
CANADIAN NATIONAL BADMINTON CHAMPIONSHIPS TOURNAMENT REGULATIONS

August 2017

Terminology

| | |
|-------------|---|
| BCAN | Badminton Canada |
| BWF | Badminton World Federation |
| PSO | Provincial/Territorial Badminton Associations |
| HC | Host Committee |

1. HOSTING

- 1.1 BCAN will establish a hosting schedule with at minimum a 4 year horizon. The hosting schedule will provide the host PSO and the dates of the event. The hosting schedule may be altered upon request by the scheduled host PSO and a proposed new host PSO. Any requested changes must be made in writing by the Board of Directors of the PSO's involved and approved in writing by the Executive Director of Badminton Canada.
- 1.2 BCAN will work with the PSO's to create a hosting schedule that is fair and equitable with regards to the travel costs for members of BCAN.
- 1.3 The host PSO must be a member in good standing with BCAN. The host PSO will recommend a HC and venue to BCAN. The final HC and venue must be approved in writing by the Executive Director of BCAN.
- 1.4 The host PSO and HC will be required to sign an agreement contract to abide by all of the regulations contained in this document.
- 1.5 The host PSO must provide the following information to BCAN prior to the HC and host venue being approved. The information must be provided to BCAN a minimum of 12 months prior to the event. In the event that the host PSO has not finalized a suitable

-
- host venue within 12 months of the event, BCAN has the right to withdraw the event from host PSO and move the event to the location of their choosing.
- 1.5.1 Competition venue(s) and number of courts available;
 - 1.5.2 Proximity to accommodation centers and transportation terminals (air, rail, and bus);
 - 1.5.3 Details that the applicant feels would be advantageous to the hosting of a National Championship;
 - 1.5.4 Adequate seating for spectators;
 - 1.5.5 Commitment to respect these Guidelines for Hosting
 - 1.5.6 Chairperson and media contact on the HC
 - 1.5.7 The dates of competition (**being cognizant of BCAN's recommended dates**) and;
 - 1.5.8 Details on the facility(s) used for all rounds and events of play
 - 1.5.9 A **minimum** of six courts must be provided
- 1.6 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.
 - 1.7 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 host PSO 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.
 - 1.8 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 5 courts.
- 2.2 The venue must be available for a minimum of 5 days of play
- 2.3 The minimum height from the floor, over the full area of the court, must be a minimum of 8.2 meters (27 feet) and this 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 must be a minimum of 2 meters (6.5 feet).
 - 2.5 There must 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.

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 The Minimum entry fee will be **\$155. The maximum entry fee will be \$175**
 - 3.3.2 BCAN will retain **\$75** of all 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 20% 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.
 - 3.4.2 Arrangements for and cost of local accommodation for all officials. (maximum 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.
 - 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.
- 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 participant. 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.
 - 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.
- 3.7

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 PSO offices and to all BCAN members at least 12 weeks prior to the Championship as well as posting the information to the BCAN website

-
- 4.3 The entry deadline will be 30 days prior to the first day of the event.
 - 4.4 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.
 - 4.5 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 Canadian National Badminton Championship, all athletes must meet the following requirements:
 - 5.1.1 Must be a Canadian citizen (verifiable by passport or birth certificate).
 - 5.1.2 Must be a member of BCAN .
 - 5.1.3 Must not have played in any badminton championships 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. INDIVIDUAL EVENT REGULATIONS

- 6.1 Individual events must be held for all 5 disciplines: Men's Singles, Women's Singles, Men's Doubles, Women's Doubles, and 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.

-
- 6.2 Athletes may compete in up to three events.
 - 6.3 BWF scoring rules apply for all matches.
 - 6.4 BWF regulations for International events respecting the colour of clothing will apply
 - 6.5 SEEDING
 - 6.5.1 The seeding will be done by the BCAN seeding committee using the BCAN senior seeding regulations.
 - 6.5.2 The seeds will be posted online and distributed to the PSO's 14 days prior to the start of play. Seeding is final once the draws have been made.
 - 6.6 DRAWS
 - 6.6.1 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.
 - 6.6.2 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.
 - 6.6.3 The draws will be made as per the BWF General Competition Regulations section 12 with the following modifications:
 - 6.6.3.1 Draws of 25 or more will have 8 seeds. Smaller draws will have 4 seeds.
 - 6.6.3.2 Seeded players shall not be separated by province or institution.
 - 6.6.3.3 Unseeded players will be separated in the first round by province where possible.
 - 6.6.3 The draws will be published 7 days prior to the start of play.
 - 6.6.4 There will be no limit to the number of players entering this event.
 - 6.6.5 There will be a play-off between the semi-final losers for third and fourth place in each event.
 - 6.6.6 There will be qualifying for any draws with more than 64 entries.

7. SCHEDULING

*Badminton Canada
Guidelines: Canadian National Championships*

-
- 7.1 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 20 minutes rest between matches unless waived by the athlete.
- 7.2 In addition, it is the responsibility of the HC to provide experienced personnel to run the draw desk. A BCAN representative will be at the event to help with any problems. Personnel directly involved with the running of the event cannot be participants in the tournament.
- 7.3 The match schedule for the **quarterfinals**, 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.
- 7.4 For National Championships, a minimum of six courts must be provided for the main draw
- 7.5 The Championships will be held over a minimum of 3 days.
- 7.6 The following play schedule is recommended for the Canadian National Championships:
- 7.6.1 Day 1/2: opening rounds of all events
 - 7.6.2 Day 2: Quarter-Finals and Semi-Finals of all events
 - 7.6.3 Day 3: Finals and playoff for third and fourth place for all events
- 7.7 Scheduling of Athletes involved in main round matches will take precedence over consolation rounds.
- 7.8 Consolation rounds shall, in consultation with the Referee, be timed at start and finish times convenient for the HC.

8. OFFICIALS

- 8.1 The Referee and Deputy 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.

-
- 8.2 The Referee and Deputy Referee are considered members of the HC, and, thereby, will be a party to the overall planning, scheduling and presentation of the event.
 - 8.3 BCAN will, within financial limits placed on the annual budget, select a number of national officials for the event and meet their transportation costs to the event.
 - 8.4 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 and Deputy Referee for this event.**
 - 8.5 All main round quarter-finals, semi-finals, third/fourth playoffs and finals are to be officiated by an umpire and service judge.
 - 8.6 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 quarterfinals, semi-finals, third/fourth playoffs and finals matches.
 - 8.7 BCAN shall provide the HC with a list of the arrival and departure times of its selected officials.
 - 8.8 The HC will be responsible for transportation to and from the airport for all officials.
 - 8.9 The HC shall be responsible for the cost of accommodation for officials (maximum two officials per room unless otherwise agreed to) and in province travel for HC selected officials.
 - 8.10 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. An additional \$50 will be provided to offset expenses on travel days.
 - 8.11 The HC is to ensure that tournament officials receive all relevant information received by participants, including dates, accommodation information, special events, etc.

8.12 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.

8.13 The Fair Play Awards shall be announced at the closing banquet. Following the Championship a certificate will be sent by BCAN to each recipient.

9. REGISTRATION AND RECEPTION

9.1 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.

10. PUBLICITY

10.1 The HC should work closely with BCAN to ensure that maximum publicity of the event can be achieved.

10.2 The HC is responsible for the sale of spectator tickets and will retain all gate profits.

10.3 BCAN will, upon request and when available, provide the HC with press kits and similar promotional material to help publicize the event.

10.4 The HC should provide a championship program for this event. BCAN can provide a standard format for the program upon request.

10.5 The program is to contain prominent mention of BCAN, the host PSO, the sponsor logos and letters from the Prime Minister, Provincial Premier or Lieutenant Governor, and the President of BCAN, where possible.

10.6 All competitors should receive a copy of the draws.

10.7 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.**

- 10.8 Any mailing lists generated from this event may not be distributed without the express written authority of the Executive Director of BCAN.

11. SOCIAL AND ENTERTAINMENT

- 11.1 The HC must provide one dinner/evening event for the competitors at no charge to competitors and officials. The cost of any additional 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.
- 11.2 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.
- 11.3 The HC is to ensure that at least one banquet ticket is provided at no cost for each PSO with athletes in attendance at the competition.

12. TRANSPORTATION / ACCOMMODATION

- 12.1 The HC is required to provide a regular transportation service between the competition venue(s) and the official tournament hotel(s) for players, coaches, and officials.
- 12.2 Airport transportation is at the discretion of the HC.
- 12.3 The HC should negotiate special room rates for championship participants at a specially designated official tournament hotel(s).

13. SHUTTLES

- 13.1 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.
- 13.2 It is recommended that the normal shuttle speed for the venue, and one speed slower, be those provided during the tournament.

14. SPONSORSHIP

- 14.1 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.
- 14.2 Where BCAN has negotiated contracts with sponsors which involve commitments relating to this event, the HC must meet the requirements of such contracts.
- 14.3 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.
- 14.4 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.
- 14.5 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.
- 14.6 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:

14.6.1 A financial commitment to BCAN equivalent to at least \$10,000.

14.6.2 An agreement that any sponsor for the event will not be in conflict with existing BCAN sponsors.

14.6.3 An agreement that BCAN sponsors will be given appropriate exposure at the event (actual details negotiable).

14.6.4 BCAN reserves the right of acceptance of HC proposals.

15. TROPHIES AND PRIZES

15.1 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.

15.2 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.

15.3 The HC, may, at its discretion and expense, provide recognition to the winners of the consolation events.

15.4 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.

16. PRIZE MONEY DISPERSION

16.1 Should prize money be available for any National Championship, the money for the five disciplines in each competition will be distributed, for men and women alike.

17. MEDIA / TELEVISION

17.1 The HC must take any steps necessary to facilitate the television coverage of national championships as negotiated by BCAN.

-
- 17.2 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.
- 17.3 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.

18. MEETING OF COACHES

- 18.1 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.

19. PROTEST/DISCIPLINE COMMITTEE

- 19.1 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.
- 19.2 This committee will be convened to discuss incidents and protests related specifically to this event.