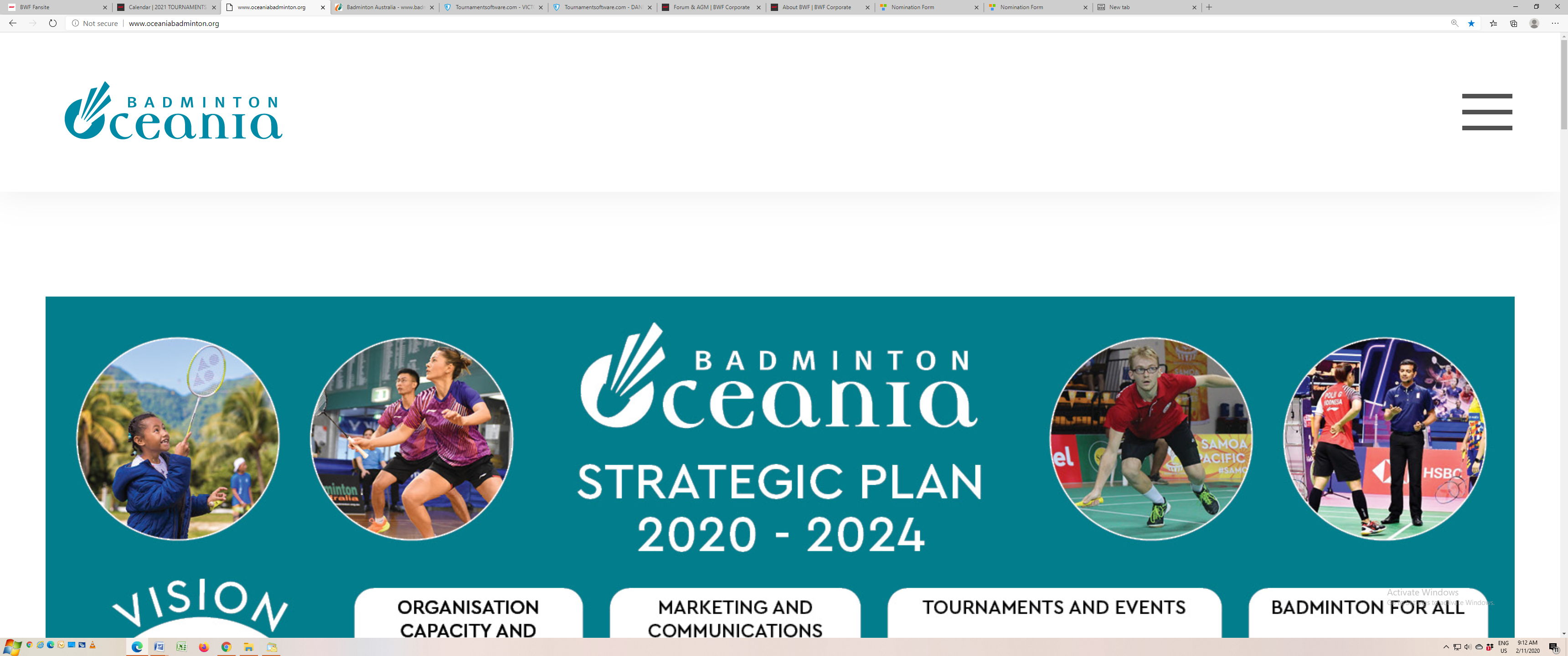
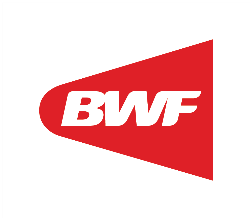
** Grade 3 Tournament Sanction Form**

This document to be completed aligned with the BOC Grade 3 regulations and the Host Organiser Guidelines

|  |  |
| --- | --- |
| **Tournament Name - including sponsor (sponsor, name, year)** |  |
|  |  |
| **Tournament Level** |  |
| **Tournament Week Number** |  |
| **Prize money (USD)** |  |
|  |  |
| **Host Organisation** |  |
| **Event Director - Name** |  |
| **Event Director – Email – for publication in the prospectus** |  |
| **Event Director - Phone** |  |
| **Website for tournament information** |  |
|  |  |
| **Dates** |  |
| Same week as previous year - Y/N |  |
| If N please specify reason |  |
| Tournament start date |  |
| Tournament finish date |  |
|  |  |
| **Venue –** please include a venue plan showing the court lay-out |  |
| Name |  |
| Address |  |
| Website |  |
| Size of area available for courts | \_\_\_\_ m x \_\_\_\_ m |
| Anticipated number of match courts |  |
| Playing surface (ie. mats, wood, mats on top of wood) |  |
| Height of playing area at lowest point unobstructed |  |
| Amount of space between playing courts |  |
| Amount of space behind courts |  |
| Is there air conditioning? |  |
| Seating capacity |  |
| What other facilities are available at the venue? (eg. Café, meeting room, storage etc) |  |
| Number of warm-up courts |  |
| Practise courts: how many, where, as from when? |  |
| Is there internet available at the venue? If yes, who for? |  |
| Nearest International Airport |  |
| Distance from hotel to airport (km) |  |
| Distance from accommodation competition venue (km) |  |
| Transfer time from accommodation to competition venue |  |
| Form of transport from accommodation to competition venue |  |
| What range of accommodation will be offered? Ie. hotel, apartment etc. State likely prices per room in local currency – inclusive of breakfast where possible, on twin share basis. |  |
| What system of accommodation booking will be used? Will deposits be required in advance; if so what are the refund conditions? |  |
|  |  |
| **Financial – please submit first draft budget using the format below – all costs in local currency** |  |
|  |  |
| **Proposed Entry Fees:** |  |
| International players |  |
| Host MA players |  |
|  |  |
|  |  |
| **Sponsors** |  |
| Is there an apparel sponsor? If Y, please name |  |
| Is there a shuttle sponsor? If Y, please name |  |
| Is there an equipment sponsor? If Y, please name |  |
| Other sponsors – please list |  |
|  |  |
|  |  |
|  |  |
| **Other Funders – eg. Local Government (list)** |  |
|  |  |
|  |  |
|  |  |
| **Completed by (name):** |  |
| **Date:** |  |
| **Email address:** |  |

The completed form to be sent to Badminton Oceania – [events@badmintonoceania.org](mailto:events@badmintonoceania.org) no later than **41 weeks** (9.5 months) prior to the start of the tournament; to include the venue plan

**Budget – Currency: \_\_\_\_\_\_\_**

**Income**

|  |  |  |
| --- | --- | --- |
|  | **Amount** | **Notes** |
| Sponsorship |  |  |
| Local Government |  |  |
| Other funding |  |  |
| Ticket Sales |  |  |
| Entry Fees |  |  |
| Accommodation Commission |  |  |
| Other |  |  |
| **Estimated Total Income** |  |  |

**Expenditure**

|  |  |  |
| --- | --- | --- |
|  | **Amount** | **Notes** |
| Venue |  |  |
| Transport |  |  |
| Technical Officials – travel, accommodation, meals |  |  |
| Medical |  |  |
| Volunteers |  |  |
| Other personnel costs |  |  |
| Promotion and marketing |  |  |
| Sponsor servicing |  |  |
| Administration |  |  |
| Trophies/Medals |  |  |
| Functions/Hospitality |  |  |
| Shuttles |  |  |
| Prizemoney |  |  |
| Uniforms |  |  |
| Accreditation |  |  |
| Photographer |  |  |
| Water |  |  |
| Other |  |  |
| **Estimated Total Expenditure** |  |  |

|  |  |  |
| --- | --- | --- |
| **Estimated Surplus/Loss** |  |  |