

CTFI Championships Tournament Requirements

The following are the mandatory physical specifications for a CTFI event venue. This applies to Eastern, Western and National Championships.

1. Competition floor minimum 13,500 sq ft or about 1250 sq m (2 full basketball courts). This is approximately 30m x 43m. This allows space for 7 rings 10 x 10 meters with room for umpires, safety space in between rings as well as space for the operations head table and a breaking ring.

Note: this space does not include:

1. area for seating spectators. Bleachers and walking space must be in addition to the above competition space;
 2. space for medal award podium;
 3. space for marshalling or on-deck area.
2. Venue must be rented for the following time requirements:
 - Nationals: 2 full days of competition plus minimum 4 hours for setup prior to the event.
 - Westerns/Easterns: 1.5 days of competition plus minimum 4 hours for setup prior to the event.
 3. All rings must be matted, using rubber puzzle mats, minimum 20mm thick. Ring size is 8mx8m playing surface with 1m contrasting colour border. Total matted ring size = 10mx10m.
 4. A method of providing a barricade around the competition floor to control access. We must not allow access to the general public (i.e. parents/friends)– only officials, volunteers and competitors. This can be “bike barrier”, foam barriers, rope barriers or some other technique.
 5. Seating for spectators – require approximately 2 times the number of competitors expected. Minimum 300 seats.
 6. Change rooms for athletes – 1 x male and 1 x female.
 7. Space for Black Belt competitor weight checks.
Space is required for this at the Host Hotel the night before Black Belt competition day. Also, space is required at the venue on competition day. At the venue, it can be in one of the competition rings. A weigh allowance for clothing is given in order that the athletes do not have to undress.

2 weigh scales are required for weight check. For large events, 3 are recommended. Try to find commercial trade scales that are certified accurate. Borrow scales from a phys-ed department at a school or university, or ask a weigh scale company if they will sponsor the event in return for some publicity. You should be able to rent scales for about \$50/each/day, or work out a sponsorship arrangement and get them for a reduced rate or free.

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8. A quiet room for officials and volunteers.
This room will be used to cater a lunch and snacks for the VIPs, officials and volunteers each day. Need chairs and tables for eating. Also, you will require either some tables or counter space to aid in catering. A sink in the room or nearby is highly desirable for hand washing, preparation and cleaning. There must be room for seating for about 20% of expected umpire/volunteer staff at any given time. Groups of approximately 30-40 people will rotate through.
9. Each of the 6 competition rings must have:
 1. 1 table and 10 chairs for officials, umpires and coaches;
 2. another smaller table or stand to support the large monitor used for the electronic scoring system;
10. Head Table for seating dignitaries and tournament operations staff.
3 tables and 6-8 chairs. Head Table must be decorated with table cloths. Other decorations such as flags, plants, etc. will help with the professional image of the event.
11. The head table must have the following to support the Tournament director:
 1. be located on a raised stage;
 2. an executive assistant (volunteer) to help handle paperwork and update results on computer;
 3. a computer printer, with sufficient toner/ink and 100 sheets of printer paper;
 4. AC Power and several plug ins (i.e. a power bar)
 5. trash and recycle receptacles
12. PA system in main venue for announcements.
Can be the built-in overhead speaker system of the venue or portable gear on the floor. If using portable gear on the floor, require at a minimum of 4 portable speakers, 6 preferred. 1 wireless microphone required.
13. Space for First Aid Attendant station.
Located on the competition floor. Require 1 table and 3 chairs.
14. Space for a Medal Award area.
Must be separate area away from the competition floor, where parents and spectators can come to take photos of medals being awarded. Requires:
 1. Podium-type boxes of some sort would be preferred.
 2. Think about dressing up the area with flags and banners for a nice photo backdrop. Here is where sponsor and club logos can be displayed.
 3. Small PA system for announcing winners. This can be a single powered speaker with built-in amp, along with 1 microphone
 4. 1 table or counter work-space is required for staging the medals and for keeping paperwork.

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15. Space for warm-up and competitor on-deck marshalling area. This must be either a separate area away from the competition floor or be divided from the competition area by the barriers in #4 above. This area for this space must be in addition to the floor area listed above in #1.
16. Optional space for competitors to store their gear near the competition floor. This will save space in the seating for more people to sit.
17. There must be good signage to direct competitors and supporters to change rooms, washrooms, seating, marshalling area, food services, etc.

The following items are not part of the physical competition space, but are required to run the event

1. Food service for competitors and spectators.
This can be either a food court/vendor provided by the venue, a nearby quick-serve restaurant (must be within short walking distance of venue) or a space at the venue for the tournament host or a catering company to sell beverages/sandwiches/pizza/concession.
2. Complimentary food service for officials, VIPs and volunteers.
A healthy lunch must be provided on any competition days. Proposed menus must be submitted for approval by the CTFI Tournament Committee. Snacks (e.g. fruit, granola bars, etc.) and beverages should also be made available during the day.
3. You must have 2 first aid attendants with appropriate gear in full time attendance while competition is on.
At least one attendant must be minimum Occupational Safety Level 2 certified. Some jurisdictions may have more stringent requirements (e.g. a doctor in attendance). You must check your provincial government minimum requirements.
4. Complimentary water for all officials, VIPs and volunteers.
Bottled water must be available at all times for all people working on the event.
5. Civilian volunteers
A detailed listing of volunteer positions and quantities will be provided in another document.
6. Score pads for Free Sparring, Black Belt Patterns, Pre-arranged Sparring, Team patterns.
-CTFI will provide templates for printing score pads. The number of pads required depends on the number of competitors. The CTFI Tournament Director will assist in estimating the required number of score pads.
7. Event paperwork printing.
There are many different forms and papers required to manage the event. The event host is responsible for printing all of these as well as providing envelopes to contain them. Tournament Director will provide all print files.

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8. CTFI will provide ITF-standard electronic scoring systems (ESS) for 6 competition rings. These systems do not include the displays. Large tvs or computer monitors must be rented or provided separately by the event host. CTFI will pay for shipping of ESS gear to host city.
Event host is responsible to pay for shipping to return the ESS gear to CTFI HQ.
9. On-Line registration system must be used for all competitors.
 - The SportData system will be provided and managed by CTFI.
 - Competitors payments must be made via the system into the CTFI account.
 - CTFI will disburse funds from registration to the event host.
10. Event Hotel requirements
 - Rooms for competitors, coaches, umpires, vips, supporters, etc.
 - space for a coach check-in desk and Black Belt weight check the night before the competition begins.
 - CTFI Tournament Committee will help with more details
11. Event host is required to provide complimentary hotel rooms for:
 - CTFI President (2-3 nights: one night prior to the event and 1 night for each day of competition during event)
 - CTFI Umpire Director (2-3 nights: one night prior to the event and 1 night for each day of competition during event)
 - CTFI Tournament Director (3-4 nights: 2 nights prior to the event and 1 night for each day of competition during event)(Tip: Negotiate with the event hotel for complimentary rooms which will cover these).
12. According to Official Supplier contracts signed with CTFI, all official suppliers must be invited to provide banners or other marketing materials. They may also, at their option, operate a booth to sell equipment at the event. (Tip: You can ask them to share a percentage of the profit from their sales to support the cost of running the event.)

Optional items and ideas to help run a profitable, professional and interesting event:

Items you might want to consider depending on how you run the event.

1. Space for tables to sell t-shirts or other event mementoes.
2. Space for booths operated by retail vendors (e.g. equipment sales, etc.)
3. Sponsors to help fund the event
4. Apply for hosting grants from the Province, the City and the venue where the event will be held.
5. Negotiate special hotel rates, rebates and complimentary rooms. CTFI can assist with this process.