



# **WORKFLOW DESCRIPTION**

## **CALL AREA AND RACKET CONTROL/TESTING**

**01.12.2018**





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This document describes the workflow to be followed in ITTF Sanctioned competitions. Other events are encouraged to follow the principles outlined here but may deviate in particular areas at the discretion of the referee.

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Umpires, who start their session (at table, as reserve, in call area or in the racket control centre), must be present in the call area 35 minutes before the first individual match (I) and 60 minutes before the first team match (T) of the session, or as determined by the referee for that particular event.

## **1. Call area**

In the call area, the following lists are available at each table; they must not be used in the playing area:

- Valid LARC (List of Authorised Racket Coverings authorised by ITTF)
- List of players
- List of coaches/advisors

It is recommended that in the call area the organiser provides permanent local staff (volunteers) to support umpires in the call area for taking over administrative and organizational tasks.

### **1.1. Delivery of score sheet and team composition form:**

#### **1.1.1. Delivery of Score Sheet for Individual Events:**

- At least 30 minutes before the scheduled start of the match

#### **1.1.2. Delivery of Toss Sheet (team composition form) for Team Events:**

- At least 50 minutes before the scheduled start of the match

#### **1.1.3. Delivery of Score Sheet for Team Events:**

- At least 30 minutes before the scheduled start of the match

### **1.2. Draw for team events:**

- 45 minutes before the start of the match
- Ask for the name of the team captain, who should be the person signing the team composition sheet and record his/her name on the score sheet.



- If Team Captain is not present within 5 minutes (or as specified by the Referee) then the opposing Team has the right to choose AB/XY, bench side at the playing area and decide the colour of shirts they will play in.
- If a team does not submit its composition on time, the referee applies the sequence of the players as nominated by the association before the tournament.

### **1.3. Colour and advertisements on the shirts**

- 45 (Team)/20 (Individual) minutes before the match the players should show their match shirt to the umpire in the call area.
- The 2 players/pairs/teams must wear shirts of sufficiently different main colours and the shirts/shorts/skirts of a team/pair shall be uniform (note: for doubles this only applies to pairs from the same Association and for non-major events the shirts only need to be of the same basic colour).
- Check the shirts, determine the main colour and sort out any clash of colours before the match.
- The main colour is to be registered on the score sheet.
- Any player/pair/team, who does not present their shirt in the call area, must change their shirt if the colours of the playing shirts are of a similar colour.
- Check advertisements on playing clothing

### **1.4. Ball selection – NOT MultiBall System**

- Each player/pair/team may choose 2-3 balls 20 minutes before match starting time.
- If both players agree on the order of balls selected i.e. 1, 2 and 3, the umpire will use the balls according to the selection of the players.
- If only one player arrives in time for the ball selection, the umpire takes the selected balls for the match according to the order given by this player.
- If no player selects a ball, or the players can't agree on the ball(s) the umpire will randomly select balls.
- Register on the score sheet whether a player/pair/team selected the balls.



## **1.5. Ball Selection – Multi Ball System**

- Each player may choose 15 balls 20 minutes before match starting time
- If only one player/pair comes for the ball selection the Umpire keeps the balls chosen for the match and adds randomly 15 balls to the ball box.

## **1.6. Name of the advisor**

- Individual event: Ask the players to designate their advisors and record the names on the score sheet.
- A player reserves the option to change the designated advisor or to designate the advisor after entering the field of play but before the start of the match.

## **1.7. Marching-in**

The Competition Manager in close cooperation with the Referee and Field of Play Manager (FOPM) organizes and supervises the marching-in of match officials and players/advisors. The march-in of umpires without players is organized and supervised by the referee.

Normally the assembly point for the marching-in is at or close to the call area.

## **1.8. Back number**

Where there is no marching-in and back-numbers are required, umpires shall remind the players to attach the required back-numbers correctly before moving to the playing area.

Where there is marching-in, umpires are to check before that the required back numbers are correctly worn. If there is a second number available, the player should be asked to affix it to a second shirt.

Where no back number is to be used and a player must have his/her name on the back of the shirt, umpires are to check for this in the call area. Note that in World Tour events the players' names must be on the back of their shirts starting from the main draw, while in all Para-TT events the players' names and the 3-letter association code must be on the back of their shirts (except World Tour Challenge series: player's names is recommended).



## 1.9. Para – TT events

Umpires should also

- check the height of the 1 or 2 cushions (15cm-use net gauge)
- check that tracksuit pants, if worn, are not jeans
- check there are no back packs on the wheelchairs
- check the number of wheels on wheelchairs – there should be a minimum of 2 large and 1 small wheels
- inquire as to which player requires a ball person
- ascertain if assistive devices such as strapping, braces, prosthesis are to be used, and if so, verify that against the International Classification Card. If there is no clarity, please refer the matter to the referee



## 2. RACKET TESTING AND CONTROL

### 2.1. GENERAL INFORMATION AND INSTRUCTIONS

Attention: this section only describes the principles of racket control and testing. The practical procedure, step by step, is detailed and developed in the following sections.

- Rackets are no longer checked in the playing area, but in the call area or in the Racket Control Centre (RCC).
- In individual events players shall deposit their racket to be used in the next match at the call area 20 minutes before their match.
- In team events the team shall deposit the rackets of all players at the call area before the start of the team match. However, the team has the option and responsibility to decide that each player deposits his/her racket before his/her individual match (typically 20 minutes before or latest at the start of the previous individual match).
- Rackets not presented before the match will always be tested after the match, with the risk of loss of the match completed if it fails any of the tests.
- The assistant umpire will put the match rackets, which have been checked before the match, on the match table on one side of the net next to the umpire's chair and shall pay attention that the rackets do not leave the playing area.
- Before the match, the umpire shall have a look at the rackets which have been tested in order to recognize them and to be aware of a possible non-playing side or any other irregularities but shall not proceed to check any further.
- If a racket has not been tested before the match, the match umpire shall proceed to do a visual inspection
  - Damage to coverings and blades, trimming, coverings correctly affixed to blade, extensions of coverings, layers of blade are continuous also into the handle, any other irregularity

but no other checks shall be performed in the playing area, and no tools or measuring devices shall be used. If there is any discrepancy the umpire shall report to the referee on duty.

- During team events, the umpire shall collect the rackets after each individual match, unless the player has completed all his or her matches. The purpose is to avoid re-



checking of rackets prior to each individual match. If a player refuses to leave a racket, he or she must be informed that his or her racket for the next individual match will need to be tested again either before his or her next individual match or after that match.

- If a racket has
  - been changed after being checked
  - left the playing area and there may be a possibility it has been changed
  - not been checked before the match

**it must be tested after the match, and the referee on duty must be informed immediately about this fact.**



## **2.2. RACKETS TO BE TESTED BEFORE THE MATCH (No Racket Control Centre)**

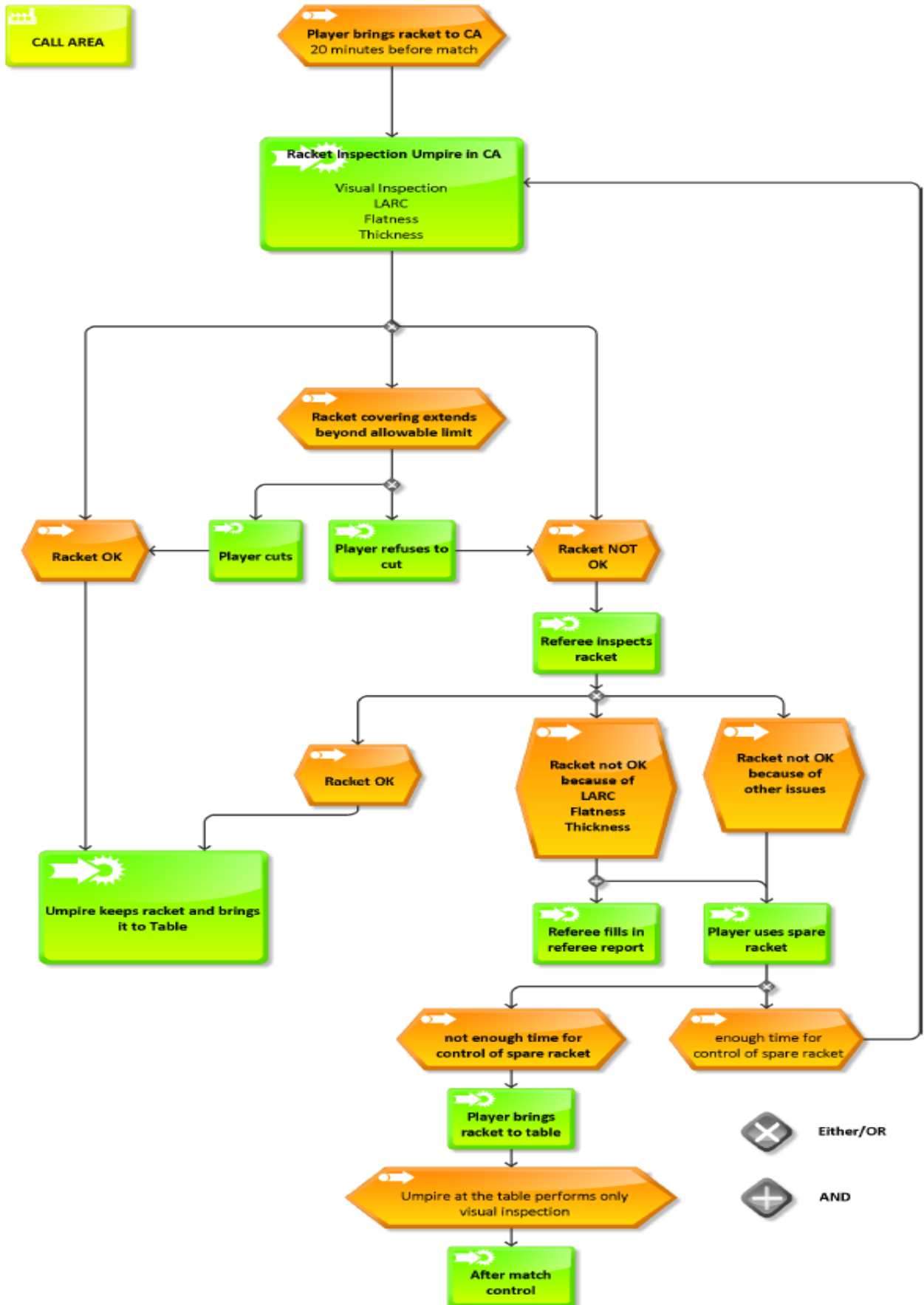
- Umpires must perform the racket inspection in the call area and not in the playing area. The following inspections are mandatory:
  - Visual inspection:
    - Damage to coverings and blades, trimming, coverings correctly affixed to blade, extensions of coverings, layers of blade are continuous also into the handle, any other irregularity
    - Note: for PTT class 1 and 2 players, the referee may allow some coverings to be extended over the edge of the blade as the players tend to use their playing arm to push back into an upright position after playing a shot and the racket may otherwise damage the table
  - LARC (List of Authorised Racket Coverings authorised by ITTF)
  - Flatness (for a detailed check/test, electronic devices if available)
  - Thickness (for a detailed check/test, electronic devices if available)
- Umpires are to register on the score sheet that the racket was checked before the match.
- If everything is satisfactory, the rackets will be kept in the call area in paper bags/envelopes with the players' names (on self-adhesive labels) and the umpire of the match will hand the rackets to the players at the match table.
- If a racket covering extends beyond the allowable limit of the blade, the umpire shall request the player to trim it. In case of refusal by the player the umpire shall inform the referee on duty.
- If there is a doubt that a racket covering could be used with any physical, chemical or other treatment, the umpire informs the referee on duty.
- If for any other reason the umpire is in doubt:
  - The umpire informs the referee on duty
  - The referee must decide:
    - If the racket is acceptable:
      - The assistant umpire brings the rackets to the table



- If the racket is not acceptable
  - The player must change the racket, and if there is enough time the replacement racket can be checked or tested immediately. Whilst this procedure is not strictly in terms of 3.2.4.2.3, the aim is to prevent players using an illegal racket rather than punish them afterwards. If there is insufficient time, the racket will be tested after the match
  - A failed racket will be kept by the referee and returned to the player at the end of the match (for a team match, at the end of the team match)
  - The referee includes the result in the electronic ITTF URC database "referee report" (file: Log) BUT NOT in the file "racket control".



**RACKET CONTROL WORKFLOW BEFORE MATCH CONTROL NO RCC**





## 2.3. FULL RACKET CONTROL BEFORE THE MATCH IN RACKET

### CONTROL CENTRE (RCC)

Full racket control (including VOC) must be done in a separate room and rackets to be controlled for VOC 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, organisers or private parties may not be used).

Before each session, the referee on duty for racket control delivers a list (Racket Control Schedule Form) with selected tables for Full Racket Control to the Racket Control Centre.

- Umpires will not perform any tests on these selected rackets in the call area, but must forward the rackets immediately to the RCC and register on the score sheet:
  - racket for control at RCC before the match
- the following inspections are mandatory in the RCC and results are filled in Racket Control Form (Form 3) for all rackets that are controlled, and problems are detected:
  - Visual inspection:
    - Damage to coverings and blades, trimming, coverings correctly affixed to blade, extensions of coverings, layers of blade are continuous also into the handle, any other irregularity
    - Note: for PTT class 1 and 2 players, the referee may allow some coverings to be extended over the edge of the blade as the players tend to use their playing arm to push back into an upright position and the racket may otherwise damage the table
  - LARC (List of Authorised Racket Coverings authorised by ITTF)
  - Flatness (use of electronic devices)
  - Thickness (use of electronic devices)
  - VOC (use of electronic devices)



- If everything is satisfactory:
  - The racket will be handed to the umpire of the match and kept in the call area in a paper bag/envelope. The umpire of the match will have a look at the racket in order to recognize it and the assistant umpire will put the racket on the match table on one side of the net next to the umpire's chair.
- If a racket covering extends beyond the allowable limit of the blade, RCC shall request the player to trim it. In case of refusal by the player the RCC informs the referee on duty.
- If there is a doubt that a racket covering could be used with any physical, chemical or other treatment, the RCC informs the referee on duty.
- If the RCC detects any irregularity:
  - RCC informs the referee on duty
  - Referee must decide:
    - If the racket is acceptable:
      - The racket will be handed over to the umpire of the match and kept in the call area in a paper bag/envelope with the player's name. The umpire of the match will have a look at the racket in order to recognize it and the assistant umpire put the racket on the match table next to the net and to the umpire chair.
    - If the racket is not acceptable, because of VOC, LARC, thickness or flatness or post-treatment:
      - The player must change the racket and if there is enough time, racket control can be done immediately on the replacement racket
      - If there is insufficient time, the replacement racket will be controlled after the match
      - The umpire in RCC fills in the Racket Control Form (Form 3) and it is signed off by the umpire in RCC
      - A failed racket will be kept by the referee and returned to the player at the end of the match (for a team match, at the end of the team match) after the referee and player have signed Form 3
      - Referee includes the result in the electronic ITTF URC database "referee report" (file: racket control)



- the scanned copy of Form 3 must be uploaded in the database
- the original Form 3 must be forwarded at the end of the event together with ITTF racket control devices to the Competition Manager



- If the racket is not acceptable, because of other issues
  - The player must change the racket and if there is enough time, racket control can be done immediately on the replacement racket
  - If there is insufficient time, the racket will be controlled after the match
  - The umpire in RCC fills in the Racket Control Form (Form 3) and it is signed off by the umpire in RCC
  - Referee includes the result in the electronic ITTF URC database “referee report” (file: LOG)



**RACKET CONTROL WORKFLOW BEFORE MATCH CONTROL WITH RCC**





## 2.4. RACKETS TO BE TESTED AFTER THE MATCH

If a player does not bring his/her racket to the call area, within the deadline of typically 20 minutes before the scheduled time of the match (for the second or later individual match of a team match, no later than the start of the previous singles or doubles match), then the racket will be tested after the match.

Additionally, if a racket has

- been changed after having been tested
- left the playing area and there may be a possibility that it has been changed

it must also be tested after the match, and the referee on duty must be informed immediately about the fact.

- The umpire will register on the score sheet:
  - racket testing after the match
- At the table before the match, the umpire only
  - proceeds to do a visual inspection
    - Damage to coverings and blades, trimming, coverings correctly affixed to blade, extensions of coverings, layers of blade are continuous also into the handle, any other irregularity
- If the umpire detects no irregularities (according to the tested details), players can start the match.
- If there are any irregularities found, the umpire
  - informs the referee on duty
- The Referee on duty must decide:
  - Not acceptable
    - the player must change the racket
    - A failed racket will be kept by the referee on duty and returned to the player at the end of the match (for a team match, at the end of the team match)
  - Acceptable



- the umpire can start the match

### **Special procedure to be observed for team matches:**

After an individual match of a team match, the players must leave their rackets on the table and the umpire keeps all rackets requiring an after-match test and the assistant umpire brings them to the Call Area where there is no Racket Control Centre, and in all other cases to the Racket Control Centre and the player can pick up the racket from this place.

During the team match a player may, after his/her first individual match, ask to get his/her racket back in order to practise before the next match.

If the racket has been tested before the match, this is possible, but then the racket used in the next match will need to be tested again either before his or her next individual match or after that match. If the racket was not tested before the match, the assistant umpire brings the racket after the match to the Call Area/Racket Control Centre and the player can pick up the racket from this place.

During a team match the assistant umpire should not wait for the result of the racket testing in an after-match test, but immediately returns to the field of play. Following procedure after the end of the individual match in a team match will be valid if the racket was not given to the umpires before the match or being changed after being tested or left the playing area and there may be a possibility that it has been changed:

- Umpire picks up the racket from the player
- Assistant umpire for the next match, brings racket to Call Area/Racket Control Centre and returns immediately to field of play
- Officials in Call Area/Racket Control Centre test the racket
- If racket is acceptable:
  - Player can pick up racket from call area/Racket Control Centre for next match
- If the racket is not acceptable, because of VOC, thickness, flatness, LARC or post treatment:
  - The player forfeits the match



- The umpire in the designated area fills in the Racket Control Form (Form 3) and it is signed by that umpire and the referee on duty
- A failed racket will be kept by the referee and returned to the player at the end of the match (for a team match, at the end of the team match) after the player has signed Form 3.
- The referee on duty informs the umpire of the team match about the Non-acceptance of the racket and that the player forfeits this match.

If a player picks up his/her racket in the Call Area/Racket Control Centre after an after-match test, he/she can inform the officials in the Call Area/Racket Control Centre that he/she does not want to use this racket for the next match in a team match and will not practise anymore, the officials will bring this racket to the match table.

If the player is taking his/her racket with him/her, the racket will need to be tested again either before his or her next individual match or after that match.

If only the racket of the losing player of the last possible team match requires an after-match test, the result stands and the teams do not need to wait.

If the racket of the winner of the decisive (3rd or 4th) individual match of a team match has not been tested before, it requires an after-match test according to the following procedure:

- The umpire requests the teams to wait at their respective benches until the racket test is finished.
- The umpire informs the referee and stays at the table.
- The assistant umpire brings the bag with the racket to the Call Area/RCC, waits there until the racket test is finished, takes the racket back to the table and informs the referee and the teams about the result of the racket test.
- If the racket passes the test, no further action is required and the match result stands.
- If the racket of the winning player fails then the referee will decide the outcome of the match just played; in case 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.



### **2.4.1. RACKET TESTING AFTER THE MATCH (No Racket Control Centre)**

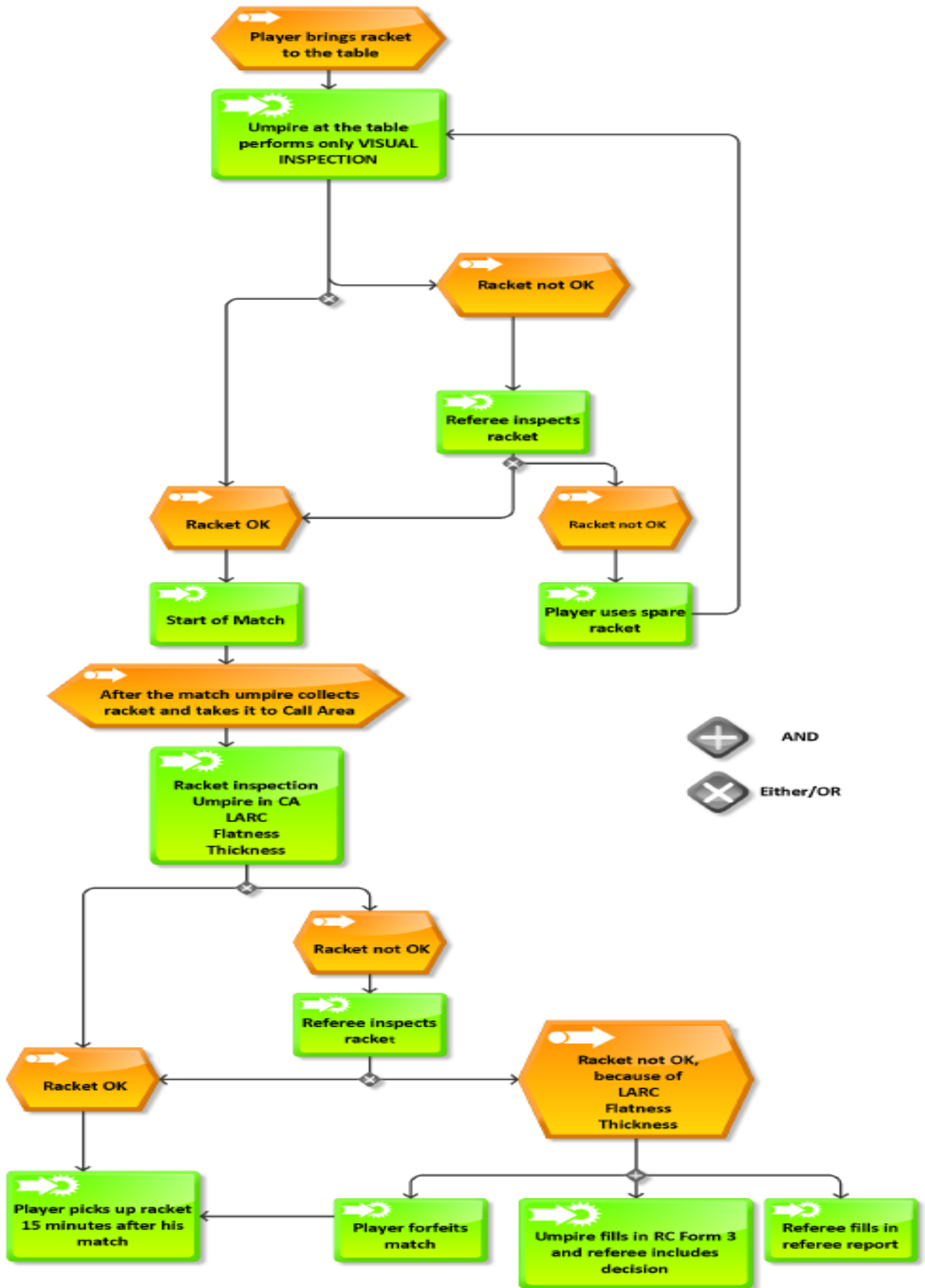
After the match, the assistant umpire keeps the racket and brings it to a designated area in/near the call area.

- Umpires assigned for after match control perform the following inspections:
  - LARC (List of Authorised Racket Coverings authorised by ITTF)
  - Flatness (for a detailed check/test, electronic devices if available)
  - Thickness (for a detailed check/test, electronic devices if available)
- If everything is satisfactory:
  - The racket will be kept in the designated area in a paper bag/envelope with the player's name and the player can pick up the racket 15 minutes after his/her match.
- If there is a doubt that a racket covering was used with any physical, chemical or other treatment, the umpire informs the referee on duty.
- If the results of the checks do not meet the specified parameters:
  - assigned umpire informs the referee on duty
  - Referee on duty must decide:
    - If the racket is acceptable:
      - The racket will be kept in a designated area in a paper bag/envelope with the player's name and the player can pick up the racket 15 minutes after his/her match.
    - If the racket is not acceptable, because of thickness, flatness or LARC:
      - The player forfeits the match
      - The umpire in the designated area fills in the Racket Control Form (Form 3) and it is signed off by that umpire and the referee on duty
      - A failed racket will be kept by the referee on duty and returned to the player at the end of the match (for a team match, at the end of the team match) after the player has signed Form 3
      - The referee includes the result in the ITTF URC database "referee report" (file: Log) BUT NOT in the file "racket control"





RACKET CONTROL WORKFLOW AFTER MATCH CONTROL / NO RCC





## 2.4.2. RACKET CONTROL AFTER THE MATCH IN THE RACKET CONTROL

### CENTRE

Full racket control must be done in a separate room and rackets 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 the ITTF (equipment from associations, organisers or private parties may not be used).

All other rackets for after match control will also be sent to the Racket Control Centre for testing.

After the match, the assistant umpire keeps the racket and brings it to the RCC.

- For Full control matches, RCC performs the following control and fills in Racket Control (Form 3) for all rackets that are controlled, and problems are detected:
  - LARC (List of Authorised Racket Coverings authorised by ITTF)
  - Flatness (Use of electronic devices)
  - Thickness (Use of electronic devices)
  - VOC (use of electronic device)
- If everything is satisfactory:
  - The racket will be kept in the RCC in a paper bag/envelope with the player's name and the player can pick up the racket 15 minutes after his/her match.
- If there is a doubt that a racket covering could be used with any physical, chemical or other treatment, the RCC informs the referee on duty.
- If the RCC detects any irregularity:
  - The RCC informs the referee on duty
  - The referee on duty must decide:
    - If the racket is acceptable:
      - The racket will be kept in the RCC in a paper bag/envelope with the player's name and the player can pick up the racket 15 minutes after his/her match.



- If the racket is not acceptable, because of VOC, thickness, flatness or LARC:
  - The player forfeits the match
  - The umpire in RCC fills in Racket Control Form (Form 3) and it is signed off by that umpire and the referee on duty
  - A failed racket will be kept by the referee on duty and returned to the player at the end of the match (for a team match, at the end of the team match) after the player has signed Form 3
  - The referee includes the result in the ITTF URC database "referee report" (file: racket control)
  - the scanned copy of Form 3 must be uploaded in the database
  - the original Form 3 must be forwarded at the end of the event together with ITTF racket control devices to the Competition Manager



RACKET CONTROL WORKFLOW AFTER MATCH CONTROL WITH RCC

