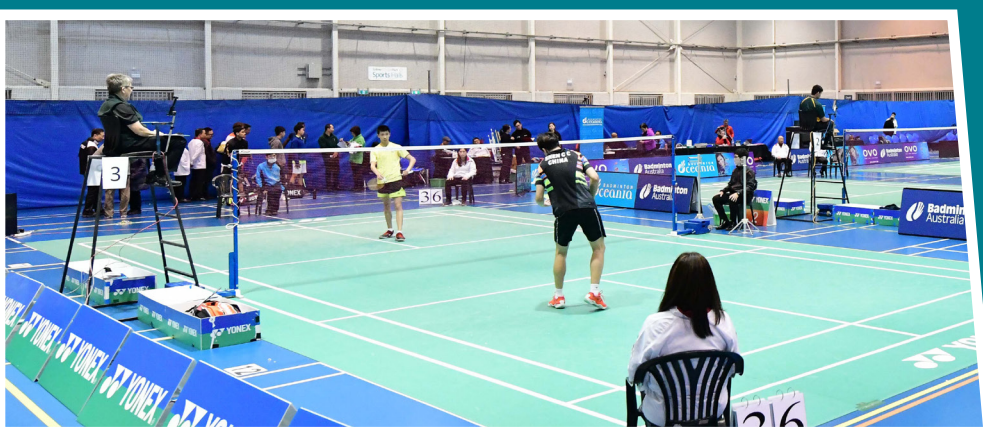




## Host Organiser Guidelines



### Grade 3 Tournaments

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International  
Challenge



International  
Series



Future  
Series



Junior  
International  
Tournaments



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

Grade 3 and Junior International tournaments are governed by the Badminton World Federation (BWF) General Competition Regulations (GCR's), and the Badminton Oceania (BOC) regulations

This document is a guide to be applied as applicable as every tournament is different. For further clarification or information please contact Badminton Oceania.

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

- 1.1. The Member Association (MA) of the Host Organisation (HO) is to first complete the official BOC sanction form and send to BOC no later than 41 weeks (9.5 months) prior to the start of the tournament to allow for discussion and confirmation of details prior to applying for sanction on-line through Tournament Software. The MA of the Host Organisation (HO) must apply for the sanction and must also sign the BOC sanction form.
- 1.2. The international badminton calendar is governed by the BWF. BOC is the link between BOC Member Associations and the BWF when having Grade 3 and Junior International tournaments sanctioned, ie. BWF cannot sanction the tournament before BOC has approved the sanction. The most important prerequisites for a tournament to be sanctioned are fulfilling all the required criteria and complying with the BOC and BWF regulations.
- 1.3. The BWF online sanction application to be lodged by the Host MA, at least 9 months prior to the start of the tournament. If the application is late, it is unlikely sanction will be granted.
- 1.4. Failure to submit a BOC sanction form and agree terms, may result in sanction being 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. Once sanction is approved the tournament will be added to the BWF international calendar and to the BOC calendar
- 1.5. If BOC charges a sanction fee, the fee will be advised prior to applying for sanction. The fee must be paid to BOC prior to the release of the prospectus
- 1.6. 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.
- 1.7. Tournament Planner must be used. Where Live Score is being used, BOC will provide the match control computer with the license already loaded. If Live Score is not being used, BOC will provide to the HO the BWF Tournament Planner license to be used at that tournament only – ie. it MUST NOT be used at any other tournament

- 1.8. BOC to work directly with the HO to provide support and to ensure organisation and delivery is as per the regulations and standards of delivery expected
- 1.9. 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
- 1.10. The HO is responsible for all operational financial aspects of the tournament including payment of prizemoney directly to the players at the tournament
- 1.11. BOC will endeavour to have a representative attend Grade 3 and Junior International tournaments. The representative shall have the power to ensure that the rules and regulations are adhered to and that the agreed levels of delivery are uphold as per the MOU in place with the HO
- 1.12. BOC owns all rights, including but not limited to streaming, television, radio, data and images in connection with the tournaments. BOC may grant the MA and HO agreed rights under a separate agreement

## **2. Planning and Organising the Tournament**

### **The Organising Group**

To facilitate a good organisation of the tournament it is important to have an organisational structure that will ensure the tasks and responsibilities are being taken care of.

Planning should commence well before the sanction is applied for as the sanction application form requires important details

The Organising Group should be led by the Tournament Director and consist of people responsible for the main functional areas of the tournament. One person may be responsible for more than one area; however, it is important to have the following areas covered:

- Venue
- Finances
- Practise facilities including schedule
- Transport
- Accommodation
- Accreditation
- Medical and anti-doping
- Umpires
- Line Judges
- Volunteers
- Ticketing – if relevant
- Match control
- Catering
- Hospitality

- Social functions
- Security, health and safety
- Sponsor servicing
- Marketing and promotion

The Tournament Director to be the communication point between the Organising Group, BOC and the Referee

It is important to note that all venue, local and national government regulations need to be considered and met; including but not limited to Emergency Procedures, Health and Safety, COVID-19 protocols etc.

Each person responsible for a functional area should have a job description created by the Tournament Director. Meetings and communication are important to ensure all areas are progressing as required and all areas are connected. Notes from meetings should be circulated.

It is also important for the Organising Group to consider the legacy from hosting the tournament, in the planning phase. Some possible legacies could be:

- To attract new volunteers to the sport
- To train and give experience to new line judges
- To give umpires international experience
- To attract new sponsors to the sport
- To promote badminton in the local area to potential new players

Tournament related meetings: ie. Team Managers Meeting, Umpire Briefing, Line Judge Briefing, should be organised in consultation with the Referee

See Appendix 2 for a sample checklist of tasks to be achieved

### **3. Finance**

The financial control of the tournament is a crucial factor for success. Matters to consider are:

- budget
- financial processes – who has authority to approve payments etc
- handling of cash and petty cash
- cash flow
- reporting and accountability.

It is important to have contracts in place with sponsors to ensure everyone is fully aware of levels of expectation and responsibilities

Contracts may also be required with the venue, accommodation providers, the transport company, caterers etc

Hosts should also consider risks to the tournament and insurance cover should cancellation occur

#### **4. Venue**

The venue must be confirmed prior to the sanction of the tournament being applied for as well as confirmation that the venue can be set-up with the required number of courts, meeting required regulations

The HO to produce a scale diagram of the venue set-up and send to the Referee at least 60 days prior to the start of the tournament

- 4.1. All matches in the tournament must be played in the same venue.
- 4.2. If the tournament is over 4 days, 5 competition courts should be allowed for; if the tournament is over 5 days, 4 competition courts are required – see appendix 1
- 4.3. The desirable height unobstructed of the playing area is 12m, the minimum height is 9m.
- 4.4. Lighting should be at least 500 lux. It must be non-blinding and an even distribution over the entire court.
- 4.5. 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
- 4.6. No part of the background behind the ends of the court should be coloured white. This to include advertising signs.
- 4.7. It is essential that all aspects of health & safety, and security for players, officials and spectators are in accordance with local Government regulations. The venue health and safety requirements to be included in the information distributed at the Managers meeting. All incidences to be reported to both the HO and the Referee
- 4.8. The competition venue should be available at least one full 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
- 4.9. It is recommended (not mandatory) under BWF General Competition Regulations that there are two warm-up courts provided in the competition venue
- 4.10. Practise 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 by the host organiser. Practise courts should be made available during the tournament where possible. If the competition courts are used for practise, the session must finish at least one hour prior to the start of play or earlier if requested by the Referee
- 4.11. All matches in an International Challenge tournament to be played on court mats on top of a wooden floor
- 4.12. 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.



- 4.13. 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
- 4.14. 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
- 4.15. The direction of the courts must remain the same for the duration of the tournament
- 4.16. There must be a sound system which must be audible in the warm-up area.
- 4.17. It is preferable that separate changing, shower and toilet facilities are provided for the players and public.
- 4.18. 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.
- 4.19. Equipment requirements are:
- Court mats – IC, optional for FS, IS
  - 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
  - Coach and 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 to players, coaches, managers, officials, and volunteers
  - Clock visible in the field of play
  - Sound system
  - First aid kit & blood kit
  - Court maintenance equipment – ie. tape (for the mats or lines), cutters, cable ties, cloths etc
  - RT Radios – BOC can provide if required

- Lap-top and Printer – if Live Score is provided this is not necessary as BOC will provide
  - Access to a photocopier (if possible)
- 4.20. Other facility considerations:
- Display boards or TV screens for the draws and schedule; preferably in both the spectators and players areas
  - Internet connection – preferably available free of charge to players, it is a mandatory for match control and the Referees
  - Area for the medical person to sit close to the courts and a private medical area for treatment which includes a treatment table
  - A suitable area identified for the assembly of the Technical Officials and players prior to being called to court
  - A suitable area to be available if any media attend the tournament and require a working space
  - Seating areas specifically for players, officials, and volunteers
  - Preferably there should be a specified area where players can leave their gear bags which cannot be accessed by the public
  - 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
  - Safe storage of equipment before the tournament and security of the venue overnight during the tournament – note: it is not possible to pack away most of the Live Score equipment overnight therefore the venue must be secured.
  - Arrangements need to be made to attend to any venue maintenance as soon as possible during the tournament – ie. replacement of light bulbs, plumbing issues, hot water issues etc
- 4.21. The tournament venue to ideally have a café open as from 30 minutes prior to the start of play each day and until 30 minutes before the end of play each day. If the venue does not have a café or similar, information on where to purchase food close to the competition venue to be included in the information distributed at the managers meeting
- 4.22. BOC A-boards to be displayed around the courts, including at least two on each court where streaming is taking place, these must be placed in the camera shot
- 4.23. 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
- 4.24. BOC to be provided with up to 10 accreditation passes at no charge (if accreditation passes are required)

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

Good communication is a key component to a good tournament. Complaints often arise due to miscommunication, including conflicting information, or lack of information

It is important when preparing the prospectus that the HO and BOC agree the website where all tournament information is going to be published, i.e., on the BOC website or the HO website. BOC's recommendation and preference is that all information is published on the BOC website and the HO has a link from their website to the BOC page

The practise schedule and corresponding transport schedule and managers meeting information should be given to managers/players on arrival

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

- 5.1. BOC A-boards and banners as provided to be displayed within the tournament venue and as agreed with the HO
- 5.2. A minimum of 2 x BOC A-boards to be displayed on all courts being streamed – within view on the stream
- 5.3. A minimum of 4 x BOC A-boards to be displayed on court 1 (the court being used for the finals)
- 5.4. If the tournament creates a media or presentations back-drop or wall, the BOC logo to be included (must be approved before production)
- 5.5. BOC to be tagged into all tournament photos posted through social media
- 5.6. Hashtags as advised by the BOC Communications Manager to be used in all tournament social media posts
- 5.7. 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
- 5.8. The BOC logo to be included, where possible, on all tournament trophies; to be approved by BOC prior to production
- 5.9. 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 – photo credits to be given
- 5.10. The BOC Communications Manager to set-up an interview area, including BOC and sponsor pull-up banners/media wall, close to where the players exit the field of play with the Technical Officials.



- 5.11. The HO to advise all media who attend the tournament to report to the BOC Communications Manager when they first arrive at the venue
- 5.12. The HO to provide internet access at no charge to any media who request it

## **6. Referees**

- 6.1. 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 and in discussion with the HO.

For Junior International level tournaments BOC may require the HO provide a suitably qualified person and will meet their costs.

- 6.2. All appointments will be made and approved by BOC at least 4 months prior to the start of the tournament. Once these appointments are confirmed BOC to advise the HO including contact details and financial arrangements
- 6.3. The relationship between the Tournament Director and the Referee is key. It is highly recommended that as soon as the HO is notified of the Referee, contact is made to discuss items for the prospectus – ie. schedule, meeting times etc
- 6.4. It is not the role of the Referee to operate the Tournament Software program or manage the Match Control area.
- 6.5. Meals, snacks, hot drinks, and water for the Referees at the tournament shall be provided by the HO.
- 6.6. 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)
- 6.7. 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

## 7. Entries

7.1. The following draw sizes are to be planned for

Events	Entries			
	Main Draw	Qualifiers	Qualifying Draw Maximum Entries Option 1	Qualifying Draw Maximum Entries Option 2
Men's Singles	56	8	16	32
Women's Singles	28	4	8	16
Men's Doubles	28	4	8	8
Women's Doubles	28	4	8	8
Mixed Doubles	28	4	8	8

Qualification Draw entries – either option 1 or option 2 to be used and noted in the prospectus – see appendix 1 for details

Option 1 – this option to be used if the tournament is over 4 days, must have the provision for 5 competition courts

Option 2 – this option may be used if the tournament is over 5 days with the provision for 4 or 5 competition courts

- 7.2. 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
- 7.3. Entries can only be made by the Member Association of which the player / pair is a member, using the BWF on-line entry system
- 7.4. The HO shall provide players, where requested, with letters to assist with visa applications
- 7.5. 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
- 7.6. It is recommended that the HO sets up a spreadsheet to track entries as they are received
- 7.7. The closing date for entries shall be four weeks prior to the start of the tournament – on a Tuesday – 23:59 KL time as per BWF regulations
- 7.8. BOC holds and manages the TP file, entries, M & Q reports, seeding reports and draw processes. Once the draws are published BOC will send the TP file and license to the HO who are then the holders of the "master TP file"

## 8. Tournament and Match Schedule

- 8.1. The tournament to be played over a minimum of 4 and a maximum of 6 days (including qualifying) – see appendix 1 for details
- 8.2. If the tournament is over 4 days, a minimum of 5 competition courts must be available. If the tournament is over 5 days, a minimum of 4 competition courts

are required. The final number of courts to be used to be confirmed in conjunction with the Referee once the draws are published.

- 8.3. All qualifying rounds to be conducted in accordance with BWF General Competition Regulation 12. All qualifying matches in all events must be completed before play begins in the main draws
- 8.4. 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 8.6. The Referee to make the final decision on the schedule of play to be published in the prospectus
- 8.5. Once a round in an event is started it must be completed on the same day
- 8.6. 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 which must be approved by the Referee
- 8.7. 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
- 8.8. A player is entitled to a minimum of 60 minutes break between matches (GCR 11.3) unless it is a Junior Tournament where the break is a minimum of 30 minutes
- 8.9. The referee must approve the tournament schedule before it is published – both in the prospectus and the daily match schedule during the tournament
- 8.10. 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 and approval from the Referee
- 8.11. For all subsequent sessions the schedule to be available as early as possible, but no later than the completion of the previous day/session. The schedule must first be approved by the Referee before publishing. The HO to ensure the settings in the TP file are correct to ensure a schedule is not accidentally published before approved

## **9. Entry Fees**

- 9.1. It is recommended that entry fees be charged to all entrants; the HO may choose not to charge entry fees or reduced entry fees to targeted players – ie. local players may receive a 50% discount or free entry etc
- 9.2. 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). It is strongly recommended that the entry fees are no higher than this amount
- 9.3. 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 the following 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".

- 9.4. The collection of entry fees is solely the responsibility of the HO however if issues are experienced, BOC can assist where requested

## 10. Trophies and Prize money

- 10.1. The winner and runner-up of each event shall receive a trophy (to keep) or medal, provided by the HO. Doubles pairs to receive a trophy or medal per person. If possible, the BOC logo to feature on the trophies which must be approved by BOC prior to production. The HO may also choose to award perpetual trophies
- 10.2. The prize money to be advertised in US dollars; this can be issued in either USD or local currency at the tournament. This must be stated in the prospectus.
- 10.3. The total value of the prize pool and breakdown, as per the tables below, to be stated in the prospectus.
- 10.4. Prize money to be given directly to the player/s who won it unless alternative arrangements are made by the player/s concerned with the HO. All prize money distributed must be signed for by the player at the time of receiving with a copy included with the tournament report
- 10.5. Any local tax regulations need to be stated on the prospectus
- 10.6. All prize money distributed 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 from the most recent working day

The prize money distribution shall be:

(note – figures have been rounded for ease of payment):

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

	<b>WINNER</b>	<b>RUNNER-UP</b>	<b>SEMIFINALIST (2)</b>	<b>QUARTERFINALIST (4)</b>
<b>SINGLES</b>	<b>\$2,250</b> 9%	<b>\$1,130</b> 4.5%	<b>\$740</b> \$370 per person 3%	<b>\$880</b> \$220 per person 3.5%
<b>DOUBLES</b>	<b>\$2,250</b> \$1,125 per person 9%	<b>\$1,130</b> \$565 per person 4.5%	<b>\$740</b> \$370 per pair \$185 per person 3%	<b>\$880</b> \$220 per pair \$110 per person 3.5%

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

	<b>WINNER</b>	<b>RUNNER-UP</b>	<b>SEMIFINALIST (2)</b>
<b>SINGLES</b>	<b>\$1,100</b> 11%	<b>\$500</b> 5%	<b>\$400</b> \$200 per person 4%
<b>DOUBLES</b>	<b>\$1,100</b> \$550 per person 11%	<b>\$500</b> 250 per person 5%	<b>\$400</b> \$200 per pair \$100 per person 4%

### Future Series

There is no set prize money for Future Series tournaments by the BWF; it can be 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 following approval from BOC prior to the prospectus being released

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

## 11. Draw

- 11.1. The draw shall be done in accordance with BWF GCR 11.
- 11.2. The seeding and draw shall be managed and performed by BOC as per the GCR's
- 11.3. The draw is made 14 days prior to the start of the tournament on a Tuesday
- 11.4. The draw and schedule must be approved by the referee before they are released.
- 11.5. The draw and schedule to be published on the BOC website

## 12. Withdrawals and Promotions in the Draw

- 12.1. Any withdrawals and promotions must be dealt with in accordance with BWF GCR 13 by the Referee
- 12.2. All withdrawals received by the HO must be passed onto the Referee as soon as possible after receiving
- 12.3. If a withdrawal, requires a promotion from either qualifying or the reserve list, the Referee will instruct the Tournament Director as to what to communicated to the relevant MA's who have players affected. 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. All emails sent to MAs must be cc to the Referee and BOC – [events@badmintonoceania.org](mailto:events@badmintonoceania.org)
- 12.4. The HO shall not publish or disclose any withdrawals until they are made public at the Team Managers meeting

- 12.5. 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

### **13. Alterations to the Draw**

- 13.1. Any withdrawals, promotions and alterations to the draws must be dealt with in accordance with BWF GCR 13 at the Team Managers meeting. Only the Referee can make and approve changes to the draw.
- 13.2. All questions relating to withdrawals, promotions, draws etc are to be passed onto the Referee to answer.

### **14. Penalties**

- 14.1. 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
- 14.2. 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 their MA who withdraw.  
  
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 HO should include in their agreement which entity retains these withdrawal fees

### **15. Shuttles**

- 15.1. The brand of shuttles to be used must be BWF approved – [Linked here](#) and should be stated in the prospectus
- 15.2. The same brand and model of shuttle must be used throughout the tournament.
- 15.3. The shuttles are to be provided by the HO free of charge for all matches
- 15.4. Two speeds of shuttle must be provided. There should ideally be sufficient quantity of shuttles on hand to run the entire tournament with each speed. When ordering shuttles ensure practise shuttles are also taken into consideration. Rule of thumb allow for an average of 10 shuttles per match
- 15.5. Each player to be provided with two tournament shuttles, the same make and model as the shuttle being used in the tournament, free of charge at their first practise session. The HO to implement a system where-by players sign for the shuttles when they receive them. Note – if players do not utilise tournament practise courts, they are not entitled to receive practise shuttles
- 15.6. Tournament shuttles should be available for purchase if requested – (allow max. 10 doz shuttles)



## **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 a commission payment from the accommodation provider or free of charge rooms is negotiated in return for the business the tournament brings them. Players prefer apartment style or motel units which accommodate groups of up to 4 players and they can self-cater. 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
- 16.3. It is strongly advised that the HO sets up a system where-by players/teams book directly with the accommodation provider, to ensure the HO does not have any financial exposure due to cancellations or changes. The booking process to be outlined in the prospectus

## **17. Transport**

Transport can be one of the most challenging areas of a tournament to organise; if it goes wrong, it can cause player's considerable stress. Very often the success of a tournament is judged by players based on how good the transport was.

It is important that there is good, consistent information available about transport and that it runs to time and is reliable

- 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 practise and tournament venues for players and officials free of charge.
- 17.3. The frequency of the transport being provided to be advised in the prospectus and again at the Managers Meeting
- 17.4. As per BOC regulations:
- Future and International Series Tournaments – the minimum requirement is to provide transport to arrive at the venue at least 60 minutes prior to the start of the first match of the day/session, a return trip in the middle of the session and return transport at the conclusion of the session.
  - International Challenge Tournaments – as for Future and International Series Tournaments with additional frequency to ensure at least one return trip every 3 hours
  - Transport to be provided for the Referees (ideally separate to the players) to arrive at the venue no later than 60 minutes prior the start of play and return when they have completed all their duties at the end of play

- 17.5. The HO to ensure there are sufficient vehicles available and ensure that there is sufficient room for luggage when transporting to and from the airport
- 17.6. There should be one person in charge of transport who players/manager can contact
- 17.7. It is highly recommended that the HO does not put on "special trips" outside of their published schedule
- 17.8. There should at all times be a vehicle available to transport the Referees and for any other urgent matters which arise
- 17.9. Pick-up and drop-off points should be publicised and sign-posted
- 17.10. A process should be put in place to confirm departure times and pick-up arrangements – allow plenty of time to get people to the airport.
- 17.11. The HO to ensure:
  - All drivers know the routes
  - Drivers are aware that play may run later than the scheduled time and they may need to work longer than planned
  - Drivers are contactable at all times, and they have the details of the transport co-ordinator to report any incidents, including delays, as soon as possible
  - A process to be put in place for refuelling of vehicles, parking costs and what to do in case of an incident
  - Drivers should be made aware of what the insurance arrangements are
  - The transport co-ordinator should know at all times, where each vehicle is (or where it is travelling to and from) and who the driver is

## **18. Practise**

- 18.1. Practise 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 by the HO
- 18.2. The HO shall prepare a practise schedule which is fair and equitable to all players as well as allowing all players time to practise on the competition courts prior to the start of the tournament. The practise 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 practise courts, where possible to players every day of the tournament, free of charge. The competition courts may be used for practise until one hour prior to the start of play or as agreed with the Referee. The Referee should approve all practise 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, or a TV (with cables) which a laptop can plug into, for use at the managers meeting
- 19.3. The Tournament Director 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
  - Safety and security protocols
  - Session times
  - The transport schedule – minimum: for practise, managers meeting and day 1 of competition
  - The practise schedule – this must have been prior approved by the Referee – ideally this is given to Team Managers on arrival
  - 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
  - Stringing service including cost
  - Medical arrangements within the competition venue
  - Seating within the venue
  - Copy of the draws as published
  - Withdrawal form – BOC to provide a template
  - Any other specific local information

## **20. Prospectus**

- 20.1. The prospectus shall include the minimum information as listed in GCR 10
- 20.2. BOC can provide the HO with a standard prospectus template if required
- 20.3. The prospectus and associated forms (20.4) 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 – see 20.6
- 20.4. The HO to produce associated forms: Visa application, travel details, accreditation and practise courts requests – BOC can assist with templates.

- 20.5. The BOC and BWF logos along with the names and logos of all tournament sponsors to be included in the prospectus
- 20.6. The prospectus and all associated forms 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 to BOC 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 to the MA of the HO
- 20.7. The host Member Association in conjunction with the HO are responsible for distributing the prospectus in-country.
- 20.8. The BWF will publish all information on the BWF calendar
- 20.9. BOC will promote the tournament through BOC platforms

## **21. 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 needs 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 will benefit all stakeholders.

- 21.1. 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.
- 21.2. The HO to assist with the set-up of Live Score, as requested by BOC
- 21.3. 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 ideally be dedicated for live score
- 21.4. The HO to provide quotes, as requested by BOC, for the hire of TV screens (if required)

## **22. Streaming**

BOC holds the streaming rights for all Grade 3 and Junior International Tournaments as per the BWF regulations

BOC will be responsible for producing or arranging the production of the streaming; however, the cooperation of the HO is required regarding local information

BOC and the HO could make a separate arrangement with regards to the streaming which will need to be negotiated and agreed prior to the signing of the MOU

- 22.1. 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
- 22.2. The HO 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.

## **23. Medical**

- 23.1. 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 they are contactable at all times. The HO to ensure that the medical person on duty each day (if different from day to day) is introduced to the Referee so they can be briefed on protocols
- 23.2. The cost of the medical provider to be met by the HO – ideally this service is provided on a volunteer basis
- 23.3. 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
- 23.4. The HO to ensure there is a good supply of ice which is easily accessed. A first aid kit and block kit should be located at the medical desk, courtside. The first aid kit to include sticking plasters which will stick to players who are sweating. Ideally it will contain cold spray, however some HO's may choose not to supply this which must be notified at the Managers Meeting.
- 23.5. The HO to notify a local physiotherapy clinic of the tournament and make arrangements should a player require urgent treatment. If the on-site medical person is not a physiotherapist it is very important to have this arrangement in place. Often players will arrive at the tournament from a tournament the week prior and will require physiotherapy or massage in the days leading up to the tournament

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

- 24.1. It is the responsibility of the HO to ensure that there are sufficient umpires 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. Service judges must be provided for all matches as fixed height serving is mandatory

- 24.2. The HO to discuss the recruitment of umpires from outside of the host country with BOC. Ideally there should be at least 3-4 umpires over and above the host country umpires
- 24.3. 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
- 24.4. 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 and to bring with them to the tournament
- 24.5. 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
- 24.6. The HO to provide the Referee, 2-3 weeks prior to the tournament, a list of the name, qualification and if possible, a head and shoulders photo, of all umpires
- 24.7. The Referee and Match Control to agree on the system to be used for the allocation of umpires and service judges to each match
- 24.8. The Referee shall appoint the umpires and service judges for the semi-finals and finals.
- 24.9. 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. The numbers below are per match, when recruiting the HO must have sufficient line judges to ensure all are given suitable rest-time – ie. there needs to be more on each shift than the minimum number required on court
- 24.10. International Challenge tournaments must have a minimum of 3 (4 is preferable) line judges for qualification matches and main draw matches up until the quarterfinals. There must be a minimum of 4 line judges for quarterfinals and 6 line judges for semifinals and finals matches.
- 24.11. International Series and Future Series tournaments must have a minimum of 2, (3 or 4 is preferred), line judges per match for qualification and main draw matches until the quarterfinals. There must be a minimum of 4 line judges per match for quarterfinals and 6 line judges for semifinals and finals matches.
- 24.12. The HO to advise the Referee the week prior to the tournament the number of line judges they will have per round of the tournament
- 24.13. The HO shall provide a uniform (polo shirt and jacket) for all line judges; this should not be white or red in colour



- 24.14. The HO shall provide, free of charge, to all Technical Officials: Referees, Umpires and Line Judges, hot drinks, water, and a meal if assisting at the tournament over a mealtime.

## **25. Ticketing and Accreditation**

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

If the tournament is charging spectators a fee, all players and team officials to be provided with accreditation passes to ensure easy access to the venue

## **26. Functions and Ceremonies**

- 26.1. BOC to be invited to all official functions relating to the tournament
- 26.2. BOC to be invited to participate in a minimum of one presentation ceremony
- 26.3. Finals day is a "special day" and should be treated as such – this is the lasting impression many will have of the tournament and is likely to be the day with the highest number of spectators
- 26.4. The HO to pre-arrange who will present the trophies etc for each event. The Tournament Director to ensure the Referee is informed as to when, where etc the presentations will take place so they can advise managers, coaches and players
- 26.5. The presentation ceremonies should be carried out as soon as possible after each final. These need to be organised in advance, should have minimal (if any) speeches, and should include photo opportunities showing tournament branding. Consider the background which shows in the photos
- 26.6. It is standard practise to recognise the Referees with either a small trophy or gift from the HO
- 26.7. The HO, in conjunction with the Referees to organise Technical Officials and Volunteers photos. Note – it is advisable to do this either prior to the quarterfinals or semifinals sessions.

## **27. Match Control**

When the tournament starts match control is an integral part to the smooth running of the tournament

Ideally the Tournament Director will oversee match control, however this is at the discretion of the HO as to who performs what roles based on skill sets. There will need to be at least one person involved with match control who is experienced in the operation of tournament software, including: scheduling, reporting, draw management. Note – it is not the role of the Referee to operate Tournament Software although they will have a knowledge of the application and may at times request reports or access the file.

Following the Managers Meeting, the HO is responsible for making the required changes as directed by the Referee in the draws in Tournament Planner. All changes to be approved by the Referee prior to being published

Match control includes the following roles:

- Tournament Planner file management
- Umpire assignment to matches – in conjunction with the Umpire Management
- Announcer (may be a separate person if required)

Match control to work in conjunction with:

- The Referees
- The Live Score Operator
- The Umpire Manager
- The Line Judge Manager
- Player Marshalling
- Field of play manager
- Shuttle Control

For more information on each of the roles above, contact BOC

Match Control to have the following processes in place:

- Determining how umpires are allocated to each match – as set by the umpire manager and Referee
- Connecting with marshalling:
  - Match control to advise the court a match is being assigned to
  - Marshalling to advise match control/announcer, when the match is ready to go onto court (ie. all checks have been completed)
  - Determining which match goes onto which court – if not already identified in the schedule

1 hour prior to the start of play each day, match control to print the following reports for the Referees:

- Shuttle usage
- Duration Statistics
- Updated draws
- The schedule for the day

Copies of the schedule to be printed for:

- Umpire Manager
- Line Judge Manager
- Team Managers and players

The scoresheets for the session should all be printed – if the Umpire and Service Judge for each match has been determined, enter these into the system before printing the scoresheets. When printing the scoresheets ensure the Country of each player is printed on the sheet

Announcements should include:

- The court number
- Name of the event
- Match number
- Player names and country
- The name and country of the umpire and service judge is optional

"The next match on court 2 is Men's Singles match number 21.

John Smith (Cook Islands) vs Bill Jones (Tonga)"

End of play:

- Print out a copy of all draws, give to the Referee to sign – file
- Send a copy of the TP file to the Referees and BOC
- Back up the TP file
- Ensure all hard copy draws in the venue are updated

## **28. Results**

- 28.1. The on-line results should be updated using the automatic update feature in Tournament Planner – if Live Score is not operational
- 28.2. The results boards within the competition venue to be updated frequently during the hours of play. Tournament TV through Tournament Software may be used, this cost to be met by the HO.
- 28.3. At the conclusion of play each day a copy of the TP file to be sent to BOC and the Referee. Note – if this does not occur there are BWF financial penalties which will be imposed
- 28.4. At the conclusion of the tournament the completed TP file to be sent to BOC and the Referee as soon as possible but no later than 4 hours following the completion of the tournament. Note – if this does not occur there are BWF financial penalties which will be imposed

## **29. Post Tournament**

- 29.1. 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
- 29.2. 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.
- 29.3. 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
- 29.4. BOC to send a copy of the Referee and Tournament report to the Chair of the Events Committee
- 29.5. The BOC Secretary General/CEO to follow-up on any issues raised in the reports

## Appendix One

Qualifying draws – MS = 32, WS = 16, MD, WD XD = 8. Option 2 (7.1)

Number of Courts = 4

Number of Days = 5

Event	No entered	No of matches	Round of 64	Round of 32	Round of 16	Quarter-finals	Semi-finals	Final
MS	64	63	32 Day 1	16 Day 2	8 Day 3	4 Day 4	2 Day 4	1 Day 5
WS	32	31		16 Day 2	8 Day 3	4 Day 4	2 Day 4	1 Day 5
MD	32	31		16 Day 2	8 Day 3	4 Day 4	2 Day 4	1 Day 5
WD	32	31		16 Day 2	8 Day 3	4 Day 4	2 Day 4	1 Day 5
MX	32	31		16 Day 2	8 Day 3	4 Day 4	2 Day 4	1 Day 5
		187						
Event	No entered	No of Qualifiers	Round of 64	Round of 32	Round of 16	Quarter-finals	No of matches	
MSQ	32	8		16 Day 1	8 Day 1		24	
WSQ	16	4			8 Day 1	4 Day 1	12	
MDQ	8	4				4 Day 1	4	
WDQ	8	4				4 Day 1	4	
MXQ	8	4				4 Day 1	4	
							48	
	No. Matches	No. cts	time/match	Total time - hrs	Suggested Session Times			
Day 1 Qual	48	4	35	7.0	Start 9am finish 4pm			
Day 1 - Main	32	4	35	4.7	Start 5pm finish 10pm			
Day 2	80	4	40	13.3	Start 9am finish 10pm			
Day 3	40	4	40	6.7	Start 12 noon finish 7pm			
Day 4	20	3	40	4.4	Start 10am finish 2.30pm			
Day 4	10	2	45	3.8	Start 5pm finish 9pm			
Day 5	5	1	45	3.8	Start 10am finish 2pm			
	235							

Excel spreadsheet version available from BOC

## Appendix One

Qualifying draws – MS = 16, WS, MD, WD XD = 8. Option 1 (7.1)

Number of Courts = 4

Number of Days = 5

Event	No entered	No of matches	Round of 64	Round of 32	Round of 16	Quarter-finals	Semi-finals	Final
MS	64	63	32	16	8	4	2	1
			Day 1	Day 2	Day 3	Day 4	Day 4	Day 5
WS	32	31		16	8	4	2	1
				Day 2	Day 3	Day 4	Day 4	Day 5
MD	32	31		16	8	4	2	1
				Day 2	Day 3	Day 4	Day 4	Day 5
WD	32	31		16	8	4	2	1
				Day 2	Day 3	Day 4	Day 4	Day 5
MX	32	31		16	8	4	2	1
				Day 2	Day 3	Day 4	Day 4	Day 5
		187						
Event	No entered	No of Qualifiers	Round of 64	Round of 32	Round of 16	Quarter-finals	No of matches	
MSQ	16	8			8		8	
					Day 1			
WSQ	8	4				4	4	
						Day 1		
MDQ	8	4				4	4	
						Day 1		
WDQ	8	4				4	4	
						Day 1		
MXQ	8	4				4	4	
						Day 1		
							24	
		No. cts	time/match	Total time - hrs	Suggested Session Times			
Day 1 Qual	24	4	35	3.5	Start 11am finish 3pm			
Day 1 - Main	32	4	35	4.7	Start 4pm finish 9pm			
Day 2	80	4	40	13.3	Start 9am finish 10.30pm			
Day 3	40	4	40	6.7	Start 12 noon finish 7pm			
Day 4	20	3	40	4.4	Start 10am finish 2.30pm			
Day 4	10	2	45	3.8	Start 5pm finish 9pm			
Day 5	5	1	45	3.8	Start 10am finish 2pm			
	211							

Excel spreadsheet version available from BOC

## Appendix One

### Option Three

Qualifying draws – MS = 16, WS, MD, WD XD = 8. Option 1 (7.1

Number of Courts = 5

Number of Days = 4

Event	No entered	No of matches	Round of 64	Round of 32	Round of 16	Quarter-finals	Semi-finals	Final
MS	64	63	32 Day 1	16 Day 2	8 Day 2	4 Day 3	2 Day 3	1 Day 4
WS	32	31		16 Day 1	8 Day 2	4 Day 3	2 Day 3	1 Day 4
MD	32	31		16 Day 2	8 Day 2	4 Day 3	2 Day 3	1 Day 4
WD	32	31		16 Day 2	8 Day 2	4 Day 3	2 Day 3	1 Day 4
MX	32	31		16 Day 1	8 Day 2	4 Day 3	2 Day 3	1 Day 4
		187						
Event	No entered	No of Qualifiers	Round of 64	Round of 32	Round of 16	Quarter-finals	No of matches	
MSQ	16	8			8 Day 1		8	
WSQ	8	4				4 Day 1	4	
MDQ	8	4				4 Day 1	4	
WDQ	8	4				4 Day 1	4	
MXQ	8	4				4 Day 1	4	
							24	
		No. cts	time/match	Total time - hrs	Suggested Session Times			
Day 1 Qual	24	5	35	2.8	Start 9am finish 12 noon			
Day 1 - Main	64	5	35	7.5	Start 1pm finish 9pm			
Day 2	88	5	40	11.7	Start 9am finish 9pm			
Day 3	20	3	40	4.4	Start 10am finish 2.30pm			
Day 3	10	2	45	3.8	start 5pm finish 9pm			
Day 4	5	1	45	3.8	start 11am finish 3pm			
	211							

Excel spreadsheet version available from BOC



## Appendix 2

### Host Organiser Checklist

Note: this list is not an exhaustive list and will need to be adapted for each tournament

Task	Timeline
Familiar with all requirements and regulations to host a tournament	12 - 10 months prior to the tournament
Agree a date with the local MA and BOC	12 - 10 months prior to the tournament
Secure the venue	12 - 10 months prior to the tournament
Check no other major events are occurring in the same area at this time	12 - 10 months prior to the tournament
Complete the Sanction form - submit to BOC	41 weeks prior (9.5months)
Local MA to apply for sanction (on-line)	9 months prior to start of tournament *
Form an Organising Committee/Group	9 months prior to start of tournament
Agreement/MOU between the HO and BOC identifying roles, responsibilities and financial arrangements	8 months prior to start of tournament
Agreement/MOU between the HO and the local MA identifying roles, responsibilities and financial arrangements	8 months prior to start of tournament
Work on and confirm all details and arrangements required for the prospectus	As from sanction being approved
ED to commence dialogue with the Referees - introduction etc	Approx. 115 days prior to start of the tournament
Send the prospectus and required forms to BOC and Referees	104 days prior to start of tournament
Prospectus and required forms to be approved by BOC and Referee	99 days prior to the start of the tournament *
Start the Umpire recruitment process	90 days prior to the start of the tournament
Start the volunteer, including line judges, recruitment process	90 days prior to the start of the tournament
Secure all required equipment, transport, accommodation	90 days prior to the start of the tournament
Confirm medical personnel and other required contractors	60 days prior to the start of the tournament
Confirm accommodation for Umpires, Referees, Contractors and Staff	60 days prior to the start of the tournament
Send detailed venue plan to Referee	60 days prior to the start of the tournament
Arrange trophies/medals	60 days prior to the start of the tournament
Arrange/confirm Umpire, Line Judge and Volunteer uniforms	60 days prior to the start of the tournament
Complete Referee checklist - note this document includes a lot of the information listed below	Within 7 days of receiving
Entries close	4 weeks prior - on a Tuesday - to the start of the tournament *
Create a schedule overview based on entries received, send to and discuss with Referee	Within 7 days of entries closing
Confirm volunteer rosters and roles	2 - 3 weeks prior
Confirm Umpires and availability - send to the Referee	2 - 3 weeks prior

Send out information to umpires - transport, accommodation, uniforms, allowances etc	2 - 3 weeks prior
HO to receive TP file and license from BOC	2 weeks prior to the start of the tournament - (Wednesday) *
Collate withdrawals, send to Referee as received	As from 2 weeks prior
Ensure all required health and safety plans and other legal requirements are met	During the week prior
Confirm airport pick-up arrangements and schedule	During the week prior
Confirm the transport schedule and arrangements for practise and during the tournament	During the week prior
Confirm venue set-up arrangements (incl volunteers), delivery of equipment etc	During the week prior
Confirm venue branding	During the week prior
Confirm streaming, live score and media arrangements	During the week prior
Send a copy of the players information hand-out to Referee	During the week prior
Confirm details for Managers and Umpires meetings	During the week prior
Confirm medical arrangements	During the week prior
Arrange Managers packs and meeting sign-in forms	During the week prior
Arrange times to meet the Referee, including a venue walk through	During the week prior
Prepare draft schedule for day 1 of play - send to Referee	During the week prior
Confirm to the Referee the number of line judges available for each match each day	During the week prior
Organise prizemoney cash and associated paperwork	During the week prior
Organise the practise schedule and send to the Referee for approval	During the week prior
Check trophies/medals are correct	During the week prior
Arrange presentations: MC/presenters etc	During the week prior
Confirm details of any functions	During the week prior
Produce accreditation passes and arrange distribution (if accreditation is required)	During the week prior
Confirm catering arrangements for the workforce	During the week prior
Confirm the uniform distribution arrangements for the workforce	During the week prior
Confirm departure transport arrangements	During the tournament
Prepare the daily match schedule as far in advance as possible to present to the Referee	During the tournament
Send the completed daily TP file to BOC and the Referee	During the tournament
Send the withdrawal report to the Referee	During the tournament
Complete the Host Organiser Event Report	1 month following the tournament
* = set timeline	