



## Sanctioned Event

### Badminton New Zealand Sanctioned Events Information and Time-lines

#### Updated January 2017

A Badminton New Zealand (BNZ) sanctioned event means that the event is part of the BNZ Player Points system (with the exception of the NZ Masters Championships) and must adhere to a set criteria as determined by BNZ.

All sanctioned events throughout the country are to be organised and run according to the conditions as outlined below to ensure consistency across events.

Each Region (Northern, Central and Mainland) is to advise BNZ by 30 October each year, of up to three events in each category (Open, Under 19, 17, 15, 13) nominated as BNZ Sanctioned events for that year.

Mainland to nominate the host of the South Island Championships in each category (additional to the three sanctioned events).

BNZ to allocate the North Island Championships in each category, to be played in conjunction with an already nominated event by Northern or Central Region.

The North & South Island Championships are both sanctioned events.

All New Zealand National Championships (individual events) in the Masters, Open, Under 19, Under 17, Under 15 and Under 13 categories are sanctioned events.

All sanctioned events will have the following published on the BNZ website in the Events section:

- Conditions of entry (prospectus)
- Online entry link
- Online link to the draws, schedule and results
- Any other associated information – ie. poster, accommodation information etc.
- The event will show on the online calendar

#### Sanctioned Events Requirements:

- Tournament Planner software is to be used. BNZ will provide the license free of charge to Associations who do not have a current license; however, if an Association is holding more than 2 sanctioned events in one year, they will require their own license. The BNZ license is ONLY to be used for BNZ sanctioned events. Contact BNZ Events for a copy of the 2017 license.
- *Note: If an Association is holding a BNZ sanctioned event and a non-sanctioned event/s at the same time, they MUST be in separate TP files.*
- *Note: Events that are unsanctioned do not require approval of the prospectus or TP file. BNZ will not promote unsanctioned events in any way.*

#### Conditions of Entry

- The Conditions of entry to include the following: (note: this document is often only published online and is copied into the regulations section of the TP file).
  - BNZ sanctioned event logo on the first page – if you do not have the logo contact BNZ Events (as below) for a copy.
  - BNZ Player Points tier level – see BNZ website under player points.

- The closing date to be the Friday the week prior to the event, at the latest – it can be earlier at the organisers discretion.
- The closing time to be 23:59.
- Scoring to be as per the current BWF regulations (plates can be different as they are not part of player points).
- If it is an age group event the year of birth to be stated, to qualify for the age group of the event.
- **Age Group Years for 2017**
  - U13 – Born in 2005 or later
  - U15 – born in 2003 or later
  - U17 – born in 2001 or later
  - U19 – born in 1999 or later
- Brand of shuttle to be used – Associations can use whatever shuttle they wish for their own sanctioned events.
- Players withdrawing after entries have closed will only receive a refund of the entry fee, less the administration fee of \$10 (associations to set this fee), on submission of a medical certificate at the time of withdrawing. No refunds will be made for withdrawals received after the tournament has commenced.
- Seeding will be completed using the latest published BNZ player points list in the **xxx** category (i.e. the age group of the event or open player list).
- The date the draw will be completed and published (latest is Wednesday prior to the start of the event) and information regarding when the schedule will be available.
- Where the draw etc. can be found online: BNZ website – [www.badminton.org.nz](http://www.badminton.org.nz) and the Association website (if relevant).
- Doubles entry. Please include the following clause: ‘A doubles entry is not confirmed until an entry and the entry fees are paid by the due date, by both players. (this excludes “partner required” entries).’
- Doubles entry. Please include the following clause: ‘Replacements in doubles and mixed doubles events after the draw is published may be allowed only with the approval of the tournament organiser or Referee. Replacement players can only be sought from players already entered in the tournament.’
- What plate events will be held (if any). Plates do not earn player points. Plates are always dependent upon time and entries and are totally at the discretion of the tournament organiser.
- If plate events are to be held – please include the following clause: ‘Plate entry is automatic for the losers of their first match. Players wishing to withdraw must advise the Tournament Controller immediately after their first match loss. If a player defaults, withdraws or retires (does not complete) their first match, they are not eligible for the plate.’
- If more than one age group is being played on the same day, are there any restrictions on how many events a player can play – this is totally up to the organiser; however, you must be certain it is manageable and does not impact on other players or the event as a whole. Recommend players only play one age group per day.
- Entry fees. Associations set their own entry fees. All sanctioned events to include a BNZ player levy which BNZ will invoice the Association, for every player who enters. Please note that player levies have increased by \$2 per event due to a new player points system which will be released later this year.
  - \$7 Junior events
  - \$8 Senior events
  - \$9 North or South Island Championships
 These prices are GST inclusive, the Association will be invoiced at the end of the month their event was held in for all players who entered.
- Players Risk – Please include the following statement: ‘Players compete at their own risk. No responsibility will be accepted for any injury received during this tournament.’
- A statement to allow the event organisers to take photos of players during matches and to use for promotional purposes as per the suggested wording below.

By entering this event, the player hereby agrees and acknowledges that any person, shall have the right to: photograph and/or record on video all and any games or practice conducted during the course of the event, retain such photographs or video recordings for their own use of whatsoever nature, distribute such photographs or video recordings to any other party, display such photographs or video recordings during the event or any time thereafter, in any form whatsoever (including, but not limited to: promotional displays of the organisers and/or the sponsors of the event or any similar event, social network sites, the website(s) of the organisers and/or sponsors of the event and of Badminton New Zealand) PROVIDED THAT no such photographs or video recordings shall be used or retained for any illegal immoral or unseemly use or purpose."

BNZ Events has a generic entry form available for you to add your information into – contact BNZ Events if required.

*Note: If an Association is holding a BNZ sanctioned event and a non-sanctioned event/s at the same time, they **MUST** be on separate Conditions of Entry documents to ensure the players are well-aware of which events are sanctioned (and earn player points) and which are not.*

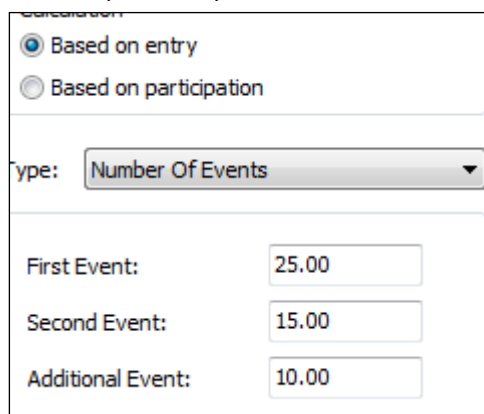
### Tournament Planner

- Online entry using Tournament Planner is mandatory. The Organiser to set-up the TP file for receiving online entries. It is strongly recommended that entries are only online; an Association may choose to receive manual entries providing all other conditions of entry are met.
- Entry fees. It is highly recommended that you do not offer a discount for entering 3 events as this is difficult to set up in TP.

Two ways to set up entry fees:

- Enter the cost to play in each event in the "Event" section. The BNZ player levy to be added as a mandatory item under "extra" in entry fees
- Have a \$0 cost against each event in the "Event" section. Under Entry Fees, on the left-hand side of the page, click "based on entry", type – "number of events", enter the cost of the first event (include the player levy), enter the additional cost of a second and third event. I.e. (see Figure 1). 1 event = \$25.00, 2 events = \$15.00, 3 events = \$10.00.

The disadvantage of this method is if running plates, when you create a new event a player is "charged" an additional fee for entering a new event, which will skew the financial details. The way around this is to export all finances to an excel spreadsheet pre-event, or go through the player data-based, go into fees and give the player affected a discount for the amount of the plate entry.



The screenshot shows a web form for setting entry fees. At the top, there are two radio buttons: "Based on entry" (which is selected) and "Based on participation". Below this is a "type:" label followed by a dropdown menu currently showing "Number Of Events". Underneath the dropdown are three input fields: "First Event:" with the value "25.00", "Second Event:" with the value "15.00", and "Additional Event:" with the value "10.00".

Figure 1. Entry Fees – Number of Events

- To also include:
  - Under "Fees" – extra: "Association registered to in 2017" – text – mandatory.  
*It is important that you ask this as it is the only place where a player can advise what Association they are registered to. It is a requirement of all sanctioned events that a player must be a registered member of an Association.*
- Bank account information for the deposit of entry fees – suggest this is also noted on the front of the TP file – publishing/message.

- Please remember to select 'Show State' on the publish screen and unselect 'Show Partners Alphabetically' under draw properties.

Contact BNZ Events – Sam Paterson or Lynne Nixey, if assistance to set-up the file is required.

Both the Conditions of entry and the online entry are to be checked by BNZ prior to being published.

### **6 Weeks Prior to the Tournament**

- The conditions of entry in **Word** format, to be sent to BNZ Events (Sam Paterson – [sam@badminton.org.nz](mailto:sam@badminton.org.nz)) for approval.
- The TP file, set up for the tournament, including the online entry section, to be sent to BNZ for confirmation that set-up is correct and ok to be published.

Once approved BNZ will publish the event details, conditions of entry and the online publishing link on the BNZ website. The host Association to publish on their own website and distribute hard-copies if they wish to (not a requirement).

It is up to the Association staging the event to promote the event.

### **Prior to entry closing date**

Regularly download the entries into your copy of the tournament TP file by going into "Publish" – "Entries". There is no need to print a hard copy of each individual entry.

During this time, do not "publish" your TP file. When you do this, you show who has entered to date (which is technically incorrect as players should not have access to this information until after the closing date). Note – there may be cases where this is unavoidable – i.e. a change needs to be made to the file.

### **After entry closing date**

- Check all missing entries (i.e. a partner has not entered) have been chased and all issues resolved.
- All entries must be included (i.e. none can be added after this time).
- All Player Numbers to have been entered and checked (*player numbers available on BNZ website*). If a player does not have a number, leave that field blank and BNZ will allocate a number.
- The player's association to be entered as an abbreviation (max. three letters) under State (not club). To find a Player's Association click into the Player file, and go into "fees". See BNZ hand-book for Association abbreviations (*all letters are in CAPS*). Ensure that all abbreviations for the same association are consistent – this includes case – i.e. WEL and Wel will be read as two different associations. If an age group tournament, the player's date of birth is to be entered.
- Match up all Partner Required entries.
- It is recommended that once all these checks have been made and prior to sending the TP file to Badminton NZ, you publish the file – so that players may see that their entry has been received and is correct.

### **Monday prior to the tournament (at the latest):**

- Send the TP file to BNZ Events (Sam Paterson – [sam@badminton.org.nz](mailto:sam@badminton.org.nz)) by 6pm at the latest.
- **Note** – Tournament Planner files cannot be merged. i.e. there is only one master file. Once you send it to BNZ that is the master file, do not make any changes to your copy after sending it away as they will not show in the file returned to you from BNZ with the player points etc.

**By Wednesday** at the latest, BNZ Events will upload player points, complete the seedings and send the TP file back for you to do the draws (alternatively BNZ Events can do the draws if you prefer, however it is a good idea to get used to using the software).

BNZ will upload the singles rankings and the doubles and mixed doubles rankings and points. Seedings for singles is based on rankings as these are aligned with points; the doubles and mixed doubles seedings are based on points – not rankings. In doubles this can make a difference.

The number of seeds per event is as per standard BWF competition regulations:

- <16 players/pairs – 2 seeds
- 16 – 31 players/pairs – 4 seeds
- 32 – 63 players/pairs – 8 seeds
- 64+ player/pairs – 16 seeds

When doing the draws the following settings in TP to be used:

- The Players Association to be listed under “State” as per the BNZ Association abbreviations (as above).
- Ensure that the code used for each Association is consistent, including case – ie. WEL and Wel will be read as two different “Associations”.
- When doing the draws – **separation to be by “State”/optimal/top two from each state.** (this is on the drop down list in the draw wizard) This is a standard BWF draw requirement which BNZ requires for all of our sanctioned events.
- What this means is that the top two players/pairs from each Association are in separate halves of the draw. Note – pairs from two different Associations’ are deemed neutral.
- It also means that wherever possible two players from the same Association will not meet in the first round – note some players may have a bye in the first round; players from the same Association may meet in the second round. It may also be unavoidable due to the number of entries from one Association that some may meet in the first round.
- The draws are to be done using the “make draws” function in Tournament Planner. They are NOT to be done manually; nor is there to be any manual manipulation of the draws (when we go in the back end of the tournament we can see any manipulations which have occurred – so please do not be embarrassed – DO NOT DO IT).

#### Round Robin vs Knock-out Draws

Whilst this is at the discretion of the host Association a rule of thumb is less than 8 players – round robin; 8 players – either round robin or knock-out, 9 or more players – knock-out. Whilst the round robin format can give players more games they also take a lot longer to play which needs to be taken into consideration; particularly if you are playing all 3 events on 1 day.

If you play the round robin format, please set the TP file to BWF format (this is the default).

Be sure to advise the players, and display on the results board, what this means:

- i. Ranking will be established by the number of matches won.
- ii. If two players/pairs have won the same number of matches, the winner of the match between them will be ranked higher.
- iii. If three or more players/pairs have won the same number of matches, ranking will be decided by the difference between total games won and total games lost, with greater difference ranked higher. If this leaves two players/pairs equal, ranking will be decided by the result of the match between them.
- iv. If three or more players/pairs have won the same number of matches and are equal in the difference between total games won and total games lost, ranking will be established by the difference between total points won and total points lost, with greater difference ranked higher. If this still leaves two players/pairs equal, ranking will be decided by the result of the match between them.
- v. If three or more players/pairs are still equal, then ranking will be established by drawing lots.

A copy of this document to display can be found on the BNZ website under events/event information

*Once the draws have been made they need to be checked that they comply with all the draw rules and regulations – in particular (seeding, Association split, byes, etc.) This should be done by a qualified Referee in your Association (or a nominated one from another Association – who you have organised), once approved they can be published. This should be done by Thursday night at the very latest.*

**NOTE: It is important that the draws are approved; a breach of the regulations relating to the draws will automatically mean the event (ie. Men’s Singles) at fault will not be included in Player Point. It is the responsibility of the Association, not BNZ to ensure the draws are correct.**

One of the areas where BNZ receives the most negative feedback about events is about the on the day organisation of the event.

To make on the day organisation and management easier for both the organisers and players it is strongly recommended that the event is scheduled to time.

It is also advisable to plan the umpires for the first few rounds. You can list the names of the umpires in the “message” section of Tournament Planner, which will show when you publish the file.

It is a requirement of North and South Island Championships that the event is scheduled to time – contact BNZ Events if assistance is required.

**Plates are to be set up as separate events, not run off the main draws.**

They are to be seeded according to the player points already loaded into the file with the draws made under the same conditions as detailed above.

This does require some additional work on the day, however has proven to be the best way to run the plates and is the simplest when we upload the results into player points.

During the tournament, if you have an internet connection, remember to “publish” your tournament at regular intervals. If not please publish as soon as possible after the completion of the tournament (i.e. the same day)

The completed TP file to be sent to BNZ Events within 24 hours of the conclusion of the tournament.

Non-adherence to the sanctioned events requirements may result in the withdrawal of sanction for the tournament in hand and for future events, at the discretion of Badminton New Zealand.

Badminton New Zealand Events is here to assist all Tournament Organisers of BNZ sanctioned events; please do not hesitate to ask for assistance.

Any queries at all please contact BNZ Events team as follows:

Sam Paterson     [sam@badminton.org.nz](mailto:sam@badminton.org.nz)     Mobile (027) 7574260

Lynne Nixey       [lynne@badminton.org.nz](mailto:lynne@badminton.org.nz)     Mobile (021) 526603

Wishing all organisers well with your events; thank you for your time and effort to deliver well organised quality events for our players.

**Sam Paterson**  
**BNZ Event Co-Ordinator**