

Inter-School Badminton Competition  
**Guidelines on the Management of a Badminton Match**

1. Team managers please report to the venue booking office for registration after arrival. Nobody will be allowed to go inside the arena without signing on the registrar. Teams arrive before the booking session may get changed and do some warm up but please do not disturb other users inside the arena.
2. It is the duty of Home Team to bring one set of score sheet and 12 Official shuttlecocks to the competition venue. Both teams should also bring along some extra official shuttlecocks to the competition venue in case all required number of shuttlecocks has used up before the end of a match. In such case, Home and Away Team should provide shuttlecock in an alternate manner.
3. Before the start of a match:
  - 3.1 The home team shall give a blank score sheet to the away team. Each captain or teacher-in-charge shall present the composition of his team in writing in the score sheet to his counterpart in the opposing team before the start of play. No alternation thereof shall be made afterwards. Any discrepancy will lead to the forfeiture of the game(s) in question.
  - 3.2 ALL players listed on the score sheet MUST be present on the court with their registration cards ready for checking.
  - 3.3 All players should wear sports uniform top bearing school name/ abbreviation/ badge. All players should also wear sport shorts or long PE trousers. It is not necessary for all players to dress in same colour or identical uniform.
  - 3.4 Teams are required to check uniform of the opposing team before the start of a match, no enquires or appeals can be made thereafter.
4. In the case when a player has finished his / her game and has strong reason to leave the competition venue before the end of the match, the player is allowed to leave but he / she must first obtain permission from his / her Team Manager present in the venue. The Team Manager should also make sure that his / her team has sufficient number of students serving as umpire and line judges for the remaining games.
5. All players, umpires, line judges and the Team Manager staying on court should turn off their mobile phone during competition to avoid disturbance.
6. All non competing players, spectators and supporters must remain on the Spectators' Stand. They cannot stay on the court area or wander around other courts occupied by other users.
7. Supporters please control their noise level in avoiding disturbance to other users inside the arena.
8. **BOTH teams should fax the score sheet to the Secretariat (2761 9808) within 2 days after the match.**

Leung Tsz Fung  
Convenor (HK)

Ma Man Hong  
Convenor (Kln)