





## Application form to host the Oceania Championships

<b>Proposed date of the event</b>	
Name of National Association	
Name of contact	
Title (eg Exec Dir, President)	
Email address	
Phone Numbers	
Fax numbers	
Website	
<b><u>Venue details</u></b>	
Name of Stadium and address	
Size of area available for courts	m x m
Anticipated number of courts	
Playing surface in the hall	
Height of the hall at lowest point ( minimum must be 9m, desirable 12m)	
Amount of space between the courts	
Amount of space behind the courts	
Seating capacity	
Is there air conditioning, heating?	
What other facilities are available at the Stadium? (eg restaurant, media, vip hosp)	
List any major events that have previously been held in the hall	
<b><u>Travel &amp; Accommodation</u></b>	
Name of nearest international airport?	
Name and address of official hotel?	
Distance from airport to hotel (km)	
Distance from hotel to hall (km)	

Transfer time from hotel to hall	
Form of transport from hotel to hall	
What range of hotel accommodation will be provided? State likely prices per room in NZ \$ on twin share basis	
<b><u>Other</u></b>	
Please supply typical climate figures for proposed event dates (humidity levels, minimum/maximum temperatures and general weather)	
What assistance can be given with visa applications	

This application has been completed by \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

On behalf of \_\_\_\_\_ Member Association

## Budget

Please submit a first draft budget using the format below. Please list all costs in AU\$. Some areas may not be applicable to your bid (ie TV production) however please complete as many of the areas as possible

<b><u>Income</u></b>	
Ticket sales	
Sponsors	
Local state or national government support	
Programme sales and advertising	
Other (please specify)	
<b>Estimated total income</b>	
<b><u>Expenditure</u></b>	
Stadium and TV production	
Transport	
Referees, umpires, doctors and medical services	
Line judges	
Other personnel	
Promotion and marketing	
Media support	
Hospitality and catering	
Administration	
Other (please specify)	
<b>Estimate total expenditure</b>	
<b>Estimated Total Profit/Loss</b>	

## STATEMENT OF BADMINTON'S REQUIREMENTS

The purpose of this Statement is to act as:

- an aid to bidding countries
- a reference against which the plans of countries hosting the Oceania Championships will be measured

The Statement is not exhaustive, in the sense that it does not necessarily include responsibilities and obligations placed on the Organising Committee

The BOC reserves the right to amend the Statement from time to time.

### 1 EVENTS IN THE COMPETITION

The Senior & Junior Championship competitions in badminton must comprise all the following:

Men's Singles  
Women's Singles  
Men's Doubles  
Women's Doubles  
Mixed Doubles

Both teams event competitions must comprise of a Sudirman Cup format (see teams event regulations)

### 2 PERIOD OF COMPETITION

This will vary according to the number of competitors, but must always be at least five days.

### 3 TECHNICAL OFFICIALS

Officials fall into the following categories and numbers: These are minimum requirements

Referee	1
Deputy Referees	1
Umpires	3 per court
First aid Officers	1
Match Play controller	1
Shuttle controller	1
Umpire Co-ordinator	1
Line Judges	
Early rounds	4
Semi finals	8
Finals	10

*\* These officials are usually provided by the Member Association in the country in which the Championships are held, but if officials are needed from outside that country, must be borne by the host country/association.*

#### **4 BOC OFFICIALS**

In addition to the President, Secretary General and Members of Executive may be in attendance.

#### **5 ACCREDITATION**

It is essential that all BOC staff, including those mentioned above, be given the necessary accreditation to enable them to access all parts of the Competition venue.

#### **6 COMPETITION VENUE**

##### ***Field of Play***

The venue must be available at least a minimum of one day (ideally longer) before play starts, as a practice day.

The floor of the field of play must measure not less than 46 metres by 30 metres. The desirable height for all other international play is 12 metres (39 feet), but the minimum height is 9. [Note: the field of play is bounded by the first row of seating for spectators or others not involved in management of the competition].

The required height shall be entirely free of girders and other obstructions over the area of the court.

Court mats, posts and nets for three competition courts and two warm-up courts. Preference is that the courts are all parallel to each other.

Shuttlecocks must be procured only from sources authorised by the BWF. A secure room must be provided for the storage of 300 dozen shuttlecocks, of at least three speeds (these will vary according to conditions in the Competition Hall).

The walls, 'A' boards and other interior surrounds (including seating) to the field of play must be of a dark colour. Light colours – white or yellow, for example – must not be used. [Note: according to lighting placements and the height of the ceiling above the lighting, it may also be inappropriate for the ceiling to be of a light colour]. Backgrounds of any "look" 'A' boards must be of at most two colours and must meet with BWF approval.

A Warm up court must be close to the competition hall and accessible under cover. Space for at least two warm up courts are required.

Spectator seating a minimum of 800 seats is required.

##### ***Flooring***

It is desirable to have a wooden sprung floor together with approved non-slip court mats. It is recommended that there shall be at least two metres (6½ feet) clear space surrounding all the outer lines of the court, this space also being a minimum requirement between any two courts marked out side by side.

##### ***Background and lighting***

The positioning and lux requirements of lighting over the field of play may vary according to the nature and structure of the competition hall. Lighting must be situated at least one metre outside, and at least 12 metres above, the court boundaries. Lighting should not be directly over or behind the playing area but be positioned along the sides of the court.

There should be no direct glare from lighting into the eyes of players on court. The minimum **recommended lighting level is 1000 Lux** to provide even light over the court area. [Note, TV will advise on their lighting requirements and the optimal conditions for still photographers are 1800-2000 Lux].

All sources of daylight or sunlight behind or along the sides of the court, should be eliminated, so no external sources of light through windows etc. Lighting over spectator areas must be capable of being dimmed during play.

To avoid any difficulty in sighting the shuttle, no part of the background behind the ends of the court should be coloured white. It is desirable that only darker colours are used.

### ***Air movement***

Any air movement eg draughts from air conditioning must be tightly controlled or eliminated. The field of play must be free of draughts or other air movement. Where air-conditioning is normally used, special attention must be paid to its effects. Double-door (air-lock) entry/exit points must be provided.

### ***Umpire's chair***

The construction must be stable and safe for the umpire to ascend and descend. It should be equipped with a hinged writing platform so that the umpire can rest the score sheet.

The seat should be at the same height as the net ie 1.55 metres (5 feet) and should be comfortable in terms of size and material used for construction.

The chair should be centred along the extension of the net approximately one metre from the net.

### ***General***

Subject to the specific exceptions these specifications shall be enforced by BOC in connection with the organisation of the major BWF events.

In exceptional circumstances, the sanctioning authority may vary these requirements.

It is essential that all aspects of health, safety and security for players, officials and spectators are in accordance with (local) Government Regulations

### ***Coach videoing***

Physical provision must be made for team coaches to video matches involving their players, as is generally allowed at all BWF events. These videos are for private use and analysis only, and users can, if desired, be required to sign appropriate commitments as to use of the tapes.

### **TELEVISION and INTERNET COVERAGE**

Television coverage maybe be provided for at least the central court throughout all sessions of the competition.

### **PRACTICE HALL**

The hall with six or more courts is required for training before and during the period of competition. Two days before the Championships courts should be made available for use by teams. Host association should ask participating teams what times and how many courts during those practice days. Teams should provide their own shuttles for those sessions. **Note:** Courts will be allocated times by the host association, any excessive court usage will be charged to the participating country.

## **EQUIPMENT**

Basic equipment requirements are:

### **Field of play:**

- Wooden, sprung flooring
- Carpeting around courts and to edge of field of play
- Shuttlecocks (300 dozen)
- Court mats (4)
- Net Posts (8)
- Nets (4)
- Net/post measuring sticks (2)
- Umpires' chairs (4)
- Service Judges' chairs (4)
- Boxes for used shuttles (4)
- Mopping brooms and towels (6 of each at any one time)
- Vacuum cleaner
- Line Judges' chairs (40 max)
- 5-minute interval indicators (4)
- Players' kit boxes (16)
- Drinking water dispensers (1)
- Equipment to measure and record temperature, humidity and air pressure (Referee may have one)
- Seats for Coaches (2 per court)

### **Warm-up courts:**

- Shuttlecocks (provided by participating teams)

### **Practice hall:**

- Shuttlecocks
- Refreshment facilities and drinking water dispensers

### **Technical (Field of Play):**

Work stations with walkie talkies for:

- Referees
- Tournament controller
- Match desk
- Umpire Co-ordinator
- Shuttlecock control
- Medical Officers
- Racket stringing

Court-side areas reserved for:

- TV cameras
- Press photographers

## **7 TOURNAMENT CONDITIONS**

The competition will be conducted under BWF Regulations. Oceania Badminton will determine the timing and procedure of the draw. The selection of seeded players will be taken from World Rankings.

## **8 SEATING BY CATEGORY**

Allocation of seating in the Competition Hall must take particular account – in terms both of numbers and location – of the needs of players and team officials. The number of seats for this purpose should not be less than the total player quota. Team officials, coaches, medical officers and staff must be accredited for access to the players' seating area(s).

## **9 OFFICE REQUIREMENTS**

Separate rooms at the competition venue maybe required for the following personnel:

- Drug Testing
- Media
- Secretariat
- Referees

## **10 PLAYERS' FACILITIES**

The following are the basic requirements at the Competition Venue:

- Players' area (stretching and players gear)
- Changing rooms (men)
- Changing rooms (women)
- Physiotherapy room(s)

## **11 FACILITIES FOR TECHNICAL OFFICIALS**

The following are the basic requirements at the Competition Venue:

- Briefing room (to hold up to 30 people)
- Changing room (men)
- Changing room (women)
- Officials lounge (to hold up to 30 people)
- Secure lockers/cupboards

## **12 PRESS FACILITIES**

- Seating area for press and court side for photographers
- Internet facilities

## **13 Refreshments & Catering**

Catering facilities must be available at the venue for at least one hour before play starts until end of play. Offering a range of cold and hot food, drinks and specifically not just snacks or "fast food". Consumers to pay for food purchased.

Refreshments and snacks to be provided at least during the hours of competition voluntary personnel including technical officials

## **Key responsibilities – Event Planning and Event Operations**

### **Oceania Championships (OT&OC) Hosting Requirements/Responsibilities**

Below is a broad guide to the key areas of responsibility for Badminton Oceania and the Host Associations of the Oceania Championships

#### **Badminton Oceania is responsible for:**

- Selecting the referee (process coordinated by BOTOOC);
- Communicating with National Federations;
- Issuing invitations to Badminton National Federations – including invitation letters for visa application processes;
- Provide and supply two speeds of BWF approved (*unused* remainder to be returned to BOC at conclusion of event)
- Providing sufficient medals for individuals; Winners & Runners up (Plate if necessary);
- Selecting the Host Association;
- Pay for Venue hire up to a maximum of NZD\$560 per day based on 6 courts, 8 hours of play (to be negotiated depending on size of draw and number of days required to compete with agreement from BOC, Referee and Host country)
- Providing information from previous event hosts and supporting the planning process;
- Determining the entry fees;
- Developing the entry forms in consultation with the Host Association;
- Publishing on the BOC website and communicating with all members information on the championships – entry forms, contact details, venue location, accommodation options, schedule, newsletters, draws, results post event reports etc;
- Assisting the Host Association with the marketing of the event – regionally;
- Ensuring Executive Members of Board representation at the event – speeches, presentations
- Teams trophy is available at event;
- Ensuring any perpetual trophies are at the venue and all engraving updated;
- Provide staff (Development Manager/Chief Operating Officer) to assist at the event;
- Organises the electronic draw in conjunction with Referee and host association (tournament planner software)
- Co ordinate with host country any sponsorship;
- Assist host country with International or local TV rights.
- Receive all the entries for the event;
- Develop a marketing plan for the event in conjunction with host association – local and regional media coverage;
- Provide accommodation for up to six overseas umpires attending entire event;

***The Host Country/Association is responsible for:***

- Planning all local aspects of the competition and event delivery;
- Sourcing all personnel for the Organising Committee ensuring members are well qualified to deliver a successful event;
- Holding regular meetings and developing operational plans covering all aspects of the event preparation and delivery;
- Communicating with Badminton Oceania regarding progress towards delivery of the event;
- Sourcing sponsors and other income sources to ensure a financially successful event - minimally a cost neutral event (expenses = income);
- Effectively communicating all information on the event to BOC and other stakeholders;
- Develop a marketing plan for the event in conjunction with Oceania – local and regional media;
- Preparing all operational documentation – plans, score sheets, statistics on shuttle usage, program, results sheets for team managers etc;
- Delivering all aspects of the event ensuring a successful championships;
- Provide all post event reports and minutes of managers meetings to Badminton Oceania;
- Organise accommodation for Referee for one to two days prior and duration of event;
- Provide a local referee to be Deputy or Assistant;
- Arranging and supplying all internal travel arrangements for players, officials to and from accommodation, airport and venue;
- Promote the event locally;
- Supply sufficient umpires and linespersons;
- Provide a suitably ***qualified first aider*** on duty at all times;
- Provide access to Physiotherapist, masseuse, doctor as necessary ( 2 to 3 hours daily for non urgent treatment at venue);
- Provide refreshments/food for officials on a daily basis;
- Provide two practice courts 2 hours before and during play;
- Provide a badminton stadium with 5 courts minimum to host the event;
- Provide court mats if possible;
- Canteen/Kiosk/Café food at the venue for players, spectators during hours of play;
- Provide a players area;
- Meeting room for managers and officials;
- Courts
  - Individuals – 3 main courts, 2 practice courts
  - Teams event – 1 main court per tie, 2 practice courts
- Provide information to visiting countries on all accommodation, visa, foreign issues

***The participating countries are responsible for:***

- Paying for travel associated with event, airport transfers, accommodation, food, entry fees;
- Attending any official functions organised by the host country; Social function, finals presentations.

## Fiscal Responsibilities

Badminton Oceania	Host Association/Country
<p><b><u>Event Subsidy</u></b> Pay to Host Association a one off Event Subsidy of <b><u>NZD \$3000</u></b> towards the costs for teams and individuals event; Admin costs, media, first aid, masseuse, daily allowance court officials, internal travel, technical officials food (van hire)</p> <p><b><u>Referee</u></b> Airfare, Accommodation (inc Breakfast)</p> <p><b><u>Overseas Umpires</u></b> Up to six, Accommodation</p> <p><b><u>Venue Hire</u></b> Pay to Host Country/Association <b><u>NZD\$560</u></b> per day and <b><u>NZD\$280</u></b> per half day for costs associated with court hire. Based on 8 hour day, 6 courts used.</p> <p><b><u>BOC Staff, Executive, VIPS, Sponsors</u></b> Staff and Executive members accommodation, food whilst at the event</p> <p><b><u>Entry Fees</u></b> Set entry fees and receive all entry fees <b><u>NZD\$45</u></b> per player regardless how many events</p> <p><b><u>Medals for Individual Champs</u></b> Pay for winners, runner up medals in all 5 events (plate negotiable)</p> <p><b><u>Media</u></b> Costs part of event subsidy</p>	<p><b><u>Deputy Referee</u></b> Airfare, Accommodation, Food or daily allowance NZD\$37 per day.</p> <p><b><u>Referee</u></b> Food at venue or daily allowance NZD\$37</p> <p><b><u>Technical Officials</u></b> Food while at venue or daily allowance of NZD \$25 per day</p> <p><b><u>Internal travel</u></b> Provide transportation for players, officials to and from recommended tournament accommodation to venue, pay for petrol (if country's choose another motel, transport at their cost) Provide Airport transfers for all participating teams</p> <p><b><u>Media</u></b> Cover costs associated with press releases,</p> <p><b><u>Event Subsidy costs</u></b> First Aid person, Physiotherapist, admin costs, printers, computers, toner cartridges, certificates, stationary, computers,</p>
Participating Countries	
<p><b>Accommodation</b> <b>All international travel</b> <b>Entry fees</b> <b>Food</b></p>	