



## The Southern Open Adult Championships

This document contains the general requirements for hosting the Southern Badminton Association (SBA) Open Championship sanctioned event, hereinafter referred to as “the Southern”. Interested event organizers must complete and submit the bid application to the SBA board.

**BID DEADLINE FOR 2017: April 23 20:00 ET, 2017**

The SBA website is located at [www.SBAbadminton.org](http://www.SBAbadminton.org).

Please submit the bid application, and refer any questions by email to: [play@sbabadminton.org](mailto:play@sbabadminton.org).

### Overview

The Southern Open Championships date back to the 1930s, and are traditionally held during the months of March, April, or May, but has migrated to summer and fall months. Recent tournaments include:

- Round Rock Sports Center, Round Rock, TX – [August 6-7, 2016](#)
- Estero Community Center, Ft. Myers, FL - [May, 2015](#)
- U of Tennessee- Chattanooga, Chattanooga, TN - [August, 2014](#)
- ClearOne Badminton Centre, Orlando, FL - [September, 2013](#)
- University of North Carolina, Chapel Hill, NC - [March, 2012](#)
- Shula's Athletic Club, Miami Lakes, FL - August, 2011
- Emory University, Oxford, Georgia - August 2010
- Duke University, Durham, North Carolina - October, 2009
- Charlotte, North Carolina - July 2008

This tournament requires events for juniors, open, seniors, and masters (with at least 2 divisions for juniors and 3 divisions for seniors/masters). Awards are required and a purse prize is allowed. A minimum of two (2) days is required for this event. A typical schedule would be as follows:

Day 1	Open & Seniors play. If Juniors, then Juniors play.
Day 2	Open & Seniors play, remaining matches, finals.

The host must provide accommodation for the SBA board of directors to have its annual open meeting. This tournament is a great, old tradition of the south and there should also be a banquet Saturday evening for the presentation of awards and trophies (if the tournament has concluded by then).

**The Entry Fee for the first event should allocate \$5 from each player toward membership to the SBA.**

### SBA Support

The SBA will assist the event organizer with advice, guidance, sanctions and where agreed in advance, having support personnel (e.g. technical support) on site at the event.



## Organizer's responsibility

### Venue or Stadium:

- ✓ Must have minimum of 25 feet in height free of obstructions.
- ✓ Must have a minimum of 4 courts.
- ✓ Ideally using wooden sprung flooring, but if not, with non-slip court mats (badminton markings only) on wooden flooring.
- ✓ Courts must have a minimum 3½ feet clear space surrounding all the outer lines of the court. This space is a minimum requirement between any two courts marked out side by side.
- ✓ Good lighting intended for, and at a minimum, suitable for badminton.
- ✓ All sources of daylight or sunlight behind or along the sides of the court should be eliminated or blocked/covered.
- ✓ If air-conditioning or heating will be used, there should be minimal effect on shuttle flight.
- ✓ Locker facilities for men and women. Shower facilities optional, but would be welcome.
- ✓ Room for Directors' meeting, capacity of at least 10.

### Technical Officials:

- ✓ Tournament director must have run a minimum of 2 badminton tournaments
- ✓ Provide at least: 1 referee, 1 deputy referee (can be a qualified umpire), 2 umpires.
- ✓ Provide a desk staff of at least: 1 match-control/announcer and 1 registration/control staff.
- ✓ Provide a \$30 daily allowance for referees, and umpires. This allowance will start from the day of arrival to the day of departure.
- ✓ Provide shared hotel accommodations for all out-of-town officials.

### Volunteer Support:

- ✓ Expect to need five (5) to ten (10) volunteers for the following areas: control desk runners, messengers, registration assistants, hospitality, ticket takers, ushers, players' lounge, first aid, athletic trainers, medical support, etc.

### Equipment:

- ✓ Printer / Copy machine as required by the Tournament Director
- ✓ Internet access (optional)

### Shuttlecocks:

- ✓ Organizer shall provide all shuttlecock needs.

### Medals or trophies:

- ✓ Organizer will meet the cost of medals or trophies.

### Water:

- ✓ Reasonable supplies of drinking water must be available to all players and officials.



#### Medical Support:

- ✓ Organizer shall provide First Aid and assist in other medical needs.

#### Lodging:

- ✓ Organizer must arrange for a host hotel (preferably one not far from the tournament venue), with host hotel providing a discounted room rate for out-of-town players and officials.

#### Hospitality/Registration:

- ✓ It is recommended for the Organizer to provide a Hospitality Room/Suite (usually at the host hotel) for pre-tournament registration the evening before the first day of competition.

#### Insurance:

- ✓ The event organizer must have civil and public liability insurance in place for the event, and must insure against other risks as deemed fit. Insurance is provided by USA Badminton should the tournament be Sanctioned.

#### Ceremonies:

- ✓ There is no requirement to have an opening or closing ceremony, but many competitors will welcome such, especially a simple but effective opening ceremony on the first day of play, and perhaps a farewell party (this needs to be advertised well in advance so that players do not plan their return journeys without knowing of it).
- ✓ All medals must be presented by conclusion of the tournament.
- ✓ In lieu of a farewell party, it is strongly suggested organizer hosts a banquet Saturday evening, either at the host hotel, or at a restaurant not far from the tournament venue.

#### Web site and Reporting results:

- ✓ The event organizers may set up and run a web site for the event. The SBA must have full access to the results, for publication on its own website and results must, at a minimum, be sent to the SBA and USA Badminton office.
- ✓ A list of all participants, including contact information, should be provided to the SBA at the conclusion of the events.



## Southern Open Bid Application

The following application is for the purpose of obtaining important information about possible sites for the Southern Open. The information received in this packet will be used to evaluate the location on the suitability of hosting a Southern Open. SBA will only use this information in order to make these determinations.

### Main Sponsor's Information

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Years the organization has been in existence \_\_\_\_\_

How will the sponsor support the event (cash contributions, value in kind service and/or products, manpower etc.)? \_\_\_\_\_

\_\_\_\_\_

Please list the sponsor's experiences with running similar events:

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

### Tournament Information

DATE (S) REQUESTED: \_\_\_\_\_

TOURNAMENT SPONSOR: \_\_\_\_\_ USAB # \_\_\_\_\_

TOURNAMENT DIRECTOR: \_\_\_\_\_

EMAIL \_\_\_\_\_  
First Name Last Name

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

SHUTTLECOCKS: Brand: \_\_\_\_\_ Model: \_\_\_\_\_



## Other Sponsors

Please list possible sponsors who have shown an interest in this event. Also, list sponsor's preferred form of advertisement at the event (sign, banner, a-board, program ad, etc.)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Form of Advertising \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Form of Advertising \_\_\_\_\_

## Facility Information

Competition Venue Information (please submit one or two interior photographs)

Name of Facility \_\_\_\_\_  
Address of facility \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Number of badminton courts \_\_\_\_\_ Type of Floor \_\_\_\_\_  
Any other court marking on floor space (Badminton, Basketball, Volleyball, etc.)?  
\_\_\_\_\_

Is facility air-conditioned? \_\_\_\_\_ Can air-conditioner be turned off? \_\_\_\_\_  
Type of Lighting \_\_\_\_\_ Direct or Indirect (please circle)  
Height of Ceiling \_\_\_\_\_

**Adjacent Facilities/Rooms/Specific Areas**-check if available/indicate location and size

\_\_\_\_\_ Restrooms-number: \_\_\_ men \_\_\_ women  
\_\_\_\_\_ Meeting Rooms-number: \_\_\_  
\_\_\_\_\_ Locker Rooms - number: \_\_\_  
\_\_\_\_\_ Trainer/Medical Room Provide Specific Information \_\_\_\_\_  
\_\_\_\_\_ Concession Area  
\_\_\_\_\_ Merchandise sales area  
\_\_\_\_\_ Hospitality room/Players' Lounge  
\_\_\_\_\_ Free parking  
\_\_\_\_\_ On Court Water/Fluid for athletes (Sponsor Coolers)

**Equipment** - check if available and indicate type, location and proximity to venue, where appropriate



- \_\_\_\_\_ Computer with printer
- \_\_\_\_\_ Internet Access Available
- \_\_\_\_\_ Copy Machine
- \_\_\_\_\_ Typewriter
- \_\_\_\_\_ Fax Machine
- \_\_\_\_\_ Public Address System
- \_\_\_\_\_ Overhead Speakers - number: \_\_\_\_\_

**Furniture** - check if available

- \_\_\_\_\_ Bleacher accommodations, approximately how many seats \_\_\_\_\_
- \_\_\_\_\_ Tables and chairs
- \_\_\_\_\_ Portable Bulletin Boards

**Accommodations:**

- Headquarters Hotel Name \_\_\_\_\_
- Address \_\_\_\_\_
- Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_
- Hotel Capacity \_\_\_\_\_ Proposed rate(s) \_\_\_\_\_
- Are rates guaranteed \_\_\_\_\_
- Distance from Venue \_\_\_\_\_ Distance from Airport \_\_\_\_\_
- Shuttle Service to/from Venue \_\_\_\_\_ Shuttle to/from Airport \_\_\_\_\_

**Cultural Activities (Areas of Interest)**

Please list activities or sightseeing, which would be of interest during the event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Display Sales / Official Representatives**

Any and all manufacturer / representative of equipment / clothing /stringing display must be approved by SBA.

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## PRELIMINARY BUDGET

### Income:

Entry Fee \_\_\_\_\_  
SBA Membership Fee (# of entrants x \$5) \_\_\_\_\_  
Concession Sales \_\_\_\_\_  
Souvenir Sales \_\_\_\_\_  
Sponsors (please detail) \_\_\_\_\_  
Miscellaneous \_\_\_\_\_  
**TOTAL INCOME** \_\_\_\_\_

### Expenses:

Bid Fee \_\_\_\_\_  
SBA Membership Fee (# of entrants x \$5) \_\_\_\_\_  
Venue Rental \_\_\_\_\_  
Awards \_\_\_\_\_  
Printing Costs/Brochures/Posters \_\_\_\_\_  
Creative/Logo Department \_\_\_\_\_  
Welcome Kits \_\_\_\_\_  
Supplies \_\_\_\_\_  
Hotel \_\_\_\_\_  
Medical \_\_\_\_\_  
Insurance \_\_\_\_\_  
**TOTAL Expenses** \_\_\_\_\_

**NET INCOME (INCOME LESS EXPENSES)** \_\_\_\_\_

### This application was prepared by:

Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_  
e-Mail \_\_\_\_\_  
Signature \_\_\_\_\_