



# USA BADMINTON INTERNATIONAL TOURNAMENT ENTRY POLICY

## Background and Rationale

This document lays out USAB policies and procedures associated with an athlete electing to compete in an international competition.

According to the Badminton World Federation (BWF) General Competition Regulations, a player or pair intending to compete in BWF sanctioned international tournaments is required to be entered by the BWF Member Association of which the player or pair is a member. Therefore, United States players must be entered in international tournaments by USAB. The BWF and tournament organizers have set stringent regulations on deadlines for entry and withdrawal, entry fees, hotel reservations, airport transportation upon arrival, visa support documents, accreditation for team officials, and policies including codes of conduct for officials and athletes. There are BWF penalties associated with violating these regulations. In order to provide more efficient and effective service to the athletes, tournament entries, travel and hotel requests need to be made in a timely and systematic manner.

## Rules

### 1. USAB 5-Business-Day-Request-Rule

- For the USAB National Office to submit tournament entry, including requesting for a foreign partner and/or approve a foreign athlete requesting to partner a USA athlete, or to contact the tournament organizers (as per the tournament prospectus) regarding accommodation, travel information, and visa support, the USAB National Office requires a 5-business day period. This deadline shall be referred to as the “USAB 5-Business-Day-Request-Rule.”
- The 5-business day does not include the Badminton World Federation (BWF) entry deadline.

### 2. BWF Tournament Entry Deadline

All BWF entry deadlines fall on a Tuesday (11:59PM Malaysian – BWF HQ Time). This week shall be referred to as the “BWF Tournament Entry Deadline Week.”

### 3. USAB Tournament Entry Request Deadline

- The USAB Tournament Entry Deadline is the Tuesday (11:59PM PST USAB National Office Time) of the week before the “BWF Tournament Entry Deadline Week.”
- All tournament entry request must meet this deadline:
  1. If a USA athlete makes a request to be entered in an international tournament
  2. If a USA athlete makes a request to partner a foreign athlete in an international tournament
  3. If a foreign athlete makes a request to partner a USA athlete in an international tournament

# Tournament Entry

**BWF Tournament Entry Deadline:** All BWF entry deadlines fall on a Tuesday. All tournament entry requests must be made by USAB to the BWF Entry Deadline (by 11:59 PM BWF HQ Time).

## USAB Tournament Entry Request Deadlines:

### On Time Entry Request

The USAB Tournament Entry Deadline is 5-business-days prior to BWF Tournament Entry Deadline. All requests must be received by 11:59 PM PST. In a week with Monday as USAB observed holidays, the deadline will remain on Tuesday at 11:59 PM PST.

### Late Entry Request

- Athletes may still make late entry requests after the On-Time Entry Deadline of Tuesday 11:59 PM PST.
- Late entry requests must be received by Friday 11:59 AM PST with a late entry penalty of \$200. The completed credit card authorization form must be sent at the same time as the late entry request. Late entry request without the completed credit card authorization form will not be processed.

The USAB Tournament Entry Request Deadline must be met in all the following three scenarios:

1. If a USAB athlete makes a request to be entered in an international tournament;
2. If a USAB athlete makes a request to partner with a foreign athlete in an international tournament; and
3. If a foreign athlete makes a request to partner a USAB athlete in an international tournament.

Tournament Entry – Regular Week			
USAB Entry Deadline Week	Tuesday	USAB Entry Deadline 11:59 PM PST	<ul style="list-style-type: none"> <li>• Entry requests made by this deadline are considered timely and no late fees will be incurred by the registrant.</li> </ul>
	Wednesday		
	Thursday		
	Friday	USAB Late Entry Deadline 11:59 AM PST	<ul style="list-style-type: none"> <li>• Entry requests made by this deadline <b>MUST</b> be accompanied by a late fee of \$200 per athlete per tournament to be processed.</li> <li>• Entry requests made after this deadline are considered untimely and <b>WILL NOT</b> be processed.</li> </ul>
	Saturday		
	Sunday		
BWF Entry Deadline Week	Monday		
	Tuesday	BWF Entry Deadline 7 :59 AM PST	<ul style="list-style-type: none"> <li>• Entry requests made after this deadline by USAB are considered untimely by the BWF.</li> </ul>

## Confirmation of Entry

**USAB Confirmation of Entry:** USAB shall email a confirmation of entry to those athletes who requested entry into an international tournament by 5:00 PM PST on the Friday of the USAB Entry Deadline Week.

### Athlete Responsibility to Confirm Entry:

- Athletes are responsible for reviewing the USAB confirmation to ensure that they have been entered. If they do not receive confirmation by 5.00PM PST Friday of the USAB Entry Deadline Week, they must immediately send a reminder email to [internationalentry.usab@gmail.com](mailto:internationalentry.usab@gmail.com) by Monday at 7:59 AM PST to check their confirmation status.
- The athlete's email must include proof of attempted entry in the form of an email sent prior to the USAB deadline (or the automated USAB email receipt that results when an athlete submits a request through the USAB online registration portal).

## Tournament Entry Request Process

**How to make a tournament entry request:** Currently, USAB is accepting requests sent through email only. All emails should be directed to the USAB International Entry Specialist at [internationalentry.usab@gmail.com](mailto:internationalentry.usab@gmail.com). Athletes have three options when deciding how to make entry requests to USAB:

1. Email a single tournament entry request for one tournament only; *e.g. Peru International*
2. Email a single tournament entry request for several tournaments for the period of one (1) month only; *e.g. Denmark Open, French Open, Santo Domingo Open*
3. Email an annual competition plan for the year. However, the single athlete/pair is responsible to update the competition plan should there be any changes and remind the USAB National Office.

All emails should include the names of the tournament or tournaments in the email subject line.

It is the athlete's responsibility to make sure that the dates of the tournaments they are requesting do not overlap. Athletes cannot request to be entered for two tournaments that fall on the same competition dates. If an athlete requests to be entered conflicting tournaments, the USAB National Office will not enter athletes for those tournaments to avoid BWF penalty. The requesting athlete is responsible for updating the USAB National Office if they make any changes to their selection of tournaments. To be entered or not entered in the requested tournaments, the athlete's updates must meet the USAB Tournament Entry

Request or Withdrawal Deadline. Sending an email request to enter a tournament to the USAB National Office does not guarantee entry in the requested tournaments. All aspects of the request must comply

with this policy and follow the outlined process and timeline. To avoid missed communications because of technology failures, USAB highly recommends making requests well in advance of the deadlines set by USAB.

### **Note:**

To make the request process more streamlined, USAB is in the process of developing an online tournament entry system to replace email requests soon. Athletes will be notified by an announcement on the USAB website and by email. Athletes will have time to familiarize themselves with the online system. During this phase in period, USAB will still accept requests via email. The online system will be the only way to request registration, withdrawal, and other tournament support once the online system is in full effect.

**Who May Compete in an International Tournament:** The requesting athlete or athletes must be a current USAB member, in good standing with USAB, who:

- has an active BWF ID and is U.S. citizen; or
- has an active BWF ID and is not a U.S. Citizen but has documentation of BWF approval of jurisdiction transfer to compete under USA.

A request for an athlete to be entered an international tournament will not be processed if the athlete has outstanding debts to USAB because of unpaid USAB/BWF penalties, unpaid tournament entry fees, or currently is barred from entering tournaments by USAB or the BWF. Further, requests for athletes who have not signed the USAB Athlete Code of Conduct for the current year will not be processed. A signed copy of the USAB Athlete Code of Conduct must be emailed to the USAB International Tournament Entry Specialist

at [internationalentry.usab@gmail.com](mailto:internationalentry.usab@gmail.com), at the beginning of the year or the time when the athlete is requesting to be entered their first tournament of the year. Untimely entry requests will not be processed and the athlete will not be entered into the requested tournament.

**Who May Request an Athlete's Entry in an International Tournament:** The only people allowed to request an athlete's entry by USAB into an international tournament are:

- The individual athlete,
- A duly appointed representative of the athlete, or
- A legal guardian of an athlete under 18 years of age.

NOTE: A representative, parent, guardian, or other individual who has been nominated as the athlete's official "athlete manager" will have sole authority to represent him/her with all matters related to the USAB National Office. Requests to have authority vested in a particular individual should be sent by the athlete to the USAB International Entry Specialist at [internationalentry.usab@gmail.com](mailto:internationalentry.usab@gmail.com). Such representation can only be terminated by an athlete's formal written request to the USAB International Tournament Entry Specialist.

**USAB Adult Athlete Status:** According to the U.S. Department of State, children become legal responsible individuals in most US localities when they reach the age of 18. Accordingly, USAB will require an athlete to be 18 years of age to be considered an adult for badminton purposes.

**Where to send tournament entry requests:** For all entry requests athletes **MUST** email the request to the International Tournament Entry Specialist at [internationalentry.usab@gmail.com](mailto:internationalentry.usab@gmail.com). If athletes do not email their tournament entry requests to this email address, the athlete will not be entered in the requested tournament.

**Processing Fees:** Currently USAB does not charge athletes an administration fee for requesting to be entered in an international tournament. USAB will initiate a Tournament Entry Processing Fee per athlete per tournament in the future to help cover the increasing administrative costs associated with the international tournament entry process.

**USAB Entry Request Deadline:** The USAB On Time Entry Request Deadline is the Tuesday before the BWF Tournament Entry Deadline (typically Tuesday) at 11:59 PM PST. When a Monday is a USAB-observed holiday fall, the USAB offices are closed, but the USAB On Time Entry Request Deadline will not change.

**Tournament Entry Fees:** If a tournament requires an entry fee, all athletes are responsible for payment. It is the athlete's responsibility to read the tournament prospectus (usually found on the BWF website, other continental confederations' website, or the host country or tournament website) to determine when payment is required. Tournament entry fee payment may be requested by the tournament organizers in three different ways:

1. payment at the time the athlete makes the entry request,
2. payment at a later date prior to the tournament as stated by the host, and
3. payment immediately before playing in the tournament.

USAB will require payment by athletes prior to registering the athlete for a tournament if the tournament requires payment by #1 or #2, above. Entry request must be accompanied by a completed credit card authorization.

**Payment At The Time Of Making Entry Request or Payment by a Deadline Provided by Organizers Prior to Tournament:** If the tournament organizers require that the entry fee must be paid by USAB at the time of requesting entry in the tournament or that the entry fee be paid by USAB by a specified deadline after registration but before the tournament begins, athletes must pay at the time they request entry.

**Payment Immediately Before Tournament Commences:** If the tournament organizers request that the entry fee be paid immediately before the tournament commences (i.e. at tournament check-in) the athlete is responsible for making the required payment to the organizer. If USAB receives an invoice from organizers for unpaid entry fees, USAB will pay the entry fee and/or other penalties on behalf of the athlete as per BWF regulations. Then, USAB will invoice the athlete to recover all costs. These include all administrative costs incurred by USAB, all banking and processing fees incurred in the USA, and all banking and processing fees required by the host country's bank. USAB will invoice the athlete to recover all costs within 10 business days. After the invoice is emailed, the athlete will be charged an additional \$10 per day for every day that payment is not made after the 10 business days. After 14 days (from the date of the invoice has been emailed by USAB), the athlete will be declared not in good standing with USAB. The athlete will not be entered in any tournaments until the athlete has cleared the outstanding payments to USAB.

**Late Entry Penalty:** USAB instituted a Late Entry Penalty in October 2013. After the USAB Entry Deadline, USAB will still be able to service entry requests until 11:59 AM PST two business days prior to the BWF entry deadline. This will fall on a Friday. The Late Entry Request penalty is \$200 per player per tournament.

**USAB Communication Regarding Requests:** On all matters related to the registration process and competition, the USAB National Office will only communicate with the athlete or other party legally authorized and recognized by USAB as having the authority to act on behalf of the athlete. The USAB National Office will not communicate with other persons who have not been formally nominated and recognized as the "athlete manager." The USAB National Office will not be responsible for any miscommunications because of numerous persons trying to communicate with USAB regarding tournament entries. The USAB National Office will only communicate with the athlete or nominated person on all matters until instructed otherwise by the athlete. When a nominated person handles

communications for an athlete, the athlete loses all decision-making ability unless requested by the athlete or waived in certain circumstances by the USAB National Office. USAB National Office will not be able to respond for tournament entry requests made during a weekend, on public holidays or after business hours.

**Doubles and Mixed Doubles Partnership Requests:** Athletes competing in doubles or mixed-doubles competitions are eligible to partner with:

1. Another USAB member who is in good standing with USAB and who has a BWF ID  
USAB athletes intending to partner with another USAB member must make the request for the partnership before the USAB Tournament Entry Request Deadline. Partnership requests made after the USAB Tournament Entry Request Deadline will not be processed and the athletes will not be entered in the requested tournament.
2. A foreign athlete who is in good standing with their National Badminton Federation and who has a BWF ID  
USAB athletes intending to partner with a foreign athlete or a foreign athlete intending to partner with a USAB athlete must make the request for partnership before the USAB Tournament Entry Request Deadline. Partnership requests made after the USAB Tournament Entry Request Deadline will not be processed and the athletes will not be entered in the requested tournament.

USAB highly recommends that USAB athletes who wish to partner together or who wish to partner with foreign athletes discuss the partnership and partnership request process in advance of any entry deadlines. Partnership requests must be made by the USAB Entry Deadline (typically Thursday), that is 5 business days prior to the BWF Tournament Entry Deadline. USAB cannot guarantee the approval of all partnership requests from USAB athletes seeking to partner with a foreign athlete as the national badminton federation of the foreign athlete must approve the partnership request submitted by USAB. Because USAB cannot control the practices of other National Badminton Federations, USAB athletes are encouraged to process all partnership requests through USAB and not the foreign partner's National Badminton Federation. Partnership requests from other National Badminton Federations will not be approved until the USAB athlete being requested has paid to USAB the necessary fees. For more information, please see the [USAB Doubles & Mixed Doubles Partnership Guidelines for International Tournaments](#).

## Tournament Withdrawals

The BWF has introduced a much stronger policy on conduct and withdrawal from tournaments (See [BWF Table of Offences and Penalties](#)).

**Deadline for Withdrawal:** All athlete withdrawal requests must be made in accordance with this policy. The deadlines for requesting withdrawal are as follows:

**1. On Time Withdrawal - Three business days prior to BWF tournament draw:**

Athlete withdrawal requests made before **11:59 PM PST** three business days (typically Thursday) before the BWF tournament draw will be considered timely and the athlete will not be assessed the USAB or BWF withdrawal fee.

**2. Late Withdrawal - Two business days prior to BWF tournament entry deadline:**

Athlete withdrawal requests made before **11:59 AM PST** two business day (typically Friday) before the BWF tournament entry deadline will be considered timely and the athlete will not be assessed a USAB Late Withdrawal Penalty of \$200 per player or per pair per tournament.

Note:

- Athletes requesting withdrawal by this deadline will be required to pay tournament entry fees if the tournament organizer charges an entry fees.

**Untimely withdrawals:**

- After the **Late Withdrawal Deadline at 11:59 AM PST** two business days before the BWF tournament draw (typically Friday), any athlete withdrawal requests will be considered untimely and will not be processed by USAB for whatsoever reason.
- Athletes who miss the USAB withdrawal deadline will be responsible for penalties imposed by the BWF.

**Waiver of BWF Penalties for Extraordinary Circumstances:** In its discretion, USAB may grant withdrawals to Athletes penalty-free under certain exceptional circumstances. “Extraordinary Circumstances” shall include physical injuries and/or disabilities that may stop the athlete from competing in the tournament registered for (i.e. heart attack, fracture, contagious diseases, etc.), bereavement, or other unique circumstances making it impossible or highly burdensome for the Athlete to compete. Athletes who believe they would qualify for an “Extraordinary Circumstances” withdrawal should contact USAB immediately detailing the tournament they wish to be withdrawn from, the circumstances they have encountered that necessitates their withdrawal, and proof of the circumstances which necessitates their withdrawal. Email all withdrawal requests to the International Tournament Entry Specialist at [Internationalentry.usab@gmail.com](mailto:Internationalentry.usab@gmail.com) . Acceptable proof of extraordinary circumstances includes a physician/medical expert’s advisory note or other proof of death or disaster . The BWF only allows USAB to withdraw athletes without penalty until **7:59 AM PST** the Sunday before the

BWF tournament draw. If “Extraordinary Circumstances” arise and USAB receives the athlete withdrawal request and appropriate documentation prior to the deadline, USAB will take best efforts to process the withdrawal prior to the BWF deadline. Should USAB receive the withdrawal request and appropriate documentation prior to the deadline which is during USAB’s non-business hours, and is not able to process the request prior to the BWF deadline, USAB will not be held responsible for the extraordinary tournament withdrawal penalty. Any other penalties imposed by the BWF on the athlete because of the late withdrawal will be the sole responsibility of the athlete.

**Note:**

USAB will only submit the withdrawal request if the withdrawal request is received as per deadlines outlined above and if the request is accompanied by the relevant documents and proof for USAB to submit to the referee, organizers and the BWF. USAB does not guarantee that the requested action will be accepted by the BWF.

**Fines for Withdrawal:** The BWF, USAB, and the BWF’s other continental members all have the authority to fine athletes for withdrawing from tournaments. Penalties imposed by the BWF or the BWF’s continental organizations are invoiced and charged to USAB. The withdrawing athlete is responsible for any withdrawal penalties imposed upon them and the athlete will be invoiced by USAB accordingly. An athlete’s non-

payment of fines may result in them being placed in bad standing with USAB, thus hindering their ability to register for future tournaments.

**Where to send a tournament withdrawal request:** For all withdrawal requests athletes **MUST** email the request to the International Tournament Entry Specialist at [internationalentry.usab@gmail.com](mailto:internationalentry.usab@gmail.com). If athletes do not email their tournament withdrawal requests to this email address, the athlete will not be withdrawn from the requested tournament. Withdrawals must be sent in a fresh email with the name of the tournament in the subject line. No other correspondences should be included in the withdrawal email.

Tournament Withdrawal			
<b>USAB Entry Deadline Week</b>	<b>Friday</b>	<b>USAB On Time Withdrawal</b>  Withdrawal by USAB Late Entry Deadline 11:59 AM PST	<ul style="list-style-type: none"> <li>Withdrawal requests made by this deadline are considered timely and will be processed at no penalty to the registrant.</li> <li>Registrants who withdraw by this deadline will not be assessed any tournament registration fees imposed by the organizers.</li> </ul>
<b>USAB &amp; BWF Withdrawal Deadline Week</b>	<b>Thursday</b>	<b>USAB On Time Withdrawal</b>  Withdrawal by 2-Business-Days Before BWF Draw Date by 11:59 PM PST	<ul style="list-style-type: none"> <li>Withdrawal requests made by this deadline are considered timely and will be processed at no penalty to the registrant.</li> <li>Registrants who withdraw by this deadline will be responsible for paying necessary entry fees imposed by the tournament organizers.</li> </ul>
	<b>Friday</b>	<b>USAB Late Withdrawal Deadline</b>  (1-Business-Day before BWF Draw Date) Withdrawal by 11:59 AM PST	<ul style="list-style-type: none"> <li>Withdrawal requests made by this deadline <b>MUST</b> be accompanied by a completed USAB Credit Card Authorization Form to be processed for the late fee withdrawal fee of \$200 per player / per pair.</li> <li>Withdrawal requests made after this deadline are considered untimely and <b>WILL NOT</b> be processed.</li> </ul>
	<b>Saturday</b>		
	<b>Sunday</b>	BWF Withdrawal Deadline 7:59 AM PST	<ul style="list-style-type: none"> <li>Withdrawal requests made after this deadline by USAB will considered untimely by the BWF and athletes will be responsible for all withdrawal penalties imposed.</li> </ul>
<b>BWF Draw Week</b>	<b>Monday</b>	<b>BWF Withdrawal Deadline 7:59 AM PST</b>	<ul style="list-style-type: none"> <li>Withdrawal requests made after this deadline by USAB will considered untimely by the BWF and athletes will be responsible for all withdrawal penalties imposed.</li> </ul> <p style="color: red; text-align: center;">Effective February 2018</p>
	<b>Tuesday</b>	BWF Tournament Draw Date	



## Other Tournament Participation Support

Where to send Requests for Tournament Support: For coach accreditation requests, team official requests, accommodations requests, transportation requests, visa letter support requests, etc, athletes **MUST** email the request to the International Tournament Entry Specialist at [internationalentry.usab@gmail.com](mailto:internationalentry.usab@gmail.com). If athletes do not email their tournament entry requests to this email address, USAB cannot guarantee they will be seen by the International Tournament Entry Specialist and handled as needed.

**Accommodation Requests:** The USAB National Office will only coordinate accommodations for athletes and other USAB members who are in good standing and who are formally on a team for a tournament. If the tournament organizers request that reservations be made through the USAB National Office before a certain date, the athlete must email the USAB National Office to make the reservation five business-days before the deadline stated in the tournament prospectus. A completed credit card authorization form must accompany the accommodation request. The USAB National Office will not process requests for accommodations without a completed credit card authorization. All requests made after the USAB deadline will be considered untimely and will not be processed. Athletes are not authorized to communicate with the hotel or the hosting National Governing Body to organize their accommodations. Should an athlete or individual violate this provision and communicate with the hotel or hosting National Governing Body for assistance on their own behalf, USAB is not responsible for any miscommunications or issues that arise.

**Transportation Requests:** Athletes who require transportation assistance from the airport must email complete flight information to the USAB National Office, five business-days before the deadline set by USAB or as stated in the tournament prospectus. To assist tournament organizers, all transportation requests must include the following:

- Date and time of arrival and departure
- Airline Name
- Arrival and Departure Airport
- Flight Number

If an athlete makes an untimely transportation request or does not provide complete travel information, the USAB National Office will not make the request to the tournament host and organizer. Athletes are not authorized to communicate with the hosting National Governing Body on behalf USAB National Office to organize their airport pick up and drop off. Should an athlete or individual communicate with the host or organizers for assistance on their own behalf, USAB is not responsible for any miscommunications or issues that arise. Typically, the organizers provide transportation to official tournament hotels. USAB shall submit transportation requests to the organizers, however, USAB shall not be held responsible should there be no transportation provided.

**Accreditation Requests:** Accreditation is limited and controlled by the tournament organizers. Accreditation is provided for USAB Team Officials only. USAB will approve accreditation requests for individuals who meet the USAB International Accreditation Policy, individuals who will affect the performance of the athlete. Such individuals must be USAB members in good standing and have a background check on file with the USAB National Office. The BWF has several policies which include the conduct of “officials” or those accredited by USAB. These policies make USAB potentially liable for the actions of the individuals accredited by USAB. You can find more information on this by reading the [USAB International Tournament Accreditation Policy](#).

**Designation and Duties of USAB Team Managers at BWF Events Other Than Team Events:** According to BWF General Competition Regulations, USAB is responsible for appointing a Team Manager before the tournament. The Team Manager represents all USAB athletes at the tournament even though they may personally be leading their own smaller group of athletes.

The Team Manager will be selected in accordance with the table below:

Number of Athletes Attending	Number of Athletes with a Personal Manager	Elected Team Manager for all USAB Athletes
1 Athlete	0	Athlete (automatically appointed)
	1	Personal Manager (automatically appointed)
2 or More Athletes	0	Athlete with the highest BWF Ranking (automatically appointed)
	1	Personal Manager (automatically appointed)
	2 or More	Personal Manager of the athlete with the highest BWF Ranking (Automatically appointed)

If a non-athlete is appointed as the Team Manager, that individual must meet the following criteria:

- Must be a current USAB member in good standing
- Must be in good standing with the BWF
- Must have a USAB approved background check on file
- Must sign or have signed the USAB Team Officials Code of Ethics & Conduct
- Must have completed Safe Sport Training

In all cases, the athlete and/or person appointed as the Team Manager automatically as per the guideline above is required to attend the Team Manager’s Meeting and represent all USAB players competing in the tournament. It is also mandatory that the appointed Team Manager attend any briefing meetings called by the referees or the tournament organizers. If the athlete or person does not attend the manager’s meeting, the BWF will impose a penalty and the person appointed as manager shall bear the penalty. If the athlete and/or coach is not able to attend the meeting or must leave the tournament early, that player and/or person is responsible to proactive communicate with other USAB athletes to find a replacement and email [internationalentry.usab@gmail.com](mailto:internationalentry.usab@gmail.com) who is replacing him/her. The replacing athlete and/or person must be copied in the email. If the appointed Team Manager and the replacement person (athlete or personal manager) does not attend the manager’s meeting, USAB shall pass the resulting BWF fine across to the athlete and/or person concerned.

**Maintaining the Athlete Database:** To service athletes more efficiently, athletes should update their USAB profile and email the USAB International Tournament Entry Specialist at [internationalentry.usab@gmail.com](mailto:internationalentry.usab@gmail.com) the following:

- a clear and current electronic color copy of the athlete’s passport and a clear passport sized electronic “head and shoulder” photo with a white or light-colored background in JPEG format of not less than 150kb.
- a copy of their latest passport copy in pdf

**Travel & Medical Insurance:** USAB athletes and other delegation members are responsible for organizing their own desired insurance coverage. Travel Insurance is available through USAB at a special rate per day per person. This service must be requested at the time the athlete requests entry into the tournament. For more information, contact Zuleima Martinez at [zmartinez@usabadminton.org](mailto:zmartinez@usabadminton.org).

**Visa Support Letter Requests & Government Travel Approval Requests:** USAB athletes and other delegation members are responsible for obtaining their own visas and for checking the host country's travel and health requirements. Visa requirements may be found at the US State Department's website at <http://www.state.gov/>. **Warning:** USAB is not able to expedite visas. A player must be aware that the turnaround time for Visa applications can be as short as 2 days or if 3 weeks. Note that special government approval is required to travel to Cuba and Iran. It may take between 30-45 days to receive this approval. Some tournaments provide invitation and visa support letters. In such cases, USAB athletes must have on file a clear, legible, and current passport copy in PDF format in the USAB Athlete Database.

Athletes who request a visa support letter from USAB or a letter from the tournament organizer, must email the USAB International Entry Specialist at [internationalentry.usab@gmail.com](mailto:internationalentry.usab@gmail.com), five business days before the USAB tournament entry deadline or the first deadline set by organizers before the tournament entry deadline such as for accommodations, accreditation, visa support letters, or travel information, whichever is earlier.

**Personal Coaches:** In individual BWF tournaments where an official USAB coach is not present, athletes may request accreditation for their personal coach. If the personal coach is a U.S. based coach they must meet the following criteria:

- Must be a current USAB member in good standing
- Must be in good standing with the BWF
- Must be a current USAB Certified Coach and/or hold a current USAB approved Coaching Credential
- Must sign the USAB Coaching Agreement for International Tournaments
- Must have a USAB approved background check on file
- Must complete Safe Sport Training

If the personal coach is a foreign certified coach, they must meet the following criteria:

- Must have USAB membership
- Must be in good standing with the BWF and his or her Badminton Governing Body. This requires an endorsement letter from his or her country’s Badminton Governing Body that he or she is a member in good standing
- Must be a certified coach of his or her country
- Must sign the USAB Coaching Agreement for International Tournaments
- Must have a USAB approved background check on file or a police certificate of good conduct from his or her home country
- Must complete Safe Sport Training

Number of Athletes Attending Tournament	Number of Coaches Attending Tournament	Nominated Coach for Accreditation
1 Athlete	1 Coach	<ul style="list-style-type: none"> <li>• 1 coach</li> <li>• The host has the absolute discretion to increase the slots, charge a fee and/or revoke the accreditation.</li> </ul>
2 or more Athletes	2 or More Coaches	<ul style="list-style-type: none"> <li>• Coaches will be recommended for accreditation according to their athlete’s BWF world ranking if the organizers limit the number of accreditations for coaches</li> <li>• USAB Certified will be given priority</li> <li>• If requests for accreditation is more than the allocated accreditation slots, USAB will apply for those meet the criteria but the coaches may have to pay for the accreditation if the host charges fees.</li> <li>• The host has the absolute discretion to increase the slots, charge a fee and/or revoke the accreditation.</li> </ul>

Requests for accreditation of U.S. based coaches must be made in accordance with the timeline outlined in the section on Accreditation Requests, above. Requests for accreditation of foreign certified coaches must be made by the athlete at least two weeks prior to the entry deadline for the desired tournament. Requests made after this deadline will be considered untimely and will not be processed. Subject to the discretion of USAB, the approval for accreditation of a foreign certified coach may be good for accreditation at other international tournaments conducted in the same calendar year. Requests for previously accredited foreign

certified coaches still must comply with the deadline for the request set out above.

**First Time U.S. Citizen and Non-U.S. Citizens Competitors:** If an athlete is a U.S. Citizen or a non-U.S. citizen (residing legally in the U.S. for more than 3 continuous months) intending to compete internationally under the jurisdiction of USA Badminton additional information on how this can be accomplished can be found here: [U.S. Citizens & Non- U.S. Citizens: How to Compete in International Tournaments](#). Please note that this is a time-consuming process for non-U.S. citizens. USAB does not guarantee that the application for jurisdiction change will be approved in time to be entered for a tournament because the decision- making process involves the BWF, USAB, and the applicant's previous member association.

## Additional Helpful Links

- [Athlete Code of Conduct](#)
- [BWF New Player Profile](#)
- [Players Transfer Process & Transfer Form](#)
- [Coaches' Code of Ethics & Conduct](#)
- [Team Officials Code of Ethics & Conduct](#)

## Final Remarks

On May 13, 2006, USAB updated its International Tournament Entry Policy (ITEP), formerly known as International Tournament Entry Procedure. This policy served as a guide for athletes on international tournament entry procedures. Since 2006, the USAB high performance athlete population participating in BWF sanctioned individual events has grown. Many athletes are in different cities in the USA and some are based outside the USA. The increase in the number of USAB athletes and the growing geographic diversity among USAB athletes have led to an increased workload for the USAB staff related to international competitions. These structural changes necessitate an update of this policy.

International tournament entry requires a collaborative effort between athletes and the USA Badminton National Office. The USAB National Office has a small staff with multiple responsibilities. International tournament entries take up a substantial portion of the work day for the USAB staff. Athletes keeping their profile / membership (passport, e-photo, etc.) up to date helps in streamlining the entry process.

The USAB Office, High Performance Advisory Group (HPAG), and the USAB Athlete Advisory Council (AAC) have collaborated and developed the following guidelines to better improve athletes' entries. Further, these procedures are endorsed by the USAB Board of Directors.