

# **Host Organiser Guidelines**

*for*

## **Grade 3 Tournaments**

(International Challenge, International Series and Future Series)

## **Oceania Championships**

## **Junior International Tournaments**

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

Grade 3 tournaments 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 Host Organiser (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 tournament 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 start of the tournament. If the application is late, it is unlikely sanction will be granted.
- 1.3 Prior to submitting an on-line sanction application, BOC to have agreed to the dates, days of play, venue, prizemoney and any other relevant details which impact on the tournament. 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 tournament including reports, experiences and feedback from previous tournaments organised by the HO
- 1.4 BOC will not charge a sanction fee to the MA applying for a Grade 3 or Junior International Tournament
- 1.5 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.
- 1.6 BWF regulations state "Tournament Planner must be used". BOC will provide to the HO the correct Tournament Planner license to be used at that tournament only – ie. it MUST NOT be used at any other tournament
- 1.7 BOC to work directly with the HO to provide support and to ensure organisation and delivery is as per the regulations and standards and delivery expected
- 1.8 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
- 1.9 The HO is responsible for all operational financial aspects of the tournament including payment of prizemoney directly to the players at the tournament
- 1.10 Badminton Oceania shall have the right to send a representative to Oceania Grade 3 and Junior International tournaments. The representative shall have the power to ensure that the rules and regulations are adhered to

## **2. Tournament and Match 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; with the exception of quarterfinals and semifinals as per 2.5. 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 quarterfinals and semifinals may be played in two separate sessions on the same day; there should be a minimum of 2 hours break between the finish of the quarterfinals matches and the start of the semifinals 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 Junior Tournament in which case a minimum of 30 minutes applies
- 2.8 The referee must approve the tournament schedule before it is published – both in the prospectus and the daily match schedule 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 BOC will manage the TP file, entries, M & Q reports, seeding reports and draw processes; following the draws being published BOC will send the TP file and license to the HO
- 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 It is recommended that the HO sets up a spreadsheet to track entries as they are received; the HO

#### 4. Prospectus

- 4.1 The prospectus shall include the minimum information as listed in GCR 10
- 4.2 BOC can provide the HO with a standard prospectus template if required
- 4.3 The prospectus shall be sent to BOC in the first instance for approval at least 104 days prior to the start of the tournament. Once approved by BOC the prospectus to be sent by the HO to the Referee for final approval. 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 tournament
- 4.4 The HO to produce associated forms: Visa application, travel details, accreditation and practice courts requests
- 4.5 The BOC and BWF logos along with the names and logos of all tournament 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 tournament information will be published on the BOC website. BOC will promote the tournament through BOC platforms

#### 5. Entry Fees

- 5.1 It is **recommended** that entry fees be charged to all entrants
- 5.2 The fee to be: USD100 per player for players outside of the host country, NZ\$100 or AUS\$100 for players from the host country (when the host is NZ or AUS), local currency equivalent to approx. AUD\$100; however the HO can determine what they charge local players -ie. they may offer free entry, half price etc
- 5.3 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 publication of the draw 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 draw has been published all players will be required to pay entry fees and there will be no refunds".
- 5.4 The collection of entry fees is solely the responsibility of the HO however if issues are experienced, BOC can assist where requested

#### 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 tournaments 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 If a withdrawal, requires a promotion from either qualifying or the reserve list, the Referee will instruct the Tournament Director as to what they want communicated to the relevant MA's. The Tournament Director has a list of MA contact details from the copy of the on-line entries they receive. If the HO does not have this information, contact BOC
- 7.3 The HO shall not publish or publicise any withdrawals until they are made public knowledge at the Managers meeting
- 7.3 The Tournament 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 tournament

## **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 take 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 ideally be sufficient quantity of shuttles on hand to run the entire tournament with each speed. When ordering shuttles ensure practice shuttles are also taken into consideration. Rule of thumb allow for an average of 10 shuttles per match
- 10.6 Each player to be provided with two tournament shuttles free of charge at their first practice session. The HO to implement a system where-by players sign for the shuttles when they receive them
- 10.7 Tournament shuttles should be available for purchase if requested

## **11. Venue**

- 11.1 All matches in the tournament must be played in the same venue.
- 11.2 If the tournament is over 4 days, the preferable number of competition courts to allow for is 5; if the tournament is over 5 days, 4 competition courts are sufficient

- 11.3 The desirable height unobstructed of the playing area is 12m, the minimum height is 9m.
- 11.4 Lighting should be at least 500 lux. It must be non-blinding and an even distribution over the entire court.
- 11.5 There should be a minimum of 2.5m clear space surrounding all the outer lines of the court, the preferred distance between any two courts marked out side by side is 3m to allow for line judges and fixed height service units. Fixed height service units are mandatory
- 11.6 No part of the background behind the ends of the court should be coloured white. This to include advertising signs.
- 11.7 It is essential that all aspects of health & safety, and security for players, officials and spectators are in accordance with local Government regulations.
- 11.8 The competition venue should be available at least one full day prior to the start of the tournament for a full day of practice. A different venue may be used prior to this for practice
- 11.9 It is recommended under BWF General Competition Regulations that there are two warm-up courts provided in the competition venue where possible
- 11.10 Practice courts to be provided free of charge as from two days prior to the start of the tournament. Players requiring courts earlier than this may be charged a reasonable fee if the host organiser requires
- 11.11 It is recommended all matches in an International Challenge tournament are played on court mats on top of a wooden floor
- 11.12 All matches in an International Series or Future Series tournament can be played on either court mats, synthetic floors or a wooden floor; preferably solely marked for badminton.
- 11.13 Only one surface to 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
- 11.14 If there are lines on the floor for other sports, the badminton lines must be continuous and ideally be white in colour. Ideally some of the other lines to be covered over to ensure avoidance of doubt
- 11.15 The direction of the courts must remain the same for the duration of the tournament
- 11.16 The venue must have a sound system which must be audible in the warm-up area.
- 11.17 It is preferable that separate changing, shower and toilet facilities are provided for the players and public.
- 11.18 Drug testing facilities as per the BWF regulations must be provided for and available for the duration of the tournament. If testing is to occur the Host Organiser will be contacted.
- 11.19 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
  - Fixed height serving device 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) – if Live Score is not provided by BOC
  - 2-minute interval markers (optional)

- Players' gear boxes – 4 per court
- Court numbers – attached to the umpire stand
- Filtered or bottled water to be provided free of charge
- Clock visible in the field of play
- Sound system
- First aid kit & blood kit
- RT Radios – BOC can provide if required
- Lap-top and Printer – if Live Score is provided this is not necessary
- Ideally easy access to a photocopier

#### 11.20 Other facility considerations:

- Display boards for the draws and schedule; preferably in both the spectators and players areas
- 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

11.21 The tournament venue to have a café open at all times of play during the tournament

11.22 BOC A-boards to be displayed around the courts, including at least two on each court where streaming is taking place, these must be in the camera shot

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

11.24 The HO to determine if the tournament will charge spectators an entrance fee

11.25 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

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

## 12. Live Score

Where possible BOC will implement Live Score, as developed by Visual Reality, at the tournament. Considerations when determining implementation are: internet capacity and reliability, cost of freight of equipment, availability of equipment the host to provide, cost of television hire and any other factors which impact on the ability to deliver Live Score.

BOC cannot implement and manage the Live Score system without the assistance and cooperation from the HO. There is a reliance; in some cases, on the HO to provide some of the infrastructure needed to make it all work (i.e. cabling, power supply, internet etc). BOC asks for the HO goodwill and support in enabling this service which should benefit all stakeholders.

12.1 If Live Score is implemented BOC will have a technical staff person on-site to oversee the technical set-up and management of Live Score. BOC will supply the Live Score license and can provide the Live Score technical manual to the HO which outlines what is required for the set-up.

12.2 The HO to assist with the set-up of Live Score, as requested by BOC

12.3 The HO to provide an internet connection for Live Score; it must be wired and the IP address of the line supplied for live score needs to be 192.168.2.1, if the line supplied

doesn't have that IP address there will need to be a router installed with that address, the line should be dedicated for live score

- 12.4 The HO to provide quotes, as requested by BOC, for the hire of TV screens (if required)

### **13. Streaming**

BOC requires a minimum of 1 court to be streamed for the duration of the tournament

The HO can produce the stream or BOC can produce the stream

- 13.1 The HO to provide a suitable position for the camera, the position should offer a clear and uninterrupted view of the game play from behind the baseline. The position must be clearly identified and not be close to any public access to ensure no interference with the camera or any audio. A power supply is required to the camera location
- 13.2 The stream must be available to be viewed: live, internationally free of charge
- 13.3 The stream to be available through the BOC You-Tube channel unless otherwise agreed
- 13.4 The stream to include a scoring graphic
- 13.5 If BOC is producing the stream, the host to provide (where possible) a person, or people, to provide commentary for the semi-finals and finals. This person/s should ideally have prior commentary experience and be knowledgeable about badminton at an international level and about the players involved in the matches.

### **14. Referees**

- 14.1 BOC shall appoint the Referee and Deputy Referee and meet all associated travel, accommodation and allowance costs for International Series and International Challenge level tournaments. For Future series tournaments BOC may only cover Referee costs and request the HO to meet Deputy Referee costs; this will be determined on a tournament by tournament basis based on actual costs. For Junior International level tournaments BOC may request the HO to provide a suitably qualified person and will meet their costs; these appointments must be approved by BOC at least 4 months in advance of the tournament. BOC to advise the HO of Referee appointments at least 4 months in advance of the tournament.
- 14.2 Meals, snacks, hot drinks and water for the Referees at the tournament shall be provided by the HO.
- 14.3 Where practical and within budget, BOC will accommodate the appointed Referees at the official accommodation provider. BOC will work with the HO regarding bookings etc. Where the HO is providing the accommodation, it must include breakfast or an alternative arrangement to be made (i.e. allowance)
- 14.4 Transport to and from the airport and the competition venue to be provided for the Referees. The Referees are required to be on-site at least one hour prior to the start of play each day; they may request an earlier time, which the HO must provide

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

- 15.1 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 or Pacific accredited. A minimum of three umpires per court must be provided for all stages of the tournament
- 15.2 Service judges must be provided for all matches as fixed height serving is mandatory
- 15.3 The HO to appoint an Umpire Co-ordinator who should be the first point of contact for the umpires; including pre-tournament information: transport, accommodation, briefing time, uniform etc. This person to be responsible for the management of the umpires during the tournament including assigning Umpires to matches as agreed with the Referee
- 15.4 The Referee shall appoint the umpires and service judges for the semi-finals and finals.



- 15.5 The HO to either provide all umpires with a tournament uniform (2 shirts and jacket) or advise them in advance that they will be wearing their country uniform
- 15.6 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 tournament is meeting and what costs the Umpire needs to meet
- 15.7 The HO to appoint a line judge co-ordinator who will be responsible for recruitment, training, scheduling and on the day management of the line judges.
- 15.8 Ideally 4-line judges with an absolute minimum of 2-line judges should be provided for each match in the qualifying rounds and main draw rounds up until quarterfinals.  
A minimum of 4-line judges should be provided for all quarterfinals matches and 6-line judges for semifinals and finals matches
- 15.9 The HO shall provide a uniform for all line judges; avoid if possible white tops
- 15.10 The HO shall provide, free of charge, to all umpires, hot drinks, water and a meal if assisting at the tournament over a mealtime. 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

## **16. Accommodation**

- 16.1 The HO shall determine local accommodation options and advise the details including the cost and booking process in the prospectus. It is recommended to the HO that they negotiate a commission payment from the accommodation provider in return for the business the tournament brings them. 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. Players do not require 5-star accommodation; they prefer cheaper, affordable options which have own bathrooms, are safe and are clean
- 16.2 If the official accommodation advertised becomes booked out, before the date advised to have confirmed bookings in place, the HO is required to provide another suitable alternative and provide transport to this venue

## **17. Transport**

- 17.1 Transport to and from the closest international airport to be provided free of charge to all players and officials staying at the official accommodation
- 17.2 Transport to be provided from the official 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.

## **18. Practice**

- 18.1 Practice courts to be provided free of charge as from two days prior to the start of the tournament. Players requiring courts earlier than this may be charged a reasonable fee if the host organiser requires
- 18.2 The HO shall prepare a practice schedule which is fair and equitable to all players as well as allowing all players time to hit on the competition courts prior to the start of the

tournament. The practice schedule be sent to the Referee at least 3 days prior to the start of the tournament for approval, before being released

- 18.3 The HO to provide practice courts, where possible to players every day of the tournament, free of charge. The competition courts may be used for practice until one hour prior to the start of play. The Referee should approve all practice schedules before being published

### **19. Managers Meeting**

- 19.1 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
- 19.2 The HO to provide a data projector and screen for use at the managers meeting
- 19.3 The HO to address the managers meeting; advising of all local operational details: transport, functions, presentation details etc
- 19.4 The HO to arrange a sign-in form for the managers meeting and send a copy to the Referee following the meeting
- 19.5 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, Tournament Director, Tournament venue
  - Session times
  - The transport schedule – minimum: for practice, managers meeting and day 1 of competition
  - The practice schedule – this must have been prior approved by the Referee
  - Local information and contact details: Doctors, taxis, airport, after hours medical, supermarket location, place to eat etc
  - Information on any special functions
  - Information on any television coverage and streaming
  - Departure transport details – recommend departure details are confirmed with a dedicated transport officer during the tournament
  - Copy of the draws as published
  - Withdrawal form – BOC to provide a template
  - Any other specific local information

### **20. Medical**

- 20.1 A qualified medical person; (Doctor, physiotherapist or First Aider), 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; they should be provided with a RT radio so contactable at all times
- 20.2 The cost of the medical provider to be met by the HO.
- 20.3 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

### **21. Branding, Communications and Media**

The BOC Communications Manager to work directly with the HO on a branding and media plan for the tournament

The BOC Communications Manager will most likely be on-site for the duration of the tournament – to be confirmed directly with the HO. If so, the HO to provide airport transfers, transport to

and from the tournament venue, meals when at the venue. BOC to meet all travel and accommodation costs of the Communications Manager

- 21.1 BOC A-boards and banners as provided to be displayed within the tournament venue and as agreed with the HO
- 21.2 A minimum of 2 x BOC A-boards to be displayed on courts being streamed
- 21.3 A minimum of 4 x BOC A-boards to be displayed on court 1 (the court being used for the finals)
- 21.5 BOC to be tagged into all tournament photos posted through social media
- 21.6 Hashtags as advised by the BOC Communications Manager to be used in all tournament social media posts
- 21.7 The BOC logo to be included in all tournament collateral: prospectus, promotional flyers, appreciation certificates etc which must be approved by BOC prior to production
- 21.8 The BOC logo to be included, where possible, on all tournament trophies; to be approved prior to production
- 21.9 The HO to arrange for a tournament photographer (they do not have to be on-site for the entire time) to work alongside the BOC Communications Manager to provide images as required. BOC to have full rights to use the images in publications and in promotional material
- 21.10 The BOC Communications Manager to set-up an interview area, including BOC and sponsor pull-up banners; close to where the players walk back to with the Technical Officials.
- 21.11 The HO to advise all media who attend the event to report to the BOC Communications Manager when they first arrive at the venue
- 21.12 The HO to provide internet access to any media who request it

## **22.Functions and Ceremonies**

- 22.1 BOC to be invited to all official functions relating to the tournament
- 22.2 BOC to be invited to participate in a minimum of one presentation ceremony

## **23.Trophies and Prize money**

- 23.1 The prize money to be advertised in US dollars; it can be issued in either USD or local currency at the tournament. This must be stated in the prospectus.
- 23.2 The total value of the prize pool and breakdown, as per the tables below, to be stated in the prospectus.
- 23.3 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 tournament report
- 23.4 Any local tax regulations need to be stated on the prospectus
- 23.5 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
- 23.6 The winner and runner-up of each event shall receive a trophy (to keep) or medal, provided by the HO. If possible, the BOC logo to feature on the trophies which 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>RUNNERUP</b>	<b>SEMIFINALIST (2)</b>	<b>QUARTERFINALIST (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>RUNNERUP</b>	<b>SEMIFINALIST</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 by the BWF; up to USD10,000; however, BOC requires a tournament of this level offers a minimum of USD5,000. If the prizemoney is between USD5,000 – USD10,000 the same distribution as for an International Series tournament may be used at the discretion of the HO

	<b>WINNER</b>	<b>RUNNERUP</b>
SINGLES	13%	7%
DOUBLES – per pair	13%	7%

**24.Results**

- 24.1 The on-line results should be updated using the automatic update feature in Tournament Planner
- 24.2 The results boards within the competition venue to be updated frequently during the hours of play
- 24.3 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
- 24.4 At the conclusion of the tournament the completed TP file to be sent to BOC within 12 hours of completion of the tournament. Note – if this does not occur there are BWF financial penalties which will be imposed

**25. Post-tournament**

- 25.1 The Tournament Director to send a copy of the withdrawal report to BOC within 2 days of completion of the tournament; note – the Tournament Director and Referee should have discussed this to ensure both agree on this report
- 25.2 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.
- 25.3 The Referees Report to be sent to BOC. BOC will forward a copy of the report to the HO national TO Committee and to the Chair of BOTOC
- 25.4 BOC to send a copy of the Referee and Tournament report to the Chair of the Events Committee
- 25.5 The BOC Secretary General/CEO to follow-up on any issues raised in the reports

