

1. Definition

The Oceania Circuit (The Circuit) is made up of all BWF sanctioned tournaments (does not include junior tournaments) which are played within the Oceania Region within a calendar year. These competitions are open to all players eligible to play for BWF Member Associations.

2. Description

- 2.1. Only players who are members of Member Associations of Badminton Oceania are eligible to earn points for inclusion in 'The Circuit'
- 2.2. Points will be awarded to each player in doubles event and not to pairs.

3. Organisation

A Circuit tournament is the responsibility of the Member Association (National Governing Body). It is the responsibility of the Member Association to appoint an Organising Group and Tournament Director. The Member Association must be the ultimate authority to ensure that the tournament is run in accordance with the BOC Circuit and BWF tournament regulations.

4. Participating Tournaments

- 4.1. The Circuit includes all BWF sanctioned tournaments, no matter what level; played within the Oceania region. (currently does not include junior events)
- 4.2. All Member Associations must consult with the Chief Operating Officer of the BOC when determining the dates of their tournaments
- 4.3. The BWF sanction form for Level 4 events must be sent to the Chief Operating Officer of the BOC who will on forward to BWF if sanctioned.
- 4.4. The BWF sanction form for Level 3 events is to be sent directly to the BWF and copied to the Chief Operating Officer of the BOC
- 4.5. The dates of the Circuit tournaments will be advised to all Member Associations by 31 October of the preceding year
- 4.6. No changes of the information in 4.3 can be accepted unless these changes are approved by the Chief Operating Officer of the BOC or in their absence - the President.

5. Sanctions

- 5.1. For all tournaments and competitive matches defined in BWF General Competition Regulations 2.2 to 2.15, the Member Association must apply for and receive the sanction of the BWF. The BWF shall grant sanction to the tournament in line with the BWF Sanction Policy [Part III – Section 1 B, Appendix 10].
- 5.2. Sanction fees
 - 5.2.1. All level 1 to 3 BWF-sanctioned Tournaments or international tournaments offering prize money US\$50,000 or more shall

- pay a sanction fee to the BWF at the rate of 10 per cent of the total prize fund.
- 5.2.2. All level 4 BWF Sanctioned Tournaments or international tournaments offering prize money less than US\$ 50,000 shall pay a sanction fee to the Continental Confederation.
 - 5.2.3. 5.2.3 It is recommended sanction fee be at the rate of 10% on prize fund. Such fee shall be a charge on the tournament and not on the prize fund and shall be paid so that an amount equal to 10 per cent of the total prize fund is received by the BWF or Continental Confederation, as the case maybe, within three weeks of the end of the tournament.

6. Points

- 6.1. The points to be used in the circuit will be as per the current BWF World Ranking System. The Oceania Individual Championships are graded as a Grand Prix event.
- 6.2. If a player:
 - 6.2.1. had a bye in the first round and lost the second round – they receive first round loser's points
 - 6.2.2. had a bye in the first round, won in the second round and lost the third round – they receive third round loser's points
 - 6.2.3. had a walkover in the first round and lost in the second round – they receive second round loser's points
 - 6.2.4. had a bye in the first round, walkover in the second round and lost in the third round – they received third round loser's points

7. Ranking

- 7.1. If two or more players have identical points, then the player who has played in the most tournaments will be ranked higher. If players have identical points and have played in an identical number of tournaments, then these players are ranked equal
- 7.2. The BOC shall maintain and publish the current points/standings for the circuit after each event on the Oceania website.

8. Clothing Regulations

BWF Clothing Regulations 19 to 23 apply to all Oceania Circuit Tournaments

Internal Document
for
Tournament Directors
Event Directors
of

Level 4 Events (IC,IS,FS)
Junior International Events

Level 3 and above to be governed by the BWF Grand Prix, Super Series or tournament specific regulations and the Competition Regulations.

This document relates to the specific organisational details of Level 4 and Junior International events.

1. Tournament Schedule

- 1.1. The tournament to be played over a minimum of 3 days; a maximum of 7 days (including qualifying)
- 1.2. All qualifying rounds to be conducted in accordance with Competition Regulation 13. All qualifying matches in all events must be completed before play begins in the main competition
- 1.3. There is to be a maximum of two rounds per event per day in the main draw
- 1.4. Once a round in an event is started it must be completed on the same day
- 1.5. The quarter-finals and semi-finals may be played in two separate sessions on the same day
- 1.6. The finals are to be played on a separate day
- 1.7. A player is entitled to a minimum of 30 minutes break between matches
- 1.8. The referee must approve the tournament schedule
- 1.9. The schedule for the first day of play must be available in both hard copy and on-line at least 24 hours prior to the start of the first match
- 1.10. For all subsequent sessions the schedule must be available at least four hours prior to the start of the first match of that particular session

2. Entries

- 2.1 The following draw sizes are to be planned for

Events	Entries	
	Main Draw	Qualifiers
Men's Singles	64	8
Women's Singles	64	8
Men's Doubles	32	4
Women's Doubles	32	4
Mixed Doubles	64	8

- 2.2 Where there are fewer entries in an event than shown in the above table all entries must be accepted into the main draw
- 2.3 Where entries exceed the numbers in the main draw, qualifying rounds are to be played as provided for in the BWF Tournament Regulations 13.2 to 13.8

- 2.4 The World Ranking shall be used to determine the players/pairs who will be accepted into the main draw.
- 2.5 Where qualifying rounds are necessary, the names of the players to be accepted into the main draw must be approved by the nominee of the host Association responsible for the draw
- 2.6 The date of the World Ranking to be used must be stated in the tournament entry form
- 2.7 Entries must be made by the Member Association of which the player / pair is a member
- 2.8 Entries made by Member Associations must be listed in order of playing strength
- 2.9 The host Member Association shall receive all entries and entry fees from other Member Countries
- 2.10 The host Member Association shall provide players, where requested, with letters to assist with visa applications
- 2.11 The host Member Association may delegate to the Organising Group the right to accept local entries directly
- 2.12 It is the responsibility of the Member Association or their delegate to acknowledge receipt of the entries of players and any subsequent amendment prior to the closing date for entries.
- 2.13 The closing date for entries shall be three weeks prior to the start of the tournament
- 2.14 A list of all entries into all events (by country, by ranked order) must be supplied to the appointed Referee prior to the draw being made – appendix 1
- 2.15 Any withdrawals after presentation of these lists must be advised to the Referee.
- 2.16 A list of all entries into all events to be shown on the host Member Association, the Badminton Oceania and the tournament websites within one week of entries closing

3. Entry Form

- 3.1 The entry form shall be sent to BOC and the Referee for approval 16 weeks prior to the start of the tournament
- 3.2 The BOC and BWF logos along with the names and logos of all event and circuit sponsors to be included in the entry form
- 3.3 The entry form once approved shall be sent to the BWF for distribution to Member Associations no less than 6 weeks prior to the entry closing date
- 3.4 The host Member Association is responsible for distributing the entry form within their country.
- 3.5 See appendix two for an entry form template

- 3.6 The entry form is to be published on the host Member Association website, the Badminton Oceania website and the tournament website

4. Entry Fees

- 4.1. Entry fees may be charged to all entrants
- 4.2. The fee to be in local currency.
- 4.3. The Member Association that enters a player into the tournament is responsible for paying the entry fees for that player. The entry fees must be paid at the same time as the entries are submitted
- 4.4. The entry fees will not be refunded in the case of a withdrawal

5. Draw

- 5.1. The draw shall be done in accordance with BWF General Competition Regulation 12.
- 5.2. For Level Four and International Junior events and continental multi-sport games requiring BWF sanction the seeding and draw shall be done by Badminton Oceania. However, Badminton Oceania may pass this responsibility to a nominee of the host Member Association in conjunction with the Tournament Director. World Rankings for the date indicated in the entry form must be used for seeding and qualification purposes. These seedings must be approved by the Referee
- 5.3. The draw to be done using Tournament Planner software
- 5.4. The draw is made 7 days prior to the start of the tournament.
- 5.5. The draw and schedule must be approved by the referee before it is released.
- 5.6. The draw and schedule to be published on the host Member Association website, the Badminton Oceania website and the tournament website

6. Withdrawals and Promotions in the Draw

- 6.1. Any withdrawals and promotions must be dealt with in accordance with BWF General Competition Regulation 14

7. Alterations and Substitutions in the Draw

- 7.1. Any alterations and substitutions must be dealt with in accordance with BWF General Competition Regulation 15

8. Penalties

- 8.1. Where a withdrawal is made no later than the Sunday immediately preceding the draw, no penalty is involved.

- 8.2. Any withdrawal after the Sunday immediately preceding the draw, or after the tournament has commenced, renders the Member Association concerned liable to penalties as follows:-
 - 8.2.1. Level Three (Grand Prix and Oceania Championships) US\$250
 - 8.2.2. Level Four (International Challenge, International Series, Future Series) US\$150
- 8.3. Reasons for withdrawal along with supporting evidence will be considered before imposition of any penalties
- 8.4. Within four weeks these penalties will be invoiced by BWF to the Member Association concerned and the amount will be forwarded to the organisers after a US\$50 per withdrawal is retained by BWF.
- 8.5. From 1 May 2011, for Level 4 tournaments, BWF shall forward US\$50 to the Member Association, US\$50 to Continental Confederation and retain US\$50. For Level 3 tournaments, BWF will continue to retain US\$50.

9. Shuttles

- 9.1. The brand of shuttles to be used should be of good quality and be BWF approved.
- 9.2. The brand of shuttle to be used to be stated in the entry form.
- 9.3. The same quality and brand of shuttle to be used throughout the tournament.
- 9.4. The shuttles to be provided by the Tournament Host free of charge.
- 9.5. Two speeds of shuttle must be provided. There must be sufficient shuttles on hand to run the complete tournament with each speed.
- 9.6. The tournament organisers must provide every player with two tournament shuttles free of charge to be used for practice.
- 9.7. The tournament organisers must have tournament shuttles available for purchase at least one week prior to the start of the tournament.

10. Venue

- 10.1. All matches in the tournament must be played in the same venue.
- 10.2. The desirable height unobstructed of the playing area is 12m, the minimum height is 9m.
- 10.3. It is recommended that there shall be at least 2m clear space surrounding all the outer lines of the court, this space also being a minimum requirement between any two courts marked out side by side.
- 10.4. To avoid any difficulty in sighting the shuttle, no part of the background behind the ends of the court should be coloured white. It is desirable that only darker colours are used.

- 10.5. It is essential that all aspects of health, safety and security for players, officials and spectators are in accordance with local Government regulations.
- 10.6. The venue should be available at least one day prior to the start of the tournament for training.
- 10.7. It is recommended under BWF General Competition Regulation 26.11.1 to provide 2 separate practice courts and 2 warm-up courts
- 10.8. Training courts to be provided free of charge as from two days prior to the start of the tournament. It is at the discretion of the tournament organiser if courts required earlier are charged for.
- 10.9. All matches in an International Challenge tournament should preferably be played on court mats preferably on top of a wooden floor (ideally sprung). Where courts are marked on synthetic floors, these may also be used providing they are marked solely for badminton.
- 10.10. All matches in an International Series or Future Series tournament can be played on either court mats, synthetic floors or a wooden floor (ideally sprung) preferably solely marked for badminton.
- 10.11. Note – there should not be a mix of court mats and wooden floor, only one surface should be used for the duration of the tournament**
- 10.12. The sound system must be audible in the warm up area.
- 10.13. It is preferable that separate changing, shower and toilet facilities are provided for the players and public.
- 10.14. Drug testing facilities as per the BWF regulations must be provided if testing is advised by the local testing agency or requested by the BWF. Refer to Oceania Event Manual for requirements
- 10.15. Equipment requirements are:
 - Court mats
 - Net posts
 - Nets
 - Net/post measuring sticks – preferably one per court
 - Umpire chairs
 - Service judge chairs
 - Used shuttle box per court
 - Towels – at least 2 per court
 - Brooms
 - Line judge chairs
 - Score boards – electronic or flip charts (2 per court)
 - 2 minute interval markers
 - Players’ gear boxes – 4 per court
 - Player name displays
 - Visible court numbers

- Filtered or bottled water to be provided free of charge
 - Clock
 - Sound system
 - First aid kit
 - Equipment for the mopping up of blood off the court: disposable gloves, disinfectant, small container
- 10.16. Other facility considerations:
- Display boards for the draws, schedule and the Circuit points. Visible to the spectators and players
 - Internet connection
 - A private medical area
 - Players area, including storage of gear bags
 - RT radios may be required for key organisers if the venue is large
 - It is preferable to provide a designated room for the referees, umpires and line judges to relax in
 - A racket restringing service to be provided – this can be charged for
- 10.17. The tournament venue to have food and drinks for sale at all times of play during the competition.
- 10.18. BOC and Circuit sponsor A-boards and signage are to be prominently displayed in the tournament venue according to Competition Regulation 17.
- 10.19. All sponsor signage within the playing area to conform to the BWF advertising regulations.
- 10.20. The current points standing of the Circuit must be displayed on a designated board within the tournament venue.
- 10.21. The host Member Association and the tournament host to determine ticket prices for spectators.
- 10.22. All players and team officials to be provided with accreditation passes or access, free of charge, to the competition venue for the duration of the tournament.
- 10.23. Badminton Oceania to be provided with 10 tournament passes at no charge.

11. Referees

- 11.1. The host Member Association shall appoint the Referee and Deputy Referee for each tournament. If a suitably qualified Referee is not available in the host country, then BOTO shall appoint. The host Member Association shall notify the BOC of these appointments at least 4 months prior to the start of the tournament. (BWF appoints Referee/s for Level 3 tournaments)

- 11.2. The host Member Association and Organising Group are responsible for travel, accommodation and meal costs for all referees at the tournament.
- 11.3. The Referee and Deputy Referee to be provided with accommodation at a venue of an appropriate standard.
- 11.4. The Referee report shall contain all details of withdrawals, promotions and substitutions in order that BWF can action any withdrawal penalties.

12. Umpires, Service and Line judges

- 12.1. It is the responsibility of the Organising Group to ensure that all matches have an umpire.
- 12.2. Service judges should be available for all rounds of the main event
- 12.3. The referee shall appoint the umpires and service judges for the semi-finals and finals.
- 12.4. A minimum of three line judges should be provided for all rounds of the main event.
- 12.5. A minimum of four line judges should be provided for all semi-finals and finals.
- 12.6. The Organising Group shall ensure all line judges are uniformly dressed; dark coloured tops are preferable.
- 12.7. The organiser shall provide all line judges, umpires and referees with hot and cold drinks and a meal if assisting over a normal meal time.

13. Other organisational considerations

- 13.1. The tournament organiser shall select local accommodation options and advise these and the cost on the entry form
- 13.2. Transport to and from the closest international and national airport to be provided **free of charge** to all players and officials
- 13.3. Transport to be provided from the advertised accommodation venues to the tournament venue for players and officials free of charge
- 13.4. The time and venue of the Managers meeting to be advised in the entry form. It should be held no more than 24 hours prior to the start of the first match.
- 13.5. Players and officials to be provided, in hard copy at least one day prior to the tournament with information on the following:
 - Tournament contact details including the Referee, Tournament Director, Tournament venue
 - The time of the team managers meeting
 - The schedule for the first day of play

- The transport schedule
- Local information and contact details: Doctors, taxis, airport
- Information on any special functions
- Information on television coverage
- Any other specific local information

14. Medical

- 14.1. A medical person capable of taking charge of on-court injuries to be present at the tournament venue at all times during play.
- 14.2. The cost of the medical provider to be met by the Organising Group.
- 14.3. Physiotherapy or massage services may also be provided, the local organiser may impose a charge for these services.

15. Trophies and Prize money

- 15.1. BOC trophies and/or prize money are to be presented to the Circuit winners in each discipline.
- 15.2. The prize money for each tournament to be advertised in US dollars but paid in local currency. The total value of the prize pool to be stated in the entry form.
- 15.3. Prize money to be given directly to the players concerned or in accordance with the instructions of the player's Member Association.
- 15.4. Any local tax regulations need to be stated on the entry form.
- 15.5. All prize money given out shall be accompanied by details of the conversion rate used from US dollars to the local currency and tax deducted.
- 15.6. The winners of each event shall receive a trophy, provided by the Organising Group. Trophies for runners-up are at the discretion of the Organising Group.

The prize money distribution shall be:

International Challenge – Example with US \$15,000 total prize money

Event Position	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles	Total
WINNER	9%	9%	9%	9%	9%	45%
Total	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$6,750
Per player			\$675	\$675	\$675	
RUNNER-UP	4.5%	4.5%	4.5%	4.5%	4.5%	22.5%
Total	\$675	\$675	\$675	\$675	\$675	\$3,375
Per player			\$337.50	\$337.50	\$337.50	
SEMI-FINALIST	3%	3%	3.5%	3.5%	3.5%	16.5%
Total	\$450	\$450	\$525	\$525	\$525	\$2,475
Per player	\$225	\$225	\$131	\$131	\$131	
QUARTER-FINALIST	3.5%	3.5%	3%	3%	3%	16%
Total	\$525	\$525	\$450	\$450	\$450	\$2,400
Per player	\$131	\$131	\$56	\$56	\$56	

International Series – Example with US\$5,000 total prize money

Event Position	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles	Total
WINNER	11%	11%	11%	11%	11%	55%
Total	\$550	\$550	\$550	\$550	\$550	\$2,750
Per player			\$275	\$275	\$275	
RUNNER-UP	5%	5%	5%	5%	5%	25%
Total	\$250	\$250	\$250	\$250	\$250	\$1,250
Per player			\$125	\$125	\$125	
SEMI-FINALIST	4%	4%	4%	4%	4%	20%
Total	\$200	\$200	\$200	\$200	\$200	\$1,000
Per player	\$100	\$100	\$50	\$50	\$50	

Future Series

There is no set prize money for Future Series tournaments. If prize money is offered it is recommended that only the winners and runners-up receive prize money

See example below - US\$3000

Event Position	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles	Total
WINNER	13%	13%	13%	13%	13%	65%
Total	\$390	\$390	\$390	\$390	\$390	\$1950
Per player			\$195	\$195	\$195	
RUNNER-UP	7%	7%	7%	7%	7%	35%
Total	\$210	\$210	\$210	\$210	\$210	\$1050
Per player			\$105	\$105	\$105	
						100%

16. Results

- 16.1. The on-line results should be updated at least once every two hours during the hours of play
- 16.2. The results boards within the competition venue to be updated frequently during the hours of play
- 16.3. At the conclusion of play each day a copy of the draws, as an excel file generated from Tournament Planner showing the results to be sent to the BWF. Email to: v.mahalingam@bwfbadminton.org
- 16.4. At the conclusion of the tournament a completed copy of the TP file sent to the BWF email: v.mahalingam@bwfbadminton.org and Badminton Oceania – email: corinne@oceaniabadminton.org
- 16.5. The Circuit ranking points will be circulated to Member Associations and will be available on the Badminton Oceania website: www.oceaniabadminton.org within one week of the conclusion of each tournament

17. Post-event

- 17.1. The Organising Group should complete a tournament report. This report to be sent to BOC by the host Member Association within one month after the tournament
- 17.2. BOC to send a copy of the Referees report to the host Member Association and BWF

- 17.3. BOC to send a copy of the tournament report to the Referee and Deputy Referee
- 17.4. BOC to send a copy of the Referees and tournament report to all members of the BOC Executive and Events Committee
- 17.5. The BOC Chief Operating Officer to follow-up on any issues raised in the reports

Time-lines for Level 4 Tournaments

Key Dates/Times	Action	Responsibility
30 June preceding year	Tournament Sanction form to be submitted to BOC	Host Member Association
At least 4 months prior	Referee and Deputy Referee appointed to be advised to BOC	Host Member Association
	BOC to advise BWF of Referee and Deputy Referee	BOC Chief Operating Officer
16 weeks prior	Entry form to BOC and Referee for approval	Host Member Association/ Organising Group
6 weeks prior or earlier to closing date	Entry form to be send to BWF for distribution before closing date	Host Member Association
	Entry form to be made available on BOC, Member Association and tournament websites	BOC Chief Operating Officer Host Member Association Organising Group
	Local entry form to be distributed	Host Member Association Organising Group
3 weeks prior, 21 days from start of tournament on a Tuesday	Entries Close	Host Member Association
3 weeks prior – 20 days from start of tournament on a Wednesday	Produce Entry List – send to referee	Tournament Director
3 weeks prior – 19 days Thursday	Ranking for Main and Qualifying draws.	Badminton Oceania
	Send M & Q lists to referee	Badminton Oceania
	Note - if entry numbers do not require qualifying draws then no need for anything to be done here	
15 days prior - Monday	Main and Qualifying draws names released on BOC, host Member Association and tournament websites	Tournament Director BOC Chief Operating Officer Host Member Association

2 weeks prior, 12 days from start of tournament - Thursday	Ranking for main draw, seeding and draw	Badminton Oceania
11 days prior - Friday	Seeding	Badminton Oceania
9 days prior - Sunday	Withdrawal without penalty	
7 days prior - Tuesday	Draw	Badminton Oceania with Tournament Director
4 – 5 days prior	Draw published on BOC, host Member Association and tournament websites	Tournament Director BOC Chief Operating Officer Host Member Association
At least 24 hours prior to start	Day one schedule published	Tournament Director
6 – 24 hours prior	Managers Meeting	Tournament Director Referee
At the conclusion of play each day	Send results to the BWF	Tournament Director
Conclusion of tournament	Send completed results to the BWF Send Tournament Planner file to BOC Chief Operating Officer	Tournament Director Tournament Director
1 month following	Tournament report sent to BOC Chief Operating Officer	Organising Group Host Member Association