

Event Sanctioning and Operational Support Policy

Effective Date: July 1, 2027

Approved By: Board of Directors

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1. Policy Statement

This policy establishes clear, consistent, and enforceable standards for hosting ATA-sanctioned events while ensuring **financial sustainability through full cost recovery**.

It ensures:

- Safety of participants, officials, and spectators
- Fair play through standardized rules and certified officiating
- Consistency across sanctioned events
- Accountability of host clubs and ATA
- Fiscal sustainability for ATA and its members
- Alignment with World Taekwondo (WT) and regulatory requirements

ATA reserves the right to amend this policy to align with evolving best practices.

2. Purpose

This policy provides a framework for:

- Event sanctioning approval
- Event delivery and operational standards
- Financial structure and cost recovery
- Safety, compliance, and risk management
- Evaluation and enforcement

3. Scope

This policy applies to all ATA-sanctioned events in Alberta, including:

- Tournaments (Kyorugi and Poomsae)
- Training camps and seminars
- Development and intra-club events

An ATA-sanctioned event is one approved through a signed sanction agreement.

4. Guiding Principle – Cost Recovery

All ATA sanctioning and operational services shall be administered on a **full cost-recovery basis**.

ATA shall not subsidize privately hosted events using member dues or general funds unless explicitly approved by the Board of Directors.

5. Key Definitions

- **Sanction:** Formal ATA approval granted through a signed agreement
- **Host Club:** ATA member club organizing the event
- **Event Sanction Committee:** Body reviewing applications
- **Medical Support Team:** Qualified healthcare professionals approved by ATA
- **Operational Support:** Equipment, referees, technical staff, and event services provided by ATA

6. Event Categories (Competition Type)

- **Category A:** Large Open Tournament (experienced hosts/large scale)

- **Category B:** Development Tournament (newer hosts/smaller scale)
- **Category C:** Intra-Club Event (restricted participation)
- **Category D:** Calendar Placement Event (eligible events may be listed on the ATA calendar at no charge; this does not constitute ATA sanctioning or include ATA services or resources)
- **Category T:** Training Camp/Seminar
- **Major Events:** Provincial/National/International (Executive approval required)

ATA may prioritize higher-level or strategic events when scheduling conflicts arise.

7. Sanctioning Service Levels

7.1 Sanction Only

For events requiring approval only.

Includes:

- Sanction review and approval
- Calendar placement
- Insurance/governance oversight
- Use of ATA sanctioned designation

7.2 Partial-Service Sanctioning

For events requiring selected ATA resources.

Available Services:

- Referees
- Equipment rental
- Electronic scoring systems
- Technical support

7.3 Full-Service Sanctioning

For events requiring full ATA operational support.

Includes:

- Mats and full ring setup
- Electronic scoring systems
- Referee assignment
- Equipment manager and technical staff
- Event operations support

8. Eligibility Requirements

To apply for sanction:

- Club must be an ATA member in good standing (minimum 2 years)
- All fees must be current
- No outstanding violations or unpaid sanction fees
- Compliance with WT and ATA rules
- Emergency Action Plan (EAP) submitted
- No scheduling conflicts within 19 days (unless approved)

9. Application Process

Submission Timelines

- Tournaments: Category A - by September 30th, Category B or C - Minimum 90 days, Category D – No timeline
- Training Camps/Seminars: Category T - Minimum 14 days

Required Documents

- Completed application
- Deposit (as set annually)
- Emergency Action Plan (EAP)
- Event details and schedule
- Venue details
- Staffing plan
- Equipment requirements

Review Process

- Applications evaluated within 14 days
- Based on safety, readiness, venue, scheduling conflicts, and host history

Outcome

- Approval / Conditional Approval / Denial
- Approved events require signed agreement and deposit

10. Fee Structure (Cost Recovery Model)

10.1 Base Sanctioning Fee

All events must pay a **non-refundable base sanctioning fee**.

Covers:

- Administrative review
- Governance oversight
- Insurance/compliance
- Event promotion and calendar listing

10.2 Operational Support Fees

Where ATA provides services, the Host Club must pay **full cost**, including:

- Referee compensation
- Equipment manager and staff
- Equipment transport/logistics
- Equipment depreciation and replacement reserve
- Technical support

10.3 Annual Fee Schedule

The Board will approve an annual schedule including:

- Base sanction fees
- Equipment rental rates

- Referee rates
- Technical staffing rates
- Logistics/transport fees

This schedule may be updated without changing this policy.

10.4 Equipment Depreciation and Replacement

All equipment fees must include a **depreciation component** to ensure long-term replacement of:

- Mats
- Electronic scoring systems
- Technical equipment

10.5 Minimum Financial Requirement

No event sanctioning application shall be approved where the projected revenues associated with the event are insufficient to recover the ATA's anticipated direct and indirect costs of providing event support, unless otherwise approved by resolution of the Board of Directors.

11. Host Club Responsibilities

Operations

- All participant registration must occur through an **ATA-approved** registration system
- Participants must be ATA members (or insured equivalents for out of province athletes)
- No registrations may be accepted after the official registration deadline (7 days prior to event)
- Mandatory weigh-ins (high-performance black belt sparring)
- WT-approved equipment for high-performance divisions
- Adequate ring capacity (ATA may impose participant caps) as follows:
300 competitors = 5 rings; 400 competitors = 6 rings; 500 competitors = 7 rings
- Follow ATA and WT rules, including ATA Code of Conduct

Event Management

- The Host Club shall plan and operate the event in a manner that allows the competition to be completed within a reasonable timeframe and within the approved event schedule.
- Registration shall close **no later than 7 days** before the event, unless otherwise approved by ATA. Final registration numbers must be provided to ATA following the deadline. Changes to registration numbers or event requirements after the registration deadline that result in additional costs to ATA may be subject to additional charges to the Host Club.
- The Host Club shall make reasonable and efficient use of ATA-provided referees, competition space, mats, scoring equipment, and other resources. **Event schedules and ring assignments should be planned to minimize unnecessary periods of inactivity or underutilization of ATA resources.** ATA may adjust the allocation of these resources based on registration numbers and event requirements.

Safety & Medical

- Provide an approved Medical Support Team: minimum **1 provider per 2 rings**. Health care professionals may include: licensed EMT paramedic, RN LPN, chiro or physio with sport first aid provider qualification, MD athletic therapist.
- Events with head contact must include a **licensed physician or equivalent**
- Ensure Emergency Action Plan is in place
- Medical staff must be: clearly visible, easily accessible and fully equipped
- Report all injuries, knockouts and head injury TKOs to ATA Medical Director

Venue

Must include:

- Code-compliant facility
- Warm-up/staging areas
- Adequate space and safety controls

Volunteers

- Sufficient trained volunteers
- Clearly assigned roles, identifiable

Logistics

- Provide meals/water for officials, volunteers, medical

Compliance

- Display ATA branding (logo) and sanction wording as follows: This event is sanctioned by the Alberta Taekwondo Association
- Submit all required post-event reports

12. ATA Responsibilities

ATA will:

- Promote events
- Provide standardized tournament package template, including: divisions, rules, equipment requirements and schedule format. Host clubs must use this template to ensure consistency across events.
- Supply equipment (as per service level)
- Assign referees (as per service level)
- Appoint a Competition Supervisory Board
- Provide operational guidance

13. Risk Management & Safety

All events must:

- Maintain an Emergency Action Plan
- Provide medical coverage
- Use certified referees
- Ensure safe venue and crowd control

14. Post-Event Requirements

Within 14 days, the Host Club must submit:

- Post-event statistics (Appendix A)
- Evaluation report (Appendix B)
- Injury reports

15. Event Evaluation

Events are evaluated on:

- Venue quality
- Operations
- Volunteer support
- Medical readiness
- Schedule adherence

Results may impact future sanction approvals.

16. Compliance & Enforcement

ATA may:

- Conduct on-site inspections
- Revoke sanction for non-compliance
- Apply financial penalties
- Deny future sanctions

Serious violations may result in multi-year ineligibility.

17. Appeals

- Must be submitted within 7 days
- Reviewed by Appeals Committee
- Decisions are final

18. Exceptional Circumstances

The Board may approve:

- Reduced fees
- Subsidized events

Only where aligned with ATA strategic priorities (e.g., development, growth initiatives).

19. Sanction Terms

- Sanctions are non-transferable
- Changes to event details require ATA approval (minimum 30 days prior)
- Final terms governed by signed agreement

Event Support Fee Schedule

Effective Date: July 1, 2027

Approved By: Board of Directors

Applies To: All ATA Sanctioned Events

1. Purpose

This Fee Schedule establishes the **rates and cost structure** for ATA sanctioning and operational support services.

Service levels are strictly enforced. ATA will only provide the services explicitly selected and paid for. Additional support requested during the event will be billed at applicable rates.

All fees are designed to ensure:

- Full recovery of direct and indirect costs
- Long-term sustainability of ATA equipment and programs
- Transparent and predictable pricing for Host Clubs

2. Base Sanctioning Fee

Event Type	Fee
Category A (Large Open Tournament)	\$ 500
Category B (Development Tournament)	\$ 500
Category C (Intra-Club Event)	\$ 300
Category T (Training Camp/Seminar)	\$ 300

Includes:

- Application review
- Governance oversight
- Insurance/compliance
- Calendar listing
- Event promotion

3. Equipment Rental Fees

3.1 Ring Package (Per Ring / Per Day)

Item	Rate
Mat Set (8x8m or equivalent)	\$250
Electronic Scoring System	\$150
Total Per Ring	\$400

3.2 Full Equipment Package (Per Ring)

Bundled discounted rate:

 **\$300 per ring per day**

3.3 Equipment Manager & Technical Support

Role	Rate
Equipment Manager (Lead)	\$300/day
Assistant Technician	\$150/day

3.4 Transportation & Logistics

Item	Rate
Transport from Storage Facility	\$250 + \$0.50/km

4. Referee Fees

4.1 Standard Referee Rates

Role	Rate
International	\$175/day
National	\$150/day
Provincial	\$100/day

All referees must be ATA-certified and approved in advance. ATA reserves the right to require additional certified officials at the Host Club's expense to meet safety and competition standards.

4.2 Referee Travel & Accommodation (if required)

- Travel stipend: 100-250km \$25, over 250km \$50
- Hotel: At cost (as per referee policy)

4.3 Per Ring Estimate (Typical)

(4 officials per ring + .5 official)

 **Approx. \$900.00 per ring per day**

5. Equipment Depreciation & Replacement Reserve

Applied to all equipment rentals:

 **Included in rental rates (approx. 10%)**

Purpose:

- Replacement of mats
- Scoring system upgrades
- Long-term sustainability

6. Service Level Cost Examples

6.1 Sanction Only Event

Base Fee	\$300–\$500
Total	\$300–\$500

6.2 Partial-Service Event (Example: 3 Rings, 1 Day)

Component	Cost
Base Fee	\$ 500
Equipment (3 × \$300)	\$ 900
Referees (3 rings x ~\$900 avg)	\$2,700
Tech Staff (Lead only)	\$ 300
Transport (dependent on location)	\$ TBD
Total	~\$4,400

6.3 Full-Service Event (Example: 6 Rings, 1 Day)

Component	Cost
Base Fee	\$ 500
Equipment (6 × \$300)	\$1,800
Referees (6 rings × ~\$900 avg)	\$5,400
Tech Staff (Lead + Assistant)	\$ 450
Transport (dependent on location)	\$ TBD
Total	~\$8,150

7. Payment Schedule

Stage	Requirement
Application	Deposit (\$1,000 minimum) to ATA
30 Days Before Event	Written cost estimate to host club
Post Event	Final invoice based on actual costs after the event Remaining balance paid within 7 days of event

8. Adjustments & Variability

Final costs may vary based on:

- Event size and duration
- Number of rings
- Travel requirements
- Staffing levels

ATA will provide a **written cost estimate** 30 days before event.

9. Late Changes & Penalties

Situation	Fee
Late application (< deadline)	+10%
Last-minute equipment changes	Cost + 15%
Cancellation (<14 days)*	Deposit forfeited
Cancellation (<7 days)*	Up to 50% of total

*Where costs have been incurred or commitments made, ATA reserves the right to recover actual costs beyond the deposit.

10. Additional Clauses

- ATA retains final authority over staffing, equipment, and operational requirements to ensure safety, fairness, and compliance.
- Host Clubs may **not substitute required certified officials** without approval.
- Final invoice reflects **actual costs incurred**, not estimates. ATA shall not provide unpaid operational support beyond the agreed service level.