Alberta Taekwondo Association

Event Hosting and Sanctioning Policy

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SECTION 1 – POLICY AND GUIDELINES

1) Policy

The primary goal of this policy is to establish clear and enforceable standards for hosting and sanctioning events under the Alberta Taekwondo Association (ATA). This policy ensures:

- **Safety:** Robust safety protocols for all participants, officials, and spectators.
- **Fair Play:** Standardized rules and impartial officiating at all sanctioned events.
- **Consistency:** Uniform application of guidelines across all ATA-sanctioned events.
- **Accountability:** Clear responsibilities for host clubs and ATA oversight committees.
- **Fiscal Sustainability:** Promote an event structure and cost sharing that is sustainable for event hosts, participants, officials and the ATA

ATA reserves the right to amend or update this policy as necessary to align with **World Taekwondo (WT)** standards and evolving best practices.

2) Scope

This policy applies to all **ATA-sanctioned events** held within the Province of Alberta, including but not limited to:

An ATA-sanctioned event is one that has:

It outlines:

- Procedures for obtaining ATA sanction.
- Responsibilities of host clubs, officials, and the ATA Event Sanction Committee.

In the event of disputes or ambiguity, the **ATA Executive Committee** will have final authority on policy interpretation. Where there is a conflict between this policy and a signed sanctioned event agreement, the sanctioned event agreement will prevail.

3) Purpose

The purpose of this policy is to enable a collaborative approach to help ATA members, dojangs, and the Association achieve the goals of the Policy set out above.

4) Definitions

- **The current sanctioning fee for events is $5500**

- **ATA-sanctioned event:** An event that has a signed sanctioned event agreement in place (unless hosted by the ATA itself) AND:
    - That has sanctioned black belt kyorugi and/or sport poomsae events.
- **Medical Support Team:** A team of certified healthcare professionals (As approved by the Medical Director) capable and equipped to address injuries and medical emergencies during events.
- **Host Club:** The ATA member club responsible for organizing and delivering the event in compliance with ATA policies.
- **Sanction:** Formal approval granted by the ATA, as ultimately reflected by the signing of a per-event sanctioned event agreement with the host club, for hosting an event that meets established criteria.
- **ATA Event Sanction Committee:** The committee responsible for evaluating and approving event applications.

5) Evaluation Procedure

All event applications must be submitted to the **ATA** at least **60 days** before the proposed event date.
Applications will be evaluated based on:

- Past performance of the host club
- Compliance with ATA safety and operational policies.
- Approval or rejection will be communicated within **14 days** of application submission.

6) Post-Event Requirements

• Host clubs must submit the **Post-Event Statistics Form (Appendix A)** within **14 days** after the event.
• Any injuries or incidents must be documented and reported as per ATA guidelines.
• The **Tournament Evaluation Sheet (Appendix B)** must be completed by the ATA representative for review.

7) Appeals Process

If an event sanction application is denied, the host club may appeal to the **ATA Appeals Committee**.
• Appeals must be submitted in writing within **7 days** of receiving the decision.
• The Appeals Committee's decision is final and binding.

8) Risk Management and Safety Guidelines

Host clubs must, as outlined in a sanctioned event agreement:
• Ensure the event venue meets all applicable safety and accessibility standards.
• Have an **Emergency Action Plan (EAP)** in place.
• Ensure the presence of an adequate **Medical Support Team** based on event size.
• Use certified referees and officials for all matches.
• Follow ATA and WT-approved competition rules and regulations.

9) Application Process – Overview

1. Submit a completed **Event Sanction Application** at least **60 days** in advance.
2. Await approval from the ATA Event Sanction Committee.
3. If event is approved, sign sanctioned event agreement and pay deposit.
4. Conduct the event in accordance with ATA policies.

SECTION 2 – APPLICATION FOR EVENT SANCTION

1) Eligibility Criteria

To apply for an **ATA Event Sanction**, the following criteria must be met:

- The **Host Club** must be an ATA member in good standing for at least **two (2) full years**.
- All **ATA membership fees** for the Host Club must be paid and current at the time of application.
- The event must comply with **World Taekwondo (WT) Competition Rules** and ATA modifications.
- An **Emergency Action Plan (EAP)** must be submitted with the application.
- The event date must not conflict with another ATA-sanctioned event scheduled within **14 days** of the proposed date.

2) Application Submission Requirements

The **Host Club** must submit the following at least **60 days** before the proposed event date:

- **Completed Event Sanction Application Form** (provided by ATA).
  Submit $1000 deposit to ATA
- **Emergency Action Plan (EAP)** outlining medical response, evacuation protocols, and key safety measures.
- Proposed **event schedule** and details (e.g., start/end times, divisions, number of expected participants).
- The number of rings proposed or necessary for the event, names and certifications of **key event personnel**, medical support team and event coordinator.

3) Event Sanction Review Process

The **ATA Event Sanction Committee** will review all applications and:

- Evaluate the **host club's past performance** in organizing events.
- Verify **compliance with ATA policies and WT rules**.
- Assess the **Emergency Action Plan (EAP)** for adequacy and preparedness.
- Ensure there are no scheduling conflicts with other sanctioned events.

A decision (approval, conditional approval, or denial) will be communicated to the **Host Club** within **14 days** of submission. Approvals will result in a proposed sanctioned event agreement that must be signed by the ATA and the host club, and a deposit towards the event sanction fee must be paid for the approval and agreement to take effect.

4) Approval Conditions

If the event is sanctioned:

- The ATA will provide **official confirmation** of the sanction.
- The event will be **publicly listed on the ATA website and social media channels**.
- The **Host Club** must agree to the sanctioned event agreement that will outline specific roles and responsibilities for the event for both the ATA and the Host Club in line with this and other ATA policies.

5) Host Club Responsibilities

Upon receiving an event sanction, the **Host Club** agrees to:

Vet all competitors to ensure they are registered with the ATA (using current ATA membership list.)

Pay the outstanding balance of the Sanctioning Fee on the day of the event

- **Adhere to ATA and WT rules** in all areas of event organization and competition, including adhering to the ATA's **Code of Conduct**.
- Ensure the **Medical Support Team** is present and appropriately staffed for the event size. **Health care professional may include licensed EMT paramedic , RN LPN, chiro or physio with sport first aid provider qualification , MD athletic therapist. At least 1 provider for 2 rings , therefore 2 providers 4 rings, 3 for more than 4 , 4 providers for 6 rings**
- Provide water and lunches for volunteers, officials and Medical Support Team.
- Provide adequate volunteers to operate/manage the tournament **e.g**. (2) security, (as required) registration/admission, (2 per ring) scorekeeper, (3 per ring) ringside support, (20) mat

setup/takedown, announcer, etc.
• Complete and submit all **post-event documentation**
• Provide adequate **safety measures**, including unobstructed exits, crowd control, and proper medical facilities.
• Ensure all competitors, officials, and volunteers are informed of relevant **ATA safety policies**.
These requirements will be listed on the sanctioned event agreement.

6) ATA Responsibilities
Upon granting an event sanction, the **ATA** agrees to (these requirements will be listed on the sanctioned event agreement):

- **Promote the event** on ATA's website and social media platforms.
- Ensure the membership/registration system is open to allow coaches and athletes to pay ATA registration fees
- Provide **Electronic Scoring Equipment** (including setup and training for its use) and **mats**.
- ATA Referee Committee to recruit and assign appropriate number of certified referees based on event size and as specified in the sanctioned event agreement. The ATA will be exclusively responsible to pay honoraria and accommodation/travel costs for officials, in amounts approved by the Board.
- The ATA will provide enough mats and scoring equipment (PSS) to accommodate the number of rings specified in the sanctioned event agreement.
- Trained and up to date officials (including all honoraria and hotel/travel costs), mats and scoring/weigh-in equipment for 4 kyorugi rings and 1 sport poomsae ring
- Appoint a **Competition Supervisory Board** to oversee event compliance.

- Support the **Host Club** with policy guidance and operational recommendations.

7) Additional rings.

- **Larger Event:** If the event host requests any more than the number of rings included in the standard sanctioned event fee, the ATA will supply the mats required for the additional rings at no cost. (max 6 rings).
    - The ATA will cover all costs for additional referees, at an additional cost of $750 per ring.

      or

      The host club will be given the option to provide (5) additional qualified volunteer officials (vetted by the Referee Coordinator for that event).

- **Smaller Event:** The ATA will offer the host club a reduced event sanction fee, of $750 per ring.

8) Appeals Process
If an application for event sanction is denied:
• The **Host Club** may submit a written appeal to the **ATA Appeals Committee** within **7 days** of receiving the decision. Please include ant supporting documentation.

9) Post-Event Requirements
Within **14 days** after the event, the **Host Club** must submit:
• **Appendix A: Post-Event Statistics Form** detailing participant numbers, incidents, and key event data.
• **Appendix B: Tournament Evaluation Sheet**, completed by the ATA-appointed representative.
• **Injury Reports**, if applicable, detailing all incidents managed by the Medical Support Team.
CONCUSSION REPORTING : all Knock outs and technical knock outs by head shots must be reported by referee chair? To medical director of ATA
• Any other required documentation requested by the ATA.

10) Sanction Transferability

- An approved sanction is subject to the sanctioned event agreement, and as provided in the agreement, is **non-transferable** to another club, event, or individual.
- As provided in the sanctioned event agreement, any changes to event details (e.g., date, location, or key personnel) must be **approved in writing** by the **ATA Event Sanction Committee** at least **30 days** prior to the event.

11) Compliance and Enforcement

The **ATA Event Sanction Committee** reserves the right as confirmed by the sanctioned event agreement to:

- Conduct **on-site inspections** during the event.• **Revoke the sanction** in cases of non-compliance with ATA policies including this policy or the terms of the sanctioned event agreement.• Withhold **future event sanctions** from clubs found to be in violation of these policies.

Appendix A: Alberta Taekwondo Association (ATA) Event Sanction Application Form

Acknowledgment and Agreement
I hereby apply to the Alberta Taekwondo Association to host a sanctioned event and agree to abide by the following conditions:

1. ***Liability and Indemnification:***
- The Alberta Taekwondo Association (ATA) shall be held harmless from any and all claims, injuries, damages, or liabilities arising from the sanctioned event, including financial responsibilities.

2. ***Non-Transferability:***
- This sanction, if approved, is non-transferable and cannot be assigned to another organization, event, or individual.

3. ***Compliance with Conditions:***
- Failure to adhere to the conditions of this sanction, as reflected in the agreement that will be prepared by the ATA for signature by the host club if this application is approved, will result in immediate withdrawal of sanctioning approval.

4. ***Event Standards and Regulations:***
- The hosting organization/club agrees to fully comply with ATA rules, regulations, and event guidelines.
- Qualified officials must be used for the event.
- Adequate medical supervision and safety precautions will be in place to ensure the welfare of competitors, officials, and spectators.

5. ***Financial Responsibility:***
- The ATA holds no financial liability for the event.
- The hosting organization/club assumes full financial responsibility for all event-related expenses.

6. ***Post-Event Reporting:***
- The hosting organization/club agrees to submit the **Post-Event Statistics Form (Appendix A)** promptly upon event completion.

7. ***Policy Compliance:***
- The event will adhere to the **ATA Event Hosting and Sanctioning Policy** and **Tournament Hosting Guidelines.**

Send the completed application to admin@taekwondoalberta.com.

Applicant Certification:

I, _____, representative of ATA member club named _____ which club is located in _____, Alberta, have read and agree to follow all criteria outlined in this application and the **ATA Event Hosting and Sanctioning Policy**, and if my application is approved, I agree to sign a sanctioned event agreement on behalf of my ATA member club and pay the deposit required.

Location: _____

Date: _____Signature of Applicant: _____

Event details:

Date of Event: _____

Location: _____

# of Rings: _____

Appendix B: Post-Event Statistics Form

Tournament Name: _____

Tournament Date: _____

Tournament Host: _____

Colour or Black Belt	# of Competitors	# of Incidents Reported	Comments
	Total:	Total:	

Please complete and submit to the ATA within 14 days of completion of the tournament.

Report completed by: _____

Date: _____

Signature: _____

Appendix C: Tournament Evaluation Sheet

To be completed by the ATA Tournament Chair as part of the evaluation process.

Venue:

- Is the venue large enough for the event? Y/N
- Is there proper ventilation and temperature control? Y/N
- Is there enough seating available for spectators? Y/N
- Is there ample parking available? Y/N
- Is the venue easily accessible and easy to find? Y/N
- Are the change room facilities adequate? Y/N
- Is the registration area set up properly? Y/N

Volunteers:

- Are there enough volunteers to run each of the rings for the entire day? Y/N
- Are there enough volunteers for security? Y/N
- Are the security volunteers performing their duties properly? Y/N
- Are there enough volunteers for set up of the event? Y/N
- Are there enough volunteers for cleanup of the event? Y/N
- Are the volunteers easily identified? Y/N
- Are the volunteers organized? Y/N

Tournament Flow:

- Were the rings running efficiently? Y/N
- Were there enough officials to run each ring? Y/N
- Did the event go over the time allotted Y/N