

# Event Documentation and Entry Requirements

Dear Instructors

We hope that you recognise our efforts to ensure the efficient running of events and competitions. Here at British Taekwondo, we strive to assist and support the success of coaches and their athletes.

It is for this reason, and of critical importance, that you acknowledge a few things when applying to attend an event or competition as a coach.

First and foremost, it is mandatory for instructors/coaches attending events to have the following and up-to-date documentation when the event/competition audit is done:

- **A British Taekwondo Membership**
- **A Club Affiliation**
- **Instructor Insurance**
- **Disclosure Check / Registered Instructor Certificate**

It is also vital for every athlete to hold a **current membership**.

We also ask you to be **extra-attentive** when entering the **membership number** for both yourselves and your player on the entry form, or into the online entry management system.

The membership number is the **blue** number found inside the membership book and begins with the letter M – please do not use the red A number which is the insurance number. If you enter the A number the member will fail the audit.

The membership number is a crucial element of the audit process. An incorrect membership number is unfortunately likely to select the wrong member which then results in an inaccurate listing on the audit export.

This has repercussions for coaches and players:

If the wrongly selected player or coach appears to have expired documents they would not be permitted entry into the event. The original player or coach who was supposed to be audited correctly is not audited at all and therefore not permitted to enter the event because they are not on the audit list returned to the event organiser.

By simply **double-checking** the membership number before it is finally submitted, difficulties such as these are easily avoided. Please do not just enter a number from memory or make one up because this leads to all sorts of issues with the audit. The membership number you enter **must** be accurate.

It's because that some of the above criteria is not being met appropriately that we are having an increasing number of coaches and athletes being refused entry. Please help us to help you make this necessary audit as simple as possible.

As always, thank you in anticipation for your unrelenting collaboration and support.

Very best regards

BT Team