badge** and **name tag** in case we need to wear them while working in the venue.

Normally the OC will provide umpire equipment, however, I still wish that you could bring your own umpiring kits such as **stop watch**, **plastic net gauge**, **metal tension gauge**, **toss coin**, two sets of **white/yellow/red cards**, etc.

Technical Requirements

1. Tasks in the Call Area (procedure as stated in Bulletin 1)

1.1 Team work: preparation and conduct of the matches

Umpire and assistant umpire shall confer and agree about: procedure of walk-in and –out, timing and calling time, managing time-out, unofficial and official communication, monitoring coaching, behavior and state of equipment as dry table and floor, surrounds and net, organization of racket collection and exchange in team events, etc.

If an umpire team has matches in a row, umpires responsible for the Call Area will assist and fulfill the tasks in the Call Area.

1.2 Color of the shirts

Opponent teams/ players must wear shirts of clearly (or sufficiently 3.2.2.8) different main colors. Main color will be registered on the score sheet.

Sort out a clash of colors before the match. The player/pair that does not show up in the Call Area on time must immediately change the shirt in case of a color clash.

1.3 Ball Selection

Each team/player may choose 2 balls.

If only one player or team comes for the ball selection, the umpire keeps the balls chosen for the match and adds randomly 2 balls to the bottom of the ball box. If both opponents agree on a specific ball, it may be the first match ball. If no player selects a ball, the umpire will take randomly 4 balls as match balls.

1.4 Adviser/Coach

Note the name of captain/coach (team match) / adviser (individual match) on the score sheet. 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. The umpire should check the name with the person sitting on the Adviser's bench.

1.5 Racket Inspection by the Umpire or the Assistant Umpire

Umpires have to perform the racket inspection in the Call Area and not in the playing area. If your match is not chosen to undergo official racket test (equipment provided by the ITTF), the umpire, cooperating with the assistant umpire, shall carry out the following inspections:

- Any other irregularity as damage of blade and rubber

- Extension of racket coverings
- LARC
- Thickness
- Flatness.

Umpire shall register on the score sheet: before/ after the match test.

The racket will be kept in the Call Area in a paper bag (one racket per bag with the player's name).

1.6 Racket Control Center

Full racket control (including VOC) will be done in the Racket Control Center and rackets to be tested for full control will be selected on a random basis by the referee. Rackets selected will undergo full testing at the RCC using electronic equipment delivered and approved by ITTF (equipment from associations, organizers or private parties may not be used).

Umpires of the "selected table", will not perform any tests on these rackets in the Call Area, but forward the rackets immediately to the RCC and register on the score sheet: racket control at RCC before the match.

The racket will be kept in the Call Area in a paper bag (one per bag wearing the player's name, country, and table number).

The Assistant Umpire will carry the racket bags with the rackets to the playing area and will take the empty bags and the bags with rackets that have not been tested before back to the Call Area after the match. Before the match (1st match in a team match) the Assistant Umpire will hand the rackets to the Umpire and takes back the empty bags to his/her table.

At the match table, the Umpire will have a look (visual inspection) at the rackets before putting them on the same side of the match table next to the net and in front of his/her chair.

Rackets should only be taken by the handles, not held by the coverings. Rackets not being forwarded to the Call Area before the match will be tested afterwards (after match test) in the racket control center. 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).

The umpire requests the teams to wait at their respective benches until the racket test is finished if the racket of the winning player needs to be tested. If the racket of the winning player fails then the referee will decide the outcome of the match just played; if the referee decides that the winning player forfeits the match, the result of the individual match will be reversed and if necessary the next individual match will be played.

1.7 Back number or back name

Make sure that both players / pairs / team is correctly wearing the back number or back name using at least three pins to attach to the T-shirt.

1.8 Do not start the match before the scheduled time.

2. March In & Out

For a team match, umpire shall carry the 2 rackets bags of the first match, assistant umpire carries the remaining racket bags and the ball box.

- For a singles match, umpire shall carry the racket bags.

- For TV table with announcement and presentation, rackets will be put into the court by assistant umpire in advance.

If the umpire has not personally inspected the rackets in the call area, he/she needs to have a look (visual inspection) at the rackets before putting it next to the net on the table at the umpire's side.

When marching out after match, assistant umpire shall take the empty bags or the bags with rackets for post-match testing back to the call area.

When entering (and leaving) the playing area the Umpire shall open the surround and the Assistant Umpire then closes it immediately, but not if the umpires march-in together with players.

For detailed Walk-in/out procedures with or without Formal Presentation:

- please follow directions of Referees.
- Please walk in as a team and go to each one's station directly and start your duties, without shaking hands.
- No need to step forward when introduced, just a nod (not bow) will do.
- After all post-match duties are completed, wait for your partner at your own station and then walk-out as a team when ready, without standing at attention.
- Umpire to lead when walking out.

3. Coach

Players may receive advice from anyone authorized to be at the playing area. 5 persons are allowed on the bench during the match (1 coach and up to 4 players, assuming that one more player is in the court).

4. Field of Play

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

5. During the Match

- Greet the players when they arrive at the table, check their names, ensure that they are the correct players.
- Score all rallies as a “point” or “let”
- Hand Signals

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

The hand signals for illegal services are also compulsory. Link:
https://d3mjm6zw6cr45s.cloudfront.net/2016/09/Hand_Signal_illegal_service.pdf

- Service

Correct application of service laws. Since junior and cadet players have many problems in service, umpires should pay more attention to their service action and enforce the service laws.

- Service action

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

- a. By reacting clearly and consistently the umpires show the player that they are watching, and most players will then try to modify their service action.
- b. If the umpires 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 the umpire then react at 10-10 the player could with some right complain and point out that he/she 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:

- a. Free Hand: ball is resting freely on its palm;
- b. Ball: Above the level of the playing surface and behind server's end line;
- c. Throwing the ball: near vertically upwards, it must rise at least 16cm;
- d. Striking the ball: The ball must not be struck until it is falling from the highest point of its trajectory;
- e. Visibility: Ensure that the receiver can see the ball throughout the service; the Umpire or Assistant Umpire shall 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 the server is wearing or carrying. As soon as the ball has been projected upward, the server shall completely remove his free arm from the space between the ball and the net;
- f. There is no requirement that the receiver has to be able to see the racket throughout service;

g. Both umpire and assistant umpire shall watch players' service action and both can call a "fault" or a "let" (only Umpire), "stop" (only Assistant Umpire) if it is a doubtful service.

- Ball breaks during a rally

Umpire has to call "Let" (2.9.2.4) - regardless of direction of ball's trajectory. It does not make a difference whether the ball is broken above the table or before touching the floor as the ball is normally already "broken" when the ball has been struck by the player. But a player cannot after the rally claim that the ball was broken in the rally before and the rally should be a "Let".

- Behavior

Act consistently to players and coaches' behavior and correct use of Y/R card. Note: A warning or penalty incurred by either player of a doubles pair shall apply to the pair, but not to the non-offending player in a subsequent individual match of the same team match.

- 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.

- Advice

Players may receive advice at any time except during rallies provided play not thereby delayed. Both the umpire and assistant umpire must watch the coaches and advisers, but only the umpire can show a yellow or a red card in case of illegal advice. If the assistant umpire is sure that illegal advice is being

given, "stop" must be called and the umpire informed.

6. 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 Call Area.
- Fill in the result on the score sheet.
- Fill in the name of the winner and ask the winner to sign on the score sheet.
- Put the score indicators back to blank. Make sure that the playing area looks tidy.
- Deliver the score sheet to the Referee desk as quickly as possible.

The correct completion of the score sheet is an important part of the Umpires' job and may be essential for the continuation of the tournament.

Both umpire and assistant umpire shall check the score sheet before handing it in to the designated referee on duty. However, this should be done outside the playing area.

NOTES: At the end of this document please find the sample score sheet for team and individual events.

7. Code of conduct of match officials

Please have a look at appendix D of the Handbook for Match Officials.

Furthermore: Match Officials should not initiate to take any photos with players in a tournament and also not post any private photos with players on any social media (e.g. Facebook, Wechat). If however players ask umpires for a

picture with them, umpires may not refuse.

It is recommended not to talk with/warn players about possible wrong services or expected misbehavior (or coaches regarding illegal advice) before the match. The action of talking to the players/coaches before a match would indicate that the match officials are entering a match with preconceived ideas and making decisions based on those, rather than what they observe during the match.

8. Exchange of gifts

ITTF URC asks all referees and evaluators not to accept or give any gifts/souvenirs from/to umpires during a tournament. This is to uphold the image and to avoid any perception that referees and evaluators are not impartial. The exchange of souvenirs between umpires, or between referees, is not an issue.

Summary

Our goal is a consistent high standard of officiating, umpiring and Refereeing, please pay attention to the procedures before, during and after a match. Consistent means "reacting the same way in similar situations". All Umpires are kindly reminded to be familiar with the Handbook for Match Officials, especially with the Appendix E and Appendix F. As umpire it is imperative that the umpires 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.

Attachment

1. Doubles Score Sheet Sample;
2. Singles Score Sheet Sample;
3. Team Score Sheet Sample;
4. Toss Sheet (Team Order List)



Match Score Sheet

Date	Time	Table No.	Match No.
WED 29 AUG 2018	10:00	1	XD10

Cards				NOC Code	Games					Match
TO	Y	YR1	YR2		1	2	3	4	5	
KAZMI Syed Saleem Abbas				PAK						
ANSARI Aisha Iqbal										
BAJRACHARYA Purshottam				NEP						
RAUNIYAR Kajol										
				First Server:						
TO	Y	YR1	YR2	Duration:	:	:	:	:	:	:

Winner's Name:	
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Comments:	
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Umpire 1		Umpire 2	
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Umpire's Signature:

Referee's Signature:



Jakarta International Expo Kemayoran - Hall B

Table Tennis

Men's Singles

Round of 64



Match Score Sheet

Date	Time	Table No.	Match No.
THU 30 AUG 2018	14:00	1	MS12

Cards				NOC Code	Games							
TO	Y	YR1	YR2		1	2	3	4	5	6	7	Match
KONGPHET Phinith				LAO								
JABER M A A Albalhan				IAA								
				First Server:								
TO	Y	YR1	YR2	Duration:	:	:	:	:	:	:	:	:

Winner's Name:

Comments:

Umpire 1 Umpire 2

Umpire's Signature:

Referee's Signature:



Team Match Score Sheet

India (IND) - Malaysia (MAS)

Date: SUN 26 AUG 2018	Time: 12:00	Table No. 7	Team Match No. WT7
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Match	NOC Code	Cards				Games					Match	Team Match Score	
		TO	Y	YR1	YR2	1	2	3	4	5			
1	A	BATRA Manika	IND										
	X	LEE Rou You	MAS										

First Server: _____
Duration: : : : : : :

Match	NOC Code	Cards				Games					Match	Team Match Score	
		TO	Y	YR1	YR2	1	2	3	4	5			
2	B	PATKAR Madhurika Suhas	IND										
	Y	BEH Lee Wei	MAS										

First Server: _____
Duration: : : : : : :

Match	NOC Code	Cards				Games					Match	Team Match Score	
		TO	Y	YR1	YR2	1	2	3	4	5			
3	C	DAS Ankita	IND										
	Z	HO Ying	MAS										

First Server: _____
Duration: : : : : : :

Match	NOC Code	Cards				Games					Match	Team Match Score	
		TO	Y	YR1	YR2	1	2	3	4	5			
4	B	PATKAR Madhurika Suhas	IND										
	Z	HO Ying	MAS										

First Server: _____
Duration: : : : : : :

Match	NOC Code	Cards				Games					Match	Team Match Score	
		TO	Y	YR1	YR2	1	2	3	4	5			
5	C	DAS Ankita	IND										
	Y	BEH Lee Wei	MAS										

First Server: _____
Duration: : : : : : :

Comments: _____

Umpire 1 CHOU DHARY Dhanraj IND Umpire 2 LEE Soon Ju KOR

Umpire's Signature: _____

Referee's Signature: _____



Jakarta International Expo Kemayoran - Hall B

Table Tennis
Women's Team
Quarterfinals



Team Match Team Order List

Pakistan (PAK) - Nepal (NEP)

Date	Time	Table No.	Team Match No.	Umpires
28 AUG 2018	9:30	5	WT25	KIM Yun Kyung (KOR) YOON Bong Sook (KOR)

TEAM ORDER

ABC / XYZ

PAK - Pakistan

Players Order	Name
	ANSARI Aisha Iqbal
	BILAL Shabnam
	KASHIF Rahila

Signature: _____

Team Captain: _____

Please indicate the order of team members (by circling the correct order and striking through the incorrect order - A/B/C or X/Y/Z), assign the corresponding letter to each team member, enter the team captain's name (family name, given name in block letters), sign the form and return it to the umpire.