



Competition Manual

Hosting a Boccia Competition

The purpose of the Boccia Competition Manual is to provide guidance and direction to assist groups with the organising and running of local, regional and national boccia events. Running a boccia competition - regardless of size, location and importance - takes a considerable amount of organisation. In order to conduct a successful event it is often required to delegate responsibilities to a number of people. Below are some key areas that need to be considered:

Selecting a venue

- Find a suitable venue that has a smooth surface and can accommodate up to a maximum of twelve (12) playing courts (see boccia court dimensions).
- Consider location of venue in relation to public transport access, accommodation and amenities.
- Ensure the venue has parking available, easy wheelchair access and a disabled toilet that can accommodate large electric wheelchairs.
- Arrange a time to meet the key person at the venue to get a better sense of space, and advise them of your plans.
- Inform them that a wide variety of mobility may be present e.g. large wheelchairs and walkers.
- Discuss the possibility to rearrange and / or acquire additional furniture that will be needed e.g. tables and chairs.
- Find out the food and drink policies and areas for the venue and arrange equipment storage options for the venue.

Preparing the playing area

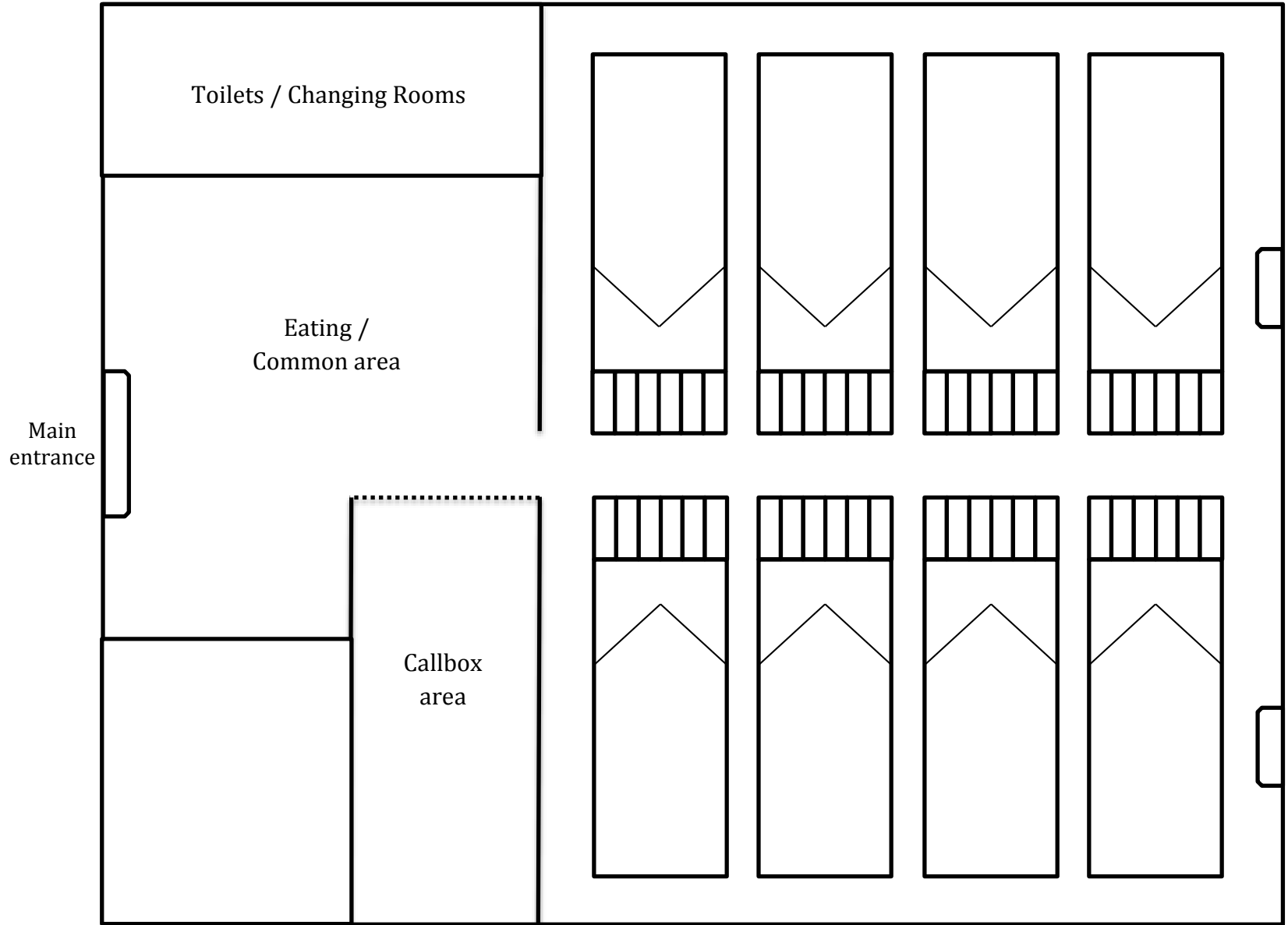
- Book two (2) hours either side of competition to setup and pack-up the playing area.
- Make use of existing badminton court markings (if possible) as these are roughly the size of a boccia court and will save on demarcation costs and setup time.
- Masking tape that is readily available from most hardware outlets is considered to be the most appropriate for marking courts as it doesn't leave any residue nor lift up any existing lines once removed.

Court Tape Requirements

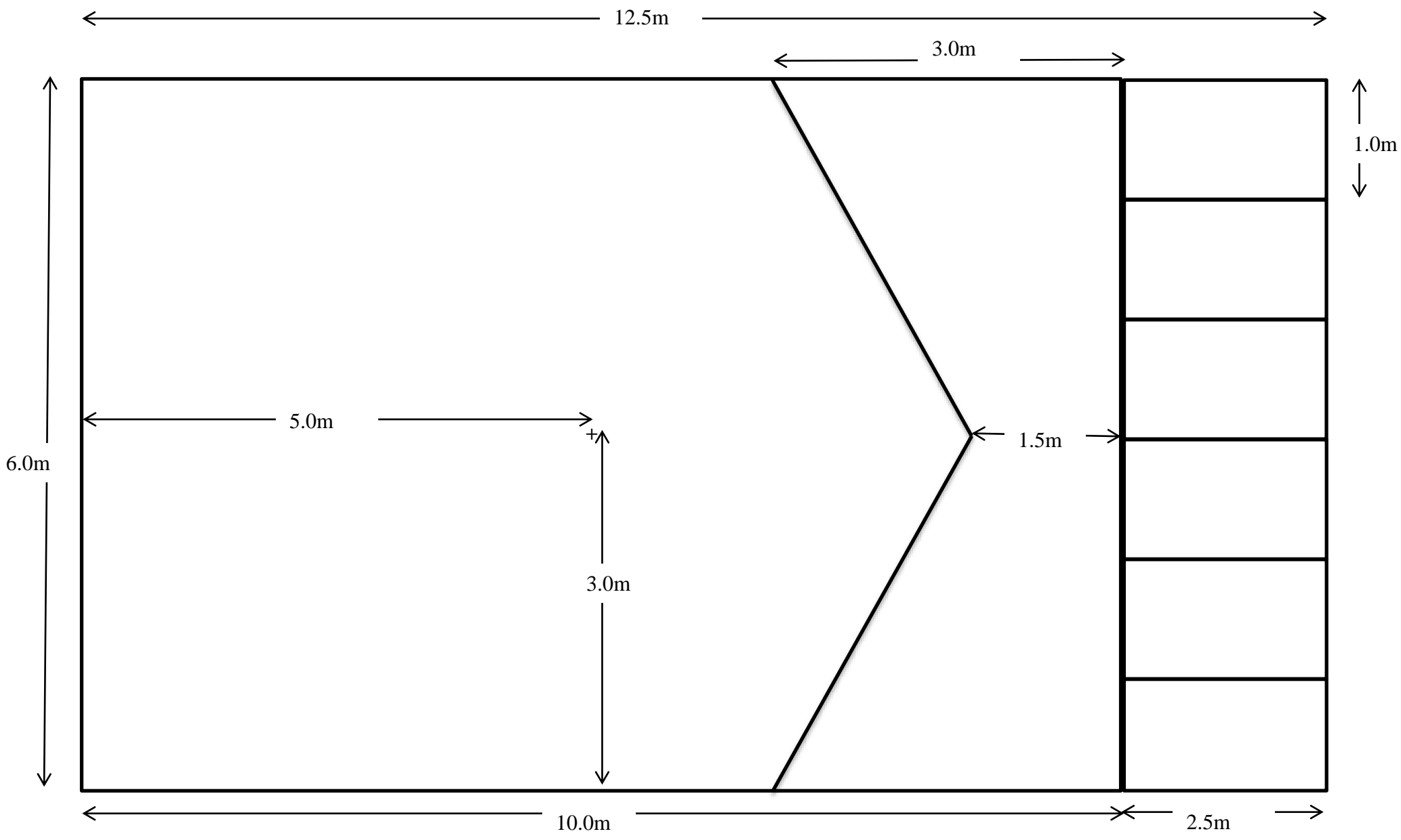
- All court markings must be easily recognisable.
- Adhesive tape should be used to mark lines.
- Approximately 50 metres per court (**wide tape 4-5 cm in width**).
 - 4-5 cm tape will be used for external boundary lines, throwing line, the "V" line.
- Approximately 13 metres per court (**thin tape 2 cm in width**).
 - 2 cm tape will be used for internal lines (dividing playing boxes and the cross).

Example floor plan

Playing area



Boccia court dimensions



Competition Format: Round Robin

This is a tournament where all entrants play each other. Sides are divided into small groups (pools of four, five, six or seven). The final ranking is determined by the cumulative outcome of all matches within the pool – usually the side with the most wins.

To determine the final position of sides in a pool once all round-robin matches have been played, the following criteria will be applied:

- (1) Matches won
- (2) Points difference
- (3) Points for
- (4) Points against

Example of a 5 person Round Robin.

Match results

	Player A	Player B	Player C	Player D	Player E
Player A		4 - 0	7 - 1	17 - 1	2 - 2
Player B	0 - 4		5 - 1	18 - 1	1 - 10
Player C	1 - 7	1 - 5		8 - 0	1 - 8
Player D	1 - 17	1 - 18	0 - 8		17 - 0
Player E	2 - 2	10 - 1	8 - 1	0 - 17	

Standings

	Games played	Games Won	Points For	Points Against	Points Difference	Final Position
Player A	4	4	30	4	26	1 st
Player B	4	2	24	16	8	2 nd
Player C	4	1	10	20	-10	4 th
Player D	4	1	19	43	-24	5 th
Player E	4	2	20	21	-1	3 rd

Determining Pools

When you are seeding a draw based on rankings, the 'snake seeding system' is recommended. In this method, all sides are ranked in order then the sides are placed in pools starting from the left across the pools and then reversed from the right until all sides are accounted for, for example:

For 4 pools (of 4):

Pool A	Pool B	Pool C	Pool D
1 st seed	2 nd seed	3 rd seed	4 th seed
8 th seed	7 th seed	6 th seed	5 th seed
9 th seed	10 th seed	11 th seed	12 th seed
16 th seed	15 th seed	14 th seed	13 th seed

For 3 pools (of 5):

Pool A	Pool B	Pool C
1 st seed	2 nd seed	3 rd seed
6 th seed	5 th seed	4 th seed
7 th seed	8 th seed	9 th seed
12 th seed	11 th seed	10 th seed
13 th seed	14 th seed	15 th seed

For 2 pools (of 6):

Pool A	Pool B
1 st seed	2 nd seed
4 th seed	3 rd seed
5 th seed	6 th seed
8 th seed	7 th seed
9 th seed	10 th seed
12 th seed	11 th seed

For 1 pool (of 7):

Pool A
1 st seed
2 nd seed
3 rd seed
4 th seed
5 th seed
6 th seed
7 th seed

Draw Formats

For pools of 4:

Round 1		Round 2		Round 3	
4 th seed vs. 1 st seed		4 th seed vs. 2 nd seed		2 nd seed vs. 1 st seed	
2 nd seed vs. 3 rd seed		1 st seed vs. 3 rd seed		3 rd seed vs. 4 th seed	

For pools of 5:

Round 1	Round 2	Round 3	Round 4	Round 5
2 nd seed vs. 5 th seed	4 th seed vs. 2 nd seed	1 st seed vs. 4 th seed	3 rd seed vs. 1 st seed	5 th seed vs. 3 rd seed
3 rd seed vs. 4 th seed	5 th seed vs. 1 st seed	2 nd seed vs. 3 rd seed	4 th seed vs. 5 th seed	1 st seed vs. 2 nd seed
1 st seed - bye	3 rd seed - bye	5 th seed - bye	2 nd seed - bye	4 th seed - bye

For pools of 6:

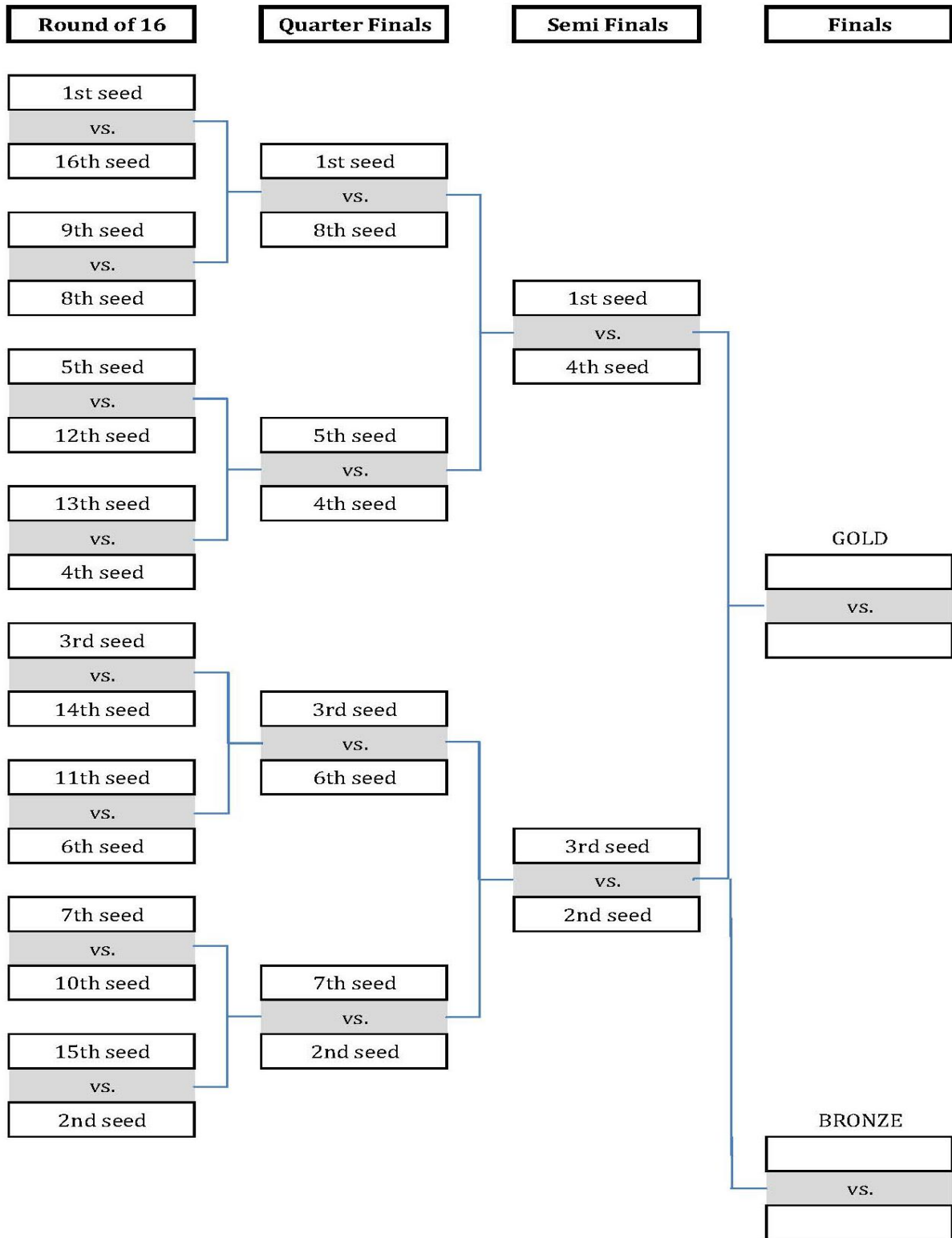
Round 1	Round 2	Round 3	Round 4	Round 5
3 rd seed vs. 4 th seed	6 th seed vs. 4 th seed	4 th seed vs. 1 st seed	5 th seed vs. 6 th seed	2 nd seed vs. 1 st seed
6 th seed vs. 1 st seed	2 nd seed vs. 3 rd seed	5 th seed vs. 3 rd seed	1 st seed vs. 3 rd seed	3 rd seed vs. 6 th seed
2 nd seed vs. 5 th seed	1 st seed vs. 5 th seed	6 th seed vs. 2 nd seed	4 th seed vs. 2 nd seed	4 th seed vs. 5 th seed

For pools of 7:

Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7
2 nd seed vs. 7 th seed	5 th seed vs. 3 rd seed	1 st seed vs. 6 th seed	4 th seed vs. 2 nd seed	7 th seed vs. 5 th seed	3 rd seed vs. 1 st seed	6 th seed vs. 4 th seed
3 rd seed vs. 6 th seed	6 th seed vs. 2 nd seed	2 nd seed vs. 5 th seed	5 th seed vs. 1 st seed	1 st seed vs. 4 th seed	4 th seed vs. 7 th seed	7 th seed vs. 3 rd seed
4 th seed vs. 5 th seed	7 th seed vs. 1 st seed	3 rd seed vs. 4 th seed	6 th seed vs. 7 th seed	2 nd seed vs. 3 rd seed	5 th seed vs. 6 th seed	1 st seed vs. 2 nd seed
1 st seed - bye	4 th seed - bye	7 th seed - bye	3 rd seed - bye	6 th seed - bye	2 nd seed - bye	5 th seed - bye

Competition Format: Knockout (with seedings)

This is the standard form for conducting knockout competitions (usually after a round robin has been played). It is an elimination tournament and can include playoff matches for sides that lose. Sides are seeded based on their rankings to ensure the top sides do not meet early in the tournament.



Developing the event schedule

- When determining the number of games to be played, group sides into respective pools consisting of a minimum of four (4) up to a maximum of seven (7) players.
- To determine the number of games to be played for pools and playoffs, use the following:
 - For a pool of **7** = $6 + 5 + 4 + 3 + 2 + 1 = 21$ games
 - For a pool of **6** = $5 + 4 + 3 + 2 + 1 = 15$ games
 - For a pool of **5** = $4 + 3 + 2 + 1 = 10$ games
 - For a pool of **4** = $3 + 2 + 1 = 6$ games
 - Quarter-finals = **4 games**
 - Semi-finals = **2 games**
 - Finals / playoffs = **2 games**
- Add up the number of pool games and respective knockout games to determine the total number of event games to be played.
- Determine the number of courts to be used and rounds to be played for each of the days of competition. Games usually need between forty (40) minutes (for individuals) and ninety (90) minutes for (pairs and teams) to complete.
- Once you have determined the total number of games to be played and courts to be used, allocate players and officials to time slots and courts to create the draw.

Example draw

Monday 2 February

	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
9:00	Allan	Bob	Cindy	Dianne	Eddy	Frank
	BC1	BC1	BC3	BC2	Kiwi	BC2
	India	James	Kelly	Lance	Mike	Noel
10:15	Gina	Harry	Rachel	Tom	Walter	York
	BC4	BC2	BC3	BC3	Kiwi	Kiwi
	Oscar	Pete	Sarah	Vince	Xavier	Zara

- Once the draw has been confirmed, pre-fill out the respective score sheets and group them according to starting time and / or round number for easy access.

Equipment

Below is a general list of equipment that may be required to run a Boccia event:

- Electronic scoreboards and controllers / extension cords / multiboards
- Manual scoreboards / chalk / whiteboard pens
- Cones / buckets
- Paddles / callipers / measuring tapes
- Boccia balls / ramps
- Clipboards / red and blue coloured stickers / pens / paper / score sheets
- Banners / signage / callbox and court signs
- Printer / laptop / power cable / camera / tripod
- Court tape
- Prizes / medals / trophies / gifts
- Playing draw / referee draw
- Official clock / stand / batteries / head referee vest

Ensure that you have one (1) of the following for every court that is to be used:

- Boccia ball set
- Bucket
- Referee paddle
- Measuring tape / calliper
- Scoreboard (manual or electric)
- Score sheet

Create readable court signs. These can be laminated and taped onto the walls and floor within the playing area to assist players, assistants and officials with where they need to go. These can then be reused from event to event.

Setup a designated clock that all players, assistants and officials will follow. This will avoid having people showing up late for their respective games and will ensure that the draw and schedule will be followed. Furthermore, it will assist with enforcing rules regarding the call box opening and closing times.

Ensure that a first-aid kit is available, fully stocked and up-to-date. Also make sure that emergency procedures, toilets and other key features of the building have been pointed out to all participants.

Logistics

- Provide details (address, phone and email contact) of possible accommodation, transport agencies and amenities available in the area for those who are travelling from out of town.
- Attach maps of key landmarks: airport, accommodation, competition venue, public transport points and approximate directions and distance to each.

Recruiting personnel

- Identify what training will be required and decide how and when you will deliver the training. Produce and distribute any training materials well in advance.
- Cater for volunteer's food and drink while they are on duty. You may also want to consider giving something extra to show your appreciation such as a small gift or certificate to quantify the training they have received and experience they have gained.

Volunteer roles

- Venue preparers
- Timekeepers / scorers
- Call room officials
- Linepersons
- Sport assistants
- Referees
- Coaches
- Off-court helpers

Checklist

Activity	Due Date	Achieved
Event expression of interest sent		
Budget prepared		
Funding options sourced		
Venue selected and booked		
Venue paid		
Accommodation / transport details provided		
Event promoted and entry forms sent		
Entry forms and fees received		
Personnel / volunteers recruited		
Draw / schedule created and advertised		
Equipment sourced		
Food ordered and paid		
Prizes gathered		
Playing area prepared		
Call box area prepared		
Eating area prepared		
Personnel / volunteers trained		

Budget template

	Budget	Actual
INCOME		
Registration fees (\$_ x _ people =) - Does registration fee include meals? YES / NO - Does registration fee include transportation to and from airport? YES / NO - Does registration fee include transportation to and from venue? YES / NO <i>If yes, please include costs under EXPENSES as well.</i>		
Sponsorship (include cash and donations of goods in kind)		
Other (grants - please list)		
TOTAL INCOME		
EXPENSES		
Administration		
Postage / Printing / Stationery		
Telephone / Internet		
Competition		
Advertising		
Prizes - medals / certificates / ribbons / trophies		
Equipment - balls / ramps / clocks / boards, etc.		
Venue hire cost (including deposit)		
Travel		
Accommodation		
Flights		
Transport		
Food		
Optional		
Souvenirs - key rings / T-shirts / cups / pins, etc.		
Media - photography / film		
TOTAL EXPENSES		
SURPLUS / DEFICIT		