

INTER-ASSOCIATION INFORMATION (NORTH ISLAND)

HOSTING INTER-ASSOCIATION

This document is for all Host Associations to ensure there is a consistent understanding of the requirements to host Inter-Association. The information contained in this document outlines the process for reserving courts, booking courts, distributing information and what is expected on the day.

RESERVING COURTS (PRE-SEASON)

After the publication of the calendar, Badminton New Zealand request that Associations reserve:

- the entire hall on the dates provided, if operating out of your own facility; or,
- pencil bookings in for all available dates at external venues.

The above availability is to be communicated to Badminton New Zealand by 31 January via the team entry form. The schedule will be created based on the indicated availability.

This allows Badminton New Zealand the capacity necessary to create a workable draw and schedule that balances travel for all teams competing in North Island Inter-Association across the available venues and dates.

In accordance with Bylaw clause 4.b., there is a minimum requirement for Associations to provide access to four courts for a day per team entered.

BOOKING COURTS (ONCE SCHEDULE IS RELEASED)

After the publication of the schedule, Associations should confirm all applicable court bookings in their system and/or with external venues, for the dates required within the schedule.

Recommended minimum court allocations and duration per tie:

Age Group	Matches per Tie	Minimum Courts per Tie	Minimum Duration of Tie (using minimum courts)
Senior	12	2	4 hours*
Masters	12	2	3.5 hours
Veterans	9	2	2.5 hours
Super-Veterans	9	2	2.5 hours

**Note that this duration assumes an average match length of 35 minutes and includes 5 minutes between a match finishing and the next match starting, therefore includes on-court warm-up time.*

Host Associations are to provide use of the courts to teams for 30 minutes prior to the first tie(s) of the day commencing (i.e. courts available to teams from 8am for an 8:30am tie start time).

The duration of a tie will be reduced if more than the minimum courts are utilised. When possible, it is strongly advised to utilise more than the minimum number of courts per tie in Round 1, where three rounds are due to be played in a single day.

ORDER OF PLAY & COURT ALLOCATION

Bylaw clauses 4.i.ii.1 and 4.i.ii.2 set out the earliest start times for each round of ties:

- Two rounds of ties: Round 1 – 10:00am, Round 2 – 1:00pm.
- Three rounds of ties: Round 1 – 8:30am, Round 2 – 11:00am, Round 3 – 2:00pm.

Badminton New Zealand determine the order of play for ties, which is integrated into the schedule. The start time of the matches in the schedule determines the order of play of the ties:

- 1:00am → Round 1, 2:00am → Round 2, 3:00am → Round 3.

If you wish to alter the order of play you must receive approval from all teams involved and Badminton New Zealand before the host information is sent out (below).

The Host Association is responsible for allocating specific courts to each tie, ensuring the minimum number of courts and duration conditions are met or exceeded.

As soon as court bookings and arrangements are complete, Host Associations should produce information for visiting teams and send this out as soon as possible to aid travel arrangements. The information should include at least the following:

- Date, venue and address
- Host Association contact information
- Division(s) represented
- List of all teams competing
- Time the hall is open for warm-up
- Round 1 tie start time
- Approximate start time(s) for Round 2 and Round 3 (if applicable)
- Food & drink arrangements
- Court allocations for each tie

HOSTING – ON THE DAY

The Host Association is to ensure that a Referee/Controller is in attendance for the duration of the day and should ideally be a qualified Referee. If this is not possible, then this can someone who is fully familiar with the Laws of Badminton and the Inter-Association Bylaws. The Referee/Controller have absolute authority while play is in progress. They must not be involved in the ties as a player on the day.

The Referee/Controllers duties include:

- Ensure the venue is suitable for play, including checking net heights and any hazards.
- Collect ranking lists from all teams present 30 mins before the start ties.
 - o Each team must use one ranking list for the entire day, as per Bylaw clause 9.c.i.
 - o Protests must be made prior to the start of play for the day. Discuss protests with both teams. If agreement is reached a revised ranking list can be submitted. If no resolution, the ranking list stands and the protesting team is to submit a written objection to Badminton New Zealand within 7 days.
- Collect and check team lists from each team before the start of each tie.
- Supply blank Inter-Association tie sheets for the teams to record their results on.
- Supply umpire sheets for player-umpires to use when umpiring matches.
- Ensure ties commence on time at the start of the day.
- Keep play progressing by reminding team captain/managers to get the next match on court and limit warm-up time between matches.

- Education to players about the Clothing Code, where serious non-compliance is noted in the Referee's Report/Checklist. However, players cannot be prevented from playing.
- Completing the Referees Report/Checklist for the day.
- Submitting the Referee Report/Checklist, including scans of all ranking lists, team lists, and completed tie sheets to Badminton New Zealand on the Monday following the ties having been played to office@badminton.org.nz.

Copies of all paperwork can be found via the Badminton New Zealand website: <https://badminton.org.nz/events/inter-association/>.

Additional hosting considerations include:

- Host Association representative (can be a player) calls all players in for a welcome and advising of venue details, such as emergency procedures, food/water arrangements, local rules, social function information, etc.
- A first aid kit is available, with a certified trained person onsite, ideally the Referee/Controller.
- A good supply to ice available for players as required.

If you have any questions, please contact James Veitch at james@badminton.org.nz.