



# **Referee**

# **Handbook**



This document, titled Referee Handbook, is the guiding material for both referees and line judges with respect to following Best Practices when officiating any game or match. It is the basis of all training programs.

This Handbook, along with the completion of a PCO referee training course, will help you learn the proper completion of the score sheet as well as the standard referee procedures that players have come to expect.

The other half of learning to become a referee is using the rules and putting procedures from this handbook into practice. When practicing, it is a good idea to have experienced referees shadowing you while working on the court.

All material and references are current and in compliance with the 2022 International Rules for Pickleball.

Comments and corrections are welcomed anytime at:  
[officiating@pickleballcanada.org](mailto:officiating@pickleballcanada.org).

#### Revision History:

Rev 0: **20-03-10** - Initial release

Rev 1: **20-04-25** - Updated graphics, minor text changes, synchronized with French copy

Rev 2: **21-02-02** - Updated for 2021

Rev 3: **21-06-15** - Corrected several minor phrases

Rev 4: **22-04-13** - Updated for 2022

## Table of Contents

1. Getting Started and Moving Ahead.....	5
2. The Elements of Officiating.....	5
a. Primary Responsibility.....	5
b. Code of Conduct.....	5
c. The Tools of Refereeing.....	6
d. Scoresheet Markings Pre-Match.....	6
e. Keeping Track with a Server Clip.....	8
f. Recording Points by "Server".....	9
g. Recording the Loss of Serve or Side Out.....	10
h. Recording Timeout.....	11
i. End of Game - Scoresheet after Game 1, Best of 3 Match.....	12
j. End of Game - Scoresheet after One game to 15.....	13
k. End of Match - Scoresheet After Best of 3 Match.....	14
3. Game Management.....	15
a. Pregame Tasks & Instruction.....	15
b. Referee Error Handling.....	16
c. Game Pace and Cadence.....	16
d. Score Calling Procedure & Conditions.....	16
e. If you have called the WRONG score.....	17
f. Allowable Questions with Respect to Serve Conditions when the correct score is called.....	18
g. Line calls.....	19
h. At the End of Every Rally.....	20
i. Timeout Procedure.....	20
j. Change of End Timeout Procedure.....	21
k. Between Games Best of Three Matches.....	22
l. Medical Timeout.....	23
m. Hydration.....	24
n. Verbal Warnings, Technical Warnings, Technical Fouls - General.....	24
o. Issuing and Recording a Verbal Warning.....	25
p. Issuing and Recording Technical Warnings and Technical Fouls.....	27

q. Game and Match Forfeits.....	30
r. Match Retirements.....	32
4. Specific Rules and Circumstances.....	34
5. Line Judges.....	35

## Table of Figures

Figure 1 Pregame Scoresheet Marking Best of 3 Match.....	7
Figure 2 Pregame Scoresheet Marking One Game to 15.....	7
Figure 3 Rotate the Server Clip.....	8
Figure 4 Recording Points by First Server.....	9
Figure 5 Recording Points by Second Server.....	9
Figure 6 Recording Side Out - Team Has No Points.....	10
Figure 7 Recording Side Out - Team Has Points.....	10
Figure 8 Serving Team Timeout.....	11
Figure 9 Receiving Team Timeout.....	11
Figure 10 Scoresheet after Game 1, Best of 3 Match.....	12
Figure 11 Scoresheet After One Game to 15.....	13
Figure 12 Scoresheet After Best of 3 Match.....	14
Figure 13 Clipboard Orientation.....	16
Figure 14 Change Ends.....	22
Figure 15 Medical Timeout.....	24
Figure 16 Verbal Warning.....	26
Figure 17 1st Technical Warning.....	28
Figure 18 2nd Technical Warning.....	28
Figure 19 Technical Foul Subtract a Point.....	29
Figure 20 Technical Foul Add a Point.....	29
Figure 21 Game Forfeit.....	30
Figure 22 Match Forfeit.....	31
Figure 23 Match Retirement.....	33

## **List of Appendices**

- Appendix A - Pregame Conference
- Appendix B - Standard Timeout Procedure
- Appendix C - Progressive Disciplinary Action
- Appendix D - Dual Referee Option
- Appendix E - Typical Scoresheets

All Appendices are available on the PCO website as standalone downloadable documents.

## **1. Getting Started and Moving Ahead**

Your journey to becoming a qualified Referee began when you opened this Handbook! You will find this Handbook, along with classroom training, on court training and practice, a very valuable tool to help you on your journey.

There is an Assessment Chart for Referees in training. This chart lists all the tasks for the Referee, and what the Referee needs to be doing to complete their duties as the Referee of the game. This Form is available as part of the online Support Materials, and lists the tasks and responsibilities of the Referee.

Remember, as a Referee, we are here to serve the game and the players. Understand that you may make mistakes and errors. Apologize, correct the error and move ahead.

## **2. The Elements of Officiating**

### **a. Primary Responsibility**

The primary responsibility of a pickleball match Referee is to facilitate the match in an orderly and expeditious manner while, at the same time, enforcing the rules in a fair and equitable manner. It is the responsibility of the Referee to stay current with the rules by reviewing the rules, the Referee Handbook and taking the on-line tests frequently, especially before each tournament. Re-taking of the on-line test is required for ongoing maintenance of our credentials.

### **b. Code of Conduct**

It is important that the Referee maintain a professional demeanour of respectful courtesy towards other officials, the event organizers and the players.

#### **The Referee should:**

- Stand at the center line, 3 to 5 feet back from the net post
- Be attentive at all times
- Only carry a clip board with the scoresheet, pencils, band aids, server bands, server clips, tournament balls and timing device
- When NOT actually marking the scoresheet, it should be held down and out of the way
- Do NOT comment on play or coach
- Demonstrably watch for service faults, NVZ violations and hinders
- Prevent the ball from wondering around the court by collecting it at the end of each game. Allow the players to place the ball under their paddle during timeouts.

### **c. The Tools of Refereeing**

There are a few simple tools or aids that a potential match Referee should either carry themselves or be certain they are supplied by the Tournament Director prior to each match.


- Stop watch
- Extra server bands
- Numbered server clip, 2 suggested
- Pencil with eraser, 2 suggested
- A scoresheet
- Pregame instruction notes
- Two tournament balls
- A clipboard for holding the scoresheet
- Measuring device for measuring net height.


### **d. Scoresheet Markings Pre-Match**

There are many things that the tournament desk should have filled out on the scoresheet prior to giving it to the Referee.

- Event description - e.g. Men's Doubles 3.5
- Format - best 2 of 3, win by 2 or?
- Players' names
- Court #
- Referee's name

As the Referee in charge you must ensure the following is recorded:

- Any of the above information if not on the scoresheet already
- #1 or #2 on back
- Change of end marks 
- Circle each team's starting server, add unique identifier if needed.
- Team with first serve - single game or games 1, 2 and 3 if applicable



**Event:** Mixed Doubles Blue top

**Team 1:** Jim Smith & Mary Smith

MTD  MTD

**Server**      **Score**

X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

**Match:** 39 A

**Court:** 23

**Referee:** Frank Johnson


**Format:** 2 of 3, 1st to 11, W by 2

Timeout TW/TF





Timeout TW/TF



**PICKLEBALL CANADA**

**Match:** 39 A  
**Court:** 23  
**Referee:** Frank Johnson  
**Format:** 1 game, 1st to 15, W by 2

**Event:** Mixed Doubles Blue top  
**Team 1:** Jim Smith & Mary Smith   
 MTO  MTO

**Timeout TW/TF**

X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
																						

**Team 2:** Ralph Brown & Susan Brown   
 Red Cap  
 MTO  MTO

**Timeout TW/TF**



**e. Keeping Track with a Server Clip**

Any one of several types of clips may be used as an aid to tracking the current server. The clip must be large enough to fit over the clipboard and easy to manipulate with one hand. It needs to have space to write both the server number (1 or 2) as well as the diagonal line indicating server 1 or 2.

The clip, with the appropriate number face up, is to be attached to the clipboard directly above the current server's name. When the serve changes, due to loss of rally or side-out, the clip must be flipped and repositioned to be directly above the new server's name.

**Figure 3 Rotate the Server Clip**

**PICKLEBALL CANADA**

Event: Mixed Doubles 4 Blue top

Team 1: Jim Smith & Mary Smith

MTO  MTO


Server	Score								
X	0	1	2	3	4	5	6	7	8
	0	1	2	3	4	5	6	7	8
X	0	1	2	3	4	5	6	7	8

f. **Recording Points by "Server"**

Based on server # when point scored

- Forward slash (/) for server #1 in current score box
- Backward slash (\) for server #2 in current score box

**Figure 4 Recording Points by First Server**



**Event:** Mixed Doubles 4.0 Blue top


**Team 1:** Jim Smith & Mary Smith

MTO  MTO

Server	Score	0	1	2	3	4	5	6	7	8
X										
X										

Diagram showing a wooden clip with a red arrow pointing to the first server's position (0) in the score table. A blue triangle is at the bottom right.

**Figure 5 Recording Points by Second Server**



**Event:** Mixed Doubles 4.0 Blue top

**Team 1:** Jim Smith & Mary Smith

MTO  MTO


Server	Score	0	1	2	3	4	5	6	7	8
X										
X										

Diagram showing a wooden clip with a red arrow pointing to the second server's position (1) in the score table. A blue triangle is at the bottom right.

**g. Recording the Loss of Serve or Side Out**

- Loss of first serve - no marking
- Side out or loss of second serve – mark with a vertical line after current score
- If current score is ZERO make a vertical line on the right side of the zero score box

**Figure 6 Recording Side Out - Team Has No Points**



**Event:** Mixed Doubles 4 2 Blue top


**Team 1:** Jim Smith & Mary Smith

MTO  MTO

Server	Score								
X	0	1	2	3	4	5	6	7	8
	0	1	2	3	4	5	6	7	8
X	0	1	2	3	4	5	6	7	8

A vertical red line is drawn after the score '1' in the first row, and a red arrow points to it. A blue triangle is at the bottom right.

**Figure 7 Recording Side Out - Team Has Points**



**Event:** Mixed Doubles 4 2 Blue top

**Team 1:** Jim Smith & Mary Smith

MTO  MTO

Server	Score								
X	0	1	2	3	4	5	6	7	8
	0	1	2	3	4	5	6	7	8
X	0	1	2	3	4	5	6	7	8


Diagonal black lines are drawn across the score boxes from 0 to 5 in the first row. A vertical red line is drawn after the score '6' in the first row, and a red arrow points to it. A blue triangle is at the bottom right.

#### h. Recording Timeout


- Do NOT flip the scoresheet - regardless of who called the Timeout
- In Timeout area / box for team calling "Timeout", place a diagonal slash corresponding to current server number
- Write the score of the serving team above the diagonal slash
- Write the score of the receiving team below the diagonal slash

**Figure 8 Serving Team Timeout**

Timeout		TW/TF
5	4	



**Figure 9 Receiving Team Timeout**

TW/TF	Timeout
	10 7
5	5
	4
	5

i. End of Game - Scoresheet after Game 1, Best of 3 Match

- Circle final scores
- Make horizontal line through unused score and Timeout areas
- Rotate the clipboard and make horizontal line through unused score and Timeout areas

Figure 10 Scoresheet after Game 1, Best of 3 Match

**PICKLEBALL CANADA**

Match: 39 A  
Court: 23  
Referee: Frank Johnson  
Format: 2 of 3, 1st to 11, W by 2

Event: Mixed Doubles 4.0 Blue top  
Team 1: Jim Smith & Mary Smith  
Team 2: Ralph Brown & Susan Brown

MT0  MT0

Server	Score	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
X	0												11						
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

Timeout TW/TF


Server Score

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Timeout TW/TF


MT0  MT0

Team 2: Ralph Brown & Susan Brown

j. **End of Game - Scoresheet after One game to 15**

- Keep the scoresheet with winning team names right-side up
- Circle winning team names - clearly
- Write WINNERS within circle
- Circle final scores
- Write final score in the space allocated
- Have winning team verify and initial near final score summary

**Figure 11 Scoresheet After One Game to 15**

**PICKLEBALL CANADA**

Event: Mixed Doubles Blue top

Team 1: Jim Smith & Mary Smith

Team 2: Ralph Brown & Susan Brown

Match: 39 B

Court: 23

Referee: Frank Johnson

Format: 1 game, 1st to 15, W by 2

Winners

Timeout TW/TF

16 - 14

15

k. End of Match - Scoresheet After Best of 3 Match

- Keep the scoresheet with winning team names right-side up
- Circle final scores
- Circle winning team names clearly
- Write WINNERS within circle
- Write ALL final scores in space allocated
- Have winning team verify and sign near final score summary

Figure 12 Scoresheet After Best of 3 Match

**PICKLEBALL CANADA**

**WINNERS**

Event: Mix Doubles 4.0 Blue top

Team 1: Jim Smith & Mary Smith

MTO:      MTO:     

Match: 39 A

Court: 23

Referee: Frank Johnson

Format: 2 of 3, 1st to 11, W by 2

Server	Score	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Timeout	TW/TF
X	0																			
	0																			
X	0																			

**11-5      5-11      11-7      *MS***

Server	Score	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Timeout	TW/TF
	0																			
X	0																			
	0																			

Team 2: Ralph Brown & Susan Brown

MTO:      MTO:     

**WINNERS**

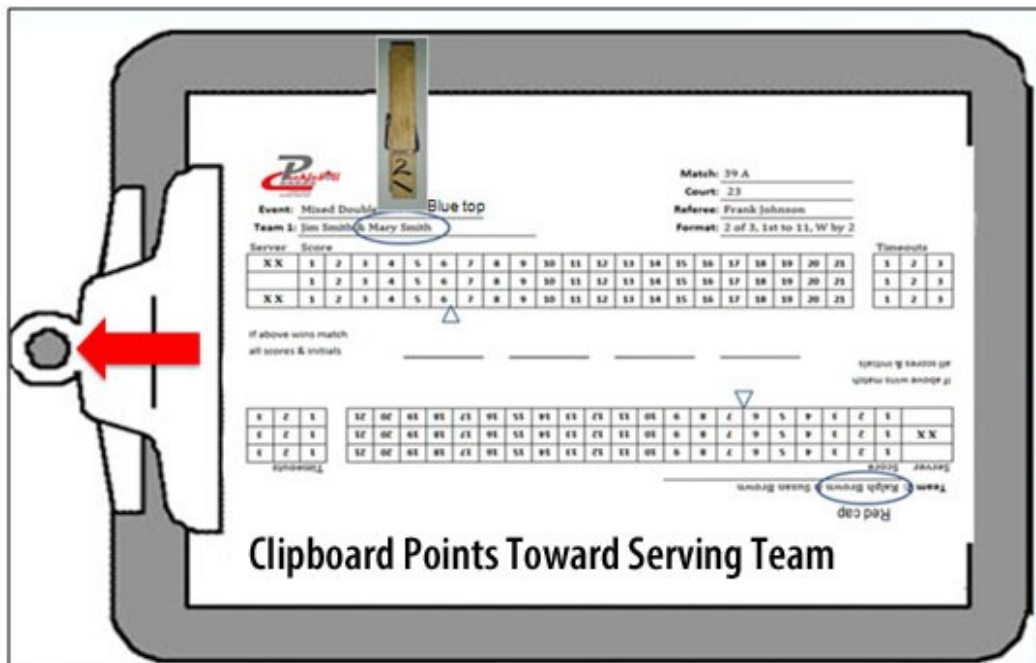
### 3. Game Management

#### a. Pregame Tasks & Instruction

- Tasks prior to Pregame Conference
  - Make sure you have your tools and know how to operate them properly
  - Make sure you are aware of the local conditions as per the Tournament Director's instruction
  - Review the scoresheet, making sure you understand it and that it is correct
  - Check that the players are not related to you or are your playing partners. If so, pass the match to another Referee
  - Start timer for specified pregame time
  - Check court and net area for abnormalities
- Pregame Conference
  - Call the players to the net to conduct pregame conference
  - The Tournament Director should have provided guidance
  - If not - be prepared. Refer to **Appendix A – Pregame Conference**.
  - Highlights
    - Check for and ask for the removal of 'recreational' ear buds. Be aware of hearing impaired conditions.
    - Player identities
    - Starting servers
    - Inspect paddles and ask players if their paddle is approved.
  - Continue pregame warm up if time permits
- After Pregame Conference
  - Complete any scoresheet notes required
  - For reference pay attention to players' serve styles
  - Orient the scoresheet with the clip of the clipboard pointing towards the serving team
  - At T-1 minute announce "1 minute"
  - At T-15 seconds announce "15 seconds", give game ball to team with first serve
- At time equals T-0
  - Make sure you are in 'position'
  - Clear/stop stopwatch if active
  - Address each team by name as one last confirmation of identities
  - Call "Time in" or if applicable, "Game 1 - Time in"
  - Be aware of all player readiness
  - Call the score and start the 10 second count



**Figure 13 Clipboard Orientation**



**b. Referee Error**

Should you make an error:

- Raise your hand and step forward
- Announce "Referee Correction", explain the error
- Step back, lowering your hand
- Call "Point", "Side out", "Second serve" or "Replay" as appropriate to resume play

**c. Game Pace and Cadence**

- Call scores clearly, loudly and with consistency. Players will develop a rhythm following your cadence.
- Do all your scoresheet marking during the time ball is being retrieved - be ready when the players are ready. Do not chase the ball - **BE READY**.
- Enforce all time limit conditions
  - Pregame warm up time
  - Nominal time to get ready to serve or receive
  - Ten second serve time
  - Timeout durations
  - End change duration
- Be cognizant of equipment and Referee timeouts

**d. Score Calling Procedure & Conditions**

- Check that all players are or should be ready

- Call score clear, loud and with consistency
- Mentally start 10 second count
- Timeout may be called any time prior to the paddle making contact with the ball to initiate the serve
- No player can become 'unready' after the Referee starts to call the score
- Carefully watch for service violations. Know what to look for based on the type of serve being used
- Call "Fault" for service time violation at 10 seconds
- When it is necessary to stop play for a fault or a hinder, raise your hand, step forward to announce the situation, step back and then resume play.
- If the server hits the ball before you begin calling the score, there is no fault to be called since the ball is dead at the time.
- If the server hits the ball while you are calling the score, call Service Fault
- If as a result of your change in cadence that may contribute to a service fault, then state you are recalling the score, and the server serves again.

**e. If you realize that you have called the WRONG score**

- **BEFORE** the **serve** is hit
  1. Referee should:
    - Stop play by rising your hand
    - Call "Correction".
    - Re-call the score.
    - Mentally start 10 second count.
  2. Player question:
    - Any player can stop play to ask for a score correction.
    - Referee will announce "Correction" and call the correct score.
- **AFTER** the **serve** is hit
  1. **Do not stop play**, let the rally to be played out.
  2. **If a player stops the rally**
    - 2.1. **Fault**
      - Call a fault against a player who challenges **only** the incorrect score call.
      - Do not replay the rally.
      - Correct the score for the next rally.
    - 2.2. **Replay**
      - **Replay** if a player **correctly** challenges a server, receiver or position that is **INCORRECT according to the CORRECT score**.  
**NOTE:** A replay is appropriate since a player **will** be the incorrect server, incorrect receiver or out of position based on

either the incorrectly called score or the correct score. Both conditions are a result of the referee error.

- **AFTER the rally**

1. The rally **stands** if the players played the rally in their **correct** positions according to the **correct** score.
  - Announce the result of the rally
  - Correct the score for the next rally.
2. **Replay** the rally if you realize, or a player challenges, that the players were in an **incorrect position or incorrect server/receiver according to the CORRECT score. NOTE:** In this situation, the players are correctly positioned based on the incorrect score call, therefore, there is no fault against any player for incorrect server, receiver, or position due to the referee error.

f. **Allowable Questions with Respect to Server/Receiver Conditions when the CORRECT SCORE IS CALLED**

Players may question positioning, correct server/receiver or the score.

- What is the score? (Anyone may challenge the score up until the serve takes place (the ball is hit) - with no penalty.)
- Am I the correct server / receiver?
- Am I in the correct position?
- Am I good?
- Any variant of the above.

The Referee is obliged to address each and every question.

Questions **before** the score has been called?

- Answer simply and factually
- Proceed to call the score

Questions **after** the **CORRECT** score has been called but **before** the ball is hit to start the serve.

- Announce "I will re-call the score" (could also be said after answering question.)
- Step into court, arm raised
- Answer question(s)
- Advise players you will re-call the score if you didn't already do it.
- Step back to position, lowering arm
- Call the score and start the 10 second count again

Questions **ONLY about the score after** the **CORRECT** score has been called and **after** the ball is hit to start the serve.

- Ignore the question

- Allow the rally to carry on
- Call a fault if a player **stops play** to ask a question **only about the score**, no matter if the score was announced correctly or not
- Address the question at the end of the rally

Questions about **position or wrong server/receiver after the CORRECT** score has been called and **after** the ball is hit to start the serve.

- A player can stop play to challenge a server/receiver or wrong position **that is INCORRECT according to the CORRECT score**.
- Call a **fault** against the offending player if there was a **wrong** server/receiver or position according to the **CORRECT** score.

Questions about a **score call or a wrong server/receiver or position** challenge **AFTER A RALLY** has ended.

- No penalty for 'wrong' challenge.
- Referee to confirm correct score (acknowledge error if one made).
- Call a **fault** against the offending player if there was a wrong server/receiver or position **according to the CORRECT score** and that the **CORRECT** score was called.
- Continue the game.

#### g. Line calls

An audible line call, by the players if line judges are not in place, is required at the end of each rally unless it is obvious to the referee and the players that the ball is out.

Also see Section 4.b Handling Disputed Calls for more details.

**Chart of Line Call Appeals**

<b>Case or Situation</b>	<b>Without Line Judges</b>	<b>With Line Judges</b>
Referee makes call	Referee's call stands	Referee's call stands
Referee cannot make call	Player's call stands	Line Judge's call stands
Referee overrules "out" call	Fault against player	Replay
Referee overrules "in" call	Referee's call stands	Referee's call stands
Player overrides "in" call	Opponent wins rally	Opponent wins rally
Player overrides "out" call	Opponent wins rally	Replay
No call by players, Referee, or Line Judges	Ball is "in"	Replay

*Thank you to USAPA Handbook for the use of this chart.*

#### **h. At the End of Every Rally**

- Announce clearly
  - Point, or
  - Second serve, or
  - Side out
- Mark the scoresheet if required
- Move server clip if required
- Rotate clipboard if required

#### **i. Timeout Procedure**


- Timeouts may be called:
  - Before the serve is initiated - ball contact with paddle.
  - Between rallies.
  - Between games 1 and 2 or between games 2 and 3. This Timeout is recorded as 0-0-2 of the following game.
- Call "Timeout" and acknowledge team asking for Timeout
- A Timeout may be waved off if *no time* has been taken and therefore no Timeout will be recorded.
- Announce "one minute", start timer
- Announce the score
- Move to center of court on the side of the net of the requesting team (optional).
- Avoid conversing with players
- Mark the scoresheet appropriately
- At T-15 seconds, announce "15 seconds"
- Move to your Referee position
- Advise both teams of Timeouts remaining
- If line judges are present, check each for readiness
- At time equals T-0
  - Make sure you are in 'position'
  - Clear/stop stopwatch if active
  - Call "Time in"
  - Be aware of all player readiness
  - Call the score
  - Start 10 second count

Refer to **Appendix B - Standard Timeout Procedure**

**j. Change of End Timeout Procedure**

- Timing of end changes
  - First side to 6 points, game 3, best 2 of 3 match, max point = 11
  - First side to 8 points, single game to 15 points
  - First side to 11 points, single game to 21 points
- On reaching any of the above conditions, call "Timeout"
- Announce "Score is xx, change ends, one minute"
- Start timer - 1 minute
- Move to center court
- Before removing the clip:
  - Write the current server number below/beside current server's name
  - Write complete score beside change of end delta (optional)
  - Shade in the appropriate delta marker
- Re-orientate the scoresheet and the clipboard
- Reposition the clip according to the current server # noted above
- At T-15 announce "15 seconds"
- Play may resume early if all players are in agreement
- Move to your Referee position
- If line judges are present check each for readiness
- At time equals T-0
  - Make sure you are in 'position'
  - Clear/stop stopwatch if active
  - Call "Time in"
  - Be aware of all player readiness
  - Call the score
  - Start 10 second count

**Figure 14 Change Ends**



Match: 39 A  
Court: 23  
Referee: Frank Johnson  
Format: 2 of 3, 1st to 11, W by 2

Event: Mixed Doubles 4.0 Blue top  
Team 1: Jim Smith & Mary Smith  
MTO ☐ MTO ☐

Server	Score	Timeout	TW/TF
X	0		
0	0		
X	0		

6-5-1

Server	Score	Timeout	TW/TF
0	0		
0	0		
0	0		

Team 2: Ralph Brown & Susan Brown  
MTO ☐ MTO ☐

**k. Between Games Best of Three Matches**

- Call "Point - Game " the final score and the last names of the winners
- Start 2 minute timer, announce "2 minutes" and advise players to change ends
- Collect the ball to ensure the same ball is used in the next game
- Move to center court
- Finish any end of game scoresheet work
- Reposition the scoresheet on clipboard
- Check for Starting Server changes
- Reposition the server clip
- Recheck paddles if paddles were taken off court
- At T-15 seconds announce "15 seconds"
- Give ball to serving team
- Move to your Referee position
- If line judges are present check each for readiness
- At time equals T-0
  - Make sure you are in 'position'
  - Clear/stop stopwatch if active
  - Call "Game #\_\_ - Time in"
  - Be aware of all player readiness
  - Call the score
  - Start 10 second count

Standard Timeouts may be called between games. Refer to Timeout Procedure section.

## **I. Medical Timeout**

- Player initiated Medical Timeout
  - Call "Medical Timeout", acknowledge player requesting and call the score.
  - Arrange for onsite Medical or Tournament Director to be called
  - Start 15 minute timer when Medical or Tournament Director arrive on scene
  - Make scoresheet notes
    - Write MT under player's name or check MT box if on the scoresheet.
    - On the back of the scoresheet note nature of incident - MT, player name, game # if applicable, score, cause, validity?
- Referee initiated Medical Timeout
  - The Referee may call a 'Referee timeout' if a player's condition appears to be in jeopardy
  - A Medical Timeout is not charged to the player in the event of a Referee initiated Medical Timeout
  - The onsite Medical or Tournament Director should be called
  - If Medical or Tournament Director determines no medical condition exists, play should resume.
- If player is able to continue before time is up
  - Announce "resume play - 15 seconds"
  - Move to your Referee position
  - If line judges are present, check each for readiness
- At time equals T-0
  - Make sure you are in 'position'
  - Clear/stop stopwatch if active
  - Call "Time in"
  - Be aware of all player readiness
  - Call the score
  - Start 10 second count
- If player cannot continue
  - Declare a retirement.
  - Complete scoresheet marking following Retirement procedure and clarify if it also a withdrawal. If it is a withdrawal, write this on the scoresheet and notify the Referee Desk that you have a player



withdrawal. These should be written under the scores in the middle if the scoresheet.

**Figure 15 Medical Timeout**

**PICKLEBALL CANADA**

Event: Mixed Doubles 4.0 Blue top

Team 1: Jim Smith & Mary Smith

MTO ☒ MTO ☐

Server	Score	0	1	2	3	4	5	6	7	8
X	0	1	2	3	4	5	6	7	8	
	0	1	2	3	4	5	6	7	8	
X	0	1	2	3	4	5	6	7	8	

Timeout TW/TF


**MTO Jim Smith  
Game 1, 6-4-1  
hurt ankle, valid MTO**

back of scoresheet

### m. Hydration

Any player may quickly towel off or take a drink between rallies providing the flow of the game is not adversely impacted.

### n. Verbal Warnings, Technical Warnings, Technical Fouls - General.

These are tools the Referee has at their disposal to control unsportsmanlike behavior at anytime during a match.

#### Verbal Warning (VW)

A single Verbal Warning may be issued to each team during a match as a pre-emptive measure to control any behavior that could result in a Technical Warning.

#### Technical Warning (TW)

TW's can be issued to the players by the Referee for:

- Repeatedly using profanity towards their partner, their opponents, the spectators or any officials. Repeatedly using excessive profanity will warrant a 2<sup>nd</sup> TW.
- Excessive arguing, aggressively damaging or striking the ball
- Taking excessive time between rallies, appealing too often, or other unsportsmanlike behavior i.e. questionable "out" calls.
- Illegally being coached (i.e. not during Timeouts)

A TW has no other penalty associated with its use. It is considered a single strike against the offending team.

A second TW is considered another strike and automatically becomes a Technical Foul - it is considered as a 2<sup>nd</sup> strike.

### **Technical Foul (TF)**

A TF can be issued after a VW or TW has been given, or can be issued without a first TW, based on the severity of the player's behavior or language.

- A TF is considered 2 strikes against a team, with the offending team having a point removed from their score. If the offending team has no score, the non-offending team has a point added to their score
- Receiving a third strike results in a game forfeit or a match forfeit in a match of 15 or 21 points.
- Receiving a fourth strike results in a match forfeit. This would arise as a result of having one TF and receiving a second TF

### **Player Ejection or Expulsion**

If you observe any conduct by a player that you judge worthy of expulsion or ejection, immediately notify the Tournament Director. If the Tournament Director decides to eject or expulse the player at that time:

- Follow the match forfeit procedure to end the match, as awarding the match to the opponent.
- Write "FORFEIT - EJECTION" or "FORFEIT - EXPULSION" under the final scores on the scoresheet and indicate which player was ejected or expelled.

### **o. Issuing and Recording a Verbal Warning**

Issue a verbal warning to prevent inappropriate behavior or for any situation that could result in a technical warning. BUT only one verbal warning may be issued to each team during a match. Note: when a team already received a technical warning or a technical foul they cannot receive a verbal warning.

- Use the time at the end of a rally to advise the players that you are issuing a verbal warning
- Call all players together at the net. Do not point out which player made the infraction unless requested by a player. Inform the players that the use of any further profanity will result in a technical warning or technical foul, depending on the severity.
- Document a verbal warning on the scoresheet by marking "VW" under the TW/TF area of the offending team. Do not rotate the clipboard.
- Mark on the back of the scoresheet:
  - VW
  - Names
  - Game #
  - Score
  - Reason(s)
- Announce "15 seconds"
- Move to your Referee position

- If line judges are present check each for readiness
- At time equals T-0
  - Make sure you are in 'position'
  - Clear/stop stopwatch if active
  - Call "Time in"
  - Be aware of all player readiness
  - Call the score
  - Start 10 second count

**Figure 16 Verbal Warning**

**PICKLEBALL CANADA**

Match: 39 A  
Court: 23  
Referee: Frank Johnson  
Format: 2 of 3, 1st to 11, W by 2

Event: Mixed Doubles 4.0 Blue top  
Team 1: Jim Smith & Mary Smith  
Team 2: Ralph Brown & Susan Brown

Server Score

X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Timeout TW/TF

**VW - M. Smith, Game 1, 6-4-2, takes to much time between rallies**

Back of the scoresheet

Server Score

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17


Timeout TW/TF

**p. Issuing and Recording Technical Warnings and Technical Fouls**

- Announce a Technical is being assessed, at the end of the rally or between rallies.
- Bring players to the net to give a brief explanation
- Mark “TW or TF” in the offending team’s TW/TF boxes *without* rotating the clipboard
- Mark on the back of the scoresheet:
  - TW or TF
  - Names
  - Game #
  - Score
  - Reason(s)
- When a Foul is given:
  - Erase the last marked point and, if appropriate, any following side out mark from the score of the offending team.
  - Replace/place any removed side out mark with a new mark after the new lowered score.
  - Write TF in the box with the new lower score. If the new score is now zero, write TF in the zero point box.
  - If the offending team did not have any points, score equal to 0, add a point to the non-offending team by writing TF in the score box. A new side mark will be required if the *receiving* team has the point added.
- Informed the team about their new score.
- Allow the teams to re-adjust their new positions on the court - no coaching by you
- Announce “15 seconds”
- Move to your Referee position
- If line judges are present check each for readiness
- At time equals T-0
  - Make sure you are in 'position'
  - Clear/stop stopwatch if active
  - Call "Time in"
  - Be aware of all player readiness
  - Call the score
  - Start 10 second count

Refer to **Appendix C - Progressive Disciplinary Action**

## Figure 17 1st Technical Warning



Event: Mix Doubles 4.0 Blue top

Team 1: Jim Smith & Mary Smith

MTD ☐ MTD ☐

Server	Score	0	1	2	3	4	5	6	7	8
X	0	1	2	3	4	5	6	7	8	
	0	1	2	3	4	5	6	7	8	
X	0	1	2	3	4	5	6	7	8	

Timeout



TW/TF

TW

TW - Smith & Smith Game 1  
6-7-1, coaching

back of scoresheet

## Figure 18 2nd Technical Warning



Event: Mix Doubles 4.0 Blue top

Team 1: Jim Smith & Mary Smith

MTD ☐ MTD ☐

Server	Score	0	1	2	3	4	5	6	7	8
X	0	1	2	3	4	5	6	7	8	
	0	1	2	3	4	5	6	7	8	
X	0	1	2	3	4	5	6	7	8	

Timeout


TW/TF


TW
TW

TW - Smith & Smith Game 1,  
6-7-1, coaching

2nd TW = TF, Smith & Smith  
Game 1, 7-10-1, coaching

back of scoresheet

## Figure 19 Technical Foul Subtract a Point



Event: Mix Doubles 4.0 Blue top

Team 1: Jim Smith & Mary Smith

MTO  MTO

Server	Score	0	1	2	3	4	5	6	7	8
X	0	1	2	3	4	5	6	7	8	
	0	1	2	3	4	5	6	7	8	
X	0	1	2	3	4	5	6	7	8	

Timeout



TW/TF

TF

TF - Smith & Smith, Game 1  
7-0-1, excessive & directed profanity

back of scoresheet

## Figure 20 Technical Foul Add a Point



Event: Mix Doubles 4.0 Blue top

Team 1: Jim Smith & Mary Smith

MTO  MTO

Server	Score	0	1	2	3	4	5	6	7	8
X	0	1	2	3	4	5	6	7	8	
	0	1	2	3	4	5	6	7	8	
X	0	1	2	3	4	5	6	7	8	

Timeout

1	2
1	2
1	2

TW/TF


TF - Brown / Brown, Game 1  
7-0-1, physical threat

back of scoresheet

If above wins match  
all scores & initials

Team 2: Ralph Brown & Susan Brown

Red Cap

MTO  MTO

Server	Score	0	1	2	3	4	5	6	7	8
X	0	1	2	3	4	5	6	7	8	
	0	1	2	3	4	5	6	7	8	
	0	1	2	3	4	5	6	7	8	

Timeout


TW/TF

TF

## q. Game and Match Forfeits

**Game Forfeits (GF)** are issued by the Referee, after accumulating a combination of warnings and fouls. If a team receives 1TW plus a TF, or 3TW's (3 strikes) a GF is to be assessed.

A GF may also be directed to the team arriving after 10 minutes late after the initial call of a match of 2 out of 3.

Document a GF by marking "GF" to the left of the zero score box of the offending team, and make notes on the back of the scoresheet. Write the time of the forfeit beside the GF notation on the scoresheet. It is recommended that you validate the forfeit with the tournament director or the head referee before you declare it to be sure that there is no exceptional circumstances (traffic jam, communication problems, etc) that can explain the delay

**Figure 21 Game Forfeit**

**Pickleball Canada**

Match: 39 A  
Court: 23  
Referee: Frank Johnson  
Format: 2 of 3, 1st to 11, W by 2

Event: Mixed Doubles Blue top  
Team 1: Jim Smith & Mary Smith  
Team 2: Ralph Brown & Susan Brown

Server Score

Server	Score	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
X GF	0																		
X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

Timeout TW/TF

	TW
	TF

VW Game 1, 1-1-2

TW - Smith & Smith Game 1, 6-7-1 coaching

TF - Smith & Smith Game 1, 9-9-2 aggressive paddle throw, Game Forfeit

back of scoresheet

Server Score

Server	Score	0	1	2	3	4	5	6	7	8	9	10	11	12	13
X	0														
X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	

**Match Forfeits (MF)** are issued by the Referee after 2 Technical Fouls have been assessed (4 strikes). A MF may also be assessed to a player whose behavior continues to be deliberately aggressive towards their partner, the opponents, the Officials, or the spectators. This behavior is as listed but not necessarily complete; to include reckless striking or throwing a ball or paddle that may endanger any person. The Tournament Director may also issue a MF.

A Match Forfeit would also be directed to a team arriving 15 minutes late for the first game of the match. If the match format is to 15 or 21 points, it is 10 minutes for a match forfeit. Write the time of the forfeit beside the MF notation on the scoresheet (and after the GF for the first game of a 2 out of 3). It is recommended that you valid the forfeit with the tournament director or the head referee before you declare it to be sure that there is no exceptional circumstances (traffic jam, communication problems, etc) that can explain the delay

### **Match Forfeit called due to TW or TF**

If the assessment of a technical warning or a technical foul triggered the match forfeit:

- Follow the procedure for the technical warning or technical foul. However, do not make a point adjustment in the score since the score will be recorded as X-0 (where X is the winning score for the game format).
- Stop the game in progress. Inform the players.
- Write "MF" to the left of the offending teams zero score box
- For all games, circle or lightly shade the winning score for the non-offending or non-retired team. In addition to drawing a line through all unused points and unused TO boxes for all games, draw a line through all points for the offending team since the score will be zero for each game.
- Position the scoresheet with the winning team 'up'
  - Circle the winning team's names
  - Write "Winners" within the circle
  - Write "Match Forfeit" within the circle
  - Mark final score on line provided - all scores are 11-0
  - Ask winner s to verify and initial

## **Figure 22 Match Forfeit**



back of scoresheet

**Event:** Mixed Doubles CANADA PICKLEBALL

**Team 1:** Jim Smith & Mary Smith Blue top

**Team 2:** Ralph Brown & Susan Brown Red Cap

**Match:** 39 A Court: 23

**Referee:** Frank Johnson Format: 2 of 3, 1st to 11, W by 2

**Server** **Score** **MT0** **MT1**

Server	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**Game 1, 1-1-2**

**FORFEIT**

**Server** **Score** **MT0** **MT1**

Server	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		
14	14		
15	15		
16	16		
17	17		

**Timeout TW/Tf**

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		
14	14		
15	15		
16	16		
17	17		

**Winners**

**Team 2** **Score** **MT0** **MT1**

Team 2	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		

**TF** **Score** **MT0** **MT1**

TF	Score	MT0	MT1
0	0		
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8			

## **Match Forfeit called due to player no show**

A no show condition is deemed when:

- A player or team is 10 minutes late to start a match of 15 points or 21 points
- A player or team is 15 minutes later to start games 2 or 3 of a match

Referee Action

- Ask the TD or the head referee to valid the forfeit.
- Circle winner's names.
- Mark MF and the time to the left of the zero box (in a 2 out of 3 match, also write GF and the time of the GF of the first game at the left of the zero box).
- Mark score as 11-0 for game 1 and 11-0 for game 2 (15-0 or 21-0).
- Write "Forfeit" under the final score.
- Ask the winners to verify and initial

**The Referee must document these forfeits on the back of the scoresheet before handing into the tournament desk.**

### **r. Match Retirements**

**A match retirement may be called when a team decides to retire from a match due to medical issues or other circumstances.** The player or team that elects to "retire" from a match shall have the actual scores of the match recorded. A team retiring from one match may play additional matches in their bracket if any are warranted. The referee should ask them if they want to withdraw from the bracket and if they do wish to withdraw, record it on the scoresheet.

When the team retires, the opponent will be awarded the match.

- A winning score will be recorded for the opponents for all games, which will be the actual score of completed games winning score (either 11 or 15 or 21) depending on the game format
- The retiring team scores 0 for any game not started.
- The retiring team will retain all points scored in completed games and the game in progress.
- End the game in progress by awarding the match to the opponent
- Circle the non-retiring team as the Winners.
- Fill in the scores and write "RETIREMENT - WHITHDRAWAL " or "RETIREMENT - NO WHITHDRAWAL " under the scores

**Figure 233 Match Retirement**

**PICKLEBALL CANADA**

**WINNERS**

Match: 39 A  
 Court: 23  
 Referee: Frank Johnson  
 Format: 2 of 3, 1st to 11, W by 2

Event: Mix Doubles 4.0 Blue top  
 Team 1: Jim Smith & Mary Smith  
 MTO: ☐ MTO: ☐

Server Score

X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Timeout TW/TF

5 - 11 11 - 6 11 - 0 *MP*

**RETIREMENT - WHITHDRAWAL**

Team 2: Ralph Brown & Susan Brown  
 Red Can MTO: ☐ MTO: ☐

Server Score

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Timeout TW/TF

The Referee must document the retirement on the back of the scoresheet before handing into the tournament desk.

## 4. Specific Rules and Circumstances

### a. Common Rules to Know and Enforce

- Call all faults as soon as they occur. If you are late calling, better to call rather than have the offending team be given an advantage.
- Faults may be called any time prior to the next serve of the match; or until the scoresheet is returned to the tournament desk, applying to an incorrect server on the last point of the match.
- It is a fault if the server strikes the ball to initiate a serve while the score is being called. There is no penalty for serving before the start of the score being called.
- Know the details of what makes each serving type legal and illegal
- Service foot faults
- Correct server in correct court
- Correct receiver in correct court
- Where served ball lands – on lines
- NVZ faults during rally play
- Become familiar with conditions with ball striking the net, net supports or the temporary net structure and how ball contact is ruled
- Become familiar with conditions when players may or may not cross the plane of the net for back spin balls, Erne's, and around the post attempts
- Accepted paddles and allowable modification.

### b. Handling Disputed Calls

Line calls, except in the case where line judges are used, are the responsibility of the players. The Referee must hear an OUT call or see a signal. Assume the ball was IN unless it is obvious for the referee and the players that the ball is OUT. The Referee may remind players they must make those calls either audibly or by visible hand signals.

- A line call is made by players and the Referee is questioned by the opponents:
  - If you clearly saw the ball in or out, make the call
  - If you are not 100% certain then the original call stands
- Questions about score accuracy:
  - A player may question the score, without penalty, prior to the ball being hit or served. The Referee should stop the play, confirm and recall the score.
  - Players may also question the score *after a rally ends*, and effect a correction in score if required. There is no penalty and no replay.
  - AFTER THE SERVE call a fault if a player stops play to ask a question.

- If there is confusion or disagreement on the score, call the players to the net to explain the score. Use your scoresheet to replay the previous points to determine how the score in question came about.
- If the disagreement continues, trust your scoresheet and announce “15 seconds” to prepare the players for the game to resume.
- Questions about correct server, correct receiver or correct court position, are all to be answered by the Referee. If the score has been called but before the serve has not occurred, the Referee shall step onto the court, call “I will re-call the score”, answers the question, step off the court, inform players that he will re-call the score if he didn't already say it, recall the score and begin a new 10-second count.
- Questions about correct server, correct receiver or correct court position  
AFTER THE SERVE:
  - A player may stop play to challenge the position of the server or the receiver or the wrong server, without a fault, if the challenge is correct.

**Don't let the game be delayed by debates happening across the net. Call the score to get the game going again. If the debate continues, consider giving out a technical warning, or foul, as appropriate.**

## 5. Line Judges

Line Judges are an integral part of many tournaments and are a part of PC's Officiating development program.

Line Judges (LJ) are part of the Officiating Team, and are in the best position to make line calls for their assigned lines. Determining to use line judges for medal games is within the jurisdiction of the Tournament Director. The PCO recommends all sanctioned tournaments employ a minimum of 4 line judges for all Gold medal games.

This Line Judge section of the Referee Handbook works with line judge training programs, along with the Line Judge Test to keep training fresh between tournaments.

### a. Game Management Hierarchy

The assigned match Referee is in charge of all aspects of officiating and managing the match, including:

- Managing the officiating team
- Briefing the officiating team
- Positioning of all members of the officiating team
- Ensuring all members of the officiating team are ready

### b. Line Judge Code of Conduct

As part of the officiating team the line judge assumes certain higher levels of responsibility.

- Stay current with your duties & the Rules by frequently taking the online tests
- Be fair, impartial and consistent
- Be fair, pleasant and courteous
- Avoid excess friendliness with players and spectators
- Silence all personal electronic devices
- Recuse yourself from conflicts if friends, partners or relatives are to play in the match to be assigned to you
- Devote 100% of your attention to the match before you
- During rallies, line judges should follow the ball so they can anticipate when they may have to make a call, at which point their focus should be on the outside of the line. This is a critical aspect of any line calls...where the eyes of the line judge need to be on the line before the ball arrives.
- Be ready to make calls with confidence and without hesitation

c. Pre-Match Briefing With Line Judges

Prior to the start of each match the assigned Referee will conduct a briefing with the line judges to review:

- Line assignment responsibility, including faults on serve
- Positioning - to sit or stand, to avoid the sun and spectators
- Verbal and non verbal calls
- Obstructed view situations
- Role of players in calling lines to their disadvantage
- Role of spectators in calling or influencing your calls - none
- Response to an "Are you ready" call at a game start and after each break in play

d. Communicating the Call During the Game

There are several game circumstances that will require a line judge to react. All verbal calls are to be made loudly and immediately.

- OUT calls - calls clearly landing OUT
  - Immediately call "OUT"
  - Raise one arm pointing in the out-of-bounds direction
  - Hold the arm position until the Referee positively acknowledges the out call you made
  - Make out calls for all balls landing out of bounds, even those way out. A non call is an indication of IN

- A ball landing IN but close enough that a question may arise
  - Signal with both hands, palms down, pointing to the playing surface at a downward angle
  - NO verbal call is to be made - silence is mandatory
- Your view is blocked
  - When your view is blocked and you cannot make a call, hold both hands covering your eyes until the Referee acknowledges your 'blocked view' indication
- Service foot faults
  - When there is a service foot fault, immediately announce "foot fault"
- Incorrect server or receiver
  - Wait until the rally ends
  - Raise both hands clasped above head
  - Wait for the Referee to acknowledge your signal
- Illegal coaching has been observed
  - Wait until the rally ends
  - Raise both hands in an outward shaped "V"
  - Wait for the Referee to acknowledge your signal
- Other potential rule violations have occurred
  - Wait until the rally ends
  - Raise one arm to a vertical position
  - Wait for the Referee to acknowledge your signal

e. Other Line Judge Responsibilities

Line judges should be ready to answer player positioning questions, and follow the play on the court in case the Referee is required to ask for their opinion of what happened on the court. Should the Referee start to poll the line judges, be ready to respond if you have clearly observed the event

Some examples: net contact violations, double bounces, ball-player contact with players' clothing/hair, NVZ violations during attempted around the post shots or Erne's, as well as momentum contact into the NVZ between the partners.

f. Appeals and Questions

- The Referee may ask line judges or players to assist in determining a call
- The Referee may request a line judge to repeat their call for confirmation if the original call was not clear or heard plainly. It is important to hold the hand signal for a few seconds

- If a player appeals to the Referee, and the Referee clearly sees the ball IN or OUT, your call may be overruled. Do not worry or get upset. Look forward, and prepare for the next rally
- Players may overrule a Line Judge line call to their own disadvantage. This call will be accepted by the Referee
- If neither the Line Judge nor the Referee can see clearly enough to make a call, a replay will occur

**Take Note:** In the continuing pursuit to *make accurate calls at the net*, the use of a two referees might be in place for higher level play. The use of the Dual Referee system does not alter any of the responsibilities of the Lead Referee in officiating and managing the match. The Lead Referee will make all final decisions regarding the resolution of any disagreements and the assessment of penalties.

**Remember the game is about the players.**

**A good Referee is one that no one  
remembers after the game is over.**



## Appendix A - Pregame Conference

This document is an example only. Specific tournament guidance will come from the Tournament Director (TD). The information is intended for you to become familiar with the pregame procedure.

Try for a less than 1-minute pregame conference (but may take up to 2 minutes), as it has become more common for players to be electronically sent the rules/procedures for the tournament. Just ask the players if they have any questions, rather than taking the time to recite them again. The TD may request that significant rule changes be briefly reviewed.

Take more time for the pregame conference for the first match of the tournament, and less time as the tournament progresses to avoid repeating the same information and annoying the players.

1. After you have checked the court and the net, introduce yourself
2. Confirm with the players, the event and their names on the scoresheet
3. Confirm game format – 2/3 match or 1 game to 15
4. Point out court hindrances
5. Remind players who is responsible for line calling
  - a. Base line and service lines on the serve –the Referee
  - b. NVZ line during rally – the Referee
  - c. Other Line calls including the center line on the serve – the players or line judges  
(LJ) : except the center line on the serve)
6. Review process for appeals – to come to the Referee only
7. Check for players wearing ear buds. Only medically required hearing aids allowed.
8. Inspect paddles at all sanctioned tournaments. Paddles should be free of dents, signs of delaminating, or foreign substances that might add more ball grip. Ask the players if their paddle is approved and be observant of a USAP Approved Sticker or Writing.
9. Have player choose # 1 or 2, to determine Serve, Receive, End or Defer – (defer the choice to the opposing team)
10. Handout starting server bands allowing the starting server the choice of game ball
11. Allow players to finish their warm up with the time remaining
12. Notify players when there is 60 seconds remaining
13. Notify the players at T-15 seconds. If you have line judges, ask if they are ready
14. At the start of the first game of the match, announce the names of the players to verify you have the correct scoresheet and ensure that the clipboard is pointing towards the serving team
15. At time equals T-0
  - Make sure you are in 'position'
  - Clear/stop stopwatch if active
  - Call Game # \_\_ (if applicable) and "Time in"
  - Be aware of all player readiness
  - Call the score
  - Start 10 second count

## Appendix B - Standard Timeout Procedure

Besides the calling of the score, how we conduct the Timeout procedure is arguably the most visible thing we do.

What follows is a script that should be memorized so that it flows smoothly:

*A rally has just ended. Complete your scoresheet notations.*

**"Timeout has been called by the receiving (or serving) team"**

**"One minute"**

*Start stopwatch.*

*Move to receiving (serving) team side of net and middle of the court.*

**"The score is six, four, one."**

*At centre court, record the Timeout in the appropriate box.*

*At 15 seconds remaining, say:*

**"Fifteen seconds!"**

*Move back to position and announce:*

**"Receiving team, you have one Timeout remaining. Serving team, you have two Timeouts remaining."**

*Check readiness of line judges (if applicable)*

At time equals T-0

- Make sure you are in 'position'
- Clear/stop stopwatch if active
- Call "Time in"
- Be aware of all player readiness
- Call the score
- Start 10 second count

## Appendix C - Progressive Disciplinary Action

Verbal Warnings	Technical Warnings (TW)	Technical Fouls (TF)	Game Forfeits (GF)	Match Forfeits (MF) by Referee or TD	Ejection by TD only	Expulsion by TD only
<u>One per team/match</u> Any situation that could result in a technical warning may instead be addressed as a verbal warning	Objectionable language directed at person	* No TW previously issued	1 TW assessed & any TF listed in 13.G.2 (red italics)	Player fails to report for match 15 min after called	Flagrant & particularly injurious behaviour affecting tournament	<b>From tournament venue</b>
	Throwing paddle	<i>Aggressively or recklessly throwing paddle (not striking anything)</i>	After TF issued any other TW	NB: if match 1-15 or 1-21, 10 min after call. TD may permit longer	Using ethnic, religious, racial, sexist or homophobic slurs	TD discretion
	Aggressive arguing with official, player, spectator	<i>Extremely objectionable language or profanity</i>	Player fails to report 10 min after match called	2 TW + TF (red italics) or TF + TF	Injury through ball or paddle abuse	
	Ball abuse Profanity (audible or visual)	<i>Threats or challenges to any person</i>	NB: matches with 1-15 or 1-21 = MF	Refusal to wear starting server ID	Spitting or coughing on person	
	Disrupting flow of game	<i>Challenging referee rules interpretation &amp; losing with no TO remaining</i>		<b>IMMEDIATE MATCH FORFEIT</b>	Not exhibiting best effort	
	Repeated appeals	<i>Extreme unsportsmanlike behaviour</i>		Deliberate, aggressive physical contact opponent, official, spectator		
	Challenging ref rules interpretation & losing = TW + loss of TO	<i>Requesting a MTO with no valid condition &amp; no TO remaining</i>		Aggressively or recklessly striking ball or throwing paddle putting individual or property at risk		
	Request MTO not approved = TW + loss of TO	<i>Hitting/throwing ball not in play - hitting person</i>		<b>TD MATCH FORFEIT</b>		
	Minor actions unsportsmanlike behaviour, questioning line calls that are continually reversed			Failure to comply with tournament rules, improper conduct, abuse of hospitality, other rules & procedures		
	Receiving illegal coaching			Playing with a non approved paddle		Update 22-04-11

## Appendix D - Dual Referee Option

In an increasing number of tournaments, the Tournament Director or the Head Referee choose to use a Dual Referee Option, one acting as the Lead Referee and the other as the Second Referee. **Teamwork is essential to the success of the dual referee system.** This refereeing option can be used, with or without line judges.

### Goals :

1. Increase the accuracy of calls involving the NVZ and players crossing the plane of the net.
2. Support the Lead Referee in officiating all aspects of the match.
3. Assure the accuracy of referee calls.

### Lead Referee Responsibilities:

The Lead Referee has the same responsibilities as usual and makes all final decisions regarding the resolution of any disagreements and the assessment of penalties. During the serve, he will concentrate on the server service motion elements and the proper ball release.

### Second Referee Responsibilities:

His primary responsibility is to assist the Lead Referee in calling faults for non-volley zone and plane of the net violations occurring on both sides of the net. He will also observing all other player activity on and around the court and specifically during dead ball times. He will focus on the placement of the server's feet or wheelchair during the serve.

### Calls:

The Second Referee will call immediately any of the following violations:

1. NVZ faults
2. Plane of the net faults
3. Service foot faults
4. Short serves
5. Player safety issues

The Second Referee will signal other violations, in particular any of the following, by a raised hand after the rally:

1. Out of position players
2. Incorrect server or receiver
3. Paddle thrown
4. Unsafe return of ball
5. Ball deliberately damaged

**Positioning:** The Second Referee stands on the opposite end of the net from the Lead Referee.

**Scorekeeping:** The Second Referee will not maintain a scoresheet.

**Appeals:**

All player appeals should be directed to the Lead Referee. If he did not clearly see the action being appealed and cannot make a decisive call, he should solicit the opinion of the Second Referee. If the Second Referee can make a decisive call, the Second Referee's call will stand.

**Conflicting Calls and Disagreements:**

If there is a simultaneous or conflicting call (e.g., Lead Referee calls crossing the plane fault on one team and Second Referee calls touching of the net fault on opponents), or if the Second Referee makes a fault call with which the Lead Referee disagrees, the Lead Referee will call a referee time-out. Both referees will meet at the center of the net to discuss a solution. The Lead Referee has the responsibility to make the final decision and to notify the players. **Note:** Overruling of a Second Referee fault call is expected to be extremely rare and should be done only if the Lead Referee is absolutely certain that there was an error, in which case there will be a replay of the rally.

**Pre-Match Briefings**

**Referees:** Prior to the pre-match briefing with the players, the Lead Referee will brief the Second Referee on the expectations for how they will work together as a team. The Head Referee should observe this briefing to make sure both referees (who may have never worked together) understand their respective responsibilities and their obligation to get each call correct and to uphold the professional reputations of each other and the referee community as a whole.

**Players:** The Second Referee will attend the pre-match briefing with the players. The Lead Referee will explain the role of the Second Referee and advise the players to direct all calls and appeals to the Lead Referee.

## Appendix E - Typical Scoresheets

Event: \_\_\_\_\_ Match: \_\_\_\_\_  
 Court: \_\_\_\_\_  
 Referee: \_\_\_\_\_  
 Format: \_\_\_\_\_

Team 1: \_\_\_\_\_ MTO ☐ MTO ☐

Serve

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Timeout TW/TF


\_\_\_\_\_

Timeout TW/TF


Serve

17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	
17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	
17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	

MTO ☐ MTO ☐

Team 2: \_\_\_\_\_



Event: \_\_\_\_\_ Match: \_\_\_\_\_  
 Court: \_\_\_\_\_  
 Referee: \_\_\_\_\_  
 Format: \_\_\_\_\_

Team 1: \_\_\_\_\_ MTO ☐ MTO ☐

Timeout TW/TF


\_\_\_\_\_

Timeout TW/TF


Serve

21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	
21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	
21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	

MTO ☐ MTO ☐

Team 2: \_\_\_\_\_

