

Referee guide – BEC U17 Circuit

This guide is aimed to provide information to referees who are officiating for the first time on the Badminton Europe U17 Circuit.

1. Regulations

a. Badminton Europe U17 Circuit Regulations

Click here: [BEC U17 Circuit Regulations](#) then under “Circuits Regulations” click on “Badminton Europe U17 Circuit Regulations”.

Please make sure to be familiar with those regulations as they are the ones governing our BEC U17 Circuit.

b. BWF Statutes

Click here: [BWF Statutes](#).

All the BWF regulations that are referred to in the BEC U17 Circuit Regulations can be found here.

2. Key dates for a BEC U17 Circuit tournament

Deadline	What	Additional info
3 months before the tournament is due to start	The invitation of the tournament is published	The invitation will always be checked for final approval by the BEC office.
Tuesday, 4 weeks before the tournament is due to start, at 23h59 BWF headquarters time (GMT +8)	Entry deadline	The BEC office will send an e-mail to the organizers and the referee on that day.
Wednesday following the entry deadline	Entry numbers	The BEC office will send an e-mail to the organizers and the referee to announce the amount of entries in each event, as well as instructions regarding the provisional schedule.

Friday following the entry deadline	The acceptance list is published	The BEC office will send an e-mail to the organizers and the referee on that day including instructions on how to deal with promotions from reserves and withdrawals.
20 days before the tournament is due to start	Deadline to publish the final frame schedule	Depending on the number of entries, the updated schedule must be discussed between the referee and the organisers and then sent to the BEC office for approval.
Monday, 2 weeks before the tournament is due to start, at 23h59 local time (place of the tournament)	Withdrawal deadline: deadline for Members to withdraw their players online	This means that the players will not be fined for withdrawing as per BWF regulations, but they still have to pay the entry fee.
Tuesday, 2 weeks before the tournament is due to start	Draws are made by the BEC office	The BEC office will send an e-mail to the organizers and the referee on that day including the TP file and the tournament software license, it is mandatory to use this license for the tournament. After this date, any withdrawals will have to be dealt with by the referee and the organization + listed in the "Penalty/Withdrawal Report" (see section 6).
Immediately after confirming the draw, but no later than 24 hours after draw	Publish draws on tournament software	The referee checks and publishes the draw on tournament software. By doing this the draw will automatically also become visible on BEC's website.
Sunday following the draw	Deadline to publish the schedule for the first day on tournament software	The referee makes and publishes the schedule for the first day on tournament

		software. See appendix 2 for instructions regarding scheduling.
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3. Substitutions

Substitutions are allowed on the BEC U17 Circuit but must follow regulation 7.3 of the Junior tournament regulations that you can find here: [BWF Statutes, Section 5.2.3: Junior tournament regulations](#).

Those regulations are summarized below:

- 7.3.1. Substitution is only allowed in the doubles Events;
- 7.3.2. Only one Player in each Pair in the draw can be substituted;
- 7.3.3. If there are pairs on the reserve list, the priority is given to those pairs before making a substitution = promotion takes priority over substitution
- 7.3.4. The Player substituting for another Player must be entered in the Tournament (no late entries are allowed);
- 7.3.5. The substitute pair's combined BEC European U17 Ranking points (at the time of the seeding) shall be no higher than any pair from a higher seeding group. The seeding groups are (in order) 1 and 2, 3 and 4, 5 to 8, and 9 to 16; (i.e.: if a substitution is made within a pair seeded 6, the new pair can't have more points than the pair seeded 4, but they can have more points than the pair seeded 5). **Please make sure to check this on the "BEC European U17 Ranking" available online here: <https://bwf.tournamentsoftware.com/ranking/> and not directly in the TP file as ranking points are only imported for the event(s) a player is initially entered in.**
- 7.3.6. 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.

Additional information about substitutions:

- They are only allowed after the draws are made = one of the players of the newly formed SUB pair must originally be in the draw (or in the reserve list) for this event
- One player of the original pair must remain in the newly formed SUB pair (reg. 7.3.2.) and this new pair must stay on the same draw position than the old pair
- A pair can't be moved from a draw position to another

Please see the Appendix 1: "How to handle substitutions in the TP file" for more information.

4. Draw Management Document (from BWF)

You can find the Draw Management Document on the following page: <https://corporate.bwfbadminton.com/technical-officials/referees/>. It gives a good overview of how to update players' / matches' status in the TP file.

If a player is WDN / FWDN / DNS, please do not move him/her in the "exclude" tab of the roster but just list him / her with the appropriate status. If a player from the reserve list declines the promotion, please move him / her to the "exclude" tab of the roster.

5. TP file

The final TP file of the tournament must be sent as soon as the tournament ends but not later than Monday morning at 8h00 CET because it needs to be checked by the BEC office and it is used to update the rankings (which is also done on Monday). Please send it to events@badmintoneurope.com.

6. Penalty/Withdrawal Report

Click here: [Penalty/Withdrawal Report](#)

This document must be filled in by the referee and sent to the BEC office as soon as the tournament ends but not later than Monday morning at 8h00 CET (together with the TP file). Please send it to events@badmintoneurope.com.

It should be filled in as below:

- Withdrawal report (Tab 1):
 - Lines 8 to 10: information about the tournament
 - From line 14 (top table): report in this table:
 - Players who did not show (DNS)
 - Players who withdrew (WDN) and were not present in the tournament city
 - Players withdrawn in doubles because their partner withdrew before (WDN) and did not play any other event or were present in the tournament city
 - From line 27 (bottom table): report in this table:
 - Players who withdrew (WDN) and were present in the tournament city (withdrew in person at the TMM, injury during warm-up, ...)

- Players who withdrew because they got injured in another event (FWDN)
- Players withdrawn in doubles because their partner withdrew before (WDN) or during the tournament (FWDN), but still played other events or were present in the tournament city
 - If a player played with a SUB partner then they don't need to be reported
- On-court incident report (Tab 2)
- GCR and conduct breaches report (Tab 3): this is mostly used for clothing violations, please always send pictures when reporting a clothing breach. The player must be aware that the picture is taken and always given the opportunity of changing his clothing if he can.

You can find the example from the Cyprus U17 International 2021 attached.

7. Referee report

Click here: [Referee report](#), please make sure to use the “U17 Circuit tournaments - Referee Report”.

The referee report must be sent not later than 2 weeks after the tournament ends. Please make sure to include as much information as possible as it is always good for the organizers to know what they have done well or could improve but also it helps the referee officiating at the same tournament the next year.

You are welcome to contact the BEC office if you would like to receive the referee report or the TP file from a previous edition of the tournament.

You are always welcome to contact the BEC office should you have any questions:
events@badmintoneurope.com.

Appendix 1: “How to handle substitutions in the TP file”

Step 1: make sure that the substitution is allowed as per the regulations.

Step 2: Identify the pair where a substitution is needed (in this example, Jacobo Fernandez is “WDN” and Ruben Garcia will be paired with a new partner).

Badminton Tournament Planner - DECATHLON PERFLY Italian Junior 2020

Tournament Player Draw Report Internet Messages Extra Help

Roster - Main Draw

N	E.	N	Name	Seed	Status	Order	R...	Points	G.	DOB	Country	Date
1			Alejandro De Pablo	1	Main	2	65	4610.00	M	06/02/2002	ESP	21/01/2020 13:59
			Gabriel Fernandez				45	5960.00	M	03/03/2002	ESP	21/01/2020 13:59
2			Jan Babnik	2	Main	1	14	1130.00	M	25/05/2003	SLO	21/01/2020 14:12
			Miha Masten				14	9170.00	M	29/03/2002	SLO	21/01/2020 14:12
3			Fernando Civico	3	Main	3	72	4420.00	M	13/02/2002	ESP	21/01/2020 13:59
			Salvador Franco				72	4420.00	M	05/05/2002	ESP	21/01/2020 13:59
4			Jacobo Fernandez	4	Main	6	78	4180.00	M	28/12/2003	ESP	21/01/2020 13:59
			Ruben Garcia				131	2960.00	M	07/06/2004	ESP	21/01/2020 13:59
5			Eng Keat Wesley Koh		Main	4	105	3535.00	M	13/07/2002	SGP	20/01/2020 03:30
			Junsuke Kubo				105	3535.00	M	11/05/2002	SGP	20/01/2020 03:30

Step 3: Delete the pair from the draw

MD-U19

Member ID	St.	Cnty	Flag	Round 1	Round 2	Quarter
1				Alejandro De Pablo [1]	Alejandro De Pablo [1]	
				Gabriel Fernandez	Gabriel Fernandez	
2				Bye 1		
3				Mathias De Stefani		
				Jan Gurschler		
4				Yazan Saigh		
				Deyaa Shuaib		
5				Daniel Ivanko		
				Peter Radoczi		
6				Andreas De Winné		
				Sebbe Huyghe		
7				Gal Bizjak		
				Rok Kuprivec		
8				Arthur Boudier		
				Alexandre Briguet		
9				Jacobo Fernandez [4]		
				Ruben Garcia		
10				Bye 3		

Match Properties...
Schedule Match...
Schedule Round...
Schedule Round Robin...
Show Match
Clear Match
Clear Round Schedule
Print...
Select Entry
Delete Entry From Draw
Switch Player1 and Player2
Entry Properties

Step 4: Split the pair under the “players” tab (in this example, go to Jacobo Fernandez’s profile and under the MD event, change his partner from Ruben Garcia to “none”).

Name	Mobile	Member ID	Date of Birth
Fadillah, Muhammad R...		89336	06/05/2000
Farahnailah, Tasya		86959	17/08/2000
Fernandez, Gabriel		61260	03/03/2000
Fernandez, Jacobo	64646	64646	28/12/2000
Fink, Katharina		88412	14/11/2000
Fleuren, Kim		63026	13/01/2000
Franco, Salvador		85246	05/05/2000
Franconville, Julie		76311	28/03/2000
Frank, Matthias		72224	20/04/2000
Gander, Lena		58644	25/11/2000
Garcia, Ruben		94156	07/06/2000
Gatzsche, Ben		85931	17/10/2000
Geerts, Lotte		70618	18/11/2000
Gorniak, Weronika		76180	14/02/2000
Gozzini, Alessandro		95028	09/03/2000
Gurschler, Jan		67688	17/05/2000
Habicher, Julia		96324	05/06/2000
Halls, Christos		76702	15/04/2000
Hamza, Yasmine		90854	16/09/2000
Hargiono, Kevin		85344	02/04/2000
Harianto, Muh. Asqar		83267	04/02/2000
Herfanda, Asghar		79301	05/03/2000
Hidayat, Rahmat		63520	17/06/2000
Hommelgaard, Rasmus		57243	11/09/2000
Hsu Che Yu		77546	18/04/2000
Hu Yu Chi		82812	28/05/2000
Hung Huang		98719	29/10/2000

Jacobo Fernandez Properties

Fee: MS-U19 WS-U19 MD-U19 WD-U19 XD-U19

Partner: **Garcia, Ruben** (dropdown menu open showing: <None>, <Partner Wanted>, Garcia, Ruben)

Buttons: OK, Cancel, Apply

Step 5: Add the player who is substituting in his new event (in this example, Leo Hölzmer was only playing Men’s Singles so we add him the Men’s Doubles) and put the new pair together by selecting his new partner (in this example, Ruben Garcia).

Name	Mobile	Member ID	Date of Birth
Hsu Che Yu		77546	18/04/2000
Hu Yu Chi		82812	28/05/2000
Hung Huang		98719	29/10/2000
Huyghe, Kobe		92950	20/06/2000
Huyghe, Sebbe		81563	06/01/2000
Höfle, Johanna		57715	25/06/2000
Hölzmer, Leo		77430	03/01/2000
Hühne, Felix		86915	18/02/2000
Ivanko, Daniel		96471	14/10/2000
Ivanova, Tanya		61055	22/05/2000
Janičič, Barbara		80089	13/02/2000
Kao Hong En		85872	21/05/2000
Kattirtzi, Aris		87426	12/09/2000
Kidditz, Matthias		51998	05/04/2000
Kilk, Tauri		68760	07/08/2000
Koch, Joel		94599	16/10/2000
Koh, Eng Keat Wesley		70185	13/07/2000
Kruus, Catlyn		80922	09/07/2000
Kryvasheyev, Uladzimir		61502	12/03/2000
Kubo, Junsuke		67533	11/05/2000
Kuprivec, Rok		68193	08/10/2000
Lammertyn, Lien		94823	21/11/2000
Lee, Zhiyuan		60248	09/05/2000
Lim Shun Tian		50864	27/02/2000
Lim Yang Zhi Melcom		70861	28/09/2000
Lin Tzu-Yun		82705	01/07/2000
Liu Chia-Feng		90337	08/01/2000

Leo Hölzmer Properties















Fee: MS-U19 WS-U19 MD-U19 WD-U19 XD-U19

Partner: **Garcia, Ruben** (dropdown menu open showing: Garcia, Ruben, <None>, <Partner Wanted>, Fernandez, Jacobo, Garcia, Ruben)



















Buttons: OK, Cancel, Apply

Step 6: In the roster, update the status of the player withdrawing to “WDN” or “FWDN” (in this example, Jacobo Fernandez must be listed as WDN in the MD).

Step 7: In the roster, update the status of the new pair to “SUB” (in this example, Ruben Garcia and Leo Hölzmer) and remove the seeding from the pair if the initial pair was seeded as a “SUB” pair can’t be seeded.

17		Ruben Garcia Leo Hölzmer		SUB		131	2960.00	M	07/06/2004	 ESP	21/01/2020 13:59
								M	03/01/2002	 LUX	20/01/2020 19:51
18		Alejandro Caballero Miguel Esteve			Main 23			M	17/01/2002	 ESP	21/01/2020 13:59
								M	16/05/2002	 ESP	21/01/2020 13:59
19		Fernando Civico Salvador Franco	3		Main 3	72	4420.00	M	13/02/2002	 ESP	21/01/2020 13:59
						72	4420.00	M	05/05/2002	 ESP	21/01/2020 13:59
20		Alejandro De Pablo Gabriel Fernandez	1		Main 2	65	4610.00	M	06/02/2002	 ESP	21/01/2020 13:59
						45	5960.00	M	03/03/2002	 ESP	21/01/2020 13:59
21		Jacobo Fernandez		WDN	Main 6	78	4180.00	M	28/12/2003	 ESP	21/01/2020 13:59

Step 8: Add this “SUB” pair in the draw by right clicking on the relevant draw position (in this example, position 9) and then select the pair:

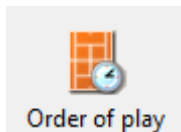
MD-U19									
	Member ID	St.	Cnty	Flag	Round 1	Round 2			Qt
	94080		ESP		Alejandro De Pablo [1]				
1	61260		ESP		Gabriel Fernandez	Alejandro De Pablo [1]			
						Gabriel Fernandez			
2					Bye 1				
	85432		ITA		Mathias De Stefani				
3	67688		ITA		Jan Gurschler				
	79757		KSA		Yazan Saigh				
4	63755		KSA		Deyaa Shuaib				
	96471		SVK		Daniel Ivanko				
5	66216		SVK		Peter Radoczi				
	79663		BEL		Andreas De Winné				
6	81563		BEL		Sebbe Huyghe				
	56566		SLO		Gal Bizjak				
7	68193		SLO		Rok Kuprivec				
	62046		SUI		Arthur Boudier				
8	75198		SUI		Alexandre Briguet				
	94156	SUB	ESP		Ruben Garcia				
9	77430		LUX		Leo Hölzmer	Ruben Garcia			
						Leo Hölzmer			
10					Bye 3				
	79028		ITA		Filippo Livio Avidano				
11	65186		ITA		Marco Barthelemy				
	85931		GER		Ben Gatzsche				
12	62390		GER		Daniel Stratenko				

Appendix 2: Scheduling instructions

As you prepare the tournament schedule, please follow the OOP process to ensure maximum court usage and to minimize conflicts for players in multiple events.

Please apply the following when scheduling:

- Check for player conflicts: Always account for players involved in multiple events to avoid scheduling overlaps / ensure sufficient rest time.
- Schedule ALL matches OOP (and double check)
- In the TP files, OOP grid should be used for scheduling all matches, as seen below



- Players playing multiple events, should be placed on same court, when possible

The underneath is the average 2024 match durations, divided on level:

2024	Minutes
U17	28,90

Suggested calculation of time, to assure no empty courts:

2024	Minutes
U17	25

Example of the OOP

Our imaginary tournament day is 21 rounds long

- Rounds 1 – 6 Followed by starting at 9.00,
 - Round 6 is allocated to courts, but is defined as: “Court and time TBA” (so we can move them, if a court is behind)
- Round 7 “Not before 11.30”
- Rounds 7 – 13 Followed by
 - Round 13 is allocated to courts, but all defined as: “Court and time TBA” (so we can move them, if a court is behind)
- Round 14 “Not before 15.30”
- Rounds 14 – 18 followed by
- Rounds 19 – 21 Followed by, but all defined as: “Court and time TBA” (so we can move them, if a court is behind)