



Check List for Tournament Organizers and Umpires of ISBO

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Verified version, May 12 by Gossen

Check List for Tournament Organizers and Umpires of ISBO

Preface

This checklist has been devised for both the operation and evaluation of ISBO-tournaments and also as a support for umpires trained by ISBO. Information is available about the contents of the organization and formulas involved, which are resolved by ISBO depending on the tournament level.

In addition, the following documents need to be observed:

- The official ISBO tournament rules and regulations.
- The official ISBO game rules.
- The official ISBO regulations for referees.
- The official and actual ISBO tournaments standards

Key

Degree of priority / order within the given time frame:

0 = Top priority: has to be done immediately.

1 = Second highest priority: very important.

2 = Must be done as soon as possible, on completing 0 and 1.

3 = Should be completed directly after completing 0, 1 and 2.

4 = Can be done towards the deadline or between tasks.

5 = Must be continually worked on, controlled and managed, possibly even after the end of the given time frame up until and during the tournament.

Not highlighted = essential content of any tournament, independent of the tournament level.

Highlighted in grey = essential content of 1000-point-tournaments but not of 250-point-tournaments.

Italics = preferred content (does not need to be observed, but it would be desired and advantageous).

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Before the Tournament – Several Months/ Weeks Before		
0	Venue (criteria: budget, location (access to public transportation, publicity effect), size of the gym, changing rooms available, restrooms available, lighting conditions, noise control, power supply, air conditioning, seating available for audience, parking spaces available, etc.)	Haken
	<small>Comments about the above-mentioned.</small>	
0	<i>For outdoor events, bad whether alternatives should be provided for.</i>	
0	Any regulations of the Speed Badminton organization must be observed (consultation with the umpire, etc.).	
0	Sponsoring: create a sponsoring folder and gain sponsors – main sponsor, sponsors in kind (e.g. catering, organization of the transfer), financial sponsors, etc. For instance: -> sports retailers (for give-aways) -> manufacturers of sportswear / electro-appliances (for in-kind prizes) -> consumer electronics retailers (for coffee machines, beamers, computer monitors FOR RENT) -> beverage companies (for Prosecco, beer, water, RedBull, CocaCola, etc.) -> wholesales (for fruit, cereal bars, snacks)	
0	Date of the tournament (take into account other tournament dates, holidays, seasonal aspects, other events in the region).	
0	Title of the tournament: "Speedminton®- free sponsor- country- Open", e.g. "Speedminton® German Open"	
0	Budgeting.	
0	Drawing sketches of the arrangements/the venue.	
0	Requesting the permissions and insurances necessary. <ul style="list-style-type: none"> ▪ Third party liability of associations. ▪ Property damage insurance. ▪ Legal protection. ▪ Performing rights society. ▪ Registration with the police. ▪ Permission for fireworks, if necessary. ▪ Medical care. 	
1	Divisions – take into consideration the distinct divisions of ISBO and plan accordingly (singles, doubles, men, women, children, etc.).	
1	Determining the play mode/category (men, women, junior, senior), singles / doubles, as well as the minimum number of matches each participant is guaranteed (taking into account the courts and times available), (e.g. 1-day-tournament: minimum of 2 games/participant, 2-days-tournament: minimum of 4 games/participant) -> cf. ISBO regulations.	

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2	Making available free beverages for the participants.	
2	Making available meals for the athletes.	
	Making available a hire car for the transport of athletes and material, if necessary.	
2	Familiarizing with the tournament system and defining standards approved by ISBO (tournament software).	
2	Appointment of an umpire and making arrangements. Note: the umpire controls adherence to the rules of the Speed Badminton organization and enforces them where necessary. His assessment influences not only the sponsoring of other events by the organization, but also the tournament level.	
2	Medical care (physiotherapists etc.).	
2	Technicians in general / music technicians.	
2	Designing a tournament logo.	
2	<i>Organizing accommodation for the athletes (free of charge, .e.g. overnight stays in the gym / hostels / hotels)</i>	
3	Designing posters.	
3	<i>Creating a flyer for the tournament.</i>	
3	<i>Inviting VIPs (set players, sponsors, etc.).</i>	
3	Announcement of the tournament – see Appendix 1.0 + promotion of the announcement on internet platforms (e.g. Facebook, tournament website).	
3	Appointing a presenter/moderator.	
3	<i>Appointing a DJ.</i>	
4	Hanging up posters in various places.	
4	<i>Distribution of tournament flyers.</i>	

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4	Preparation of a booklet in addition to the announcement – see Appendix 1.1.	
4	Appointment of referees and ball boys.	
4	Obtaining prizes (cups, medals, prize money, etc.).	
4	Organizing a players' party.	
4	<i>Organizing a Blackminton® Party.</i>	
4	Obtaining clothes (extra t-shirts for the hosts / tournament shirts).	
4	Creating certificates.	
4	Appointment of an announcer (moderation, announcing the fixtures etc.).	
5	Press work (TV reports, newsletter articles, radio reports) → see SUPPLEMENT.	
5	Presentation on the internet – create a tournament website.	
5	Publishing a list of the participating athletes including information about their association. Mark the top ten players.	
5	<i>Obtaining give-aways (e.g. bars, key rings, bags, etc.)</i>	
5	Working on the material list and obtaining the material necessary (see tournament material list).	
5	Planning of the tournament program (opening ceremony, formations, entertainment program, award ceremony, etc.).	
5	Organization and training of volunteers.	
5	Acquisition of audience and seating – e.g. establishing contact to schools.	
5	Administration of registrations (do not forget to send out confirmations to the registered athletes).	
5	Establishing an entertainment program (e.g. presentation by a string company or other	

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	partners).	
5	Administration of athletes, audience, VIPs (list of participants, registrations, accreditations etc.).	

Before the Tournament – Several Weeks (Priority 0 to 2, 5) / Days (Priority 3, 4, 5) Before		
1	Preparation of a tournament guide (showing the program etc.).	
2	Briefing with the moderator and volunteers.	
2	Planning of video and photo shots.	
3	Checking the parking available and access routes (possibilities for unloading, etc.).	
3	Volunteer organization (distribution and allocation of tasks, etc.).	
3	Completing the material / printing. E.g. designing the certificates (preferably one for each participant, but at least one for the first 3 winners of each division).	
3	Preparing the material necessary (cf. list of material etc.).	
3	Briefing with partners and sponsors.	
3	<i>Organizing the transfer of the athletes.</i>	
4	Planning of signage for the tournament (posters, road signs, banners, etc.).	
4	Creating and printing the accreditation passes.	
5	Hanging up posters in various places.	
5	Distribution of flyers.	
5	Press work.	
5	Adherence to the regulations of the organization (consultation with the umpire, etc.).	
	Checking with the DJ for anthems (presentation ceremony etc.), songs and jingles.	

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5	Administration of the registrations (do not forget to send out confirmations to the registered players).	
5	Administration of the participants.	
5	Planning of the finals.	

Before the Tournament – Several Days (Priority 0 to 2. 5) / Hours Before the Start of the Tournament		
0	Making sure assistants and volunteers are provided for.	Check
0	Administration of the registrations (do not forget to send out confirmations to the registered players).	
0	Controlling the accessibility of gym and premises. Who has got the key? Etc.	
1	Preparation of any material necessary, cf. material list.	
1	Creating your own check lists for the tournament.	
2	Briefing with assistants and the moderator.	
2	Transportation of the material to the tournament location.	
3	Transportation of the signage to the tournament location (posters, road signs, banners).	
3	Entrance area -> Is the location clearly labeled (especially the entrance)?	
3	Organization of volunteers (distribution and allocation of tasks, etc.).	
3	Publishing the ranking lists.	
3	<i>Preparation of breakfast.</i>	
3	Decoration of the location with (sponsor) banners, posters, etc.	
3	General setting up (music, plots, tournament hosts, partners, etc.).	

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4	Hanging up the match schedule (when and where will each of the matches take place?).	
4	Hanging up the play-off chart or projecting it to a wall.	
4	<i>Placing the accreditation list at the entrance (see list) / stamp players on entering, distribute ribbons etc. (for VIPs).</i>	
4	Marking the courts (esp. the service line).	
4	Court numbering.	
5	Press work.	
5	Adherence to the regulations of the organization (check with the umpire).	
5	Administration of the participants.	
5	Checking with the DJ for anthems (players' national anthems, songs and jingles. Planning the presentation ceremony).	

During the Tournament		
0	Registration (administer accreditations, have people sign for photo and video shots, hand out give away bags, etc.).	
1	Opening of the tournament by the host and/or the organizers: <ul style="list-style-type: none"> • Introducing organizers, DJ (moderator), assistants, contact persons, referees, doctors, physiotherapists. • Introducing special guests, participating nations or associations (members, guests of honor). • Introducing the program (beginning and end of the tournament, lunch break, etc.). • Introducing the sponsors. • Important remarks: interpretation of rules, etc. 	Haken
2	Welcoming ceremony (e.g. tombola, banner parade, national anthems).	
3	Supervision of the catering (lunch, dinner).	
3	<i>Setting up for the finals if necessary.</i>	

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4	Award/medal ceremony and closing words.	
4	Taking pictures of the award/medal ceremony.	
5	Organization of the referees and numerators (responsibility of the umpire).	
5	Announcement of interim results, the tournament program/schedule, possible changes to the program.	
5	Guest service/hospitality.	
5	<i>Assignment of one assistant to each court.</i>	
5	Adherence to the regulations of the Speed Badminton organization (consultation with the umpire etc.).	
5	Supervision of press work.	
5	Photo and video shots.	
5	Noting down the <u>exact</u> match results (of each match!)→they need to be sent to ISBO.	
5	Before and during tournaments: taking notes for improvements in the future.	
5	Handing out speeders (each court 3 speeders minimum).	
5	Tidying up/cleaning rest rooms/showers/changing rooms.	

Directly after the Tournament		
0	Sending the results to the Speed Badminton organization.	Haken
0	Publishing the results on the website.	
1	Press work: transfer of match results.	
1	Self-critical evaluation (experiences, tips and suggestions for future tournaments), send an evaluation to the Speed Badminton organization.	

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2	Thanking the sponsors for their help (if necessary, sending out receipts) + a certificate of appreciation.	
2	Expression of acknowledgement to the participants (by mail) and requesting their feedback.	
3	Debriefing with partners, sponsors, assistants.	
3	Drawing a balance/preparation of a cost report.	
3	Drawing a comparison to past tournaments (positive and negative aspects, players' level, media presence, etc.).	
4	Sending out certificates to the volunteers and assistants.	
5	Publishing photos and videos of the tournament.	

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Additional Remarks and Regulations		
	A strict timetable must be established and adhered to.	Haken
	At 2-day-tournaments which end on a Sunday, the finals have to be played before 4 pm.	
	The tournament system is of particular importance – ISBO regulations have to be observed, and ISBO guidelines should be stuck to.	
	Are the seedings correct?	
	Referees and linesmen are required for each game (linesmen from the semifinals on).	
	A basic supply of beverages and food should be provided for during the tournament, lunch and dinner should be accessible at low prices or included in the participation fees.	
	<i>For 2-day-tournaments, a players' party for the first night should be organized.</i>	
	<i>For 1-day-tournaments, an optional evening program should be suggested.</i>	
	From the semifinals on, 3 sets should be played.	
	Inform the participants in advance about players who are already set and byes.	
	Scoring boards have to be installed on each court.	
	The tournament should be announced several months beforehand. Likewise, the booklet should be published several months in advance.	
	Each tournament should be planned by at least two main organizers. Depending on the size and mode of the tournament, an adequate number of volunteers and a spokesperson should be appointed.	
	Adherence to ISBO tournament regulations and standards, Speed Badminton rules, umpire functions and to ISBO rules for referees is required (see minimum requirements of tournaments as defined by DSBV).	
	Have players sign for photo and video rights (on signing in for the tournament or prior to the event) (e.g. additional remarks in the announcement).	

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Standards of ISBO Tournaments

1000-point tournaments		variations in 250-point-tournaments	
Speedminton® sponsoring (for each 1000p-tournament 1000€), if the following standards are observed:			
Name of the tournament: "Speedminton®- free sponsor- country- Open" e.g. "Speedminton® German Open"			
in advanced tournament:			
Fee/player:	20€ / player excluding food and give-aways		
Organizers (not allowed to play):	1 full-time organizer		
Announcement:	According to ISBO draft & requirements.		
	All ISBO ranked divisions.		
	Additional information, accreditation & draw must be sent via Mail to participants.		
	On the tournament and/or ISBO website: release participant lists, payment conditions etc.		
Press work:	Publishing a press release according to the ISBO style sheet in advance and directly after the tournament.		
Seeding lists:	Fixed by ISBO		
	¼th of attending players in each category get seeded based on the latest ISBO ranking.		
Tournament:	Adherence to ISBO match rules, tournament rules & referee rules.		
Venue:	No further than 50km away from an international airport.	Accessible by public transportation.	
Courts:	Minimum 8.	Minimum 6.	
Min. competitors:	60 (min. 3 games each player)	40	
Min. capacity of players:	120	80	

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Draw:	Group stage with knock-out system or double knock-out system according ISBO draws.		
	Announced in advance of the tournament.		
Referees (not allowed to play):	Plus linesman from semi-finals onwards.		
	Assignment of one certified chief referee, who is not allowed to play.		
Ranking division:	Opening a division: 4 registered players in the junior division required, 8 registered players in other divisions required; otherwise participants are graded into the next division.		
Registration:	Only online registrations using the ISBO Ophardt tournament software are valid.	No restrictions.	
Results:	Publishing the results on paper & online within 24 hours after the tournament.		
	A tournament report according to the ISBO style sheet must be sent within to lewicki@isbo-speedbadminton.com within 24h after the tournament.		
Moderation:	At least one full-time moderator should be appointed.	A speaker is required.	
Opening ceremony:	Must be held in the local language and in English for foreign players.		
Award ceremony:	Winning sets: best of 3/ final optional best of 5		
	An award goes to the winner of each division-national anthem is played.		
	A certificate (with signature of an ISBO official) goes to the 1. - 3.-ranked of each division.		
	Prize money can be paid but is not a must.		
Additional advice:	sign at the tournament venue		
	Insurance cover & sanitary facilities are required.		
	Players have to wear shirts with names & countries from semi-finals on.		
	Announcement of fixtures, times, fields and next matches on a timetable.		
	Scoreboards are required.		
	Volunteers can optionally be appointed.		
	The organization of a players' party or another evening program is appreciated.		

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Exceptions are possible in individual cases after checking by ISBO.

Tasks of the Umpire	
The umpire is delegated by the ISBO and, therefore, responsible for the supervision and enforcement of the following regulations: <ul style="list-style-type: none"> ▪ Standards of ISBO tournaments. ▪ Regulations of ISBO tournaments. ▪ Rules of Speed Badminton as defined by ISBO. ▪ Umpire functions, as defined by ISBO. ▪ Additional or substituting decisions made by ISBO (especially observance of the check list at hand). 	Check
Additional tasks which might come up in this context but are not mentioned here (e.g. requests by ISBO officials) -> Cf. Check List for Umpires.	
Handling of scoreboards (one board for each court), referees, linesmen and ballboys (to be appointed prior to the tournament).	
One referee for each court is preferred from the knock-out phase on and obligatory from the quarter finals on. From the semifinals on, linesmen/servicemen are obligatory.	
Has to control that field markings are correctly set up at any time.	
Has to supervise that an adequate amount of score sheets is available at any time	
Has to send a report and the check lists to the Speed Badminton organization after the tournament.	
Breaches against the rules have to be taken action against at any time during the tournament.	
Any announcements which might be important during the tournament have to be made.	
Has to observe the reduced check list for umpires and its contents.	

Appendix 1.0 –Check List for Announcements	
Prizes, titles that can be won and scores for the rankings.	
Entertainment program.	
Date of the tournament, venue, time frame (signing in, start of the tournament, etc.). Please note: specify the exact time of the signing in (not the timeframe!).	
Registration contact (mail address, address, and online application form)	
Speeder® used	
Divisions and type of match (singles, doubles) – how many participants build a division?	
Game rules / tournament regulations (ISBO-rules)	
Tournament organizers and other responsible persons	
Participation fees	
What is included in the fee?	
Sponsor logos	
Association logos	
Types of rackets permitted	
Surface structure of the ground	
Competition format	
Prerequisites for attending (e.g. is a single player allowed to participate in different divisions?)	
Registration fee	
Contact information	
Tournament organizers/hosts	
Umpire	
Medical care (doctor(s), physiotherapist(s))	
Registration deadline (registration period should end at least 3 weeks before the start of the tournament)	
Bank account data (should include the necessary information for foreign transfer) → holder of	

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the account / account number / zip code / BIC / IBAN / reference)	
Any peculiarities that are noteworthy (e.g. limited number of participants) / remarks	
Court marking used	
Link to tournament website	
Regret deadline (no deregistration and reimbursement of the participation fee possible within the last 24 hours prior to the tournament!)	

Appendix 1.1 – Booklet – In Addition to the Announcement

Table of contents	
Venue	
Directions sketch / Map / Photos of the venue	
Transfer to the venue by plane, public transportation	
Exchange rate, where necessary.	
Important things to know, peculiarities of the city (e.g. tax ordering is very expensive, there is a lot of theft)	
Please note: the national flag has to be brought along by the athletes	
Accommodation (type and name, contact, costs)	
Sightseeing, bars, restaurants, clubs and other leisure facilities	
Program/schedule	
Entertainment program (bouncy castle, tombola, bands, activities, child care, etc.)	
Supermarkets, snack bars, restaurants etc. in the location	
Further remarks (what should be brought along, budget necessary, etc.)	
For sponsoring / donations -> Contact details	
List of beverages on location	
Announcement	
Participants	
Remarks for referees	

Appendix 1.2 – Program

Cover = tournament flyer	
Table of contents	
Reports, interviews, greeting	
Program/schedule	
Sponsors	
Introducing organizers, important personalities, athletes	
List of beverages and menu	
Game tree	
Advertisement	
Sketch of the gym, site plan	
Contact persons	
Massage	
Doctors	
Rules	
Umpire	
Remarks for referees	
List of participants	
Leisure facilities	
Appeal for donations	
Seeding	
Overview of public transportation	

Appendix 1.3 – Registration Form

Online registration possible?	
Club membership*	

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Space for t-shirt size*	
A remark concerning flags: participants have to bring their national flags and/or club banners	
Name, first name*	
Address	
Bank account data of the recipient of the registration fees + deadline of bank transfer	
Additional remarks	
Phone number	
E-mail address*	
Date of birth*	
Choice of the division*	
Citizenship*	
Mandatory fields*	
Number of identity if necessary	
Online registration possible?	
Experience in racket sports: badminton, squash, speed badminton, tennis, table tennis	

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Appendix 2 – List of Material for the Tournament (Standard List – To Be Adjusted and Completed where Necessary)	
	Check
Score boards – one for each court!	
Blackminton® material	
Awards, medals	
Certificates	
Stand-up displays if no bare walls available	
Printer and printing paper on location	
Laptop with essential data for the tournament + cable	
Hi-fi equipment + accessory (e.g. microphone)	
Rankings	
Field numeration	
Measuring tape	
Equipment: Speeder®, Blacklights, EasyCourts, Speedlights, rackets for rent	
Decoration	
Beamer + projection surface	
Podium for the presentation ceremony	
National flags	
Bubbly/champaign for the presentation ceremony	
Banners, sponsoring equipment	
Score sheets (one for each match = minimum, take into account additional ones!)	
Equipment for the audience (e.g.)	
Packed give-away bags	
Posters	
Flyers	
Tape	
Fastening tape for the easy courts	
Seats for the audience, referees, organizers	
Keys to the gym and premises, asset key	
Cash till	
Stop watches	
Tags with players' names for athletes, drinking bottles, etc.	
Hot glue gun	
Balloons	
Sellotape	
Scissors	
Tongs	
Camera	
Plotts (rankings, court numerations, directions, remarks, massage, doctor, center court, entrance, changing rooms, rules, game trees, tournament organizer(s))	
(Business) cards	
Donation box	

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Appendix 3- Certificates	
Signatures of the organizer(s), place, date	
Name of the participant	
First name of the participant	
Logos (oft the association, tournament etc.)	
Division, rank	
Title of the event/tournament (e.g. 5 th Berlin Speedminton® Open)	
Sponsors, partners	
Organizers	

Appendix 4 – Accreditation List	
Name	
First name	
Citizenship	
Association	
Function (e.g. player, VIP, assistant, etc.)	
Is paid, Yes - No	
Pays a registration fee, Yes – No	
Accompanying persons registered	
Signature	
Rights for photo and video shots	
Insurance	
Remarks for assistants	
Appendix 4.1 - Accreditation Badges	
Name	
First name	
Function	
Signature of the tournament organizer	
Tournament/event logo	

Appendix 5 – Sponsoring Folder	
Cover displaying the name of the event and the main sponsor	
Information on Speed Badminton in general	
Presentation of the tournament host (association/Speed Badminton organization)	
Presentation of past activities and success stories (e.g. past tournaments)	
Show different possibilities of sponsoring (e.g. posters, 50-5000€) – explain the advantages!	
Contact details	
Reference to website, newspaper articles, press comments	

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Appendix 6 – Web Site Content	
Announcements	
Information given in the booklet (see booklet)	
Online registration form (see registration form)	
Latest list of participants (to be updated)	
Further information	

Appendix 7 – SUPPLEMENT for Media Contact

Contact – Media Type (TV, Radio,...)	Date of Publication	Address of Publication

Appendix 8 – Summary of the tournament