



# **Event Hosting and Sanctioning Policy**

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## **SECTION 1 – POLICY AND GUIDELINES**

### **1) Policy**

The primary goal of this document is to ensure that safety standards are met as well as to provide governance for standards for all sanctioned events.

### **2) Scope**

The scope of this policy is for World Taekwondo (WT) events that are conducted in the Province of Alberta. This document will outline the following:

- Events which require an ATA sanction;
- Requirements and process for obtaining such sanction; and,
- Obligations and responsibilities of both the Host Club and the ATA once an ATA sanction is granted.

The ATA Executive Committee will be responsible for final interpretation of this policy should any questionable matter or discrepancy arise, or for items not covered in this policy.

### **3) Purpose**

This document is the Alberta Taekwondo Association policy and guidelines for event sanctioning and tournament hosting. The purpose of this policy is to:

- Ensure safety guidelines and competition standards are met at ATA sanctioned events;
- Ensure Fair, Safe and Equitable play at ATA sanctioned events;
- Enhance participation at, and credibility of, ATA sanctioned events;
- Provide a mechanism for event data collection as required by the ATA.

### **4) Definitions**

**Event:** An *event* refers to the gathering of participants for competition, which require adherence to the ATA and/or WT Competition Rules and Regulations and where participation of WT clubs and members external to the Host Club is solicited or accepted.

**Medical Support Team:** For the purposes 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.

### **5) Evaluation Procedure**

The Event Sanction 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 for sanctioning are described in Section Two of this policy.

### **6) Post-Event Requirements**

Within 14 days after an event that is sanctioned by the ATA, Appendix A is required to be completed and returned to the ATA. Appendix A is important to the ATA as it provides information required for statistics and is essential in completing Funding Report documents.

### **7) Appeals Process**

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

#### **Location**

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

#### **Medical**

- Attendance of medical personnel for the duration of the tournament consisting of: 300 participants or less: 2 CATA athletic therapists OR 2 EMT/Para/RN with sport first responder; 301 plus participants: 3 health care professionals as above
- All health professionals providing coverage must be competent in the use of SCAT5 and child SCAT5. Event official will be familiar with Concussion Recognition Tool 5
- Designated separate area on site
- All injuries are documented by qualified medical personnel and reported to the ATA within 14 days of completion of event using the attached form
- All head injuries diagnosed and reported as per ATA's Head Injury Policy

#### **Referees**

- Qualified referees and judges are required for safety, fairness and consistency

#### **Competition**

- Provide a proper warm up area prior to the competition
- Competition area occupied by the competitors, judges and referees is unobstructed by non-competitors
- All competitors wear **approved uniforms and equipment** according to WT and ATA rules
- No jewellery of any kind allowed

#### **Divisions**

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

### **9) Application Process – Overview**

- Club decides to hold an Event as per definition in Section 1 of the ATA Event Hosting and Sanctioning Policy.
- Prior to the Event, Club completes the application for Sanction as per Section 2 and submits it with the Sanction Fee and Refundable deposit fee to the ATA, at least 2 months in advance of the proposed Event date, or with approval of the ATA Event Sanction Committee.
- Application is reviewed by the Event Sanction Committee.
- Sanction is Approved: Event is held; Post-Event Form is completed and returned to the ATA; Refundable Deposit is returned to the Host Club if applicable.
- Sanction is Not Approved: Sanction Fee and Refundable Deposit are returned to the Club with an explanation; Host Club may appeal decision to the ATA Appeals Committee.

### **10) Mandatory Equipment and Uniforms**

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

Additionally, the following are mandatory equipment for ATA sanctioned sparring competitions.

- Head protector
- Trunk protector (Hogu)
- Mouth guard (clear or white)
- Forearm guards\*
- Shin guards\*
- Groin protector (male and female)\*

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

**SECTION 2 - Application for Event Sanction**

Complete the following Sanction Application Form and submit it to the ATA with the prescribed Event Sanction Fee and Tournament Refundable Deposit Fee. The following criteria must be met in order to apply for an Event Sanction:

- ATA Club Membership - Applicant Club must be a member in good standing for at least two full years.
- Event Sanction Fee - A non-refundable prescribed fee (to be determined by the ATA Board of Directors on a yearly basis) is required to be sent to the ATA.
- Refundable Deposit - A \$1000.00 refundable deposit is required to be sent to the ATA. It will be held until the post-event evaluation is completed.
- Event Date Proximity - **A sanction will not be given if an event is within 13 days of an already sanctioned event.**
- Competition Rules - WT and WT modified rules.
- Emergency Action Plan (EAP) - Must have an EAP in place for the event.

Club Name applying for Sanction: \_\_\_\_\_

Host Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Official Name of Event: \_\_\_\_\_

Name and Address of Facility Where Event Will Take Place: \_\_\_\_\_

Date of Event: \_\_\_\_\_

**Sanction Granting Criteria**

The ATA Event Sanction Committee will be responsible for the granting of sanctions, and will consider the following criteria:

- Previous event experience
- Number of days between events
- Acceptance of all rules and regulations stipulated in this policy, and application
- ATA membership fees paid for the current year
- ATA member in good standing for two years

**Refundable Deposit**

For each Event, there is a refundable deposit (in addition to the Event Sanction Fee) that must be sent in with the application. The refundable deposit will be returned to the Host Club once the appropriate forms are completed at the end of the event, and the post-event evaluation is

complete. At the discretion of the ATA Event Sanction Committee, the refundable deposit will not be returned, in part or in full, should any of the conditions of this policy not be complied with.

### ***Responsibilities of the Host - Once Sanction Granted***

Once a sanction has been granted by the ATA Event Sanction Committee, the Host Club agrees to the following host obligations:

- **Host**
  - Will abide by all the requirements outlined in the Event Hosting and Sanction Policy and Application.
- **Medical Support Team**
  - The Host Club will ensure that a Medical Support Team (as per the definition in this policy) will be on site for the duration of the event.
- **Honoraria**
  - The Host Club must pay honoraria for Officials according to the ATA Honoraria and Reimbursement Policy, amount to be determined by the Board of Directors.
- **Competition Rules**
  - Only WT modified colour belt competition rules and WT Black Belt competition rules will be followed at the competition (or may be modified as appropriate with the approval of the ATA Board of Directors); protective equipment will be used for black belt sparring according to the WT Competition Rules and Regulations.
- **Safety Evaluation Form**
  - The Host Club will complete a tournament safety evaluation form on the day of the tournament, signed by a Safety Representative from the Host Club, and a copy of such form will be returned within 14 days to the ATA.
- **Injury Report(s)**
  - In the event of an accident or injury, an injury report form will be completed by the Medical Support Team, and filed with the ATA within 14 days of the event.
- **Post-Event Summary**
  - The Host Club will complete the ATA Post-Event Summary Form and submit it to the ATA within 14 days following the event date. This summary form will include a breakdown of the total number of competitors by gender, age, and belt level.
- **Officials**
  - The host will work with the ATA Referee Committee to ensure an adequate amount of ATA certified (or above) judges to officiate, and provide confirmation that qualified ATA referees and judges will be used at the event.
- **Floor Mats**
  - ATA regulation mats will be used for all sparring and poomsae competitions.
- **Volunteers**
  - The Host Club will provide water and lunches for the care and comfort of the volunteers, officials and Medical Support Team, and a lunch room for officials.
  - The Host Club must provide an adequate number of volunteers to operate/manage the tournament (based on 4 rings):
    - Security – 4
    - Registration/Admission - 2

- Scorekeeper + Ringside Support - 12
  - Head Table - 1
  - Announcer to call fights & competitors - 1
  - Electronic Scoring Equipment Table - 2
  - Floaters/Cleanup crew - 2
  - Officials Lunch room - 2
  - Tournament setup, setup and takedown of mats - 8
- **Tournament Supplies and Administration**
  - The Host Club will provide proper supplies to operate the tournament, including but not limited to:
    - adequate float (\$) for registration and admission desk
    - clipboards, score sheets and draw sheets
    - pens/markers/strings/tapes/staplers/scissors, etc.
    - bristol boards for signs
    - registration forms

***Responsibilities of the Alberta Taekwondo Association - Once Sanction Granted***

Once a sanction has been granted by the ATA Event Sanction Committee, the ATA agrees to the following obligations:

- Will provide notice on the ATA website and social media that the event has been sanctioned by the ATA
- Will provide Electronic Scoring Equipment for the event as well as assistance with the set-up and use of the equipment
- ATA Referee Chair will work with the Host to ensure an adequate amount of ATA-certified Referees will be available for the event
- The ATA will pay an honoraria for Officials according to the ATA Honoraria and Reimbursement Policy, amount to be determined by the Board of Directors
- The ATA will appoint a Competition Supervisory Board for the event



**Acknowledgement**

I hereby apply to the Alberta Taekwondo Association to hold a sanctioned event and agree to abide by the following conditions of sanction:

- 1) It is understood and agreed that the Alberta Taekwondo Association shall be held harmless from any and all injury and liabilities arising out of claims for damages of any kind arising out of, or during the conduct of said sanctioned activity including financial liabilities.
- 2) This sanction and its benefits, if approved, may not be transferred to another organization, event or person.
- 3) Failure to comply with the conditions of this sanction will cause immediate and direct withdrawal of said sanction.
- 4) The organization/club applying for the sanction agrees to become familiar with, and comply with, the appropriate rules and regulations of the Alberta Taekwondo Association and to conduct the event with qualified officials. The organization/club must conduct the event and shall abide by and enforce all rules and regulations of the Alberta Taekwondo Association and to follow the technical rules of the Alberta Taekwondo Association. Provisions will be made for proper medical supervision during the activity. Safety precautions will be taken to protect the personal welfare of the Alberta Taekwondo Association, competitors and spectators.
- 5) The Alberta Taekwondo Association shall not be held liable for any financial aspects of this event. The organization requesting sanction shall be liable for all expenses.
- 6) I agree to return completed statistics via the Post-Event Statistics Form (Appendix A).
- 7) I will abide by the ATA Event Hosting and Sanctioning Policy and Tournament Hosting Guidelines and will follow all conditions outlined in said policy and this application form.

I submit this application with the (i) Tournament Sanctioning Fee and (ii) Tournament Refundable Deposit Fee, to:

**Alberta Taekwondo Association**  
**#1589, 5328 Calgary Trail NW**  
**Edmonton, AB T6H 4J8**  
**ATTENTION: Event Sanction Committee Chairperson**

I, \_\_\_\_\_ have read and agree to follow all criteria as outlined above and in the ATA Event Hosting and Sanctioning Policy and tournament Hosting Guidelines. I certify that the above application has been completed by me and reviewed with referees, judges, instructors and other personnel from my school who will be assisting in the conduct of the event for which this application is requested.

Dated at \_\_\_\_\_ Signature of applicant \_\_\_\_\_

**Appendix A: 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 B: 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