

SANCTIONED EVENT CRITERIA 2025

INFORMATION

A Badminton New Zealand sanctioned event means that the event is part of the National Rankings system and must follow set criteria. All sanctioned events throughout the country are to be organised and run according to the conditions outlined below to ensure consistency across events.

All sanctioned events will have the following information published on the Badminton New Zealand events calendar:

- Conditions of Entry.
- Link to online entry, draws and results.
- Any other relevant information, e.g. poster, accommodation information.

GENERAL GUIDELINES

Badminton New Zealand encourages associations holding junior events to consider plate or division two formats that ensure the majority of players will compete in three matches for each event.

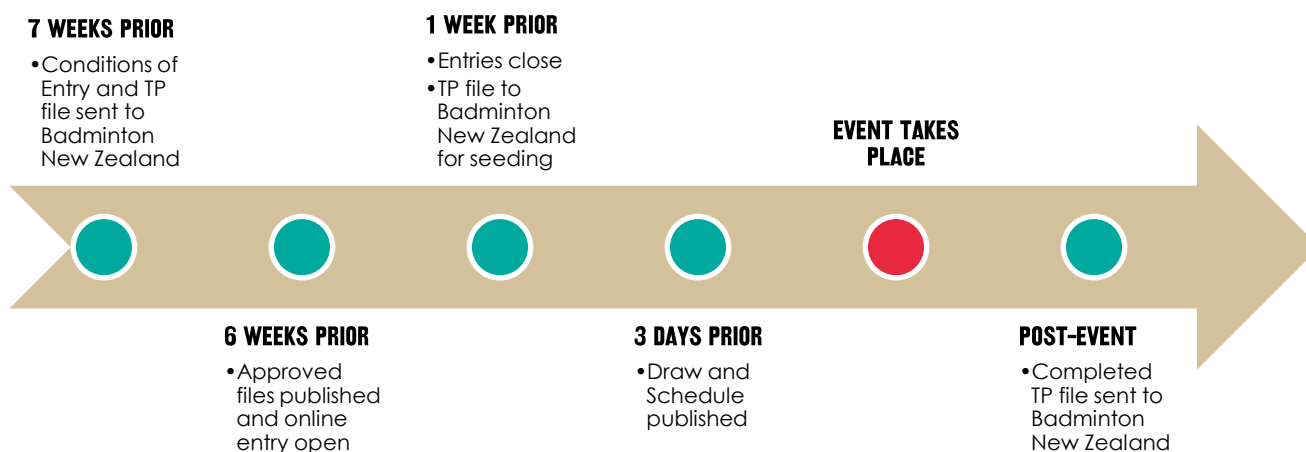
We also encourage associations to review their schedule and hours of play from previous tournaments and where necessary, extend the tournament to include a second day, or begin on Friday evening, ensuring that players are able to compete at their highest level with adequate rest.

In addition, the following points can help to ensure a successful event:

- Publish information about draws, match processes, plates and FAQs on a noticeboard.
- Schedule matches to time.
- Plan your umpires ahead of time, to ensure matches are not delayed.

- Have a volunteer (separate from match control) who can answer questions and assist players and parents – for a number of players, this may be their first event.

TIMELINES



- 7 Weeks Prior - Preparation
 - Draft your conditions of entry and TP file.
 - Review your entry numbers and timing from last year's event.
 - Forecast your entry numbers and proposed draw formats.
- 6 Weeks Prior – Publishing
 - Once your documents and TP file are approved by Badminton New Zealand, these may be published and distributed.
- 1 Week Prior – Entries Close
 - Review any missing or incomplete entries (i.e. missing partners) and follow up as required.
 - Enter each player's association code, e.g. WEL, into the state field.
 - Match up any 'partner required' entries.
 - Send your TP file to Badminton New Zealand for seeding.
- 3 Days Prior – Draws and Schedule Published
 - Once you have received your seeded file from Badminton New Zealand, you can prepare your draws and schedule.

- o Ensure players/pairs are separated using *Optimal Separation*, with the top two players/pairs of each state/association separated using ranking (singles) or points (doubles).
 - o A *qualified referee* must check and approve your draws before they can be published.
- After the event
 - o Ensure your completed TP file is published and sent to Badminton New Zealand.

CONDITIONS OF ENTRY

The conditions of entry (also known as the prospectus) sets out the rules and regulations that will apply to the sanctioned event. This document must include the following:

- Badminton New Zealand Sanctioned Events logo.
- National Rankings tier level:
 - o Tier 14 – North Island Championships
 - o Tier 12 – Group A (Auckland, Counties Manukau, North Harbour, Waikato and Waitakere events)
 - o Tier 9 – South Island Championships and Group B1 (All other North Island events)
 - o Tier 7 – Group B (All other South Island events)
- Important dates:
 - o Entries close: at least 7 days prior to the event (i.e. Friday of the week before).
 - o Draw and schedule published: at least 3 days prior to the event (i.e. Wednesday).
 - o Tournament dates and hours of play.
- The age group of the event, and the year of birth required for players to qualify:
 - o Juniors
 - Under 13 – Born between 2013 and 2016.
 - Under 15 – Born between 2011 and 2014.
 - Under 17 – Born between 2009 and 2012.
 - Under 19 – Born between 2007 and 2010.
 - o Seniors
 - Born in 2010 or earlier.
 - o Masters
 - Over 35 / 45 / 55 / 65 – Born in 1990 / 1980 / 1970 / 1960 or earlier.
 - Over 40 / 50 / 60 / 70 – Born in 1985 / 1975 / 1965 / 1955 or earlier.

- That all main draw events will be conducted according to current BWF regulations, including scoring.
 - Any alternate scoring or rules that will or may be used in division two / plate events.
- Which plate or division two events will be held
- That seeding will be completed using the latest Badminton New Zealand National Rankings available at the date of entries closing.
 - Masters' events may elect to use a panel of selectors to conduct the seeding, with consideration given to the latest Badminton New Zealand National Rankings. (Note: this option may be removed in subsequent years as the Masters' ranking grows).
- The following clauses to be included:
 - *This event will be played using the Alternative Service Law 9.1.6. The whole of the shuttle shall be below the server's waist at the instant of being hit by the server's racket. The waist shall be considered to be an imaginary line round the body, level with the lowest part of the server's bottom rib, and; the shaft and racket head of the server's racket at the instant of hitting the shuttle shall be pointing in a downward direction.*
 - *Players withdrawing after the close of entries will receive a refund of entry fees, less any administration fees, only on the submission of a medical certificate. No refunds will be made for withdrawals after the tournament has commenced.*
 - *A player may withdraw from individual events without being required to withdraw from all events.*
 - *A doubles entry is not confirmed until the entry and the entry fee of both players is received (except for 'partner required' entries) prior to the closing date.*
 - *Substitution is only allowed in the doubles events from players already entered in the tournament and must be approved by the Referee. Only one Player in each Pair in the draw can be substituted. If two Players from two different pairs in the same Event are put together, the placement of the new pair shall be at the position of the pair seeded in the highest seeding group. If none of the pairs are seeded, or seeded in the same seeding group, the position shall be drawn by lot between positions of the two original pairs.*
 - *Players compete at their own risk. No responsibility will be accepted for any injury received during this tournament.*
 - *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. Such photographs or video recordings may be retained for their own use, distributed to any other party, displayed during the event or any time thereafter, in any form whatsoever, provided that no such*

photographs or video recordings shall be used or retained for any illegal, immoral or unseemly use or purpose.

- o *"Any player entering must be a member of an association affiliated with Badminton New Zealand or the Badminton World Federation. All players must be in good standing with their member association and Badminton New Zealand."*
- o Coaching clause to be included relevant to the age group:
 - *Under 13: Coaching is not permitted during any match, including intervals. Any person coaching during a match who refuses the request of the referee or tournament director to stop coaching may be referred to the Badminton New Zealand disciplinary panel.*
 - *Under 15, 17 or 19: Any person coaching during a match, including intervals, must meet the requirements of the Badminton New Zealand Accredited Coaches policy. Any person not meeting these criteria who refuses the request of the referee or tournament director to stop coaching may be referred to the Badminton New Zealand disciplinary panel.*
- o Entry fees as set by the association, including the Badminton New Zealand player levy of \$17 (including GST).

Additional recommendations for the conditions of entry:

- A cover page or table highlighting the key information, e.g. tournament dates, closing date, entry fees, venue, and contact details.
- The brand and type of shuttle to be used for the tournament.
- Where the draw and schedule can be found.
- Any planned formats, e.g. elimination or round robin, and criteria for determining the format.
- Any restrictions to entry, e.g. if multiple age groups are playing at the same time.

If an association is holding a sanctioned event and a non-sanctioned tournament at the same time, there must be a separate conditions of entry document for each tournament.

TOURNAMENT PLANNER

All sanctioned events must use Tournament Planner software, operating under the Host Association's own license.

- Online entry is mandatory for sanctioned events.
- All players must be registered in the Badminton New Zealand database and hold a basic membership.
- Tournament Properties:

- o Info – ensure you have selected the *Tournament Type* that matches the tier level of your event.

- o Events

- U13, U15 and U17 events to be called boys' singles, girls' doubles etc.

- U19, senior and masters' events to be called men's singles and women's doubles etc

- Plate or division two events should be set as *No Ranking* under the *Event/Grading* properties.

- o Days – make sure all days of play have been selected.

- o Entry fees may be set up in one of two ways:

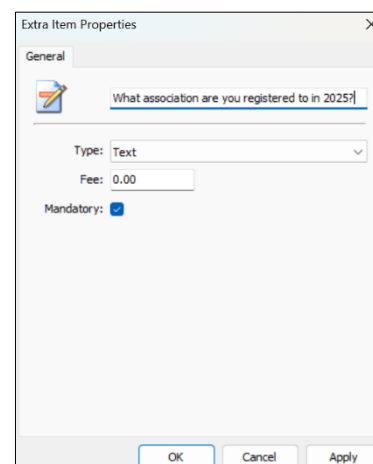
- Set a cost per event in the event properties, and add the Badminton New Zealand player levy as a mandatory extra item; or

- Set the entry fees as *Number of Events* and set the cost of the first, second and additional events, e.g.

- First event \$25 – including BNZ player levy
 - Second event \$15 – total cost for two events is \$40
 - Additional event \$10 – total cost for three events is \$50

- o Mandatory extra Item

- Include a mandatory text type extra item asking, "What association are you registered to in 2025?"
- Select type as Text.
- Set fee to \$0.00.
- Tick the Mandatory box.
- Use the results as a guide to check a player's listed association is correct for separation purposes.



- Publishing:

- o General – include your entry fee payment details and any other important information in the message, and tick the *Auto Upload Results* checkbox.
- o Online entry – *member ID required*, *show extra items* and *show remarks* should all be checked. *Doubles partner required* should be unchecked, so that *Partner required* entries are accepted. Check that your final entry date and withdrawal date are the same and agree with your conditions of entry.
- o Events – all main draw events should be checked. If you have created your plate / division two events in advance, these should be unchecked.
- o Regulations – include the following text:
 - As per the Conditions of Entry published at [https://badminton.org.nz/event/\[your-eventlink\]](https://badminton.org.nz/event/[your-eventlink])
- o Availability – each day of the event should be set to *No* (players cannot specify their availability)
- o Payments – Tournament Planner can be integrated with Paypal to handle payments and refunds, making it easier for players to pay their entry fees and reducing the administration work for organisers. For more information on how to utilise Paypal, please speak to the events team.

Thank you for the time you invest to deliver high-quality sanctioned events to the badminton community. We hope your events this season are a success.

If you need any help or assistance with your events, please contact the Badminton New Zealand events team, as below:

- James Veitch
 - o 020 4097 0530
 - o james@badminton.org.nz
- Alec Huang
 - o 022 150 2369
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