
<p style="text-align: center;">UNIVERSITY/COLLEGE BADMINTON CHAMPIONSHIPS TOURNAMENT REGULATIONS</p>

August 2017

Terminology

BCAN	Badminton Canada
BWF	Badminton World Federation
CCAA	Canadian Colleges Athletics Association
CIS	Canadian Interuniversity Sports
HI	Host Institution
HC	Host Committee

1. HOSTING

- 1.1 BCAN will strive to establish a hosting schedule with at minimum a 3 year horizon. The hosting schedule will provide the HI and the proposed dates of the event. If an HI for a particular year has not been selected, the schedule will indicate the planned region of the country that the event will be hosted in. HI's may be designated for consecutive years.
- 1.2 BCAN will work with the CCAA and CIS to create a hosting schedule that is fair and equitable with regards to the travel costs for member institutions of the CCAA and CIS.
- 1.3 The HI must be a member institution of either the CCAA or CIS. The final host venue must be approved in writing by the Executive Director of BCAN.
- 1.4 CCAA and CIS institutions may bid to host this event up to 3 years in advance of the event. Bids will be submitted to Badminton Canada, evaluated by the Competitions Committee and approved by the Board of Directors of BCAN. All bids must be approved by the appropriate CCAA or CIS body before being evaluated by the Competitions Committee.

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- 1.5 The HC will be required to sign an agreement contract to abide by all of the regulations contained in this document.
 - 1.6 The HC must provide the following information to BCAN prior to the host being approved:
 - 1.6.1 Competition venue(s) and number of courts available;
 - 1.6.2 Proximity to accommodation centers and transportation terminals (air, rail, and bus);
 - 1.6.3 Details that the applicant feels would be advantageous to the hosting of a Championship;
 - 1.6.4 Adequate seating for spectators;
 - 1.6.5 Commitment to respect these Guidelines for Hosting
 - 1.6.6 Chairperson and media contact on the HC
 - 1.6.7 The dates of competition (**being cognizant of BCAN's recommended dates**) and;
 - 1.6.8 Details on the facility(s) used for all rounds and events of play
 - 1.6.9 A **minimum** of six courts must be provided
 - 1.7 BCAN reserves the right to withdraw sanction of the event if details contained in the original bid are altered such that the quality or timing of the event would change.
 - 1.8 Subsequent to sanction approval by BCAN's Executive Director, details of the original bid may be changed only if a written request is received by BCAN from the HI or HC, stating the nature of and the reasons for the requested change(s). Changes must be approved in writing by the Executive Director of BCAN.
 - 1.9 HC's are obliged to ensure that all materials produced for distribution to the public or Member Associations, including entry forms, must refer to the proper title of the competition.

2. VENUE REQUIREMENTS

- 2.1 The competition venue must have a minimum of 6 courts.
- 2.2 The venue must be available for a minimum of 3 days with a preference for 4 days of play
- 2.3 The minimum height from the floor, over the full area of the court, should be a minimum of 8.2 meters (27 feet) and this

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- height shall be entirely free of girders and other objects suspended over the area of the court.
- 2.4 The distance between the back wall or curtain and the baseline of the court should be a minimum of 2 meters (6.5 feet).
 - 2.5 There should be sufficient space between courts to provide for umpires. At the minimum this must be 1.2 meters (4 feet).
 - 2.6 The badminton court lines must be clearly distinguishable from any other lines on the floor and there can be no gaps in the court lines.
 - 2.7 Lighting should be of a non-glare type and be indirect, shaded or diffused.
 - 2.8 Subject to HI approval, the venue should provide for internet access both for media reporting and participant use.

3. FINANCIAL ARRANGEMENTS

- 3.1 The HC shall assume full responsibility for losses resulting from its running of the event and shall budget accordingly.
- 3.2 Entry fees are determined and approved by BCAN.
- 3.3 Entry fees will be:
 - 3.3.1 **\$200/team** for the team event, **\$125** for Individual events
 - 3.3.2 All entry fees will be collected by BCAN through online registration.
 - 3.3.3 BCAN will retain **\$62.5** of all individual entry fees with the remainder going to the HC. In order to receive their portion of the entry fees the HC must submit an invoice to BCAN. BCAN will provide the HC with the number of entrants and total entry fees collected within 4 days of the entry deadline.
 - 3.3.3 Refunds are provided less a 25% administration fee to entrants who withdraw prior to the entry deadline of the event. After the deadline, but prior to the draws being made, refunds are provided less a 50% administrative

fee. Refunds will not be provided after the draws are made.

- 3.4 HC's are responsible for ensuring and paying for the following:
 - 3.4.1 Officials (Referee's and Umpires) per diem of \$50/day plus one additional day for travel. (Refer to Section 11.10 for a complete breakdown of per diem allowances)..
 - 3.4.2 Arrangements for and cost of local accommodation for all officials. Referees are to be provided a single room should the number of male/female Officials allow for is while Umpires are maximum of 2 per room (unless otherwise agreed to by BCAN) (Accommodations must be offered starting from the night before the tournament commences until the morning after the day of the end of the tournament.
 - 3.4.3 Local administration.
 - 3.4.4 Social event(s).
 - 3.4.5 Local transportation of officials (if required).
 - 3.4.6 Local promotion.
 - 3.4.7 Other miscellaneous expenses related to the running of the event.
 - 3.4.8 Shipping costs of the event awards.
 - 3.4.9 The rental of the facilities and any other costs associated with facility rental.
 - 3.4.10 Tournament Souvenir (if provided).
 - 3.4.11 Providing a minimum of one athletic therapist or physiotherapist to be present at all times during the competition.

- 3.5 BCAN will be responsible for ensuring and paying for the following:
 - 3.5.1 Officials travel costs between their home city and the host city.
 - 3.5.2 12 shuttlecocks per athlete. All unused shuttlecocks will be returned to BCAN.
 - 3.5.3 Travel and accommodation costs for any BCAN representatives attending the event.
 - 3.5.4 Medals for winners, runner-up and third place in the individual events and plaques for the winning teams in the team events.
 - 3.5.5 Insurance coverage for the event.

3.6 The HC will provide BCAN with a complete financial report of the event within two months of its completion.

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4. ENTRY FORMS AND DEADLINE DATES

4.1 The HC shall provide BCAN with the necessary information (official hotel, social functions, local transportation, etc.) at least 13 weeks before the event, using a standard electronic information form provided by BCAN.

4.2 BCAN's National Office will be responsible for the distribution of entry information to Member Association offices, the CCAA and the CIS at least 12 weeks prior to the Championship as well as posting the information to the BCAN website

4.3 BCAN Member Associations, the CCAA and the CIS will be responsible for distribution of entry information to selected institutions, the previous year's winners, and any others deemed required by BCAN.

4.4 The entry deadline will be 21 days prior to the first day of the event.

4.5 All entries and payments must be made online through the approved BCAN tournament software program. BCAN will collect all entry fees. Late entries will not be accepted unless the entry deadline is extended under authority of Section 4.6

4.6 If deemed necessary, due to unusual circumstances, the President, Executive Director or a designated Vice President of BCAN, may extend the entry deadline for a reasonable time.

5. ELIGIBILITY

5.1 To be eligible for the University/College Badminton Championship, all athletes must meet the following requirements:

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- 5.1.1 Canadian citizens (holding a Canadian passport) and be a student who is registered for and pursuing a full-time course of study at a Canadian post-secondary institution. Post-secondary institutions include community colleges, professional schools, technical schools, CEGEP and Universities.
 - 5.1.2 Canadian citizens (holding a Canadian passport) studying abroad are also eligible. Students who were full time students and completed their studies in the semester preceding the date of the competition will also be eligible.
 - 5.1.3 Must be able to confirm their full-time student status with an authorized document from the registrar of their institution
 - 5.1.4 Must be at least 17 and less than 25 years of age as of January 1st of the year of the event.
 - 5.1.5 Must not have played in any badminton championship restricted to another country within one calendar year of the date of the event
- 5.2 Adult competitors must sign a waiver form prior to the start of play.
- 5.3 Waiver forms for minors, must be signed by a parent or guardian prior to the start of play

6. EVENTS

- 6.1 The University/College Badminton Championships will consist of a CIS Team Event, , and 5 individual events (Men's Singles, Women's Singles, Men's Doubles, Women's Doubles, Mixed Doubles)

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8. CIS TEAM EVENT REGULATIONS

- 8.1 Invitations
- 8.1.1 BCAN will invite a maximum of 8 teams to compete in the CIS Team Event

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- 8.1.2 The composition of the invitations will be determined by annual consultation between BCAN and the CIS.
 - 8.1.3 The host institution will be given an automatic entry into the team event.
- 8.2 Teams
- 8.2.1 Teams must be comprised of a minimum of athletes. (4 men and 4 women) There is no maximum team size.
 - 8.2.2 Teams must be comprised of players who have played in CIS regional association sanctioned competitions.
 - 8.2.2 Teams must have a designated team manager who is responsible for all dealings with the Referee.
 - 8.2.3 A team list must be provided by the team manager to BCAN at least 2 weeks (14 days) prior to the start of the competition. Only athletes on the team list will be eligible to play for that particular team.
- 8.3 Pool Play
- 8.3.1 If there are more than 5 teams, they will be divided into two pools for round robin play with the top 2 seeded teams in opposite pools. The round robin play will be followed by knockout play-offs. If there are 5 teams or less there will be one round robin pool with no play-offs.
 - 8.3.2 Teams will be seeded based on the CIS national rankings. If the rankings are unavailable, the seeding will be done by a committee of CIS coaches, administrators and a BCAN representative.
 - 8.3.3 Teams from the same province will be separated into opposite pools. If there are more than two teams from the same province, the top 2 teams (based on their provincial rankings or if there are no provincial rankings the CIS national rankings) from that province will be put in opposite pools.
 - 8.3.4 In the knockout round, the top two teams in each pool will progress to a crossover semi-final, (Pool A #1 vs. Pool B #2 and Pool B #1 vs. Pool A #2) with the winners playing each other for 1st and 2nd place and the losers playing for 3rd and 4th place. If there are 8 teams the bottom two teams from each of the pools will have a crossover semi-final with the same format to determine 5th through 8th place. If there are less than 8 teams the

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- third place teams from each pool will play off for 5th and 6th place.
- 8.3.5 The tie break process for pool play will be as follows
- a) If two teams have won the same number of ties, the team that won the head-to-head tie will be ranked higher
 - b) If three teams are tied the teams will be ranked in order of total matches won
 - c) If there is still a tie teams will be ranked by the difference in total games won against total games lost
 - d) If there is still a tie teams will be ranked by the difference in total points won against total points lost.
 - e) If there is still a tie the teams will be ranked by drawing lots.
- 8.4 Ties
- 8.4.1 Each tie between teams will consist of 5 matches, 1 Men's Singles, 1 Women's Singles, 1 Men's Doubles, 1 Women's Doubles and 1 mixed doubles. The team that wins 3 matches wins the tie
- 8.4.2 During pool play all 5 matches of the tie shall be played. In the play-off rounds, ties will be stopped when one team has won 3 matches.
- 8.4.3 No player shall play in more than one match per tie.
- 8.4.4 The line-up for a tie must be submitted by the team manager to the referee 15 minutes before the scheduled start of the first match.
- 8.4.5 The order of play for the matches will be determined by the Coaches through a flip of coin. The Coach who wins the coin toss will select the first discipline to be played. The opposing Coach will then select the second discipline to be played. The Coaches then alternate choices until the order for all five disciplines is established. Should there be a disagreement the Referee, taking into consideration that each athlete is entitled to a 30 minute break between matches, will establish the order of play for the Tie.
- 8.4.6 BWF scoring rules apply for all matches
- 8.5 During pool play all 5 matches of the tie shall be played. In the play-off rounds, ties will be stopped when one team has won 3 matches.

9. INDIVIDUAL EVENT REGULATIONS

- 9.1 Individual events must be held for all 5 disciplines: Men's Singles, Women's Singles, Men's Doubles, Women's Doubles, Mixed Doubles. Consolation draws will be held for players that lose their first match in each event. Players defaulting their first match are not eligible for consolation in that event. Walkovers and byes do not count as first matches.
- 9.2 Athletes may compete in up to three events.
- 9.3 BWF scoring rules apply for all matches.
- 9.4 BWF regulations for International events respecting the colour of clothing will apply.
- 9.5 SEEDING
- 9.5.1 Seeding will be done by a seeding committee established by BCan specifically for this event, that will include consideration of BCan rankings, CIS and CCAA results, and any other relevant information.
- 9.5.2 The seeding document will be reviewed by a committee of CCAA and CIS coaches to address the strength of or retired players competing in the event. Changes to the seeding will be only be recommended by this committee based on results at CCAA or CIS competitions.
- 9.5.4 The final seeding list will be made public at least 14 days prior to the start of the event.
- 9.6 DRAWS
- 9.6.1 All draws will be provided in electronic format using a program that is approved by BCAN and all completed draws will be also be in similar electronic format.
- 9.6.2 The draws will be made using the approved BCAN software program. All draws must be approved by the tournament referee prior to being made public.

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- 9.6.3 The draws will be made as per the BWF General Competition Regulations section 12 with the following modifications:
 - 9.6.3.1 Draws of 25 or more will have 8 seeds.
Smaller draws will have 4 seeds.
 - 9.6.3.2 Seeded players shall not be separated by province or institution.
 - 9.6.3.3 Unseeded players will be separated in the first round by province where possible. Unseeded players will be separated in the first round by institution where possible.
 - 9.6.3 The draws will be published 7 days prior to the event.
 - 9.6.4 There will be no limit to the number of players entering this event.
 - 9.6.5 There will be a play-off between the semi-final losers for third and fourth place in each event.
 - 9.6.6 There will be qualifying for any draws with more than 64 entries.

10. SCHEDULING

- 10.1 It is the responsibility of BCAN in consultation with the HC and Referee, to schedule and time the main, consolation and qualifying draws, to ensure that athletes are provided with a minimum of 30 minutes rest between matches unless waived by the athlete.
- 10.2 In addition, it is the responsibility of the HC to provide experienced personnel to run the draw desk.. Personnel directly involved with the running of the event cannot be participants in the tournament.
- 10.3 The match schedule for the, semi-finals and finals is to be established by the Referee, usually in the order of Singles, Doubles and Mixed Doubles. The Referee does, however, reserve the right to adjust this schedule, based on the participants in the events, to provide for a continuous flow in the Championship event schedule. Notwithstanding it is recommended that the final match be either Mens or Womens Singles and that these be alternated each year.
- 10.4 For Championships, a minimum of six courts must be provided for the main draw

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- 10.6 The following play schedule is recommended for the event:
- 10.6.1 Day 1: opening rounds of CIS Team Event
 - 10.6.2 Day 2: Continuation of team events including finals, start of individual play
 - 10.6.3 Day 3: Continuation of individual events including finals
 - 10.6.4 Day 4: To be used if number of entrants in the Individual events requires an additional day
- 10.7 Scheduling of Athletes involved in main round matches will take precedence over consolation rounds.
- 10.8 Consolation rounds shall, in consultation with the Referee, be timed at start and finish times convenient for the HC.

11. OFFICIALS

- 11.1 A Referee for the event will be appointed by BCAN. The Referee will be expected to be on site at least 24 hours prior to the commencement of play.
- 11.2 The Referee is considered a member of the HC, and, thereby, will be a party to the overall planning, scheduling and presentation of the event.
- 11.3 BCAN will, within financial limits placed on the annual budget, select 4 national officials for the event and meet their transportation costs to the event.
- 11.4 The HC must recruit sufficient local national and provincial officials to complement the selected officials and their names must be communicated to BCAN before the entry deadline for the competitions. **There must be a minimum of 8 umpires in addition to the Referee for this event.**
- 11.5 All individual main round semi-finals, and finals are to be officiated by an umpire and service judge. As a minimum the third/ and fourth playoff matches must be officiated by an umpire. In addition all matches in the CIS team event finals are to be officiated by an umpire and service judge.

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- 11.6 The HC shall be responsible for ensuring that an adequate number of competent and experienced lines judges are available during the tournament. As a minimum, 12 trained lines judges should be available for the main round individual semi-finals, third/fourth playoffs and finals matches and the CIS event finals.
- 11.7 BCAN shall provide the HC with a list of the arrival and departure times of its selected officials.
- 11.8 The HC will be responsible for transportation to and from the airport for all officials.
- 11.9 The HC shall make arrangements for and be responsible for cost of local accommodation for all officials. Referees are to be provided a single room should the number of male/female Officials allow for this. Umpires are maximum of 2 per room(unless otherwise agreed to by BCAN). Accommodations must be offered starting from the night before the tournament commences until the morning after the day of the end of the tournament.
- 11.10 The HC shall provide a per diem allowance of \$50.00 per day for each full day an Official is scheduled at the tournament and shall be paid in cash as soon as possible after his/her arrival. The HC will pay an additional \$50 per diem to offset expenses on travel days.
- 11.11 The HC is to ensure that tournament officials receive all relevant information received by participants, including dates, accommodation information, special events, etc.
- 11.12 One of the duties of the Officials shall be to advise the HC of their recommendations for the female and male sportsperson to receive the Fair Play Award presented by BCAN.

12. REGISTRATION AND RECEPTION

- 12.1 The HC should establish registration and reception desks at the championship venue to welcome competitors and officials and to provide them with information as needed. The HC should provide competitors, coaches, and officials with registration/information kits.

13. PUBLICITY

- 13.1 The HC should work closely with BCAN to ensure that maximum publicity of the event can be achieved. It is recommended that when possible, as a minimum medal matches be streamed live on the web for the promotion of the sport.
- 13.2 The HC is responsible for the sale of spectator tickets and will retain all gate profits.
- 13.3 BCAN will, upon request and when available, provide the HC with press kits and similar promotional material to help publicize the event.
- 13.4 It is desirable that the HC provide a championship program for this event. BCAN can provide a standard format for the program upon request.
- 13.5 The program is to contain prominent mention of BCAN, the host PSO, the sponsor logos and where possible letters from the Prime Minister, Provincial Premier or Lieutenant Governor, and the President of BCAN,.
- 13.6 All competitors should have access to a copy of the draws.
- 13.7 The HC must provide, at no cost to BCAN, recognition of the fact that the championship is a BCAN sanctioned and coordinated event. Appropriate recognition will include prominent display of the BCAN logo in the championship program and at the competition venue as well as the inclusion of a letter from the BCAN President. **In addition, one page in the program will be provided at no cost, for the promotion of BCAN activities. This latter requirement may be waived by BCAN within a reasonable time period before the event and the space made available to the HC.**
- 13.8 Any mailing lists generated from this event may not be distributed without the express written authority of the Executive Director of BCAN.

14. SOCIAL AND ENTERTAINMENT

- 14.1 The HC should provide at least one social evening event for the competitors at no charge to competitors and officials. The cost of any events shall be the responsibility of the HC, who may elect to charge a fee for some of these events provided that these events are clearly listed as being optional.
- 14.2 The President of BCAN or designate and one other BCAN delegate and spouses or escorts, shall be invited as guests of the HC to all social functions held in connection with the championships. (question need for this section - don't think it's ever been done)

15. TRANSPORTATION / ACCOMMODATION

- 15.1 The HC should provide a regular transportation service between the competition venue(s) and the official tournament hotel(s) for players, coaches, and officials. This requirement may be waived if the venue(s) is within reasonable walking distance of the official hotel.
- 15.2 Airport transportation (except for Officials) is at the discretion of the HC.
- 15.3 The HC should negotiate special room rates for championship participants at a specially designated official tournament hotel(s).

16. SHUTTLES

- 16.1 BCAN will provide 12 shuttles per competitor in the event. All shuttles used must be approved by BCAN. If possible, two speeds of shuttles should be on hand at all times during the competition. Any unused shuttles will be returned to BCAN following the event.
- 16.2 It is recommended that the normal shuttle speed for the venue, and one speed slower, be those provided during the tournament.

17. SPONSORSHIP

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- 17.1 BCAN retains the overall sponsorship rights to this event. All sponsors included in the title of the event or in association with the event must be approved by BCAN.
 - 17.2 Where BCAN has negotiated contracts with sponsors which involve commitments relating to this event, the HC must meet the requirements of such contracts.
 - 17.3 Where there are potential conflicts between BCAN and local sponsors or between a BCAN sponsor and the management of the host facility, the HC shall inform BCAN immediately in order to reach a suitable agreement.
 - 17.4 BCAN contractual arrangements with sponsors will have precedence over the HC's intentions or agreements to sponsors, either real or intended and these arrangements shall be communicated to the HC.
 - 17.5 In the case of the sale of "event sponsors" (versus title sponsors) by the HC, BCAN will negotiate an agreement with the host PSO and the HC regarding payment and coordination regarding sale of sponsorship packages. This is required to ensure there is no conflict in the timing, expectations and content of sponsorship packages being offered by BCAN and the HC.
 - 17.6 A HC may provide BCAN with a proposal to assume the rights to the title of the event. The proposal must be presented at least twelve (12) months in advance of the event, and must include the following:
 - 17.6.1 A financial commitment to BCAN equivalent to at least \$10,000.
 - 17.6.2 An agreement that any sponsor for the event will not be in conflict with existing BCAN sponsors.
 - 17.6.3 An agreement that BCAN sponsors will be given appropriate exposure at the event (actual details negotiable).
 - 17.6.4 BCAN reserves the right of acceptance of HC proposals.

18. TROPHIES AND PRIZES

- 18.1 BCAN perpetual awards, which are to be maintained and engraved by BCAN, will be shipped to the HC at the HC's expense well in advance of the event to allow the HC publicity

opportunities. These same awards shall be returned to the National Office at the HC's expense within two weeks of the event.

- 18.2 BCAN will supply at BCAN expense gold, silver and bronze engraved medals, which are to be presented to the winners, finalists and third place finishers of the individual events.
- 18.3 The HC, may, at its discretion and expense, provide recognition to the winners of the consolation events.
- 18.4 Medals must be at the venue following the finals matches. The medals may be presented after every match or at the end of all finals at the discretion of the HC and the Referee.

19. PRIZE MONEY DISPERSION

- 19.1 There is no prize money for this event.

19. MEDIA / TELEVISION

- 19.1 The HC should take any steps necessary to facilitate the television coverage of championships as negotiated by BCAN.
- 19.2 In the event of BCAN having an exclusive contract with one network, the HC shall not arrange for any other network, TV station or production company to televise or videotape the championship without prior consent, except for spot news coverage.
- 19.3 Each HC will forward copies of each main event draws using the tournament software program to BCAN within 24 hours of the completion of the competition as well as forward the results to the media and Canadian Press. Copies of any print media coverage of the event noting sponsors as well as a report of other media coverage should also be forwarded at a convenient time. Results should be updated to the internet at least every 2 hours during the competition.

20. MEETING OF COACHES

20.1 The HC shall provide suitable facilities to conduct a meeting of the coaches present at the Championship. This meeting shall be conducted prior to the start of play.

21. PROTEST/DISCIPLINE COMMITTEE

21.1 A protest/discipline committee for incidents at the event will be formed consisting of the Chairperson of the HC or another designated member of the HC, the Referee and a designated BCAN representative.

21.2 This committee will be convened to discuss incidents and protests related specifically to this event.