

# **Guidelines** *for*

## **Grade 3 Events**

(International Challenge, International Series and Future Series)

## **Oceania Championships**

## **Junior International Events**

This document relates to the specific organisational details of Grade 3, the Oceania Championships and Junior International events.

Grade 3 events and the Oceania Championships to be governed by the BWF General Competition Regulations (GCR's), and the following regulations

## **1. Tournament Sanction and Financial Arrangements**

- 1.1 The Member Association (MA) of the HO is to apply for sanction on-line through Tournament Software. It is accepted that by applying for sanction the MA has confidence in the Host Organiser (HO) to organise and deliver the event to the standards as required by the Badminton World Federation (BWF), Badminton Oceania Confederation (BOC) and the MA.
- 1.2 The application to be lodged at least 9 months prior to the tournament. If the application is late, it is unlikely sanction will be granted.
- 1.3 Prior to submitting an application BOC to have agreed to the dates, days of play, venue, prize-money and any other details as relevant. Sanction may be with-held at the discretion of BOC if there are factors which BOC determines may impact on the ability of the HO to meet the regulations and requirements of the event including reports and experiences and feedback from previous events organised by the HO
- 1.4 The MA who applies for the sanction is responsible for any financial penalties imposed by the BWF for non-compliance of the GCR's. It is highly recommended if the MA is not the HO, there is an agreement in place between the MA and HO to identify roles and responsibilities.
- 1.5 BOC to work directly with the HO to ensure organisation and delivery is as per the regulations and standards as required by BOC as well as to provide assistance where required.
- 1.6 Any issues over non-compliance of the regulations or organisational matters will in the first instance be addressed with the HO. In the case of unsatisfactory resolution then the MA who applied for the sanction will be requested to assist with resolution
- 1.7 The HO is responsible for all operational financial aspects of the event including payment of prize-money directly to the players at the event

## **2. Tournament Schedule**

- 2.1 The tournament to be played over a minimum of 4 and a maximum of 6 days (including qualifying)
- 2.2 All qualifying rounds to be conducted in accordance with BWF Competition Regulation 12. All qualifying matches in all events must be completed before play begins in the main draws
- 2.3 There should be a maximum of two rounds per event per day in the main draw of any event; in principle multiple rounds of an event to be played in the earlier days of the tournament. The Referee to make the final decision on the schedule of play
- 2.4 Once a round in an event is started it must be completed on the same day
- 2.5 The quarter-finals and semi-finals may be played in two separate sessions on the same day, there should be a minimum of 2 hours between the finish of the Quarter-Final

matches and the start of the Semi-Final matches. The recommendation is 10am and 5pm as start times

- 2.6 The finals to be played on a separate day; except in exceptional circumstances which must first be approved by BOC prior to sanction being applied for
- 2.7 A player is entitled to a minimum of 60 minutes break between matches (GCR 11.3) unless it is a Team Event or a Junior Event in which case a minimum of 30 minutes applies (ITTO 3.5.17.4)
- 2.8 The referee must approve the tournament schedule before it is published – both in the prospectus and daily during the tournament
- 2.9 The schedule for the first day of play must be available in both hard copy and on-line as soon as possible after the completion of the managers meeting
- 2.10 For all subsequent sessions the schedule must be available before completion of the previous day/session. The schedule must first be approved by the Referee.

### 3. Entries

3.1 The following draw sizes are to be planned for

Events	Entries		
	Main Draw	Qualifiers	Qualifying Draw Maximum Entries
Men’s Singles	56	8	16
Women’s Singles	28	4	8
Men’s Doubles	28	4	8
Women’s Doubles	28	4	8
Mixed Doubles	28	4	8

- 3.2 Where there are fewer entries in an event than shown in the above table all entries must be accepted into the main draw
- 3.3 Where entries exceed the numbers in the main draw, qualifying rounds are to be played as provided for in the BWF General Competition Regulations
- 3.4 The World Ranking shall be used to determine the players/pairs who will be accepted into the main draw; the date of WR to be stated in the prospectus
- 3.5 Entries must be made by the Member Association of which the player / pair is a member, using the BWF on-line entry system
- 3.6 The HO shall provide players, where requested, with letters to assist with visa applications
- 3.7 Local entries to be made through the on-line entry system by the MA by the closing date. The HO, in conjunction with the host MA to determine how local entries are managed
- 3.8 The closing date for entries shall be four weeks prior to the start of the tournament – on a Tuesday – 23:59 KL time
- 3.9 BOC to set-up the TP file, and publish for on-line entry, at the time when sanction is granted and provide the link to the HO for inclusion in the prospectus
- 3.10 BOC to manage the TP file, produce the M & Q and seeding reports and do the draw. All reports and the draw will be sent to the Referee for approval

- 3.11 Once the draw has been completed and approved, BOC will publish the draw and send the TP file and Oceania TP license to the Event Director

#### **4. Prospectus**

- 4.1 The prospectus shall include the minimum information as listed in GCR 10
- 4.2 BOC shall provide the Organiser with a standard prospectus template
- 4.3 The prospectus shall be sent to BOC and the Referee for approval at least 104 days prior to the start of the tournament. The approval process to be completed within 5 days to ensure the prospectus can be sent to the BWF by the required 97 days prior to the event
- 4.4 The HO to also produce associated forms: Visa application, travel details, accreditation and practise courts requests
- 4.5 The BOC and BWF logos along with the names and logos of all event sponsors to be included in the prospectus
- 4.6 The prospectus once approved shall be sent to the BWF by BOC for distribution to Member Associations no less than 97 days prior to the start of the tournament. Failure to submit the prospectus on time will incur a penalty fine of NZD150 - for every 24 hours or part of, which elapse until such time that the prospectus is received. This will be invoiced by BOC
- 4.7 The host Member Association in conjunction with the HO are responsible for distributing the prospectus within their country.
- 4.8 BOC is responsible for submitting the prospectus and all associated forms to the BWF once approved by both BOC and the Referee. The BWF will publish all information on the BWF calendar
- 4.9 BOC is responsible for distribution of the prospectus to all Oceania Members. The prospectus and all event information will be published on the BOC website. BOC will promote the event through BOC platforms

#### **5. Entry Fees**

- 5.1. It is **recommended** that entry fees be charged to all entrants
- 5.2. The amount charged is at the discretion of the HO. The fees can be charged per event or one fee to cover all events – the one fee to cover all events is the recommended option. The entry fee to be confirmed in consultation with BOC to align with other events in the region
- 5.3. The fee to be advertised in either or both local currency or USD
- 5.4. The MA that enters a player into the tournament is responsible for paying the entry fee for that player. It is recommended that the organiser invoices all MA's following the "withdrawal without penalty" date and requests payment prior to the tournament. The invoice must show a Swift Code for international payments. The prospectus to include a policy regarding withdrawals and the payment of entry fees: after the "withdrawal without penalty" date all players will be required to pay entry fees and there will be no refunds".
- 5.6 The collection of entry fees is solely the responsibility of the HO

#### **6. Draw**

- 6.1. The draw shall be done in accordance with BWF CGR 11.

- 6.2. For Grade Three, Oceania Championships and International Junior events the seeding and draw shall be done by Badminton Oceania as per the GCR's
- 6.3. The draw is made 14 days prior to the start of the tournament on a Tuesday
- 6.4. The draw and schedule must be approved by the referee before it is released.
- 6.5. The draw and schedule to be published on the Badminton Oceania website

## **7. Withdrawals and Promotions in the Draw**

- 7.1 Any withdrawals and promotions must be dealt with in accordance with BWF CGR 13.
- 7.2 All withdrawals received must be passed onto the Referee as soon as possible after receiving
- 7.3 The Event Director and Referee to complete the BWF/Oceania withdrawal form for all withdrawals following the last date for withdrawal without penalty. This form to be sent to BOC within 2 days of completion of the event

## **8. Alterations to the Draw**

- 8.1 Any withdrawals, promotions and alterations to the draws must be dealt with in accordance with BWF General Competition Regulation 13 at the Team Managers meeting. Only the Referee can make and approve changes to the draw

## **9. Penalties**

- 9.1 Any withdrawal after the Monday immediately preceding the draw, or after the tournament has commenced, renders the MA concerned liable to a penalty of USD150
- 9.2 After the conclusion of the tournament these penalties will be invoiced by BWF to the MA concerned. The host MA will receive US\$50 per withdrawal (maximum one penalty fee per player). The host MA does not receive any money for players from the MA who withdraws. Please note it will usually takes up to 3 months for payment of penalty fees by the BWF to the host MA. Recommendation – the host MA and Organisation should include in their agreement which entity retains these withdrawal fees

## **10. Shuttles**

- 10.1 The brand of shuttles to be used must be BWF approved.
- 10.2 The brand of shuttle to be used should be stated in the prospectus.
- 10.3 The same quality and brand of shuttle must be used throughout the tournament.
- 10.4 The shuttles are to be provided by the tournament free of charge.
- 10.5 Two speeds of shuttle must be provided. There should be sufficient quantity of shuttles on hand to run the entire tournament with each speed.
- 10.6 Each player to be provided with two tournament shuttles free of charge at their first practice session.
- 10.7 Tournament shuttles should be available for purchase

## **11. Venue**

- 11.1 All matches in the tournament must be played in the same venue.

- 11.2 The desirable height unobstructed of the playing area is 12m, the minimum height is 9m.
- 11.3 Lighting should be of a suitable level for the tournament. It must be non-blinding and an even distribution over the entire court.
- 11.4 It is recommended that there shall be at least 2m clear space surrounding all the outer lines of the court, the preferred distance between any two courts marked out side by side is 4m to allow for line judges
- 11.5 No part of the background behind the ends of the court should be coloured white. This to include advertising signs.
- 11.6 It is essential that all aspects of health, safety and security for players, officials and spectators are in accordance with local Government regulations.
- 11.7 The competition venue should be available at least one day prior to the start of the tournament for a full day of practise. A different venue may be used prior to this for practise
- 11.8 It is recommended under BWF General Competition Regulations that there are two warm-up courts provided where possible
- 11.9 Practise courts to be provided free of charge as from two days prior to the start of the tournament.
- 11.10 It is recommended all matches in an International Challenge tournament should be played on court mats preferably on top of a wooden floor (ideally sprung).
- 11.11 All matches in an International Series or Future Series tournament can be played on either court mats, synthetic floors or a wooden floor (ideally sprung) preferably solely marked for badminton.
- 11.12 Only one surface should be used for the entire tournament – ie. all matches are played on court mats or a wooden floor, there cannot be a combination of surfaces
- 11.13 If there are lines on the floor for other sports, the badminton lines must be continuous and ideally be white in colour
- 11.14 The direction of the courts must remain the same for the duration of the tournament
- 11.15 The venue must have a sound system which must be audible in the warm up area.
- 11.16 It is preferable that separate changing, shower and toilet facilities are provided for the players and public.
- 11.17 Drug testing facilities as per the BWF regulations must be provided if testing is advised by the local testing agency or requested by the BWF.
- 11.18 Equipment requirements are:
  - Net posts and nets which comply with BWF regulations
  - Net/post measuring stick
  - Umpire chair per court
  - Service judge chair per court
  - Used shuttle box per court
  - Towels – at least 2 per court
  - Mops for on-court moppers

- Line judge chairs
- Score boards – electronic or flip charts (2 per court)
- 2 minute interval markers
- Players' gear boxes – 4 per court
- Court numbers
- Filtered or bottled water to be provided free of charge
- Clock
- Sound system
- First aid kit & blood kit
- RT Radios
- Lap-top and Printer
- Ideally easy access to a photocopier

#### 11.19 Other facility considerations:

- Display boards for the draws and schedule; preferably in both the spectators area and the players area
- Internet connection – preferably available free of charge to players, mandatory for match control and the Referees
- Preferably a private medical area
- Preferably there should be a specified area where players can leave their gear bags
- Preferably a separate volunteers and Technical Officials room/area
- A racket restringing service to be provided – this can be charged for or can be part of a sponsorship arrangement

11.20 The event venue to have food and drinks for sale at all times of play during the event

11.21 BOC A-boards to be displayed around the courts, including at least two on court 1 in prominent sight-lines of the streaming camera.

11.22 All sponsor signage within the playing area to conform to the BWF advertising regulations; most importantly any signage around the court or in the sight-line must be less than 20% white

11.23 The HO to determine if the event will charge spectators an entrance fee

11.24 All players and team officials to be provided with accreditation passes or access, free of charge, to the competition venue for the duration of the tournament

11.25 BOC to be provided with up to 10 accreditation passes at no charge (if accreditation passes are required)

## **12. Referees**

12.1 BOC shall appoint the Referee and Deputy Referee and meet all associated travel, accommodation and allowance costs for International Series and International Challenge level events. For Future series events BOC to meet all Referee costs with the host meeting Deputy Referee costs. For Junior International level events BOC to request the HO to provide a suitably qualified person and cover their costs; these appointments must be approved by BOC at least 4 months in advance of the event. BOC to advise the HO of Referee appointments at least 4 months in advance of the event.

12.2 Meals for the Referees at the tournament shall be provided by the HO.



12.3 The Referee and Deputy Referee to be provided with accommodation at a hotel/motel/apartment of a suitable standard. BOC to arrange the accommodation for all BOC appointed Referees. Ideally breakfast to be included; if not the HO to make suitable arrangements for breakfast provisions

12.4 Transport to and from the airport to be provided for the Referees

### **13. Umpires, Service and Line judges**

13.1 It is the responsibility of the HO to ensure that all matches have an umpire of a suitable level – ie. not players, minimum level is national accredited. A rule of thumb is to have available at least 3 umpires per court

13.2 Service judges should be available for all rounds of the main draws, although it is not always possible to have an appointed service judge for each match in the early rounds, all matches from QF onwards to have a service judge

13.3 The HO to appoint an Umpire Co-ordinator who should be the first point of contact for the umpires. This person to be responsible for the management of the umpires during the event including assigning Umpires to matches as agreed with the Referee

The referee shall appoint the umpires and service judges for the semi-finals and finals.

The HO to either provide all umpires with an event uniform or advise them in advance that they will be wearing their country uniform

The HO to arrange accommodation – with breakfast, transport and all meals at the venue for non-local umpires. The HO to clearly state, when applications are called for, what costs the event is meeting and what costs the Umpire needs to meet

13.4 The HO to appoint a line judge co-ordinator who will be responsible for recruitment, training and scheduling and on the day management of the line judges.

13.5 Ideally 4 line judges with an absolute minimum of two line judges should be provided for each match in the qualifying rounds and main draw rounds up until quarter-finals.

A minimum of four line judges should be provided for all quarter-final, matches and six line judges for semi-final and finals matches

13.6 The HO shall provide a uniform for all line judges; dark coloured tops are preferable.

13.7 The HO shall provide, free of charge, to all umpires and all referees, hot drinks, water and a meal if assisting at the event over a meal time. It is the responsibility of the HO to agree with local volunteers what they are provided with; the recommendation being that they are provided with the same as Referees and Umpires

### **14. Other organisational considerations**

14.1 The HO shall determine local accommodation options and advise the details including the cost and booking process in the prospectus. Players prefer apartment style or motel units which accommodate groups of up to 4 players. If hotel accommodation, please include an option which includes breakfast.

14.2 Transport to and from the closest international and national airport to be provided free of charge to all players and officials staying at the official accommodation

14.3 Transport to be provided from the advertised accommodation venues to the tournament venue for players and officials free of charge.



Clarification – the HO is at minimum required to provide transport to arrive at the venue at least 60 minutes prior to the start of the first match of the day/session, the next scheduled transport should arrive at the venue one hour after the start of play and then to be scheduled at least every 3 hours both to and from the accommodation to the playing venue. There must be transport provided after the conclusion of the last match of the session/day. Ideally separate transport should be provided for the Referees to arrive at the venue no later than 60 minutes prior the start of play.

- 14.4 The HO shall prepare a practise schedule which is fair and equitable. To be sent to the Referee at least 5 days prior to the start of the event for approval, before being released
- 14.5 The time and venue of the Managers meeting to be advised in the prospectus. Ideally it should be held the night prior to the start of play as the schedule cannot be published until after the completion of this meeting
- 14.6 The HO to provide a data projector and screen for use at the managers meeting
- 14.7 The HO to address the managers meeting; advising of all local operational details: transport, functions etc
- 14.8 The HO to arrange a sign-in form for the managers meeting
- 14.9 Players and officials to be provided, in hard copy at the Managers Meeting or earlier with information on the following:
  - Tournament contact details including the Referee, Event Director, Tournament venue
  - Session times
  - The transport schedule
  - The practise schedule – this must have been prior approved by the Referee
  - Local information and contact details: Doctors, taxis, airport
  - Information on any special functions
  - Information on television coverage and streaming
  - Departure transport details
  - Any other specific local information

## **15. Medical**

- 15.1 A qualified medical person capable of taking charge of on-court injuries must be present at the tournament venue at all times during play and be in close proximity to the courts
- 15.2 The cost of the medical provider to be met by the HO .
- 15.3 It is recommended that Physiotherapy services are provided free of charge however a charge may be made for strapping. Clarification – the Physiotherapist may also be the medical person to attend to on-court injuries

## **16. Branding and Communications**

- 16.1 BOC A-boards and banners as provided to be displayed within the tournament venue and as agreed with the organiser
- 16.2 A minimum of 4 x BOC A-boards to be displayed on courts being streamed
- 16.3 A minimum of 4 x BOC A-boards to be displayed on court 1 (the court being used for the finals)

- 16.4 BOC to work with the HO to have the event live-streamed on at least one court. The score must be clearly visible – ideally with a scoring graphic showing the player’s names and score in a corner of the screen
- 16.5 BOC to be tagged into all event photos posted through social media
- 16.6 BOC hash-tags as advised to be used in all event social media posts
- 16.8 The BOC logo to be included in all event collateral; which must be approved prior to production
- 16.9 The BOC logo to be included, where possible, on all event trophies; to be approved prior to production
- 16.10 BOC to be supplied post-event with a range of event photos for use in publications or promotional material

**17.Functions and Ceremonies**

- 17.1 BOC to be invited to all official functions relating to the event
- 17.2 Badminton Oceania to be invited to participate in a minimum of one presentation ceremony

**18.Trophies and Prize money**

- 18.1 The prize money to be advertised in US dollars; it may paid in either USD or local currency – cash, at the event. This MUST BE stated in the prospectus.
- 18.2 The total value of the prize pool and breakdown, as per the tables below, to be stated in the prospectus.
- 18.3 Prize money to be given directly to the players concerned and must be paid in cash either in local currency or USD. All prize-money distributed must be signed for by the player at the time of receiving with a copy included with the event report
- 18.4 Any local tax regulations need to be stated on the prospectus
- 18.5 All prize money given out shall be accompanied by details of the conversion rate used from US dollars to the local currency and tax deducted. The conversion rate used to be the most recent working day
- 18.6 The winner and runner-up of each event shall receive a trophy (to keep) provided by the HO. The BOC logo to feature on the trophies and must be approved prior to production

The prize money distribution shall be:

**International Challenge – minimum *US \$25,000 total prize money***

	<b>WINNER</b>	<b>RUNNER-UP</b>	<b>SEMI-FINALIST (2)</b>	<b>QUARTER-FINALIST (4)</b>
SINGLES	\$2,250 9%	\$1,125 4.5%	\$375 pp total 3%	\$218.75pp total 3.5%
DOUBLES – per pair	\$2,250 9%	\$1,125 4.5%	\$437.50 per pair Total 3.5%	\$187.50 per pair Total 3%

**International Series – minimum US\$10,000 total prize money**

	<b>WINNER</b>	<b>RUNNER-UP</b>	<b>SEMI-FINALIST</b>
SINGLES	\$1,100 11%	\$500.00 5%	\$200 pp Total 4%
DOUBLES – per pair	\$1,100 11%	\$1,100 5%	\$200 per pair Total 4%

**Future Series**

There is no set prize money for Future Series tournaments; up to USD10,000; however BOC strongly recommends a tournament of this level offers a minimum of USD5,000. If the prize-money is between USD5,000 – USD10,000 the same distribution as for an International Series event may be used

	<b>WINNER</b>	<b>RUNNER-UP</b>
SINGLES	13%	7%
DOUBLES – per pair	13%	7%

**19. Results**

- 19.1 The on-line results should be updated using the automatic update feature in Tournament Planner
- 19.2 The results boards within the competition venue to be updated frequently during the hours of play
- 19.3 At the conclusion of play each day a copy of the TP file to be sent to BOC. Note – if this does not occur there are BWF financial penalties which will be imposed
- 19.4 At the conclusion of the tournament the completed TP file to be sent to BOC within 12 hours of completion of the event. Note – if this does not occur there are BWF financial penalties which will be imposed

**20. Post-event**

- 20.1 The Event Director to send a copy of the withdrawal report to BOC within 2 days of completion of the tournament
- 20.2 The HO to complete a tournament report on the template provided. This report to be sent to BOC by the HO within one month after the tournament
- 20.3 The Referees Report to be sent to BOC who will send a copy of the Referees report to the HO and host MA
- 20.4 BOC to send a copy of the tournament report to the Referee and Deputy Referee
- 20.5 BOC to send a copy of the Referee and Tournament report to the Chair of the Events Committee
- 20.6 The BOC Secretary General/CEO to follow-up on any issues raised in the repo