



Information Package For Potential CTFI Tournament Hosts

CANADIAN TAEKWON-DO FEDERATION INTERNATIONAL

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Introduction

This information document provides an overview of what is required of Tournament Hosts for running a CTFI sanctioned event. Additional documents with full details will be provided to successful applicants.

Types of Championships

Eastern or Western Championships

These events typically have approximately 250 competitors with about 200 Colour Belts and 50 Black Belts. They are run every year, sometime prior to the Nationals. The goal of these events is to:

- provide competition experience at a medium level while limiting the distance that competitors must travel;
- provide the opportunity to collect seeding points for Black Belts;
- during selection year, used to qualify Team Patterns and Pre-arranged Sparring teams for competition at Nationals;
- provide motivational events to help instructors with student retention;
- promote the sport aspect of Taekwon-Do.

They require a large amount of organization. External events such as award banquets, athlete/coach/supporter cocktails, etc. are not required, but encouraged to provide a valuable experience for participants.

National Championships – Non-Selection Year

These events usually have 300+ competitors with about 200 Colour Belts and 100 Black Belts. They are run during alternating years when there is no World Championships following and there is no requirement to select members of the Canadian Delegation.

The goal of these events is to:

- provide competition experience at a high level;
- provide the opportunity to collect seeding points for Black Belts;
- provide motivational events to help instructors with student retention;
- promote the sport aspect of Taekwon-Do.

They require a high amount of organization. They should include external events such as award banquets, etc.

National Championships – Selection Year

These events usually have 350+ competitors with about 200 Colour Belts and 150 Black Belts. They are run during the year about 6 months prior to an upcoming World

Championships and there is requirement to select members of the Canadian Delegation. The goal of these events is to:

- select members of the Canadian Delegation attending the World Championships for both Individual and Team events;
- provide competition experience at an intense level for Black Belts;
- provide the opportunity to collect seeding points for Black Belts;
- provide motivational events to help instructors with student retention;
- to promote the sport aspect of Taekwon-Do.

These events require a very high amount of organization. They must include an award banquet and should include other external events such as cocktails, etc.

Competition Events at each championships

Regional Championships (Easterns or Westerns) – Selection Year

Mandatory competition events

1. Individual Free Sparring (Black Belt and Colour Belt)
2. Individual Patterns (Black Belt and Colour Belt)
3. Team Patterns (Black Belt only)
4. Prearranged Sparring (Black Belt only)

Optional competition events

1. Team Free Sparring (Black Belt only)
2. Breaking – power and or special technique (Black Belt only)

National Championships – Selection Year

Mandatory competition events

1. Individual Free Sparring (Black Belt and Colour Belt)
2. Individual Patterns (Black Belt and Colour Belt)
3. Team Patterns (Black Belt only)
4. Prearranged Sparring (Black Belt only)
5. Breaking – power and special technique (Black Belt only)

Optional competition events

1. Team Free Sparring (Black Belt only)

Regional Championships (Easterns or Westerns) – Non-selection Year

Mandatory competition events

1. Individual Free Sparring (Black Belt and Colour Belt)
2. Individual Patterns (Black Belt and Colour Belt)

Optional competition events

1. Team Patterns (Black Belt only)
2. Prearranged Sparring (Black Belt only)
3. Team Free Sparring (Black Belt only)
4. Breaking – power and or special technique (Black Belt only)

National Championships – Non-Selection year

Mandatory competition events

1. Individual Free Sparring (Black Belt and Colour Belt)
2. Individual Patterns (Black Belt and Colour Belt)

Optional competition events

1. Team Patterns (Black Belt only)
2. Prearranged Sparring (Black Belt only)
3. Team Free Sparring (Black Belt only)
4. Breaking – power and or special technique (Black Belt only)

Competition Rules

All CTFI-sanctioned events must follow the current rules as follows:

1. Colour Belts, Black Belts Pre-Junior (age 13 years and under) and Super Senior (age 35+ years):

CTFI Colour Belt Competition Rules

2. Black Belts Junior (age 14-17 years) and Senior (age 18-34 years):

ITF Black Belt World Championship Competition Rules

Tournament Hosts may add additional rules that may be required for the legal jurisdiction in which the event is held. All rule additions or changes must have approval from the CTFI Tournament Director before they can be implemented. The CTFI Tournament Director may also implement additions or changes to some rules.

First Aid

Tournament Hosts must provide first aid for all hours that the competition is running. It is important that the Tournament Host understand the legal requirements for their local area as these can be different from province to province.

Generally, Saint Johns Ambulance or a similar organization is acceptable. Tournament Hosts must be cautious when engaging low cost “volunteer” organizations like this as they can cancel at the last minute due to lack of volunteers.

Volunteers

Volunteers are critical to help run a successful event. They do everything from checking in competitors and spectators, to keeping track of competition results, to serving lunch to the officials.

Tournament hosts should also have a group of volunteers signed up to help organize the event. Then you can delegate tasks and share the workload.

To host a Regional event, it is recommended Tournaments hosts have at least 50 volunteers available to operate the event during the competition day as well as set up and tear down the equipment. For a National event, you will require 80 volunteers.

The more volunteers you have, the less work each of them will have to do. The attached documents give a list of the different types of volunteers required and an estimate of how many there should be assigned to each task.



Volunteer requirements.xls



Volunteer job descriptions.DOC

Event Registration

All competitor registration, team registration and coach registration will be done using the CTFI on-line registration system. This system is provided and operated by the Tournament Director. The tournament host must provide information regarding additional rules, events, etc. to the Tournament Director. Tournament hosts may include additional items in the on-line registration system listed below.

- Competitor/Supporter shuttle requirements to venue or airport;
- Retail sales for t-shirts and other event items;
- Anything else you might imagine.

These things must be identified early in the process of developing the on-line registration for the specific event.

On-line Registration system costs

The company that provides the on-line system charges a payment processing fee of 5.45% of gross receipts, including taxes or other charges. For example, if the event fee is

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\$100, only \$94.55 is paid out for the registration. This cost is included in the calculations for the model budgets shown below.

Money from the registrations is deposited by the payment processing company in the middle and at the end of each month.

Financial Controls

All funds from the on-line registration system will flow into a CTFI holding account managed by the Tournament Director. CTFI fees for competitors, coaches, etc. will be deducted at this point and paid directly to the CTFI on behalf of the Event Host.

The Tournament Director will send money by cheque to the Event Host, usually in 3 separate payments after monies have been delivered by the payment processing company.

1. An interim payment part way through the registration period;
2. A second payment after registration closes;
3. A final payment after the completion of the event to close out the accounts.

Within 2 weeks after completion of the event, the Tournament Director will provide detailed financial information for on-line registration activity, along with a summary showing revenues collected and expenses incurred.

Tournament fees and sanction fees

The CTFI Board of Directors has set the following fees for all CTFI-sanctioned events. The sanctioning fee is paid for each registered and paid up competitor, whether they compete or not.

National Championships:

Competitor	Registration Fee	Sanction fee per registration
Colour Belt	\$60	\$20
Super-Sr. and Pre-Jr. Black Belt	\$60	\$20
Senior and Junior Black Belt	\$100	\$40
Power Breaking	\$20	\$0
Special Technique Breaking	\$20	\$0
Black Belt Coach	\$50	\$37
Colour Belt Coach	\$50	\$37
Photographer	\$50	\$0

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Eastern/Western Championships:

Competitor	Registration Fee	Sanction fee per registration
Colour Belt	\$60	\$20
Super-Sr. and Pre-Jr. Black Belt	\$60	\$20
Senior and Junior Black Belt	\$75	\$25
Power Breaking	\$20	\$0
Special Technique Breaking	\$20	\$0
Black Belt Coach	\$50	\$37
Colour Belt Coach	\$50	\$37
Photographer	\$50	\$0

Entry Fees for spectators are allowed and typically are in the \$5 range, with special pricing for family groups. Free entry is encouraged to boost attendance.

Additional special fees to individual competitors are listed below:

1. A surcharge of \$15 for any late registrations after the deadline passes that are allowed only at the discretion of the Tournament Director;
2. A fee of \$20 for making changes to registrations due to errors on the part of the registrants after the deadline for registration is closed, allowed only at the discretion of the Tournament Director.

Responsibilities of the Tournament Host:

- contract a suitable venue
- organize host hotel, including suitable space for side events like the CTFI AGM, athlete weight check, cocktail evening, award banquet, etc.
- arrange for any shuttles for athletes
- arrange for VIP shuttles
- book VIP hotel rooms
- pay for some VIP hotel rooms (see below)
- provide and organize volunteers
- organize awards banquet if appropriate
- provide and install all materials and equipment for the venue, including mats
- arrange food and beverages for officials and volunteers during competition days
- all event marketing and promotion
- create event invitation and information package to be sent to CTFI instructors.
- manage the operations of the event during competition days including: volunteers, venue setup/teardown, cleanup, lunches, coordination with venue operators, etc.

Responsibilities of the CTFI Tournament Director:

- provide information and support to tournament host
- oversee and confirm all rules and events
- assist in creation of event invitation and information package
- oversee and confirm project activities of Event Host
- approve menu for VIP/official/volunteer food service
- program and operate the on-line registration system
- develop all competition categories and draws
- manage the competition during event days (but not operations for the venue)
- compile and publish competition results
- collect all registration fees
- provide financial statements for registration fees to host and CTFI
- forward net registration fees to host
- forward sanction fees to CTFI

Venue

Full details on the minimum requirements for the venue are in a separate document, attached. Details on the venue, including physical measurements of the competition floor, seating quantities and layout, etc. must be provided with the application to host the event.

When booking a venue, be sure to include minimum 3-4 hours for setup prior to start of the event.



C:\Users\Kevin
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Venue Requirements:



C:\Users\Kevin
Reinelt\Documents\KI

Minimum Competition Area Requirement:

Equipment

Following items are required for CTFI championships as appropriate to the mandatory and optional competition events planned.

- Competition Mats – must be minimum 20mm thick puzzle style mats.
- Breaking machines – sufficient for power and special technique events
- Ring equipment – a detailed list will be provided.
- Score Pads – Templates for score pads as well as quantities and details for construction will be provided by CTFI Tournament Director. CTFI Official score pads must be printed in colour.
- Draw Trees – developed by the CTFI Tournament Director, printing of these documents must be covered by the tournament host. The documents must also be printed in colour.

There are many additional items that are required to run a successful event. A fully detailed list of mandatory and optional equipment for each competition will be provided to the successful applicant.

Meals for Officials/VIPs/Volunteers

Tournament hosts must provide for healthy lunch and snacks for officials and VIPs and volunteers during each full day of competition. Taekwon-Do promotes a healthy life style so the food and beverages provided must meet a minimum standard for health. Hosts can do their own catering or can hire a contractor to cater, depending on their volunteer staff and on what the venue will allow. Many venues insist on doing catering for events – check with your venue.

Hosts should consider that VIPs, officials or Volunteers may be vegetarian and include a small number of options for this.

Your food and beverage choices must have approval from the Tournament Director prior to going ahead. Please be aware that a slice of pizza or a hot dog will NOT be considered sufficient.

VIPs

Attending VIPs specifically include any CTFI Board members and any person with rank of 7th degree or higher. The host may also decide to include additional individuals at their own discretion.

Proper protocol requires the following mandatory actions for these VIPs:

- met on arrival at the airport or other transportation terminal by a member of the host organization;
- transfers from the airport to the host hotel and back;
- hotel rooms reserved for them at the host hotel by the host organization (does not necessarily include payment of these hotel rooms – see below);

- transfers from the host hotel to the venue and back;
- lunches and beverages at the venue on competition days;

It is the responsibility of the host to arrange and pay for accommodations for the following individuals:

- CTFI President – night prior to event + nights during event, up to 3 nights for a 2 day Nationals.
- CTFI Umpire Director – night prior to event + nights during event, up to 3 nights for a 2 day Nationals.
- CTFI Tournament Director – 2 nights prior to event + nights during event, up to 4 nights for a 2 day Nationals.

Host organization may choose to provide complimentary accommodations or hotel room upgrades for other VIPs as deemed appropriate by the host organization.

It is up to the host organization to communicate with VIPs who may be attending to understand the details for required transfers, hotel room bookings, etc.

Host Hotel/Accommodation

Event Host organization must arrange a block of hotel accommodation for athletes, coaches, instructors and supporters/parents. There should be enough room to accommodate the expected number of attendees. Event Host must work with the CTFI Tournament Director to understand what the requirement may be. More than one hotel option may be provided, but one hotel must be designated as the main host hotel.

There may be other hotel requirements depending on the event. For instance at a Nationals, there must be a room for the CTFI Annual General Meeting. There must also be space for athlete weight checks, coach check-in, etc.

CTFI Tournament Director will provide an information package detailing exact requirements for any additional hotel spaces over and above rooms. The package will also provide valuable information on how to get the best deal for your accommodation, including a “Request for Proposal” document that can be sent to hotels for competitive bids.

VIP/Officials/Athlete/Coach/Supporter Shuttles

It is recommended that the host hotel be as close as possible to the event venue. A hotel within moderate walking distance (i.e. 20 minutes or less) of the venue means there is no need to provide shuttles for athletes arriving by air, train or method other than personal automobile.

If the host hotel is more than 20 minutes walk from the venue, the Event Host must provide shuttle vehicles sufficient to transfer all VIPs, officials, athletes, coaches and supporters who have arrived by air, train or method other than personal automobile.

It is up to the host organization to communicate with participants and understand the volume of transfers required.

Official Suppliers

CTFI has contracts in place with several official suppliers. These contracts give CTFI official suppliers the right to:

- Have their logo on any tournament promotional web site or program
- Display a banner at the tournament venue. They must provide the banner.
- Operate a sales booth to display at the venue and sell their products.

Often an official supplier may go above and beyond this requirement. They may provide, at their cost, trophies, prizes, mats or other equipment at a reduced cost or no cost. Sometimes, if they are operating a sales booth, they may pay a commission of around 5% of gross sales to the Host. These are all things that can be negotiated by an Event Host, but cannot be demanded to allow participation of the official supplier.

CTFI Tournament Director will contact Official Suppliers and invite them to participate in the event as allowed by the contract with CTFI. In that message, the suppliers will be directed to coordinate their participation in the event with the Event Host.

Coaches and Photographers

Under new CTFI rules, coaching will be allowed for Colour Belts and for Black Belts. Coaches must purchase a coaching pass. 25% of coaching fees are retained by the Tournament host to cover costs of providing coach badges and administering costs. 75% of coaching fees will be given to the CTFI to be used for paying a stipend to Full Time Umpires that attend the event, as well as funding for other umpire development activities at the CTFI level. Specific rules apply for Black Belt and Colour Belt coaches. Check with the Tournament Director for details.

Hosts may also offer Photographer passes for a maximum of \$50 per pass. The idea is to accredit individuals to go on the competition floor and take photos for their school, but to also control the numbers on the floor. Hosts retain 100% of these fees.

Awards

The following medals must be provided at all Selection Nationals:

1. Colour Belts all divisions: 1 gold, 1 silver and 2 bronze;
2. Black Belts Pre-Junior, Super Senior, Ultra Senior: 1 gold, 1 silver and 2 bronze
3. Black Belts Junior and Senior: 1 gold, 1 silver and 1 bronze

The following medals must be provided at all Western and Eastern Regionals and all Non-Selection Nationals:

1. Colour Belts all divisions: 1 gold, 1 silver and 2 bronze
2. Black Belts Pre-Junior, Super Senior, Ultra Senior: 1 gold, 1 silver and 2 bronze
3. Black Belts Junior and Senior: 1 gold, 1 silver and 2 bronze

Additional awards are at the option of the Event Host. These may include: Most Supportive School, Top Performing School, Top Performing Black Belts (Male, Female, Junior, Senior), Top Umpire, any other awards deemed appropriate by the Event Host.

Time required to prepare

For a Regional Eastern or Western Championships, it is recommended that the host organization allow a minimum of 8 to 12 months to prepare for a successful event.

For a National Championships, it is recommended that the host organization allow a minimum of 18 months to 24 months to prepare for a successful event.

Project Plan

CTFI Tournament Director will provide a detailed project plan listing all mandatory and many optional items for creating a successful tournament. The Tournament Director will review the plan with the Tournament Host from time to time during preparation for the event to ensure activities are on track and to ensure all mandatory items are included.

Budget

The attached documents provide a model budget for use in preparing for the different types of championships. Fill in the blanks as shown to calculate what your budget will look like. A draft budget must be provided as part of the application.



Microsoft Office
Excel Worksheet

Nationals model budget:



Microsoft Office
Excel Worksheet

Easterns/Westerns model budget:

How to Apply

The attached document must be used for making application to host a tournament. A fee must be included with this application, as shown on the form. This fee is refunded to unsuccessful applicants. For successful applicants, it is deducted from the total sanctioning fees owed by the tournament host to the CTFI.

CTFI Tournament Hosting Application



Microsoft Office
Word Document