

Tournament Sanction

Member Association



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1 Introduction

Tournament sanctions are a way for the BWF to validate and approve which official tournaments they allow on their calendar.

The basic process involves a party submitting a request for a sanctioned tournament to the BWF, the BWF then checks and approves this request, and finally the BWF publishes a tournament based on this request.

Sanctioned tournaments can be requested in different levels, and this level plays a big part in determining several properties of a tournament including entry period, M/Q list, withdrawal date, and even which parties are involved in checking the request for the sanctioned tournament.

2 Sanctioned tournament system

All requests for a sanctioned tournament are made from an authorized BWF account. To access the sanctioned tournament system you should be logged in with the authorized account that the BWF has provided to you.

Once you are logged in the menu on the left should provide a link to the tournament sanction area.



Figure 1: Tournament sanction in the general menu.

If you do not see this link you can try to access the area directly by

[Clicking this link for BWF](#)

Or

[Clicking this link for BWF Para Badminton](#)

2.1 Overview of sanctioned tournament requests

You start out on the overview of sanctioned tournament requests. This overview contains a filter at the top, and a list of all your current sanctioned tournament requests as well as their status.

Tournament sanction							
Filters							
Year: 2020							
Status: All Statuses							
Apply		Reset					
Sanction individual tournament		Sanction team tournament		Sanction basic tournament			
Level	Tournament #	Name	Start date	End date	Status	Created	
		City				Last modified	Tournamentlink
							Comments
Week 9, 2020							
Individual	Junior International Grand Prix	YONEX Dutch Junior International 2020	2/26/2020	3/1/2020	NED Badminton NETHERLANDS	Approved	5/2/2019
	BWF20-0093	Haarlem				5/28/2019	open tournament
Week 15, 2020							
Individual	International Series	21st VICTOR Dutch International 2020	4/8/2020	4/11/2020	NED Badminton NETHERLANDS	Approved	11/23/2018
	BWF20-0016	Wateringen				12/18/2018	open tournament

Figure 2: The overview of requests for sanctioned tournaments.

The year will automatically be set to the current year, but you can go back to previous years to view older requests and you can go forward up to two years, depending on which seasons the BWF has opened up for new requests.

By default the requests are not filtered by status.

2.2 Starting a new request

In the current version of the system there are three separate forms for requesting new sanctioned tournaments, depending on the type of tournament that you are requesting.

Most of the tournaments that you will be requesting are **Individual** tournaments. These tournaments typically have one of the BWF levels (e.g. Grade 2 such as an HSBC BWF World Tour Super 500 tournament; or Grade 3 such as an International Challenge tournament), make use of the Group Entry systems to collect player entries, and work with M/Q lists.

Other options that are available are **Team** tournaments where nations enter a team of players, and **Basic** tournaments which also make use of the Group Entry systems but are not officially sanctioned tournaments and are not included on rankings.

2.2.1 Individual tournament

There are five steps to the Individual tournament request.

Step 1: Disclaimer

You are asked to sign your name and agree to the disclaimer that is provided on the first step.

Step 2: Tournament & Contact

Here is where you input the first key details about your tournament. The association hosting the tournament, tournament title and tournament sponsor.

Important is the Tournament level selection, which will determine a number of key dates further in the process, and also which party is required to check your request for a sanctioned tournament. The lower levels are typically checked by a Continental Confederation, while the higher levels are typically checked by both the Continental Confederation and the BWF.

The tournament week also affects the key dates for the tournament, and functions as the reference point once the tournament is published and conditions like 'a player is not allowed to enter two tournaments of the same week' come into effect.

You are also asked to provide the contact details for the tournament organizer.

Step 3: Dates & Entry

You are asked if this tournament is held in the same week as the previous year. Most tournaments repeat on a yearly basis in the same week but if this year's edition will take place in another week you will be asked to specify why.

For many levels of tournament, most of the key dates will be calculated automatically from the chosen tournament week.

The day on which the entries for your tournament open is not calculated, and you can pick any reasonable date on which you want to start collecting tournament entries.

The tournament start and end dates are a suggestion based on the chosen tournament week, but you can make adjustments if your tournament last shorter or longer than normal.

If special restrictions apply and not all players or member associations are allowed to enter your tournament then you can indicate this and also specify who and why.

When hosting multiple tournaments you can specify an order of precedence for each tournament here as well.

Step 4: Venue

Here you specify the name of the location where this tournament will take place, as well as the address and other contact details for the location.

Step 5: Prizes & Events

Specify the amount of prize money available from the tournament, and if any taxes are applied.

You can select from Open or U19 events, MS, WS, MD, WD, XD.

Submit

Submitting your request for an Individual tournament will send out an email to you as confirmation, as well as an email to the relevant party to start the validation and approval for your request.

2.2.2 Team tournament

There are three steps to the Team tournament request.

Step 1: Disclaimer

You are asked to sign your name and agree to the disclaimer that is provided on the first step.

Step 2: Tournament & Contact

Here is where you input the first key details about your tournament. The association hosting the tournament, tournament title and tournament sponsor.

There are a few levels for team tournaments, and instead of Individual tournaments you are not asked to pick a tournament week. Instead you are free to select a start and end date for your team tournament.

You are also asked to provide the contact details for the tournament organizer.

Step 3: Venue

Here you specify the name of the location where this tournament will take place, as well as the address and other contact details for the location.

Submit

Submitting your request for a Team tournament will send out an email to you as confirmation, as well as an email to the relevant party to start the validation and approval for your request.

2.2.3 Basic tournament

There are three steps to the Basic tournament request.

Step 1: Disclaimer

You are asked to sign your name and agree to the disclaimer that is provided on the first step.

Step 2: Tournament & Contact

Here is where you input the first key details about your tournament. The association hosting the tournament and the tournament title, as well as the start and end date of the tournament.

You are also asked to provide the contact details for the tournament organizer.

Basic tournaments do not have levels, and also do not ask for a tournament week.

Step 3: Venue

Here you specify the name of the location where this tournament will take place, as well as the address and other contact details for the location.

Submit

Submitting your request for a Basic tournament will send out an email to you as confirmation. There is no further approval process necessary and you will simply be informed when the BWF has published your basic tournament.

2.3 Editing a request

If you are notified by the BWF or another party involved in the approval of your request that changes need to be made, or if you notice that a change needs to be made yourself, you can open the request for a sanctioned tournament and make these changes.

THIS IS AN AUTOMATED EMAIL MESSAGE, REPLIES ARE IGNORED.



A tournament sanction request was received

We have received a tournament sanction request for '2019 Request for sanctioned tournament', or you have changed the existing sanction request.

This request will be checked and validated, and you will be notified of the result of this validation.

To change this sanction request, [click here](#).

Figure 3: Top of the confirmation email which also contains the link to edit a request.

A screenshot of a web application interface. At the top, there are two dark grey buttons: "Sanction individual tournament" and "Sanction team tournament". Below these is a table with columns for "Level", "Name", "Tournament #", and "City". The table is filtered for "Week 48, 2019". A row is visible with "Individual" in the Level column, "2019 Request for sanctioned tournament" in the Name column, "272" in the Tournament # column, and "Nowhere" in the City column. A context menu is open over the row, with options "View", "Edit", and "Delete". The "Edit" option is highlighted with a red border.

Figure 4: Menu for a request with the edit option highlighted.

You need to go over each step of the request and make your changes, and then submit the form on the final step for your changes to be saved.

After editing a request for a sanctioned tournament, if it was in the process of being validated, the validation of the request will be re-started.