

Tournament Sanction

Member Association



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2 Sanction requests

2.1 Starting a new sanction request

Begin by opening the BWF tournament website on <http://bwf.tournamentsoftware.com/>. You need to be logged in to the tournament website with a member association or continental confederation account before you can access the tournament sanctioning sections. You can check if you are logged in from the upper right corner of the tournament website, and if you are not logged in, the website will show a login option.

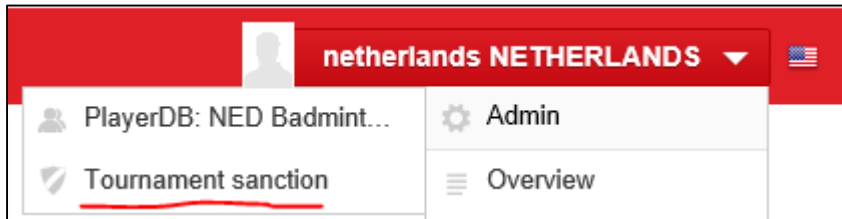


Figure 1: Login/personal menu.

From your personal menu in the upper right corner of the website, you can select the tournament sanction option. You will then be taken to a section of the website where you can view all your current sanction requests and make new requests.

The tournament sanction section is also available by accessing the Player DB, and then navigating to Tournament sanction from the Player DB menu.

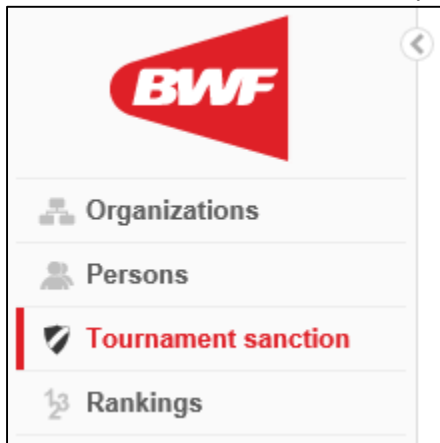


Figure 2: Player DB menu with tournament sanction section.

To start a new request, click the 'New tournament sanction' button.

2.2 Filling out a sanction request

There are 5 steps to the sanction request.

2.2.1 Disclaimer

On the disclaimer step you are asked to agree to the current rules and regulations pertaining to BWF tournaments. You must supply your name as a form of signature and agreement with the disclaimer.

2.2.2 Tournament & Contact

If you are a Member Association, the system will have automatically selected the host association based on your account.

Tournament level allows you to choose from different forms of level 1-4 tournaments (for example a World Superseries) and junior tournaments. Your choice affects entry procedures, administrative access to the tournament, and points calculation for the BWF ranking when processing tournament results.

You can select a tournament week as the week in which the tournament will be held. The list of tournament weeks contains only Mondays, and several important dates will automatically be filled out by the system based on the chosen tournament week.

Make sure to fill out the tournament title and any title sponsors in the dedicated text boxes. Contact details for the tournament (organiser) are also required. Note that the Contact Email will receive copies of online entry forms.

2.2.3 Dates & Entry

Many dates will have been calculated from the chosen tournament week, but the Entry start date, Tournament start date, and Tournament end date can be adjusted.

If this event is a repeat of last year's event, but takes place in a different week, then make sure to choose 'No' for the 'Same week as previous year' question and specify a reason why this change in week is occurring.

If you choose 'Yes' for the 'Restrict entry' question, you are asked to specify which restrictions apply.

Finally, for the Precedence field, indicate where among other events of your nation this event would rank, where 'Open' would be the highest level of event within a nation, and '4' would be the lowest.

2.2.4 Venue

Fill out your venue details as best you can. Only the city and country are required but if you have an address, email, website etc... for your venue then please fill those out as well. As more details are confirmed, these can be added when the TP file is created by the Continental Confederation.

2.2.5 Prizes & Events

Fill out the total amount of prize money that will be distributed among players in this tournament. If with-holding taxes apply then choose 'Yes' and specify the % of tax that will be withheld (between 0 and 99%).

With-holding taxes can be split into Domestic and Foreign tax %.

Finally, uncheck any of the events that will not be played in this tournament.

2.3 Submitting the sanction request.

Click the 'Submit' button after completing the sanction application. This will take you back to the overview of your sanction requests and a pop-up window will show that your sanction request has been sent to the BWF for approval.

You will also receive your sanction request by email, and the BWF will receive a similar copy for their own records. If the sanction application is for a Level 4 or Junior International event, the Continental Confederation will receive a notification email to review the sanction application.

It is now up to the BWF and/or the respective Continental Confederation to review your sanction application. You will be notified in both situations about the outcome of this review. When a sanction request is denied the BWF can provide a reason which you will receive in the notification by email.

You can reopen your sanction request and make changes based on the BWF's instructions, after which you can submit your sanction request again, which will restart the approval process.



Figure 3: Choose edit from the menu to reopen and edit a sanction request.

2.4 Reopen a sanction request.

You can reopen your sanction request and make changes based on the BWF's instructions, after which you can submit your sanction request again, which will restart the approval process.

The email you received as confirmation of your sanction request contains a link to reopen the request.

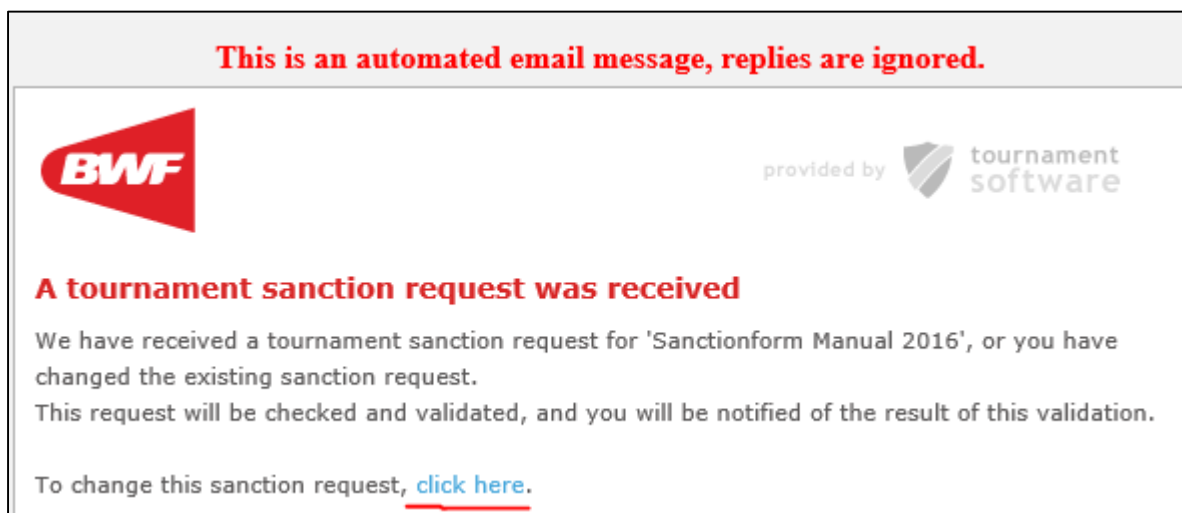


Figure 3a: Follow a link from your confirmation email.

From the PlayerDB Tournament Sanction overview you can click the name of your tournament, or choose Edit from the menu in front of your requested tournament.

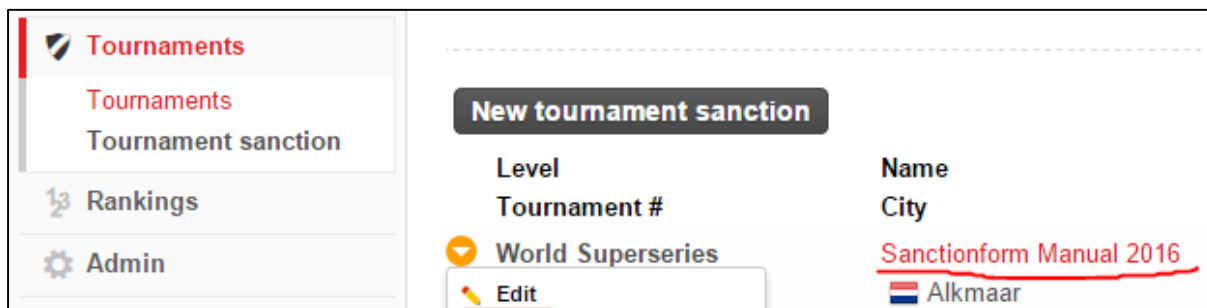


Figure 4b: Choose edit from the menu, or click the name of your requested tournament, to reopen and edit a sanction request.