



# BADMINTON ASSOCIATION OF INDIA

(Affiliated to the Badminton World Federation and Badminton Asia Confederation)

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## **Notification: Guidelines for Entry, Withdrawal, Accommodation & Transport Booking for Para Badminton International Tournaments.**

It has been observed that players often fail to adhere to the payment timelines set by tournament organizers and the Badminton Association of India (BAI) for logistical arrangements at international competitions. This results in the unavailability of official hotel rooms, transportation issues, and overall inconvenience to all concerned.

To ensure a smooth booking process, all players participating in international tournaments must follow these guidelines:

### **1. Timeline for International Tournament Entry and Withdrawal**

- ❖ **Tournament Entry:** The entry for any international tournament must be sent to BAI at least 7 days before the official online entry deadline.
- ❖ **Tournament Withdrawal:** Any withdrawal request must be sent to BAI at least 3 days before the official online withdrawal deadline.

### **2- Advance Submission Timeline**

- ❖ Hotel booking requests, along with payment receipts, must be submitted at least 10 days before the official booking deadline set by the tournament organizer.

### **3- Mandatory Payment with Booking Request**

- ❖ A minimum of 50% of the booking amount (for transportation, hotels, entry fees, etc.) must be paid at the time of submitting the request.
- ❖ The remaining amount must be paid at least one week before the deadline mentioned in the tournament prospectus or as advised by BAI.
- ❖ Payments must be made strictly as per the official tournament prospectus or invoice.
- ❖ The prevailing currency exchange rate will apply. Any fluctuations will be settled as per actual rates.
- ❖ No booking request will be processed without a valid payment receipt.
- ❖ BAI will have the power to exempt/relax above for exceptional reasons.



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## 4. Transportation

- ❖ Players must submit their transportation details at least 3 days prior to the official booking deadline set by the tournament organizer as per the official prospectus.

## 5. Withdrawal/Administrative Charges.

- ❖ An administrative charge of ₹2500/- will be applicable for any withdrawal request submitted to the Badminton Association of India (BAI) across all event categories. This fee is payable to BAI and will be effective from June 2025 onwards.

## 6. Cancellation & Refund Policy

- ❖ In case of cancellations or excess payments, refunds will be processed directly to the concerned player/official, provided the charges are not levied by the organizer.

## 7. Communication Mode

- ❖ All booking requests and payment receipts must be emailed to [paraentryint@badmintonindia.org](mailto:paraentryint@badmintonindia.org) with the subject line: Hotel/Transportation Booking Request – Tournament Name.
- ❖ The content of the Email must mention Player Name, Check-in & Check-out Dates, Occupancy Type: Single/Double, Payment Reference No., Date, and Amount.

## 8. Final Confirmation

- ❖ Bookings will be confirmed only after verification of payment and request by BAI.

To ensure a smooth booking process, as discussed with the players' representatives on 19<sup>th</sup> March, 2025 at New Delhi, all players are advised to strictly adhere to the following guidelines. This will help avoid any last-minute issues or inconveniences.

All the players have to follow the players code of conduct.

**(K Prabhakar Rao)**

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Hony. General Secretary Badminton  
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