



Saskatchewan WTF Taekwondo Association

Event Sanction and Tournament Hosting Policy

Policy Passed and Finalized

October 26, 2012

Contents

Table of Contents

Event Sanction and Tournament Hosting Policy	1
Policy Passed and Finalized	1
October 26, 2012.....	1
Event Sanction and Tournament Hosting Policy	3
1. Policy	3
2. Definitions	3
3. Purpose	3
4. Application Process	4
5. Evaluation Procedure	4
6. Post-Event Requirements.....	4
7. Appeals Process.....	5
8. Risk Management and Safety Guidelines.....	5
9. Mandatory Equipment and Uniforms	6
10. Sanction Eligibility Criteria	7
11. Responsibilities.....	8
12. Provincial Championship Bid.....	9
13. Provincial Championship Hosting Agreement.....	10
14. Appendix A: Event Sanctioning & Provincial Bid Application.....	11
15. Appendix B: Post Event Statistics Form.....	13

16. Appendix C: Tournament Evaluation Sheet 14

Saskatchewan WTF Taekwondo Association Inc.

Event Sanction and Tournament Hosting Policy

1. Policy

To ensure that safety standards are met as well as govern the rules upon which *Saskatchewan WTF Tae Kwon Do Association Inc.* (hereinafter “STA”) may sanction an **Event** of one of its **Members**.

2. Definitions

- 1) **MEMBER:** An individual member of STA, group of members, member club or member school of STA with a minimum of 25 members in the previous fiscal year to the date of the hosted event.
- 2) **EVENT:** Any organized action by a Member including, but not limited to, fundraisers, tournaments, competitions and seminars.
- 3) **MEDICAL SUPPORT TEAM:** For the purpose of sanctioning, a medical support team must consist of a multi-discipline medical crew adequate to safely administer treatment for the number of competitors present at the event.

3. Purpose

This document is the STA Policy for event sanctioning and tournament hosting. The purpose of this sanctioned event policy is to:

- 1) Ensure safety guidelines and competition standards are met;
- 2) Ensure Fair and Equitable play;
- 3) Enhance participation at, and credibility of, STA sanctioned events;
- 4) Provide a mechanism for bidding on STA Provincial Championships;
- 5) Set out requirements, obligations and process for obtaining an STA sanction;
- 6) Ensure tournament dates are suitably separated for maximum participation;
- 7) Set out responsibilities of both the host and STA once an STA Sanction is granted.

4. Application Process

Application process starts with the filing of a request with the appropriate form(s) included in this policy.

- 1) Host club decides to host an event;
- 2) Fill out and submit Application Form Appendix "A"
- 3) Forward form and any required support documents to the Secretary and/or President at least 60 days in advance of hosting date along with \$250 Sanction fee (the founding Grandmasters are exempt from the deposit for their applications);
- 4) Application is reviewed by Event Sanctioning Committee for Decision;
 - a) No – Sanction Fee is refunded along with an explanation;
 - b) Yes – Event is held, Post Event Form is completed and returned to STA.

5. Evaluation Procedure

The Event Sanctioning Committee has the authority to grant or not to grant the sanction. This decision is based on previous performance of the hosting club or school as well as the evaluation of the current application. The Committee will review the application, which must be filled out in full. The information included in the submission must be adequate enough for the Committee to make an informed decision on the tournament with the assurance that the safety and fair play guidelines will be respected by the Host Club and risks are managed. The criteria are included in "Sanction Eligibility Criteria" and "Provincial Championship Bid".

6. Post-Event Requirements

Follow-up report is to be filed within 21 days after an event that is sanctioned by the STA to include:

1. Appendix B – Post Event Statistics Form (filled out by Host)
2. Includes any attached medical reports
3. Appendix C – Tournament Evaluation Sheet (filled out by STA)
4. In the case of Provincials also include
 - a. Financial Report showing profit share as per Hosting Agreement
 - b. Remitted cheque of STA's profit share

7. Appeals Process

Should an applicant not agree with the decision of the STA Event Sanctioning Committee regarding sanctioning of an event, they may file an appeal with the STA Appeals Committee. For further information on the appeals process, please refer to the STA Appeals Process document available on the STA website.

8. Risk Management and Safety Guidelines

The Host is responsible for ensuring the safety of the participants and the public at sanctioned events. The areas of concern for the safety of all participants, volunteers and the public are as below, but are not limited to:

1) Location and Venue

- a) The site is easily accessible; with clearly marked and unobstructed exits (the site meets and abides by any local building and fire regulations).
- b) Proper ventilation and temperature control
- c) Crowd control
- d) Adequate sanitary washrooms and change room facilities

2) Medical Support Team

- a) Attendance for the duration of the tournament of qualified medical personnel (multi-discipline medical support or equivalent)
- b) Designated separate area on site
- c) All injuries are documented by qualified medical personnel and reported by the event host to the STA within 21 days of completion of event using Appendix B – Post Event Statistics Form and attaching any applicable medical incident reports. This is especially critical in any Knock Outs or Concussions.

3) Referees

- a) Must be co-ordinated with the STA Referee Committee before and during the event
- b) Qualified referees and judges are required for safety, fairness and consistency.

4) Competition

- a) Proper warm up prior to the competition
- b) Competition area occupied by the competitors, judges and referees is unobstructed by non-competitors.
- c) All competitors wear **Mandatory uniforms and equipment** according to WTF and STA rules.

d) No jewellery or eyeglasses of any kind allowed.

5) Divisions and match durations

a) For fairness and to avoid injury non-black belt divisions must be structured according to rank, age and weight.

6) Liability Waiver

a) A copy of the Liability waiver is to be submitted with application

9. Mandatory Equipment and Uniforms

For all STA sanctioned events and tournaments, all uniforms worn by participants must be the standard WTF Taekwondo uniforms, which are typically white with a white, black or red & black V-neck collar.

Additionally, the following are mandatory equipment for STA sanctioned sparring competitions:

1. Head protector
2. Trunk protector (Hogo)
3. Mouth guard (clear or white)
4. Forearm guards*
5. WTF approved sparring gloves (mandatory for senior black belts and black belt Junior A divisions)
6. Shin guards*
7. Instep protector (prohibited for senior black belt and black belt Junior A divisions)*
8. Daedo E-Socks for divisions utilizing Daedo TK Strike Scoring
9. Groin protector (male and female)*
10. Breast protector (optional)*
11. Sports glasses or safety glasses are not allowed (contact lenses are recommended for competitors that wear glasses)

Note: Protective gear indicated with the () is to be worn inside the uniform.*

10. Sanction Eligibility Criteria

The following mandatory criteria must be met in order to apply for sanctioned events:

1. **Club:**
Must meet the Member definition
2. **Sanction Fee**
\$250 cheque must accompany the application
3. **Event Date Proximity**
A sanction will not be given if an event is within 13 days of an already sanctioned STA event.
4. **Registration**
All events will be pre-registered no later than one week prior to the event
5. **Competition Rules**
WTF rules modified no face kicking rule for coloured belts and Executive divisions.
6. **Competitors**
All Saskatchewan competitors must be an STA member in good standing.
7. **Ring Size**
≤14 Years old 6m x 6m (minimum)
≥ 15 Years old 8m x 8m (minimum)
Rings must be matted with an additional 1 meter safety border
Rings to be separated by at least 3m
8. **Electronic Scoring System for Sparring**
9. **Emergency Action Plan (EAP)**
Must have an EAP in place for the event

11. Responsibilities

The host and STA are responsible for the following at Open and Invitational events. These events and provincials may have varied responsibilities depending on the negotiated hosting agreement. In the case of no hosting agreement the outline following will apply to the STA Sanctioned event.

Host Responsibilities:

1. Will reserve and pay for:
 - a. Venue
 - b. PA System with adequate clarity
 - c. Required chairs, tables;
 - d. Required stationery, clip boards, pens, markers, staples, tape, etc;
 - e. Registration Room
 - f. Weigh-in Room
 - g. Referee Honoraria
 - h. Medical support team
 - i. Volunteer and Officials lunch/ water/ snacks;
 - j. Enough mats for competition;
 - k. Information package to be posted on the STA website that includes: General info, waiver and competition application;
 - l. Electronic Scoring System

2. Will arrange:
 - a. Set up and clean up of event;
 - b. Block of hotel rooms;
 - c. Enough volunteers for security and ring process;
 - d. Communication with STA Referee Committee for Officials oversight
 - e. Canteen to be open for suitable duration of tournament, especially if event runs late
 - f. Acknowledgement of SASK Sport and STA Sanction
 - g. Fight Trees and Poomsae Competition List to post

3. Will ensure that:
 - a. WTF or modified STA rules are enforced;
 - b. Appendix B - Post Event Statistics Form submitted
 - c. Medical Report details attached to Appendix B
 - d. Collect entry forms and fees
 - e. Submit competitor list to STA one week before event

STA Responsibilities:

1. Officials and Referee Oversight
2. Appendix C – Tournament Evaluation Sheet
3. Supply Daedo TK-Strike E-trunks if required for Black Belts
4. Website promotion
5. Hosting Grant application if available
6. Extend their Insurance to include the sanctioned event
7. May provide a Referee honoraria rebate to host if negotiated in advance of event;
8. Upon request can provide expertise and advice in event and match process

Additional Responsibilities for Provincials:

Host Provincial Responsibilities:

1. Negotiate Hosting Agreement to include but not limited to:
2. Local Sponsor donations 100% of Host profit;
3. Provincial Sponsor donations and/or event 50/50 draws go to Provincial General Income and Expense report;
4. Profit of event is shared 50/50 with STA and Host;
5. May require arrangement of meeting room the day before the event for meetings or seminars

STA Provincial Responsibilities:

1. Will check competitor list against STA paid membership list. All participants must be paid up members for insurance purposes.
2. Will pay for any meeting room required
3. Pay the Referee Honoraria for Event;
4. Provide Daedo TK Strike Electronic hogos for black belts and electronic scoring system for coloured belts

12. Provincial Championship Bid

In addition to the above indicated requirements a bid for the provincial hosting requires:

1. A short cover letter;
2. The bidding form filled out;
3. A refundable \$250 Deposit;

If successful host for the provincials the following is required:

4. Hosting Agreement to be signed;
5. A follow-up financial report within 21 days or in the case of held at the end STA's fiscal year a 7 day deadline will apply.
6. Follow-up report to include STA share of the Provincial profit as per Hosting Agreement.

13. Provincial Championship Hosting Agreement

In addition to the above indicated requirements a bid for the provincial hosting requires the host to reach a negotiated signed hosting agreement for the provincials



Saskatchewan WTF Taekwondo Association Inc

Website <http://saskwtf.ca/>

14. Appendix A: Event Sanctioning & Provincial Bid Application

Club Name Applying for Sanction:

Contact Name:

Full Address:

Phone Number:

Fax Number:

Email Address:

Type of Event:

Provincial Bid

Tournament

Other (describe below)

Official Name of Event:

Date of Event:

Equipment Requested: e.g. Daedo TK Strike systems

Liability Waiver attached

Yes / No

Anticipated Number of Rings: _____

Emergency Action Plan attached:

Yes / No

Additional Information:

15. Appendix B: Post Event Statistics Form

Filled out by Host of Sanctioned Event

Event Name: _____

Event Type: _____

Event Date: _____

Event Host: _____

Please print in block letters

Indicate Colour or Black belt	Total number of competitors	Total number of Incidents Reported	Comments
TOTALS			

Knockouts or Concussions			
Indicate Colour or Black belt	Total number of competitors	Total number of Incidents Reported	Medical report of details attached
TOTALS			

Please complete and submit to the STA within 21 days completion of event

Report completed by:	
Date:	
Signature:	

STA may require additional statistics upon request

16. Appendix C: Tournament Evaluation Sheet

To be filled out by assigned STA Representative

Venue			
Is Venue large enough for event?	Is there proper ventilation and temperature control?	Is there enough seating available for spectators?	Is there ample parking?
Is there enough room between rings for safety?	Are the change room facilities adequate?	Is the registration/check in area properly set up?	Is the venue easily accessible and easy to find?
Volunteers			
Are there enough to run each of the rings for the entire day?	Are there enough volunteers for security?	Are the security volunteers performing their duties properly?	Are there enough volunteers for set-up of the event?
Are the volunteers easily identified?	Are the volunteers organized?		
Tournament Process			
Were the rings running efficiently?	Were there enough officials to run each ring?	Did the event go over the time allotted?	Was the traffic flow acceptable?
Was the PA system adequate?	Was warm-up Area sufficient?		