Attached please find:

i. **Contact Information Form**
   To facilitate contact between participating schools, please fill in the contact information form and return it to the Federation Office on or before **24th September 2019**. Schools should bear in mind that the Contact Information should be used to facilitate communication ONLY and are **Confidential**.

ii. **Distributing Competition Shuttlecocks** – For A & B Grade only
   For the convenience of participating schools in the HK Island, competition shuttlecocks will be distributed on the specified day.

iii. **General Notice on the Management of a Badminton Match**

   1. **Grouping** as released on the website
      Go to www.hkssf.org.hk [[Inter-secondary Schools Sports Competition HK Island and Kowloon > Badminton > Competition Information > Grouping List]]
      1.1 Please refer to the website for the grouping list to check that your team(s) is / are included. Please contact the HK Island and Kowloon Office of the Federation at 2711 9182 in case of any error.
      1.2 Last season’s results have been considered when placing teams into groups. Division One will be seeded according to the Overall Standing, while Division Two will be seeded according to the Grade Result. Please refer to the Secondary Schools General Information Booklet 2019-2020 for details of promotion and relegation system and grouping system.

   2. **Tentative Competition Schedule**
      A & B Grade 2 October to 22 November 2019
      A & B Grade Finals 7 December 2019, Chai Wan Sports Centre
      C Grade 10 January to April 2020

   3. **Fixtures**
      To preserve the environment, fixtures will **ONLY** be uploaded to the HKSSF website on 24th September 2019.

   4. **Uniform**
      4.1 All players are required to wear their uniform tops bearing school name / abbreviation / badge, which should be sewn, stenciled or marked on permanently.
      4.2 Players have exemption from the uniform requirement in General Rules of Sports Competition 7.4, i.e. it is not necessary for all players to dress in identical uniform with same colour and same style.
5 **Starting Time**
The starting time of competition is **4:20pm** for booking hour from 4pm to 6pm. Participating schools are reminded that competition must commence on time. No allowance will be given. Failure to commence on time will lead to walkover.

6 **Walkover / Withdrawal**
6.1 School should inform the Secretariat by written one week in advance for any walkover / withdrawal. Should there be any sudden incident leading to walkover of matches, schools should inform the Secretariat before noon.

6.2 Should the opposing team failed to turn up at the starting time, schools should inform the Federation at 2711 9182 IMMEDIATELY.

6.3 Please refer to General Information Booklet By-laws & Rules to the walk-over rules (2.8).

7 **Postponement**
No request of rearrangement of fixtures will be entertained. School needing to change its fixture MUST consult its opposing school. The school that requests for change will be responsible for arrangement of an alternate venue for competition. Such re-arrangement must be done within 2 weeks of receipt of fixtures & the Secretariat MUST be informed of the new arrangement. This will facilitate the reallocation of courts to other schools.

8 **Line Judge**
Each school should provide 2 line judges for each game and their positions are indicated below.

Before commencement of a game, the umpire must clearly identify the 4 line judges. **Each line judge will be responsible for one line and there should be only one line judge per line.**

9 **Coaching**
9.1 Please note that the inter-school competition will follow the BWF rules regarding coaching. Participating school is permitted to assign one teacher / coach / staff to coach.

9.2 According to BWF rules “Coaching from off the court in any form while the shuttle is in play shall be prevented.”

9.3 Coaches / Team officials, during a match and / or while they are on or off the court must not delay the game by coaching in any form.
10. **Team Manager**

10.1 All teams must be accompanied by a team manager who is a full time staff member or authorized person of the school. (Please refer to “General Rules of Sports Competition” item 11)

10.2 Principal may authorize responsible adult to serve as Team Manager. School must complete appropriate application procedure four days before the person assumes the duty of team manager.

10.3 For all sports every team must be accompanied by a staff member or an authorized member appointed by head of School. He/she must remain with the team throughout the entire match/competition. Failure to comply with this regulation will result in the disqualification of the team from that match/competition.

11. **Competition Shuttlecocks**

   Please note that CN Alpha (Gold Label)-78 will be the competition shuttlecocks for this season. 12 shuttlecocks will be provided by the federation for each preliminary / final match.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Hanasia International Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>Ms. Lam</td>
</tr>
<tr>
<td>Tel</td>
<td>3175 3833 / 2417 1707</td>
</tr>
<tr>
<td>Fax</td>
<td>2417 7456</td>
</tr>
<tr>
<td>Price</td>
<td>$119/ dozen</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:hanasia@biznetvigator.com">hanasia@biznetvigator.com</a></td>
</tr>
<tr>
<td>Address</td>
<td>Rm 1205, 12 Floor Technology Plaza, 29-35 Sha Tsui Road, Tsuen Wan, N.T.</td>
</tr>
</tbody>
</table>

12. **Team Line Up**

   Teachers in charge of Badminton are reminded to be very cautious when deciding the line up of players. When the line up has been passed to the opposing team, no alteration will be allowed. Any discrepancy in the line up will lead to the forfeiture of the game(s) in question.

13. **Results**

   Member schools may visit the HKSSF website (www.hkssf.org.hk) to browse badminton fixtures and latest results. In order to provide updated information, participating schools are requested to return / fax the result sheet to the Federation Office as soon as the game has been completed. (Fax No. 2761 9808). **BOTH teams should fax the result sheet to the Federation Office within 2 days after the match.**

14. **Knock Out & Final**

   Top two teams in each group will qualify for the final knock out. Lot Drawing system will be adopted in the final knock-out stage, the first and second finalists from the same group of the preliminary round will be drawn into upper and lower tier. Please refer to the General Information Booklet 2019-2020 for details.
15. **Inclement Weather**
In event of Air Quality Health Index (AQHI) recorded at the General Station of the affected district (competition venue) reaches the band of 10+ with serious health risk, red rainstorm warning, typhoon No.3 signal or other higher warning signal, or close of schools announced by Education Bureau, competitions on that day will be automatically cancelled. The convenor will rearrange the fixtures accordingly. Please refer to [www.aqhi.gov.hk](http://www.aqhi.gov.hk)

16. **All Hong Kong Jing Ying Tournament**
The team competition will be held in May 2020. A quota system will apply as follow:

**Only A grade results would be counted.**

<table>
<thead>
<tr>
<th>Hong Kong Island</th>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division One</td>
<td>Top 3</td>
<td>Top 3</td>
</tr>
<tr>
<td>Division Two</td>
<td>Top 2</td>
<td>Top 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kowloon</th>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division One</td>
<td>Top 4</td>
<td>Top 4</td>
</tr>
<tr>
<td>Division Two</td>
<td>Top 1</td>
<td>Top 2</td>
</tr>
<tr>
<td>Division Three (K1)</td>
<td>Top 1</td>
<td>-</td>
</tr>
<tr>
<td>Division Three (K2)</td>
<td>Top 1</td>
<td>-</td>
</tr>
<tr>
<td>Division Three (Kln)</td>
<td>-</td>
<td>Top 1</td>
</tr>
</tbody>
</table>

Leung Tsz Fung  
Convenor

To : All Participating Schools  
Date : 18th September 2019