



November 13<sup>th</sup> 2015

To: Presidents, Secretaries General and GMS Administrators,  
WTF Member National Associations (MNA's)

**Re: 2016 WTF Licence & Event Registration Process & FAQ's for your members**

Dear Sir/madam,

The first 2016 G Ranked tournaments will be opening registration shortly through the WTF Event Registration system starting with 2016 US Open, followed by Dutch and Canada Open.

All participants (athletes and officials) **MUST** have an **approved 2016 WTF Global Licence** to be able to **register online** through the [WTF GMS](#) for all G Ranked events held from Jan 1<sup>st</sup> 2016 (except multi-sport games).

On top of this the following documents must be **uploaded and approved** on the member's profile by the WTF GMS admin before they are able to register. Please note, in case a document has been uploaded by an individual or club or regional admin, the document will first have to be approved by the MNA admin before it can be approved by the WTF.

**All Participants registering:**

- 1) Current and Approved Passport **OR** National ID (e.g. residence permit, Drivers Licence etc) of the MNA been registered for. If Promoted Event (e.g. World Champs, Grand Prix etc) then the athlete requires the Passport of the MNA to be uploaded.
- 2) Clear Colour Portrait ID picture (236 x 295 pixels in size)
- 3) **NEW** WTF G Ranked Event Waiver – 5 year validity – **Page 3** must be completed, signed, scanned and uploaded to the WTF GMS. If individual is minor it must also be signed by the legal guardian – Form attached and available [HERE](#) and also on GMS home page.

Additional documents for:

**For athletes attending WTF Promoted Championships e.g. World Champs, Grand Prix(s):**

Valid Kukkiwon (card or certificate or Kukkiwon confirmation letter)

**For Doctors/Physiotherapist only:**

Proof of Medical Doctor/Physio therapist certificate in English required for any Doctor/Physio to register.

**For Coaches only:**

For Continental Union's that offer Coach Certification the Card/certificate must be uploaded.

With all participants requiring a 2016 WTF Global Licence to register for ALL G Ranked tournaments in 2016 the workload of registering/renewing them all at the MNA level only will be extremely time consuming. I strongly recommend that you open up individual or Club Admin WTF Licence Registration and/or renewal which will greatly reduce the work load on your GMS



MNA Admin but still enable you to retain 100% control in the approval of their WTF Licence application.

Please view the **WTF Licence Registration Process** in the following **8 languages** to see the major time & administration saving benefits for all if you open up individual licence registration or Club Admin Registration:

<a href="#"><u>ENGLISH</u></a>	<a href="#"><u>FRENCH</u></a>	<a href="#"><u>KOREAN</u></a>	<a href="#"><u>SPANISH</u></a>
<a href="#"><u>ARABIC</u></a>	<a href="#"><u>GERMAN</u></a>	<a href="#"><u>PORTUGUESE</u></a>	<a href="#"><u>RUSSIAN</u></a>

Please remember that in order for your club teams to be able to register for upcoming tournaments such as Dutch Open your Clubs must first be registered in the GMS and assigned a club admin otherwise they will be unable to register a team and you as GMS MNA admin would need to do the work.

For you and your member's information we have also prepared a document describing the **WTF Event Registration Process** in the following **8 languages**:

<a href="#"><u>ENGLISH</u></a>	<a href="#"><u>FRENCH</u></a>	<a href="#"><u>KOREAN</u></a>	<a href="#"><u>SPANISH</u></a>
<a href="#"><u>ARABIC</u></a>	<a href="#"><u>GERMAN</u></a>	<a href="#"><u>PORTUGUESE</u></a>	<a href="#"><u>RUSSIAN</u></a>

On top of this we prepared a list of **FAQ's on the WTF GMS** infographic in the following **8 languages**:

<a href="#"><u>ENGLISH</u></a>	<a href="#"><u>FRENCH</u></a>	<a href="#"><u>KOREAN</u></a>	<a href="#"><u>SPANISH</u></a>
<a href="#"><u>ARABIC</u></a>	<a href="#"><u>GERMAN</u></a>	<a href="#"><u>PORTUGUESE</u></a>	<a href="#"><u>RUSSIAN</u></a>

I strongly request that you share the following links on all possible platforms in the relevant language so your members are aware of the WTF Licence & Event Registration process and frequently asked questions for the upcoming year.

At a minimum I ask that you send via email, on your website, your facebook page and any other possible platforms. Your help with this is greatly appreciated as 2016 is set to be a big year for the WTF GMS and we are here to serve you, our members. We do rely on each GMS MNA admin to do their job diligently as your members rely on you for their licence to be approved in a timely manner to allow them to register for events.

For any questions on the above please contact Mr Kabir Kar at [gmsadmin@wtf.org](mailto:gmsadmin@wtf.org).

Yours Sincerely

Justin Tenbeth

Director – WTF Global Membership System (GMS)