



REQUEST FOR PROPOSAL (RFP)

BWF BIDDING DOCUMENT / GUIDELINE

PARA-BADMINTON INTERNATIONAL 2019 & 2020



CHAPTER 1 - INTRODUCTION

OVERVIEW

The Para-Badminton International 2019 & 2020 are sanctioned BWF tournaments. Tournaments hosted between 31 December 2018 and 29 March 2020 will also be Tokyo 2020 Paralympic Games Qualifying Tournaments and provide BWF Para-Badminton World ranking points for athletes which go towards the Road to Tokyo 2020 Rankings.

In order to allow member associations to host their National Para-Badminton Championships without clashing with the qualifying tournaments, it recommended that hosts of Para-Badminton International do not host any tournament between January 21 and February 3 2018.

Hosts may also bid for tournaments that are outside the qualifying period in 2020.

The Para-Badminton International tournament is an individual competition and each Member Association or organisations recognised by the BWF, is invited to enter players into these tournaments.

SUMMARY

Dates	Agreed between the host / BWF
Minimum number of competition courts	8 (Mix of court mats for standing and wooden flooring for wheelchair classes)
Number of Warm Up Courts	1 minimum
Number of Referees	2 (Referee and Deputy appointed by the BWF)
Technical Delegate	1 minimum (appointed by the BWF)
Classifier	1 Chief Classifier, 3 Classifiers
On Court Doctors	1 (local medical doctor – English speaking)
Competition Days	Minimum 5 days (BWF may recommend more)

Any criteria that is less than what is stated above will need the approval of the BWF.

TOURNAMENT FORMAT

The tournament will consist of events for men and women in wheelchair, standing and short stature Sport Classes.

Events	Wheelchair classes		Standing classes			Short Stature
	WH 1	WH 2	SL 3	SL 4	SU 5	SS 6
Men's Singles	☒	☒	☒	☒	☒	☒
Women's Singles	☒	☒	☒	☒	☒	☒
Men's Doubles	① ← ☒ → ①		② ← ☒ → ②		③ ☒ ③	☒
Women's Doubles	① ← ☒ → ①		④ ← ☒ → ④			☒
Mixed Doubles	① ← ☒ → ①		④ ← ☒ → ④			☒
The following rule will apply for doubles and mixed:						
Sign	Event	Sport Class	Points	Combinations Permitted	NOT Allowed	
①	Men's Double Women's Double Mixed Double	WH 1 & WH 2	A maximum of 3 points	WH 1 + WH 2 (WH 1 + WH 1)	WH 2 + WH 2	
②	Men's Doubles	SL 3 & SL 4	A maximum of 7 points	SL 3 + SL 4 (SL 3 + SL 3)	SL 4 + SL 4 SL 3 + SU 5 SL 4 + SU 5	
③	Men's Doubles	SU 5	No limitation	SU 5 + SU 5 (or all other combinations)		
④	Women's Doubles Mixed Doubles	SL 3 to SU 5	A maximum of 8 points	SL 3 + SU 5 SL 4 + SL 4 (SL 3 + SL 4 SL 3 + SL 3)	SL 4 + SU 5 SU 5 + SU 5	

The Laws of Badminton and Para-Badminton General Competition Regulations apply to all BWF sanctioned Para-Badminton tournaments.

The competition in each Sport Class is in two parts - group play with three to four in each group (where there are sufficient entries), followed by a knock-out stage. The group play is a round robin format to ensure each player at the tournament gets a minimum of two to three matches.

CHAPTER 2 – MAKING A PROPOSAL

TIMETABLE	REMARK
Wednesday 02 / 05 / 2018	Opportunity advertised widely, RFP available on website.
Tuesday 09 / 7 / 2018	Deadline for submission of RFP & bid documentation to BWF. Email to Syahmi Sabron – s.sabron@bwfbadminton.org and Darren Parks - d.parks@bwfbadminton.org
Tuesday 17 / 7 / 2018	Shortlist and recommendation to BWF Events Department & Para-Badminton Committee/Commission.
Tuesday 31 / 7 / 2018	Decision on the host
By Tuesday 2 / 9 / 2018	Host and BWF signs agreement

SELECTION CRITERIA

The following provides the main criteria the Para-badminton Committee / Events Committee uses in evaluating proposals to host tournaments.

Criteria	Description
Event Experience	Has experience in delivering successful international Para-Badminton tournaments / badminton tournaments.
Organisation	Has experienced people on the Organising Committee. The nature and structure of the Organising Committee and its international tournament experience / capacity to deliver.
Location	The proposed location of the city /venue / accommodation. Organisational factors such as frequency and departure points of flights, the distance and time for transport from airport(s) to official hotel(s) and official hotel(s) to competition venue as well as the requirements for and complexity of obtaining visas are taken into consideration.
Finance	Capacity of all relevant costs to be met by the Local Organising Committee (LOC), that the budget is reasonably well balanced between revenue and expenditure, that the budget is realistic, and that income generation plans are well-supported.
Accessibility	Ensuring wheelchair accessible competition venues, training venues, accommodation and transport are provided. Competition Venues - wheelchair accessible for all the key areas including access / exit points to / from the venue, elevators, field of play access, changing rooms, enough disabled toilets, classification rooms, spectator / viewing areas, match control desk, results boards and medical doping control station.
Competition Venue	Ensuring that all the technical specifications detailed in this document (especially Section 3) can be met and delivered on time, in a professional manner and in accordance with Para-badminton Competition Regulations.
Accommodation	Ensuring a range of wheelchair accessible options can be provided to participating players / support personnel and the associated costs of these options are packaged well. The location and distance from hotels to competition and practice venues, self-catering possibilities, the need for pre-payment etc;

Transport	Wheelchair accessible transport for players and support personnel provided from airport(s) to hotels and hotels to competition venue.
Medical	Ensuring appropriate levels of medical servicing to the event for players, player support personnel and officials and for providing on-court medical requirements as described in the Competition Regulations.
Marketing / Regional Development	How the event will be marketed to maximize exposure for the sport. How the event will encourage the playing of Para-Badminton in the region / country.

CONTACT DETAILS

The final decision on the awarding of the event will be taken the BWF.

The person responsible for handling all correspondence with organisations bidding for BWF events is the Junior Tournament Series Manager – **Syahmi Sabron**, and all enquiries, expressions of interest, bid documentation, should be sent to him at:

Email	s.sabron@bwfbadminton.org
Fax	+60326319188
Tel	+60326319688

CHAPTER 3 – ORGANISATIONAL AND FINANCIAL RESPONSIBILITY

COMPETITION / TRAINING VENUE	Responsibility & Financing
<p>Competition Venue</p> <p>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))</p>	LOC
<p>Accessibility - The venue must be wheelchair accessible to all the key areas</p> <ul style="list-style-type: none"> • Venue entrances/exit • Field of play access • Changing rooms • Toilets • Classification rooms • Spectator / viewing areas • Match control desk • Results board • Medical room / physio / doping control station • Cafeteria / players' lounge • Stringing / wheelchair repair area • Transportation pickup / drop off area • Team Managers Meeting / Classification Meeting room 	LOC
<p>Size of Arena (usable Space)</p> <p>The venue should have appropriate space for a minimum of eight (8) courts (with reasonable space between courts) and two (2) warm up courts (court mat and wooden sprung floor) in the same hall or adjacent to the main arena.</p> <p>Host should inform BWF if the venue selected can fit less than 8 courts. BWF will decide the suitability of the venue,</p>	LOC
<p>Seating Capacity</p> <p>The venue must provide a minimum seating capacity of 300 for the competitors in the event. There must be sufficient viewing areas which are wheelchair accessible.</p> <p>Should a venue does not allow or provide enough space for wheelchair users access to the upper floors/spectator seating, organisers 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 equipment or A-Boards.</p>	LOC

<p>Flooring & Court Layout</p> <p>The venue must have wooden flooring (preferably wooden sprung flooring). Badminton court mats shall be used for standing classes, wooden surfaces for wheelchair classes. The surface must be flat and suitable for international play.</p> <p>Colour of lines for wheelchair courts must be in contrast to the floor and clear. If matches on wheelchair courts are to be broadcasted on live TV, LOC should cover any other lines that is visible on that court for presentation purposes.</p> <p>BWF will inform the hosts the number of courts (wheelchair and standing) that is needed for competition.</p> <p>LOC must provide the BWF with a diagram proposal of its court layout one (1) month before the 1st competition day. BWF shall approve the venue set up and court layout.</p> <p>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 LOC must give full cooperation and assist that change.</p>	<p>LOC</p>
<p>Playing Height</p> <p>The desirable height from the floor over a full court is 9 metres (23 feet), but the minimum height is 7 metres (23 feet).</p> <p>LOC must confirm the exact height with the BWF when submitting a bid for the tournament.</p>	<p>LOC</p>
<p>Court Lighting</p> <p>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 800 – 1000 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.</p>	<p>LOC</p>
<p>Wheelchair storage area</p> <p>Organisers 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 athletes that are on court and competing. Host shall make sure the wheelchair storage area is secured for overnight storage during the competition.</p>	<p>LOC</p>
<p>Catering facilities</p> <p>Catering facilities must be available at the venue from at least one hour</p>	<p>LOC</p>

after play starts until one hour before play is due to complete for each day during the tournament and offering a range of hot and cold food and drinks, and specifically not just snacks or fast foods. Consumers to pay for food purchased.	
<p>Availability</p> <p>The venue must be available with courts set up ready at least two (2) full day before the competition starts and be available till the end of the final events.</p> <p>Players must be able to practice / train on the competition courts (2) days 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.</p>	LOC
<p>Unrelated sports equipment</p> <p>LOC must take out any movable items such as portable basketball hoops, football goal posts, any umpiring chairs for other sports out from the playing arena.</p>	LOC
<p>Photos of venue</p> <p>Organisers are 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.</p>	LOC
<p>Other Facilities</p> <p>Hosts must provide racquet stringing and wheelchair/prostheses repair service for the teams.</p> <p>Host must inform the BWF and Referee team if athletes/teams at the tournament will be charge for any of the services above and its cost.</p> <p>The location for these services must be at the competition venue.</p>	LOC

EQUIPMENT	Responsibility & Financing
<p>Court Mats / Umpires Chairs / Other Equipment</p> <p>A suitable quantity and quality of court mats, posts, nets and umpire chairs must be provided to service the competition.</p>	LOC

<p>Shuttles</p> <p>A suitable quantity and quality of shuttles with 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.</p> <p>The brand and quality of the shuttlecock shall be approved by BWF. Please see the BWF website for the approved list of equipment (link)</p>	<p>LOC</p>
<p>Scoring System</p> <p>Tournament planner shall be used as the tournament draw and results software.</p> <ul style="list-style-type: none"> ○ Electronic It is recommended that the LOC provides 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). <p>If no electronic scoring is available,</p> ○ Manual Manual type on-court scoring system must be available should electronic scoring is system is unavailable or does not function properly. Each court should have a minimum of two (2) sets of scorecards. <p>LOC must confirm with the Referee team whether dedicated scorers are available or to recommend line judges as scorers.</p> 	<p>LOC</p>
<p>Player Equipment Box</p> <p>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.</p>	<p>LOC</p>

EVENT OPERATIONS	Responsibility & Finance
<p>Internet Access</p> <p>LOC must provide internet access at the venue for match control, Referee, Technical Delegate(s), Classifiers and BWF Staff. This internet line must be secured and not a line that is publicly shared.</p>	<p>LOC</p>

<p>Match Control, Results & Schedule of Play</p> <p>Referee & Technical Delegate team will determine the schedule of play on each competition day. BWF Tournament Series Manager will make recommendations on the schedule of play on TV court should there are recordings or tv broadcasting at the tournament.</p> <p>Schedule of play & results must be made available at the venue and official hotels through team's pigeon boxes and/or notice boards.</p>	<p>BWF</p> <p>LOC</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>LOC</p>
<p>Tournament Programme</p> <p>It is recommended that the LOC 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>	<p>LOC</p>
<p>Medals</p> <p>Hosts must provide medals or keep sake souvenirs for the winners, runners up and 3rd / 4th place. The design of the medals must be approved by the BWF and have the BWF logo on them.</p> <p>The list of medals to be ordered by the LOC will be confirmed by the BWF appointed Technical Delegate within 2 weeks after tournament entry closes.</p> <p>LOC must note that they could be the possibility of combined events after the re-entry process before the tournament which would affect the name of events and consequently the medals. It is recommended that organisers have extra generic medals for this situation if the time between re-entry and medal ceremony is not sufficient to create/order new medals.</p>	<p>LOC</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>LOC</p>
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<p>TELEVISION, MARKETING & PUBLICITY</p>	<p>Responsibility & Financing</p>
<p>Publicity and Marketing</p> <p>It is recommended that the host publicize the hosting of the event in the local area or city to raise awareness of Para-Badminton and the tournament.</p>	<p>LOC</p>
<p>TV Production or Live Streaming (if available)</p> <p>For the Para-Badminton International, BWF do not expect or require any television/livestreaming coverage. Host may however, secure at no cost to the BWF, TV production/livestreaming which is relevant to the scale and scope of the tournament. LOC will use best endeavours to ensure coverage of the Event meets BWF's Television Delivery Requirements. LOC must liaise with the BWF on the television production and broadcast arrangements.</p> <p>Host is required to share the link to livestreaming with the BWF if it is available.</p>	<p>LOC</p>
<p>Website and Internet Rights</p> <p>BWF retains rights for the exploitation by means of website, internet, and interactive media. Streaming and webcasting rights of any of the match played remain with the BWF unless otherwise agreed by the BWF.</p> <p>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>	<p>BWF</p>

ACCOMMODATION	Responsibility & Financing
<p>Hotel</p> <p>Wheelchair accessible hotel(s) shall be selected as the official tournament hotel(s) for players and teams. The name(s), location(s), quality, pricing, process for bookings etc. shall be detailed in the official prospectus/</p> <p>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.</p>	<p>LOC</p>
<p>Accessibility</p> <p>The hotel must be wheelchair accessible to all the key areas:</p> <ul style="list-style-type: none"> • 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 <p>It is recommended that LOC 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.</p>	<p>LOC (to identify hotel's accessibility)</p>
<p>Type of rooms</p> <p>The type of rooms available must be written on the tournament prospectus</p> <ul style="list-style-type: none"> • Single • Double • Triple • Quadruple 	<p>LOC</p>
<p>Price</p> <p>It is highly recommended that host finds an official accommodation that cost USD 180 or less per night for a twin sharing room (equivalent to USD 90 per person/per night).</p> <p>Additionally, it is recommended that host provide an additional accommodation option for teams that is cheaper than the main option. It is up to the host whether to provide official transportation for this second option. If no transportation will be provided for this option, it must be communicated in the tournament prospectus.</p> <p>Any hotel prices that is advertised on the tournament prospectus must be the amount charged to the players/teams. It is recommended that all prices advertised must already include tax and/or any additional charges. If not, it must be stated that prices are subject to the differing taxes that is</p>	<p>LOC</p>

applicable.	
<p>Wheelchair accessible rooms</p> <p>LOC should secure any wheelchair accessible room at the official hotel for the tournament. These rooms should be allocated to athletes that needs them the most (i.e. WH1 or WH2)</p> <p>LOC should communicate with the competing teams and ask if any of their athletes require wheelchair accessible rooms or if regular rooms are fine.</p>	LOC
<p>Site visit & Photos</p> <p>Host must inspect the hotel rooms that is being proposed and make sure the hotel is suitable for wheelchair accessible athletes. Host should take photos and provide them to the BWF.</p> <p>It is recommended that host brings athletes who are daily users of wheelchairs to inspect the hotels' accessibility.</p>	LOC

TRANSPORTATION	Responsibility & Financing
<p>Wheelchair Accessible Transport</p> <p>Host must secure a reasonable amount of wheelchair accessible transport to ferry wheelchair users from airport to hotel and venue (or other locations that relates to athletes participation at the tournament such as team managers meeting location).</p> <p>Host must send BWF these information to the BWF:</p> <ul style="list-style-type: none"> • 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) <p>Drivers / transport must be made available to convey (in a reasonably timely manner – ½ hourly to hourly 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.</p> <p>A car and driver must be available whenever required for BWF President or his representative (i.e. BWF Vice President, Council Members).</p> <p>It is recommended that hosts provide a dedicated transport for the BWF</p>	LOC

Technical Officials team and staff during the tournament.	
Transport must be available late at night to take officials back to their hotels.	

TOURNAMENT PROSPECTUS	Responsibility	Financing
<p>Prospectus / Entry Forms / Entries</p> <p>Prospectus, accommodation / transport / visa and entry forms shall be prepared and made available no later than four (4) months before the first day of competition begins. Entries shall close eight (8) weeks before the first day of tournament begins. BWF will provide a tournament prospectus template to the host.</p> <p>The prospectus / entry form and fees charged shall be approved by BWF before circulated and published.</p> <p>There should only be one currency (i.e. USD, Euro, Yen) listed in the tournament prospectus.</p>	BWF/LOC	LOC
<p>Entry fees</p> <p>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.</p> <p>Host must be able to justify what services are covered under the entry fee. The amount charged needs to be approved by the BWF.</p>	LOC/BWF	-
<p>Player's air travel or their own domestic land travel</p> <p>This will be arranged and paid for by themselves or their Member Associations. LOC must provide assistance where necessary to visiting teams and officials to obtain entry visas. Timely applications for visas remain the responsibility of the applicants.</p>	-	-
<p>Players' accommodation</p> <p>This will be arranged and paid for by their Member Associations or by individual players. LOC must provide assistance to visiting teams, officials and others to make bookings for their stay in the official host hotel for the tournament. Hotel prices should be reasonable and affordable in price for the Member Associations / players and the pricing structure for accommodation shall be approved by the BWF.</p> <p>Players, managers / team living expenses will be the total responsibility of their Member Associations or the individuals competing / visiting.</p>	-	-

TEAM MANAGERS MEETING

There will be (at minimum), two Team Managers Meeting (TMM) at each tournament before the tournament begins.

- 1st Team Managers Meeting – Briefing by Referee & Re-entry Process
- 2nd Team Managers Meeting – Draw Process with Technical Delegate
- The date, time and location for TMM will be determined by the BWF and communicated to teams in the tournaments prospectus, 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.

If there is suitable room at or near the competition venue for TMM, that can also be used to have the first meeting after classification ends especially if the venue is far from the official hotel.

- If there are matters that requires the Referee or Technical Delegate to call for additional TMM, the LOC should in their best effort facilitate that request by communicating with teams and preparing a meeting room (if needed).

Meeting Room	Responsibility & Financing
<p>LOC is required to provide these facilities at the Team Managers Meeting</p> <ul style="list-style-type: none"> ○ Computer & Projector ○ Large Screen ○ Table & Chairs (enough for 2 representatives per team) ○ Microphone <p>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.</p> <p>The meeting room must be accessible for wheelchair users.</p>	<p>LOC</p>

CLASSIFICATION

Tournament LOC must be willing to host classification before the tournament begins. BWF will however decide whether that tournament will have classification or none. This will be communicated with the LOC in advance.

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 - 3 Classifiers

It will be a maximum of 4 personnel but BWF may decide on a reduce number of Classifiers. A tournament may have a minimum of 1 classifier panel. In this situation, a protest panel will not be available

CLASSIFICATION ROOM ARRANGEMENT

Classification room should be located at the competition venue. The following facilities must be provided by the LOC 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	Remark
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.	
Organisers must send photos of the examination bench and room that they intend to use for Classification to the BWF contact person to ensure its appropriateness.	

CLASSIFICATION MEETING	Responsibility & Financing
<ul style="list-style-type: none"> • Classification Meeting is to be organized the day before Classification at a time to be determined by the BWF. • LOC 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. <p><i>Comment:</i> <i>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)</i></p> <ul style="list-style-type: none"> • The meeting room should have: <ul style="list-style-type: none"> ○ Computer & Projector ○ Large Screen ○ Table & Chairs (enough for 2 representatives per team) ○ Microphone <p>Room can be set as classroom style. The front of the room should have tables and chairs set for the classifiers to sit.</p> <p>The meeting room must be accessible for wheelchair users.</p>	<p>LOC</p>

CLASSIFICATION REQUEST FROM LOC

If BWF decides that no classification will be held at a tournament, the LOC may request that it 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
- LOC 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.

CLASSIFICATION DAY(S)	Responsibility & Financing
<ul style="list-style-type: none"> • 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 organisers. Transportation should also be available to bring them to the team managers meeting after classification has finished. 	LOC
<ul style="list-style-type: none"> • 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). 	
<ul style="list-style-type: none"> • It is recommended that the host provides a volunteer to assist the Classifier team with Classification. 	

TECHNICAL OFFICIALS

BWF Technical Officials	Amount	Appointed by
Referee	1	BWF
Deputy Referee	1	BWF

Technical Delegate	1 - 2	BWF
Chief Classifier	1	BWF
Classifier	1 - 3	BWF
International Umpire	2 - 3	BWF

Items	Responsibility	Finance
Economy class flight	BWF	BWF
Daily Allowance	BWF	BWF
<p>Ground transportation (throughout the tournament)</p> <ul style="list-style-type: none"> Airport pickup & dropoff Hotel – Venue <p>Accommodation with breakfast at tournament’s official hotel.</p> <ul style="list-style-type: none"> Classifiers Maximum of five (5) nights at the tournament’s official hotel for all BWF appointed classifiers. Referee, Deputy Referee, Technical Delegate, BWF Umpires Maximum of eight (8) nights at the tournament’s official hotel for all BWF appointed classifiers. <p>Referee, Deputy Referee, Technical Delegates, Classifiers will be allocated a single room each.</p> <p>International Umpires will be allocated a shared twin room.</p>	LOC	LOC

LOC Technical Officials	Amount	Appointed by
<p>Deputy Referee</p> <p>Note: A local deputy referee is optional but highly recommended by the BWF especially 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.</p>	1 - 2	LOC

Local Umpire <ul style="list-style-type: none"> Must be national, continental or BWF accredited/certificated 	See Notes	LOC
Line Judges	See Notes	LOC

NOTES

LOC is required to confirm the number of line judges and umpires they would appoint for the tournament one (3) weeks before the 1st day of competition with the BWF.

A list of Umpires & Line Judges names and qualification must be sent to the BWF 1 week before the 1st day of competition. The Referee & BWF must be informed of any changes to the list before or during the competition.

Preliminary rounds

- It is recommended to have a service judge in each match (if possible)
- A minimum of two (2) line judges per court/per match.

Final matches

- 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 LOC and the Referee team. Meeting should be held 1 day before the competition begins.
- Location of briefing to be confirmed by the organisers with the BWF 1 week before the 1st day of competition.

LOC are to provided training to line judges before the tournament begins to familiarize themselves with Para-Badminton.

LOC

OTHER PERSONNEL – OPERATIONS / SERVICES	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/Manager 3. Match Control 4. Shuttle Control 5. Umpire & Line Judge Coordinator 6. Results Coordinator 7. Venue Coordinator / Manager 8. Transport Coordinator 9. Accommodation Coordinator 10. Medical Services Coordinator 11. Publicity and Media Coordinator 	<p>LOC</p>
<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>LOC</p>
<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>	<p>LOC</p>
<p>Tournament Photographer</p> <p>BWF may appoint an official photographer for the tournament.</p>	<p>BWF</p>
<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>	<p>LOC</p>
<p>Publicity and Media Coordinator</p> <p>It is recommended that LOC appoint a coordinator to manage media and media enquiries (if there is a big interest from local 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>	<p>LOC</p>

<p>BWF Support Staff</p> <p>BWF shall appoint supports staff as it sees necessary to support the tournament.</p>	<p>BWF</p>
<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.	<p>LOC</p>

CHAPTER 4 – MEDIA AND COMMERCIAL RIGHTS & OBLIGATIONS

INTRODUCTION

Within 30 days of the BWF decision on who is hosting the Para-Badminton International, the BWF and the successful Host Member Association (LOC) 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

In negotiating with potential hosts regarding the organisation of an event, BWF grants specific rights to the Organising Committee (LOC). The rights granted to an LOC depend largely on the competence, contacts, sales and marketing potential of the LOC, and existing BWF commitments, strategy and policy.

This section explains the rights that are typically exploited at BWF events and which rights can be exploited by the LOC. In case the LOC wish to retain additional rights than what is described in this section, then it should be specified in detail which additional rights the LOC wish to retain and any effect on any hosting fee if these additional rights are not granted to the LOC by BWF.

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

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, BWF do not expect or 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.**

'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 LOC's territory.

'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**.

'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 LOC.

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 LOC and highlights the procedures that will be required by the LOC 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.

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 within the host country.
- **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 up to 34 A-boards around one court (for a Badminton World Tour event).
- **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 LOC and BWF. This will depend on the size and shape of the competition venue.
- **Product categories for the LOC:**
All product categories available to the LOC. Except if BWF make arrangements with a Badminton Court Equipment (BCE) Sponsor then the Sports Equipment Category is exclusively reserved by BWF and cannot be released.
- **Category Exclusivity - Badminton Court Equipment Sponsor**
If BWF make arrangements with a Badminton Court Equipment sponsor then

neither the LOC nor its Licensees will appoint or endorse in any way any manufacturer or brand in conflict with any BWF/Tournament sponsors, including the manufacturer or brand of shuttlecock or court equipment at the event other than the BWF Equipment sponsor.

The LOC 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 or is the legitimate use of a manufacturer name on court equipment not being supplied by the BCE sponsor under the hosting agreement (e.g. umpires' chairs). In the event of an infringement of this clause BWF will be entitled to instruct LOC 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 LOC 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.
- LOC 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.
- LOC has right to sell booth spaces. The BWF will have the right to the most prominent booth position and 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 LOC 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 2019' 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 LOC must contain BWF sponsors (if any) in the correct position and proportion and the cost to produce such materials shall be borne by the LOC. 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 LOC on prize presenters according to BWF protocol.

OTHER COMMERCIAL RIGHT

The LOC 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 LOC must contain BWF sponsors (if any) in the correct position and proportion and the cost to produce such materials shall be borne by the LOC.

Depending on the actual agreement with BWF tournament sponsors there may be additional sponsorship requirements that must be implemented by the LOC. 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 LOC 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 LOC as part of its agreement with that LOC. For example, language rights to operate a website in the language of the host LOC only may be granted.

CHAPTER 5 – FINANCIAL OVERVIEW

Explaining budget possibilities

OVERVIEW

In all cases, the Organising Committee is expected to pay for all costs involved in the delivery of the event to the basic specifications in this document, and as detailed further in the hosting contract to be signed between BWF and the successful host. The headline costs include but are not limited to:

Venue and practice facility hire as described more fully in Section 3, to include hire of all venues and facilities for the required number of days during and after the event.

Media facilities to include the provision of shared work stations with access to internet.

Local organisation transport, hotel and subsistence costs (as needed by volunteers), event marketing and local promotion, security and stewarding, media facilities, office and communications expenditure, souvenir programme, appropriate staffing and volunteers, etc.

Court Officials to include the accommodation and per diem allowances of the local technical officials, Technical Delegate, and doctors, as described more fully in Chapter 3, Part 4.

Classifiers to include the accommodation and daily catering while on duty for the Classifiers, as described in Chapter 3 and Part 4

In certain areas where BWF is expected to have a major operational input, such as with the organisation of flights and accommodation of officials, it is acceptable for bidding organisations to propose a budget limit that can be agreed between BWF and the Organising Committee and used by both parties in the organisation of the event.

BUDGET

Hosts must provide a breakdown of their budget if requested by the BWF. BWF may also request from the host to provide a letter of support/confirmation from organisations / sponsor / governmental organisations that the member is supposed to received funding to run the tournament.

BWF has no obligation to provide additional funding towards the tournament other than the items that is specifically mentioned on this bidding document (i.e. BWF appointed technical officials' flights, daily allowance).

MARKETING RIGHTS

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

Over and above the costs of organising the event, the Organising Committee 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

CHAPTER 6 – BIDDING DOCUMENTS / FORMS

The BWF is happy to receive bid documents which are electronic – such as PowerPoint Presentations – or hard copy; paper based bound booklets / documents.

As a minimum, those wishing to host a Para-badminton World Championships must complete the form below.

BWF Event	Para-Badminton International 2019
1. Contact Details	
Name of Organisation	
Name of Main Contact	
Title (e.g. Secretary General)	
Email Address	
Phone Number	
Fax Number	
Mobile Phone Number	
Address of organisation	
Other Contact information, if any.	
2. Stadium and other major aspects	
City Proposed (or nearest)	
International Airport Proposed	
Name of venue proposed	
Full address of venue	

<p>Please provide the link on google maps of the venue</p>	
<p>Number of halls available that could be used for Badminton at the venue?</p>	
<p>Are both halls:</p> <ul style="list-style-type: none"> ○ On the same floor ○ Accessible to wheelchair users 	
<p>Size of (each) playing area available for courts (metres)</p> <ul style="list-style-type: none"> ○ Hall 1 ○ Hall 2 	
<p>Anticipated number of courts (for each hall)</p> <ul style="list-style-type: none"> ○ Hall 1 ○ Hall 2 	
<p>Have Para-Badminton tournaments been played there before? (List main events)</p>	
<p>Height of hall at lowest point over playing area (in each hall)</p> <ul style="list-style-type: none"> ○ Hall 1 ○ Hall 2 	
<p>Seating Capacity (permanent) (in each hall)</p> <ul style="list-style-type: none"> ○ Hall 1 ○ Hall 2 	
<p>Intended additional seating capacity (temporary) (in each hall if available)</p> <ul style="list-style-type: none"> ○ Hall 1 ○ Hall 2 	
<p>Is there air conditioning?</p> <p>Does this affect air movement over the field of play?</p>	

<p>Can the air conditioning speed be adjusted?</p>	
<p>What are the sizes of the three largest rooms within the stadium</p> <p>(typically used for shared operations office, media room, secretariat room. Are these rooms wheelchair accessible?)</p>	
<p>What other relevant facilities are there at the stadium?</p> <p>(e.g.: restaurant, space for exhibitors in foyer, weight-training facilities, swimming pool).</p>	
<p>What range of hotel accommodation will be provided? State likely prices per room in USD\$ (inclusive of all local taxes and breakfast) on a twin-shared basis</p> <p>How many rooms are wheelchair accessible in the hotel?</p>	
<p>Can there be three or four beds to a room?</p> <p>(if so, indicate likely cost)</p>	
<p>Is there a possibility of self-catering accommodation? (Give details, if yes)</p>	
<p>What system of hotel booking will be used?</p> <p>Will deposits be required in advance, and if so, what will be the refund possibilities for early departure or cancellation?</p>	
<p>How long would a bus journey take from the intended tournament hotel(s) to the venue (state worst and best, if varies)</p>	

<p>Which international airport(s) will participants be met at?</p> <p>What is the duration of transfer from each airport to the hotels via the official transportation used?</p>	
<p>Please supply typical climatic figures</p> <p>(humidity levels, minimum & maximum temperatures and general weather)</p>	
<p>What assistance can be given with visas?</p>	
<p>What commitments can be made regarding the entry of players from all BWF Member Associations or organizations recognized by the BWF to the event?</p>	

6. Other Supporting Information

Please put here any further information to support your bid. For example, your previous experience of organizing major badminton events, any special skills you can bring to hosting the event applied for, any special conditions you wish to propose regarding the financial arrangements for hosting the event, etc

This form is available as a WORD document from BWF.



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