

APPENDIX

BWF PARA BADMINTON WORLD CIRCUIT

GRADE 2 – LEVELS 1, 2, 3



This section describes key areas and the division of responsibilities – organisational and financial. Adjustments may be made to the responsibility matrix before the final decision to award tournaments is made. A more detailed Host Agreement will be available to share with any interested parties at a later date.

APPENDIX 1 - TOURNAMENT PERSONNEL

Items	Responsibility	Finance
<p>Organising Committee</p> <p>Sufficient staff and volunteers shall be appointed to the committee to ensure the necessary planning, implementation and reporting after the tournament. Roles include but not limited to:</p> <ol style="list-style-type: none">1. Main contact person (fluent in English)2. Tournament Director/Manager3. Match Control4. Shuttle Control5. Player's marshal6. Umpires & Line Judge Coordinator7. Results Coordinator8. Venue Coordinator / Manager9. Transport Coordinator10. Accommodation Coordinator11. Medical Services Coordinator12. Publicity and Media Coordinator	Host	Host
<p>Medical Services</p> <p>Provide medical services at the tournament to take care of injuries / medical referrals as well as emergency medical services for participants, support personnel, officials and the workforce and spectators if required.</p> <p>Medical services must be available at the competition hall at the start of practice day until the end of the tournament.</p> <p>Host must provide at minimum two (2) on court doctors if the tournament is being played in two (2) different halls.</p>	Host	Host
<p>Physiotherapy / Massage Service</p> <p>It is recommended that visiting players have access to a qualified physiotherapy / massage service – this may be in the venue or a referral service to an external provider. Charges for these are the responsibility of the players / teams themselves.</p>	Host	Host

<p>Tournament Photographer</p> <p>BWF may appoint an official photographer for the tournament.</p>	BWF	BWF
<p>Should a BWF photographer is not present, copies of all photos from the host's photographer (if available) shall be made available to the BWF for media write up purposes.</p>	Host	Host
<p>Publicity and Media Coordinator</p> <p>It is recommended that Host appoint a coordinator to manage media and media enquiries (if there is a big interest from Host and international media)</p> <p>Any written articles and press releases about the tournament from the press officer must be made available for the BWF website.</p>	Host	Host
<p>BWF Support Staff</p> <p>BWF shall appoint support staff as it sees necessary to support the tournament.</p>	BWF	BWF/Host
<p>Other Personnel</p> <p>It is recommended that host has personnel on duty for:</p> <ul style="list-style-type: none"> • Airport greeting • Player / team liaison, • Hotel liaison, accreditation. • VIP liaison and support. 	Host	Host

APPENDIX 2 – COMPETITION VENUE

Competition Venue

An international standard sport facility as per BWF Statutes. (Please see BWF Statute, Section 5.5.2 – Specification for International Standard Para Badminton Facilities ([link](#)))

Venue has to gain the approval of the BWF. If the host needs to change the competition venue once it has been approved and published on tournament invitation, they must inform and gain the approval of the BWF before such changes can be made.

Valid reasons must be given to the BWF for the change.

Host must consider the effect that a change of venue may have on players after the tournament prospectus have been published. If players are affected by the change of venue, host must assist those affected players.

Accessibility - The venue must be wheelchair accessible (when hosting wheelchair events) to all the key areas

- Venue entrances/exit
- Field of play access
- Changing rooms
- Toilets
- Spectator / viewing areas
- Match control desk
- Results board
- Medical room / physio / doping control station
- Cafeteria / players' lounge
- Stringing / wheelchair and prosthesis repair area
- Transportation pickup / drop off area
- Team Managers Meeting Room

Accessible transport drop off locations should be placed as close as possible to venue entrances.

All pathways to the venue entrance shall be suitable for any kind of weather conditions. They shall have a minimum of 1,500mm width.

Signage including the international logo for access should clearly identify the accessible entrance.

Exit routes must allow for emergency evacuation and ensure efficient movement to evacuation points for all users.

Host must place volunteers to help push/guide wheelchair user if any ramps that is meant for access to the relevant areas of the tournament are very steep and pose difficulty for users to move up or down. Host must make sure ramps are not slippery for wheelchairs to move on

Doors & Doorways (when hosting wheelchair events – applies to accommodation as well)

Suitably designed doors constitute an essential part of an accessible route, allowing people using a wheelchair easy access to an area. Sometimes elements such as a raised threshold at the base of the door, an excessively heavy door or wrong opening swing prevent access through a door with suitable width or present significant challenges as both an obstacle and a personal hazard.

Clear Width (when hosting wheelchair events – applies to accommodation as well)

The minimum clear opening of doorways shall be at min. 850mm while best practice is considered to be 950mm measured when the door open 90 degrees. Door width for athlete's preparation areas needs to increase to 1,000mm.

If doorways have two independently operated door leaves, at least one active leaf shall comply with the minimum clear opening width requirements specified above

Considerations for Different Types of Doors (

when hosting wheelchair events – **applies to accommodation as well)**

Sliding doors are easier for some individuals to operate and can also require less wheelchair manoeuvring space. In general, revolving doors are not suitable for persons with a mobility impairment. When a revolving door is provided an adjacent power operated door of an appropriate width shall also be provided.

Elevators (when hosting wheelchair events – applies to accommodation as well)

Elevators are essential to cover vertical height differences in a building or a facility, when ramp or a gradient walkway is not possible. Elevators that fulfill accessibility standards shall be identified with appropriate signage. An accessible elevator shall be automatic. The doors shall be power operated and preferably sliding. The clear width for elevator doors shall be 850mm, but for elevators serving public spaces and sport facilities clear width of elevator door shall be at least 950mm

Size of Arena (usable Space)

The venue should have appropriate space for the number of courts the host is proposing (with reasonable space between courts). Ideally it should not be less than 5 courts for Grade 2 Level 1 and 2.

Grade 2 Level 1 and 2 should have warm up courts in the same hall or adjacent to the main arena. The flooring must be suitable wooden sprung floors with court mats for standing matches and a smooth hard surface for wheelchair matches. BWF should be consulted before any flooring purchases or rental be made.

BWF will decide the suitability of the venue.

Seating Capacity

The venue must provide a minimum seating capacity of 400 for the competitors in the event. There must be sufficient viewing areas which are wheelchair accessible.

If a venue does not allow or provide enough space for wheelchair users access to the upper floors/spectator seating, Host must provide a wheelchair viewing section on the playing arena. A barrier must be created between this viewing area and the playing area either by special equipments or A-Boards.

Flooring & Court Layout

The venue must have wooden flooring (preferably wooden sprung flooring or similar surface/material with same property as wooden sprung flooring). Badminton court mats shall be used for standing classes and hard surfaces for wheelchair classes. The surface must be flat and suitable for international play.

Colour of lines for wheelchair courts must be in contrast to the floor and clear for players, umpires, line judges and spectator to see. Host should cover any other lines that is visible to reduce confusion. BWF to be consulted on the appropriate color of tapes to be used.

BWF will inform the hosts the number of courts (wheelchair and standing) that is needed for competition.

Host must provide the BWF with a diagram proposal of its court layout two (2) months before the 1st competition day. BWF shall approve the venue set up and court layout.

If by the advice of the Referee and Technical Delegate team, a change of layout is required on any day of the competition in order to balance the number of standing and wheelchair courts required for matches, the Host must give full cooperation and assist that change.

Host must gain the approval from the BWF before any changes can be made.

Ceiling Height

The desirable height from the floor over a full court is 9 metres (30 feet).

Host must confirm the exact height with the BWF when submitting a bid for the tournament.

Court Lighting

It is recommended that the venue be specifically set up for badminton. Lighting should be suitable for competition with a minimum 'horizontal luminance' level of approximately 1200 lux to provide an even light over the whole surface. If television is taking place (see below) then the minimum is 1400 – 1600 lux or in accordance to the requirement of the broadcaster.

Wheelchair storage area (when hosting wheelchair events)

Host must designate a wheelchair storage area at the venue. Preferably, this area must not be behind or next to the courts where it is visible to the players that are on court and competing. Host shall make sure the wheelchair storage area is secured for overnight storage during the competition.

Wheelchair players must be able to access this wheelchair storage area with ease. If wheelchair players has difficulty to access this area, host must be provide volunteers or staff to help.

Catering facilities

It is recommended that catering facilities be available at the venue from at least one hour after play starts until one hour before play is due to complete for each day during the tournament. Catering should offer a range of hot and cold food and drinks, but not just snacks or fast foods.

Host to determine if lunch and/or dinner is provided for the players at a certain cost or free of charge. If players are required to pay, meal package prices must be clearly stated in the tournament prospectus.

Host must provide technical officials with snacks and beverages (hot and cold) throughout the tournament.

Availability

The venue must be available with courts set up ready at least one (1) full day before the day of the team managers meeting and be available till the end of the final events.

Players must be able to practice / train on the competition courts at least 1 day before competition starts. Host must ensure that all teams gets the opportunity to practice in the competition hall if the time of their arrival for the tournament is sufficient enough to allow them to do so.

Unrelated sports equipment

Host must take out any movable items such as portable basketball hoops, football goal posts and other sports equipment that is unrelated to the badminton tournament from the hall.

Photos of venue

Host is required to provide photos of the venue and its facilities (in different angles) when submitting the bidding document. All photos must be in high resolution / good quality.

Player Lounge/Rest Area

A players' lounge / rest area should be provided at the competition venue. The area should be large enough to accommodate 50 people and be wheelchair accessible (when hosting wheelchair events). The area should:

- Be private and secured from the public
- Have Livescore and information on next matches

It is recommended that Host provides staff/volunteer to be stationed at this area.

Other Facilities

Host must provide racquet stringing and wheelchair/prostheses repair service for the teams. This service must be available from the start of practice day until the end of the tournament.

Host must inform the BWF and Referee team if players/teams at the tournament will be charge for any of the services above and its cost.

These services must be at the competition venue.

Cleanliness & Maintenance

Host must ensure the cleanliness of the competition venue at all times during the tournament.

Wheelchair courts lines that are made up of tape must be fixed/re-tape when they are broken. Host should have personnel available during competition days to assist with this.

APPENDIX 3 - EQUIPMENT

The Host shall be responsible for arranging and financing equipment relating to the tournament.

Court Mats / Umpires Chairs / Other Equipment

It is the responsibility of the host to provide a suitable quantity and quality of court mats, posts, nets, shuttles and umpire chairs to service the competition.

Host must only use equipment from the list of approved equipment on BWF website ([link](#)).

Shuttles

A suitable quantity and quality of shuttles with a variety of speeds must be available for the running of the smooth running of the competition. The safekeeping and security of the shuttles must be arranged. Host must list the type of shuttle to be use in the competition in the tournament prospectus.

The brand and quality of the shuttlecock shall be approved by BWF. Please see the BWF website for the approved list of equipment ([link](#))

Scoring System

Tournament planner shall be used as the tournament draw and results software.

Electronic Scoring / Live Score

The Host to provide electronic scoring services to a high-quality including supplying of any equipment will be at no cost to the BWF including – LCD screens for scoring, computers / PCs (Windows XP, network connections).

Player Equipment Box

It is recommended that player equipment boxes are elevated instead of being on the ground. This would assist wheelchair users to better reach their equipment while on court.

Player equipment boxes must be sturdy and large enough to accommodate a badminton racquet bag.

Other Items

Mops

Host must provide a minimum of 2 mops per court.

Chairs

Each court use for standing matches must have a minimum of 4 chairs for players to use. These are to be place next to the umpires' chair – 2 on each side. These are meant for players to fix/adjust their prostheses during a match.

4 coaches chair per court as well as line judges chair (as per the amount of personnel required per match should be made available) during competition days.

Coloured Tapes

If the boundary lines on wheelchair courts uses coloured tapes, host must ensure sufficient amount is available during the competition to re-tape broken lines.

APPENDIX 4 – EVENT OPERATIONS

Items	Responsibility	Finance
<p>Internet Access</p> <p>Hosts must provide internet access at the venue for match control, Referee, Technical Delegate(s) and BWF Staff. This internet line must be secured and not a line that is publicly shared.</p> <p>It is recommended that the host provide a separate internet line that can be accessed by players and team officials at the competition venue.</p>	Host	Host
<p>Match Control, Results & Schedule of Play</p> <p>Referee and Technical Delegate team (and BWF if staff is present on site) will determine the schedule of play on each competition day.</p> <p>Host will need to assist and disseminate the approved schedule of play and results to teams through team's pigeon boxes, notice boards and/or via messaging services through the internet.</p> <p>Host must have personnel(s) that knows how to operate Tournament Planner. If the competition uses two separate halls, there needs to be a match control in each hall with microphone and loud speaker facility for announcements.</p> <p>Host must have an announcer for the competition. Minimum of two (2) announcers are required if the competition is played in 2 separate halls.</p>	<p>BWF</p> <p>Host</p> <p>Host</p> <p>Host</p>	<p>-</p> <p>Host</p> <p>Host</p> <p>Host</p>
<p>Event Presentation</p> <p>Provide a good quality sports presentation, including the event logo and elements used in the overall look and feel / brand of the tournaments, country flags, backdrops for media interviews and for prize presentations.</p> <p>Produce an event logo which is approved by the BWF.</p> <p>Any type of artwork design for banner, buntings and backdrops to be used for the competition must be sent to the BWF for review and approval.</p>	Host	Host
<p>Tournament Souvenir Programme</p> <p>It is recommended that the HOST produce a souvenir programme for the tournament. The final copy needs to be approved by the BWF before printing. BWF may or may not supply content for the souvenir programme.</p>	Host	Host
<p>Medals</p> <p>Provide medals or keep sake souvenirs for the winners, runners up and semi-finalists. Total amount of medals for a tournament with 22 events is 128.</p>	Host	Host

<p>Medal Presentation</p> <p>The medal presentation schedule and format for the EVENT must be approved by the BWF, this includes guests invited to be medal presenters</p> <p>Host should arrange for all medallist to gather/queue before the ceremony. There should be coordinators to manage the prize givers and prize winners.</p> <p>If a BWF photographer is present, he/she must be given priority to have the best spot to take photos of the ceremony/winners. This spot is to be determined by the BWF.</p> <p>Podium</p> <p>Host must provide podiums that are wheelchair accessible. If there are no podiums, there should be an equipment to indicate the placing of the medallists.</p> <p>Host should not use any A-Boards as part of the podium if it will shield a large portion of the wheelchair from being seen.</p> <p>Any ramps build for a stage to present the prizes must be able to fit the largest sport wheelchair in the competition and is safe to be used.</p>	<p>BWF</p> <p>Host</p> <p>Host</p> <p>Host</p> <p>Host</p> <p>Host</p>	<p>BWF</p> <p>Host</p> <p>Host</p> <p>Host</p> <p>Host</p> <p>Host</p>
<p>Doping Control</p> <p>Testing shall be carried out in accordance with BWF Anti-Doping Regulations and procedures, and BWF will be responsible for deciding the number of tests to be conducted.</p> <p>BWF may request HOST for assistance in liaising with the national anti-doping agency. Facilities must be provided by the Host for the testing to take place as per the WADA guidelines.</p>	<p>BWF</p> <p>Host</p>	<p>BWF</p> <p>Host</p>
<p>VIP Support</p> <p>BWF will communicate and inform the hosts if any BWF council or guests would attend the tournament. Hosts should provide accreditations and ground transportation for these BWF guests.</p>	<p>Host</p>	<p>Host</p>
<p>Official Practice</p> <p>Practice Schedule</p> <ul style="list-style-type: none"> • Players shall be given 1 hour to practice on court on official practice days. • BWF to create a practice schedule that takes into account the arrival times of every players from a nation to include them in a session. <p>Practice Shuttles</p> <ul style="list-style-type: none"> • Host shall provide new practice shuttles to each player on official practice days. The shuttle brand and speed must be similar to that being use for the competition. If the venue has warm up court for competition days, used shuttles can provided. 	<p>Host</p> <p>BWF</p> <p>Host</p>	<p></p> <p></p> <p>Host</p>

APPENDIX 5 - ACCOMMODATION

Hotel

The official tournament hotel(s) for players and teams must be wheelchair accessible. The name(s), location(s), quality, pricing, process for bookings etc. shall be detailed in the official prospectus.

Accommodation options must be approved by the BWF.

Official competition hotels must be used to accommodate the Referee, Deputy Referee, Technical Delegate, Classifiers, Umpires, Doctors, BWF Press Officer, BWF Official Photographer and BWF support staff.

Accessibility

The hotel must be wheelchair accessible to all the key areas (when hosting wheelchair events):

- Hotel entrances
- Reception / lobby
- Room entrance & bathroom within the room
- Elevator (indicate how many is available and how many wheelchairs can enter at any one time)
- Restaurants

It is recommended that host identify if wheelchair can access other places in the hotel such as sports facilities. If there are no access, this should be made known to the teams.

Type of rooms

The type of rooms available must be written on the tournament prospectus

- Single
- Double / Twin Sharing
- Triple
- Quadruple

Host must state whether the price for each night includes any meals (breakfast/lunch/dinner).

Wheelchair accessible rooms (when hosting wheelchair events)

Host should secure any wheelchair accessible room at the official hotel for the tournament. These rooms should be allocated to players that needs them the most (i.e. WH1 or WH2)

Host should communicate with the competing teams and ask if any of their players require wheelchair accessible rooms or if regular rooms are fine.

Site visit & Photos (applies to competition venue as well)

Host must inspect the hotel rooms that is being proposed and make sure the hotel is suitable for wheelchair accessible players. Host should take photos and provide them to the BWF.

Host must have a wheelchair user with them when the visit happens to ensure proper check on accessibility.

BWF will conduct a site visit to inspect the suitability of the competition venue, official hotel, and transportation. BWF will cover the flight cost of the BWF staff. Host is responsible for arranging ground transportation and covering the cost of the staff's (maximum) 2 nights hotel stay during the site visit.

APPENDIX 6 - TRANSPORTATION

Wheelchair Accessible Transport

Host must secure a reasonable amount of wheelchair accessible transport to wheelchair users (when hosting wheelchair events) from airport to hotel and venue (or other locations that relates to athlete's participation at the tournament such as team managers meeting location).

Host must send BWF the information below to the BWF:

- Type of wheelchair accessible vehicles (cars/vans/small buses/large buses)
- Number of wheelchair accessible vehicles
- Number of wheelchair users that can fit into the vehicles
- Photos of the vehicles including the security features (i.e. seatbelt or hooks for wheelchairs)

Transport load zones must be wide enough to accommodate wheelchair users transferring out of the car into their wheelchairs. Transfers into a wheelchair raised up on the sidewalk are extremely difficult and hazardous for many people with mobility impairment.

Transport load zones also need to accommodate rear lift equipped vans as well as side mounted lifts. Therefore, they need to provide an aisle of at least 2,400 mm wide and 7,000 mm long, adjacent and parallel to the vehicle pull-up space. Transport load zones must be equipped with at least one kerb ramp.

Transport Operations

Transportation must be made available to convey (in a reasonably timely manner – 15 minutes to half an hour frequency of service – and by a reasonably direct route) all foreign / overseas players, officials, BWF VIPs if any and personnel from BWF to and from the official competition hotels and the nearest international airport; between the hotels and the venue; and between the hotels and the practice facilities. Host must distribute transportation schedule to all teams.

Host must provide a dedicated transport for the BWF Technical Officials team and staff during the tournament.

Transport must be available late at night to take officials back to their hotels as well as any players that are with doping control.

Some players may book accommodation that is of walkable distance to the venue. If a change of venue after the publication of prospectus affects this, host must be able to assist the players to get to the 'new' proposed venue during the competition week.

Airport

The airport chosen must be a hub for many major international airlines. This is to ensure that wheelchair players are able to secure flights to the destination. Smaller airports serve smaller planes which does not have the capacity to load many wheelchairs and luggage that big teams bring.

Airport pickups and drop off should be available at least three days before competition day one and until one day after the last competition day.

The airport should preferably not be more than 60 minutes drive from the venue and hotel.

Host must assist wheelchair users to transfer all sports wheelchair from the airport (when hosting wheelchair events), either directly to the competition venue upon arrival or to the hotel, then venue. This also applies when players are departing from the competition.

Player's air travel or their own domestic land travel

This will be arranged and paid for by themselves or their Member Associations.

APPENDIX 7 – TOURNAMENT PROSPECTUS

Prospectus / Entry Forms / Entries

Prospectus, accommodation / transport / visa and entry forms shall be prepared and made available to the Members no later than 120 days before the first day of competition begins.

The prospectus / entry form and fees charged shall be approved by BWF before circulated and published.

There should only be one currency listed in the tournament prospectus.

BWF will manage the approval of players' entries into the tournament and share the list of players after the final entry day.

Entry fees

Host may charge an entry fee for players and team officials for the tournament. It is recommended that the amount charge for team officials (which includes coaches, team managers, physiotherapist) must be half the cost of what is charged to the players or lower.

Host must be able to justify what services are covered under the entry fee. The amount charged needs to be approved by the BWF.

Host must provide an invoice for entry fees to teams. If a team or individual players request for separate invoices under each individual name, host must be able to provide this.

Host should only expect payment from teams/players when the correct invoices are provided to them. A reasonable time frame must be given to the teams/players to make payment once invoices are sent out. Host must consider the size of a team when expecting payment.

Host should provide a report to the BWF if any teams/players have not made entry fee payment 7 days and 1 day before the 1st day of competition.

Players should be allowed to pay via cash when arriving at the competition if they have difficulty with bank transfers.

VISA Support

HOST must provide assistance where necessary to visiting teams and officials to obtain entry visas. Timely applications for visas remain the responsibility of the applicants.

Prospectus Content

BWF will provide a prospectus template that must be used by Hosts. Content should include accommodation, bank account, transportation, host contact, venue, tournament schedule, meeting details, brand and type of shuttle and other relevant information from Host/BWF.

APPENDIX 8 – TEAM MANAGERS MEETING

Team Managers Meeting are scheduled one day before competition day one. Hosts must identify a location and venue for the meeting and inform the BWF. The date and time of the meeting to be approved by the BWF.

Hosts are required to provide these facilities at the Team Managers Meeting.

- Computer & Projector
- Large Screen
- Chairs (enough for 2 representatives per team at minimum)
- Microphone

Room can be set as classroom style. The front of the room should have tables and chairs set for the BWF technical officials to sit.

The meeting room must be accessible for wheelchair users.

APPENDIX 9 - TECHNICAL OFFICIALS**GRADE 2 – LEVEL 1**

BWF Technical Officials	Amount	Appointed by
Referee	1	BWF
Deputy Referee	1	BWF
Technical Delegate	1	BWF
Umpire Coordinator	1	BWF

GRADE 2 – LEVEL 2

BWF Technical Officials	Amount	Appointed by
Referee	1	BWF
Deputy Referee	1	BWF
Technical Delegate	1	BWF
Umpire Coordinator	1	BWF
Chief Classifier	1	BWF
Classifier	3-4	BWF

GRADE 2 – LEVEL 3

BWF Technical Officials	Amount	Appointed by
Referee	1	BWF
Deputy Referee	1	BWF
Technical Delegate	1	BWF
Umpire Coordinator	1	BWF
Chief Classifier	1	BWF
Classifier	1-2	BWF

Items (for BWF appointed Technical Officials)	Responsibility	Finance
Economy class flight	BWF	BWF
Daily Allowance	BWF	BWF
Accommodation with breakfast at tournament's official hotel. Host must provide accommodation option that is of four-star standard.	BWF	BWF
Ground transportation (throughout the tournament) <ul style="list-style-type: none"> Airport pickup & drop off Hotel - Venue 	HOST	HOST

HOST Technical Officials	Amount	Appointed by
Deputy Referee Note: A Host deputy referee is optional for a competition with 1 hall but is a must for tournaments that utilizes two (2) competition halls. It is also important for the development of Para badminton technical officials in the host country or region.	1 - 2	HOST
Host Umpire <ul style="list-style-type: none"> Must be national, continental or BWF accredited/certificated 	See Notes	HOST
Line Judges	See Notes	HOST

NOTES
<p>Host is required to confirm the number of line judges and umpires they would appoint for the tournament four (4) weeks before the 1st day of competition with the BWF.</p> <p>Host must be able to provide umpires and line judges based on the guidelines below:</p> <ul style="list-style-type: none"> An umpire and service judge must be available for each match (Service judge is optional for Grade 2 Level 3) A minimum of four (4) line judges per court/per match (Grade 2 Level 1) A minimum of two (2) line judges per court/per match (Grade 2 Level 2 and 3) <p>Final matches</p> <ul style="list-style-type: none"> An umpire must be available for each match. There must be a service judge in each match. Recommendation of six (6) line judges, per court/per match. A minimum number of four (4) line judges, per court/per match should the recommended amount cannot be fulfilled.

The Referee can decide if certain matches requires more than the minimum number of line judges.

Comment:

The number of courts usually required on finals day is four (4) courts. The number can be reduced with the agreement of the Referee, Technical Delegate and BWF representative when the schedule is being created and if the number of events is less than 15.

Umpires & Line Judges Briefing

- Date and time of briefing to be determined by the BWF after discussing with Host and the Referee team. Meeting should be held 1 day before the competition begins.
- Location of briefing to be confirmed by the Host with the BWF 1 week before the 1st day of competition.

Host to provide training to line judges before the tournament begins to familiarize themselves with Para badminton.

Host

APPENDIX 10 - CLASSIFICATION

Tournament Host at Grade 2 Level 2 and Level 3 must be willing to host classification before the tournament begins. BWF will however decide whether that tournament will have classification or not. This will be communicated to the Host in advance. The Host shall cover the cost of classification.

CLASSIFICATION PERSONNEL

A classification panel is made up of 2 classifiers. BWF will appoint a team of Classifiers for the tournament consisting of:

- 1 Chief Classifier
- 1 - 4 Classifiers

It will be a maximum of five (5) personnel but BWF may decide on a reduced number of Classifiers. A tournament may have a minimum of one (1) classifier panel. In this situation, a protest panel will not be available.

CLASSIFICATION ROOM ARRANGEMENT

Classification room should be hosted at the competition venue. The following facilities must be provided by the Host and be ready at least one (1) day before the first day of classification. It must be inspected by the classifier team before the classification meeting. The arrangement should have these arrangements:

- Waiting area with chairs or sofas
- Classification room – must be next to the waiting area. A room that is at least 4m x 4m in area. A sport wheelchair must be able to go into the room and manoeuvre within the room.
- Classification room must be short walking distance to a wheelchair court.

Equipment in Classification Room

Examination bench, moveable in height.

2 moveable examination chairs without back, moveable in height if possible

1 big table for administration with 4 normal chairs

1-2 screens (for privacy)

Protection paper for the bench

Disinfection liquid for the bench and hands

Some unsterile gloves

Computer that is linked to a printer

Coloured tapes

Notes

BWF will decide on the number of classification days depending on the number of entries and classification panel that is available.	
If there are two classification teams, two classification rooms with the same equipment will be required.	
Host must send photos of the examination bench and room(s) they intend to use for Classification to the BWF contact person in order to ensure its suitability.	

CLASSIFICATION MEETING

- Classification Meeting is to be organized the day before Classification at a time to be determined by the BWF.
- Host will need to identify and confirm the exact location of the Classification Meeting. This needs to be communicated in the tournament prospectus as well as through pigeon holes, announcement/notice boards and/or information desk at the official hotel used.

Comment:

BWF recommends that the meeting room be held at the official hotel where most of the teams are staying if it is suitable (i.e. wheelchair accessible and enough space for the group that will attend)

- The meeting room should have:
 - Computer & Projector
 - Large Screen
 - Table & Chairs (enough for 2 representatives per team)
 - Microphone

Room can be set as classroom style. The front of the room should have tables and chairs set for the classifiers to sit.

The meeting room must be accessible for wheelchair users.

CLASSIFICATION REQUEST FROM HOST

If BWF decides that no classification will be held at a tournament, the Host may request that classification be organised if they have at least 8 players from the host country that needs classification.

This however depends on:

- Availability of the BWF classifiers
- Host financing the cost of bringing the classifiers to the tournament.
 - Economy class flight with return leg
 - Accommodation with breakfast - Maximum of five (5) nights at the tournament's official hotel

BWF will decide whether to approve the request after consulting with the Head of Classification and BWF management.

CLASSIFICATION DAY(S)

Transportation should be readily available for the Classifier team before Classification starts to bring them to the venue. Exact time to depart will be discussed with the Host. Transportation should also be available to bring them to the team managers meeting after classification has finished.

A minimum of one (1) wheelchair court needs to be allocated to the classifiers to assess the players. This court must be the closest to the Classification room. Practice schedule for team must not include this court (except after all Classification is completed or if the Classifier team does not require its use anymore).

It is recommended that the host provides a volunteer to assist the Classifier team with Classification.

APPENDIX 11 - MEDIA AND COMMERCIAL RIGHTS & OBLIGATIONS

TELEVISION, MARKETING & PUBLICITY	Responsibility	Financing
<p>Publicity and Marketing</p> <p>It is recommended that the host publicize the hosting of the event in the area or city to raise awareness of Para badminton and the tournament.</p> <p>Host must provide statistics of media personnel (including writers, photographers, and tv channels) that attends the tournament to provide coverage to the BWF.</p>	Host	Host
<p>TV Production or Live Streaming (if available)</p> <p>Host may secure at no cost to the BWF, TV production/livestreaming which is relevant to the scale and scope of the tournament. Host will use best endeavours to ensure coverage of the Event meets BWF's Television Delivery Requirements. Host must liaise with the BWF on the television production and broadcast arrangements.</p> <p>BWF retain all media rights connected to the Event, but will enter into an agreement with the Host around how to distribute domestic and international media rights, including how to distribute any revenues.</p> <p>Host is required to share the livestreaming feed with the BWF if it is available (for level 1 this is mandatory).</p>	<p>Host</p> <p>BWF</p> <p>Host</p>	<p>Host</p> <p>BWF</p> <p>Host</p>
<p>Website and Internet Rights</p> <p>BWF retains rights for the exploitation by means of website, internet, and interactive media – however BWF will enter into an agreement based on specific plans on the exploitation of these rights. Streaming and webcasting rights of any of the match played remain with the BWF unless otherwise agreed by the BWF.</p> <p>BWF have the possibility for non-exclusively to create a tournament website specifically and only for the communication and publicity for the tournament including tournament information, news stories, player profiles and results.</p>	BWF	BWF

INTRODUCTION

Following the BWF decision on who is hosting BWF Para Badminton World Circuit Grade 2 Level Tournaments, the BWF and the successful Host Member Association (HOST) will sign a hosting agreement.

The agreement between them will include the rights that each party can exploit in relation to the event. The totality of these rights is initially owned exclusively by BWF and is made up of the:

- a) **Television Broadcast** – Rights and Production
- b) **Commercial Rights**, including all advertising, sponsorship and merchandising Rights

BWF grants specific rights to the Organising Committee (Host). This section explains which rights can be exploited by the Host. In case the Host wish to retain additional rights than what is described in this section, then it should be specified in detail in the bid material submitted to the BWF which additional rights the Host wish to retain and any effect on any hosting fee.

The Host should also clearly specify which product categories they wish to have as exclusive product categories for the Host.

BWF requires 'sign-off' on all commercial and design aspects of the arena dressing to ensure this consistent look and feel, and that all commercial requirements are implemented correctly.

TELEVISION RIGHTS

For the Para Badminton International Grade 2 Level 1, 2, and 3 BWF do not require any television coverage. However, all **Domestic and International Television Rights remain with the BWF and the BWF shall be entitled to exploit these rights accordingly unless otherwise agreed with the Host.**

The Host is however recommended to establish a TV production setup for selected days and matches according to BWF TV production guidelines. In this case the BWF and Host will agree how to optimize the distribution of Domestic and International Television Rights, and BWF may transfer rights to the Host to exploit such TV rights, including providing a revenue share in case any license fees are collected.

'Domestic TV Rights' shall mean the exclusive right to distribute, broadcast, exhibit and reproduce the broadcast for exhibition on the following media including without limitation any form of television, cable, DBS, satellite, MMDS, SMATV, NVOD, Pay TV, Pay-Per-View and radio and all theatric and non theatric rights (excluding any fixed media such as DVD, CD-ROM, CDi video). All closed circuit and so-called in-flight exhibitions and New Media rights are excluded from the Domestic TV Rights, including but not limited to Internet, WAP, mobile devices, IPTV and other computer-generated sources in the Host's territory. This clause may be updated from time to time to reflect new technologies.

'International Broadcast Rights' shall mean the right to distribute, broadcast, exhibit and reproduce the broadcast for exhibition on any form of electronic media including without limitation any form of television medium including but not limited to terrestrial, cable, DBS, satellite, MMDS, SMATV, NVOD, Pay TV, Pay-Per-View and Radio and all theatric and non-theatric rights (excluding any fixed media such as DVD, CD-ROM, CDi, video) including and not limited to closed circuit and to so-called in-flight exhibitions, and New Media rights including but not limited to Internet WAP, mobile devices, IPTV and other computer-generated sources in all territories except the rights specified under the **Domestic TV Rights**. This clause may be updated from time to time to reflect new technologies.

'News Access Rights' shall mean the right of access to excerpts from any broadcast not exceeding three (3) minutes in aggregate duration per broadcast, for the purpose of producing news coverage to be broadcast strictly within 72 hours, or as stipulated by local news access regulations, of the occurrence of the relevant day's play as part of a regularly scheduled, bona fide, news programme by all means of vision media including the Internet and on-line services in all territories. The 'News

Access Rights' remain the property of the BWF or its Licensee at all times who may authorise their use to any BROADCASTER globally and including in the territory of the Host.

COMMERCIAL RIGHTS, RESTRICTIONS & ARENA DRESSING

By 'Commercial Rights', BWF mean the advertising, sponsorship and merchandising rights associated with the event, in other words the right to sell advertising in the arena and the right to sell title sponsorship to the event.

This section introduces the main commercial rights that are available at BWF events; it explains which rights can be exploited by the Host and highlights the procedures that will be required by the Host to gain approval from BWF in the form of sign-off prior to the event. Bidding Associations are requested to detail where there are any local restrictions on the form of advertising that can be displayed in and around the venue.

NOTE: BWF may enter into agreement with a sponsor related to the Commercial Rights of the Event. This may be in relation to the World Circuit Title Sponsorship and/or a partner sponsorship, whereby BWF will retain certain rights (such as A-boards positions, Naming Rights, Product Category Exclusivity and other necessary rights) to deliver such a sponsorship. In case BWF enter into such a sponsorship BWF will discuss a reasonable compensation to the HOST.

COURTSIDE A-BOARDS

- **Content:**
Each panel may contain messages or commercial advertising (in any language) apart from advertising that promotes tobacco products and alcohol or products or services which are illegal.
- **Number:**
The total number of courtside A-boards that can be displayed is subject to the type of set-up that is used. Host must confirm with the BWF 2 months before the competition starts how many A-Boards it is planning to have around the playing arena. A typical set-up is either 30 or up to 34 A-boards around one court (for a BWF World Tour events).
- **Size and setup:**
For BWF events, A-boards must be of a size specified in BWF Guidelines (Sidelines A-Board (160cm x 70cm) Baseline A-Board (185cm x 70cm). A-board set up will be agreed by the BWF. The BWF shall retain the rights to have up to 2 A-Boards per court.
- **Arrangement:**
Placement of A-Boards must be agreed between Host and BWF. This will depend on the size and shape of the competition venue.
- **Product categories for the HOST:**
All product categories available to the Host. Except if BWF make arrangements with a sponsor (e.g. a title sponsor) then BWF and the Host will agree the terms for BWF to retain such product category.
- **Category Exclusivity**
If BWF make arrangements with a sponsor then neither the Host nor its Licensees will appoint or endorse in any way any company or brand in conflict with any such sponsors..

The Host would use their best endeavours to prevent the name of any brands competing with BWF / Tournament sponsors being advertised or promoted at the host venue, except where the advertisement is carried on the clothing of a participating player or team.. In the event of an infringement of this clause BWF will be entitled to instruct Host to remove any such objects including but not limited to promotional materials, products, and advertising that may be contributing to the infringement.

OTHER ADVERTISING/ VIP BENEFITS

Other promotional opportunities, in and around the courtside and arena:

- Hospitality Rights – The Host can set up a hospitality area where hospitality packages can be sold. BWF to have access to this area for BWF Council, guests and sponsors as and when required.
- Host has right to banner positions in the venue for corporate banners exclusive to sponsors. BWF to approve final commercial setup (numbers and positions) for sponsor exclusive corporate banners.
- Host has right to sell booth spaces. The BWF will approve the final commercial setup (numbers, space size and positions) for sponsor exclusive booths.
- Non-exclusive Merchandising Rights. This right to be coordinated with BWF.

All other promotional and advertising opportunities are retained by the BWF.

NAMING RIGHTS

The Host may have all naming rights to the Event. This includes the sale of the title sponsorship of the event, which can be:

'<company> <name of tournament> Para badminton International Or

'<name of tournament> Para badminton International presented by <company>'

Or other naming combinations as agreed by BWF.

ARENA DRESSING

BWF has the final 'sign-off' on all aspects of the presentation of the event, to include music and its use, music selection and playlist, all special effects and ceremonies.

BWF has the final 'sign-off' on the approval of the arena dressing and all relevant design (including material used for official functions and promotional activities), to include:

- Totality of all visible sponsorship / advertising / branding
- 'Sign-off' approval on inclusion of each individual sponsor / advertiser

All promotional material produced by the Host must contain BWF sponsors (if any) in the correct position and proportion and the cost to produce such materials shall be borne by the Host. Special requests on promotional material will be borne by the BWF or the sponsor.

VIP SERVICES

BWF will be entitled to receive free of charge the following:

- a few parking bays for VIPs if required
- Invitation to official functions for BWF officials as agreed.
- BWF shall agree with Host on prize presenters according to BWF protocol.

OTHER COMMERCIAL RIGHT

The Host shall incorporate BWF Sponsors (if any) in all material where requested by BWF and shall always use the full Tournament logo where the Title Sponsor is exposed. All promotional material produced by the Host must contain BWF sponsors (if any) in the correct position and proportion and the cost to produce such materials shall be borne by the Host.

Depending on the actual agreement with BWF tournament sponsors there may be additional sponsorship requirements that must be implemented by the Host. If such additional requirements have material cost implications, then such costs will be covered by BWF.

MERCHANDISING RIGHTS

Included in this category are all rights associated with the sale of product in connection with BWF events. These rights are non-exclusive rights for the Host and should be coordinated and agreed with BWF.

Each item of product and its design must be approved by BWF and must carry, where practical, any logo that the BWF requires.

INTERACTIVE RIGHTS

This group of rights concerns all and any presence of information and data owned by BWF that appears on the internet in any shape or form. It includes but is not limited to:

- Any moving pictures of the event including video (webcasting) from the event or its environs
- Historical data about players which is contained in databases compiled and owned by BWF
- So-called "live" scoring of matches at BWF events
- The use of any URL associated with a BWF event
- The right to give a web site "official competition web site" status.

BWF retains all rights to the Interactive category but may grant certain rights to an Host as part of its agreement with that Host. For example, language rights to operate a website in the language of the host Host only may be granted.

MARKETING RIGHTS

BWF is the owner of all rights in connection with its event.

Over and above the costs of organising the event, the hosts may wish to exploit marketing rights at the event. Bidding organisations should make clear their intentions in this regard at the time of bidding. For avoidance of doubt, the Domestic and International Broadcast Rights will be retained by BWF unless separately agreed between the Host and BWF.

APPENDIX 12 – FINANCE CONSIDERATIONS

Note	Considerations
A	<p>Include hire of stadium for at least 2 days before the first day of play and all associated cost (if not already included) such as any associated taxes; security and compulsory stewarding costs; electricity; cleaning; hire of rooms for media; anti-doping testing; VIPs; etc. NB: media room will be needed for four (minimum three) days before the first day of play.</p> <p>Included cost of scoreboards and a player identification system. Also include the cost of setting up a small (minimum 2 PCs) network with one PC located at the Match Control, one in media room: these PCs are used for the results and matches in progress.</p>
B	<p>Include hire of vehicles, any payments necessary to drivers, vehicle running costs (including insurance, petrol, parking fees, road tolls, etc).</p> <p>Costs must cover transport of all players, officials, media and VIPs to/from airport (including large amount of luggage): between hotels and hall(s): between hotel (s) and practice facilities; and to/from any official receptions and ceremonies.</p>
C	<p>Include cost of accommodation, national travel and any daily allowance for Host TOs.</p> <p>Host travel budget; use a working assumption of USD\$ 1200 per person. This may be revised down word, depending on the location of the host Association. Also assume the number of umpires and referees required or specified by BWF for the event concerned.</p> <p>Include cost of any daily allowance to be paid of refreshments/snacks for them. Indicate total number of line judges to be available. Minimum age of 16.</p>
D	<p>Include cost of any daily allowance to be paid or of refreshments/snacks for them. Indicate total number of personnel envisaged. Covers stewards, match control, shuttle control, secretariat, media support personnel, etc.</p>
E	<p>Indicate forms of promotion & marketing envisaged: e.g. posters, press / TV / radio adverts, circulars to club, etc</p>
F	<p>Include for VIPs, and welcome receptions, drinking water and snacks for personnel, players etc (if not already included in another category)</p>
G	<p>Include all costs involved in preparing for event; consider meeting costs; communications (phone / faxes); overtime paid staff; supplies (stationery, etc); etc</p>