



Information Package For Potential CTFI Tournament Hosts

CANADIAN TAEKWON-DO FEDERATION INTERNATIONAL

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Hosts

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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.

CTFI Philosophy for Tournaments

“Taekwon-Do is a martial art, a sport, a way of life and a tool for social, mental and physical development.”

Grand Master Tran Trieu Quan – ITF President 2009

Tournament competition focuses on the “Sport” aspect of Taekwon-Do.

There are four key goals that must be supported by CTFI Tournaments. In order of importance:

1) Service to CTFI Members

Tournaments must deliver a high level of service to CTFI members (our instructors) by producing excellent and exciting events that will motivate their students (and their parents) to continue their training and development in Taekwon-Do. Events must be organized in a professional manner by Tournament Committee and Event Organizers so that coaches, students and parents have an excellent experience. *“No instructor should ever have a student quit because of a bad experience at a CTFI tournament.”*

- a) Organization and execution of events should always be considered from the perspective of the youths and their parents who make up the majority of competitors at any CTFI tournament.
- b) Competitions should be accessible to all students no matter their ability – the focus is not only on the elite athletes. Competition events will be challenging but attainable to make the tournaments interesting and exciting and to encourage competitors to try the different aspects of Taekwon-Do competition.
- c) Competitions must be safe and fair. Competition categories will be organized based on age, rank, gender and size of competitors. All tournaments must include safety equipment and procedures specified by CTFI.

2) Net Positive Revenues for Organizers and CTFI

Tournaments must provide the opportunity for both Event Organizers and CTFI to make reasonable positive net revenues from a well-attended event.

- a) Tournament sanction fees are a critical source of funds for CTFI.
- b) Event Organizers should make a profit to compensate for the work required to host an event. This will also motivate future event organizers to apply.

- 3) Develop Elite Competitors
Tournaments must give elite level Black Belt competitors and coaches experience at the highest level possible to help them develop and prepare for success at ITF international competitions.
 - a) CTFI events will be organized in a fashion similar to the ITF World Championships and World Cup following ITF category specifications for Black Belts where possible.
 - b) Use ITF-standard electronic tools to organize registration, manage the competition and operate ringside scoring in a similar fashion to ITF WC.
 - c) Provide Ranking system for elite athletes to track their progress and to motivate them to participate. Use ranking to seed competitors in their categories for competition.
- 4) Support ITF World event qualification
CTFI tournaments are qualifying events for Black Belt athletes to join the National Team representing Canada at the ITF World Championships.
 - a) National and Regional events are opportunities for the CTFI Selection Committee to see upcoming and elite athletes in action.
 - b) “Selection Nationals” tournament will be held 6 months prior to the next ITF World Championships and used as the first important step for selection to the National Team for all categories.

Types of CTFI Championships

Eastern or Western Championships

These events typically have approximately 250 to 400 competitors with about 70% Colour Belts and 30% Black Belts. They are run every year, normally in November/December.

Eastern and Western Championships are a minimum 1.5 day event. Normally Black Belt patterns competition takes place on a Friday evening for 4-5 hours, and the remaining competition over the entire following Saturday.

The goal of these events is to:

- provide a motivational experience to competitors to help instructors with student retention;
- promote the sport aspect of Taekwon-Do.
- provide competition experience at a high 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;

These events require a large amount of organization. Hosts should allow at least 9 months to prepare for the tournament. External events such as 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 300-500 competitors with about 60% Colour Belts and 40% 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. National Championships normally take place in the Spring (April or May). The goal of these events is to:

- provide a motivational experience to competitors to help instructors with student retention;
- promote the sport aspect of Taekwon-Do;
- provide a high level of competition experience for the development of elite level competitors, giving them the opportunity to compete against athletes from all areas of Canada;
- provide the opportunity to collect seeding points for Black Belts;

Non-Selection National Championships are a minimum 2 day event. Colour Belt patterns and sparring take place on the Saturday while all Black Belt sparring competition takes place on the following Sunday.

These events require a large amount of organization. Hosts should allow at least 12 months to prepare for the tournament. External events such as banquets, athlete/coach/supporter cocktails, etc. are not required, but recommended to provide a valuable experience for participants.

National Championships – Selection Year

These events usually have 350-500 competitors with about 60% Colour Belts and 40% 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. Selection National Championships normally take place in the Spring (April or May). However the time of year is always connected to the ITF World Championships. The goal of these events is to:

- provide a motivational experience to competitors to help instructors with student retention;
- promote the sport aspect of Taekwon-Do.
- select members of the Canadian Delegation attending the World Championships for both Individual and Team events;

- provide competition experience at an intense level for the development of elite level competitors, giving them the opportunity to compete against athletes from all areas of Canada;
- provide the opportunity to collect seeding points for Black Belts;

Selection National Championships are a minimum 2 day event. Colour Belt patterns and sparring take place on the Saturday while all Black Belt sparring competition takes place on the following Sunday.

These events require a large amount of organization. Hosts should allow at least 12 months to prepare for the tournament. External events such as banquets, athlete/coach/supporter cocktails, etc. are not required, but recommended to provide a valuable experience for participants.

NOTE: On the Monday following the Selection National Championships, CTFI requires a venue for running the National Team Selection Training Camp. This may be the tournament venue or it may be a smaller gym in close proximity. It must have space for 4 full sized competition rings. Costs will be covered by CTFI.

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 and Blue/Red Belt)
4. Prearranged Sparring (Black Belt and Blue/Red Belt)

Optional competition events

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

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)
3. Prearranged Sparring (Black Belt and Blue/Red Belt)
4. Team Patterns (Black Belt and Blue/Red Belt)

Optional competition events

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

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 and Blue/Red Belt)
4. Prearranged Sparring (Black Belt and Blue/Red Belt)
5. Breaking – power (Black Belt only) and special technique (Black Belt and Blue/Red Belt)

Optional competition events

1. Team Free Sparring (Black Belt only)

Competition Rules

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

1. Colour Belts all ages, Black Belts age under 12 years and over 36 years:
CTFI Colour Belt Competition Rules
2. Black Belts Pre-Junior (age 12-14), Junior (age 15-17 years) and Adult (age 18+ 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 and CTFI Umpire Director before they can be implemented. The CTFI Tournament Director and Umpire 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 Saint Johns Ambulance 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. Additional documents are available to prospective hosts that give a list of the different types of volunteers required and an estimate of how many there should be assigned to each task.

Event Invitation

Event Hosts will work with the Tournament Director to develop the official written invitation to the event. Event host must provide information about venue, event hotel, event wear, etc.

Registration of competitors, coaches, referees

All registration of individual competitors, teams, coaches, referees and photographers will be done using the SportData on-line registration system. This system is provided and managed by the Tournament Director.

On-line Registration system costs

There are 2 cost items for payment processing for registration.

1. Paypal payment processing fee
3% of gross registration fees plus a small transaction fee.
2. SportData user fee
This system is CTFI and ITF standard for registration and tournament management. They charge a fee of approximately 1 Euro per entry. Most competitors make 2 entries (1 for patterns, 1 for sparring).
Coaches/official/photographers are not included.

Money from the registrations is deposited with CTFI by Paypal on an ongoing basis throughout the registration period.

Financial Controls

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

The CTFI Treasurer will send money to the Event Host, usually in 2 separate payments after monies have been delivered by the payment processing company.

1. An interim payment at the end of the registration period based on current registration levels;
2. A final payment after the completion of the event to close out the accounts.

Within 1 week 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 to CTFI for each registered and paid up competitor, whether they compete or not. Any competitors/coaches who withdraw and are paid a refund will not be included. Refunds for competitor fees are only provided for specific circumstances.

National Championships:

Competitor	Registration Fee	Sanction fee per registration
Colour Belt	\$85	\$25
Cadet and Senior Black Belt	\$85	\$25
Pre-Jr., Jr. and Adult Black Belt	\$125	\$45
Power Breaking	\$20	\$0
Special Technique Breaking	\$20	\$0
Black Belt Coach	\$50	\$37
Colour Belt Coach	\$50	\$37
Photographer	\$50	\$0

Eastern/Western Championships:

Competitor	Registration Fee	Sanction fee per registration
Colour Belt	\$85	\$25
Cadet and Senior Black Belt	\$85	\$25
Pre-Jr., Jr. and Adult Black Belt	\$100	\$30
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.

Event Budget

It is very important that prospective event hosts understand the financial details of running a CTFI event. Example budgets for hosting a National or Regional event are available by request from the CTFI Tournament Director.

Responsibilities of the Tournament Host:

- find and contract a suitable venue. All venues must have prior approval of Tournament Director before an event host application will be considered.
- 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 participants to/from airport/hotel/venue
- arrange for VIP shuttles
- all transportation for Tournament Committee members while in the Host city
- 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, such as mats, tv monitors, medical gloves for officials, breaking machines, etc.
- provide food and beverages for officials and volunteers during competition days
- all event marketing and promotion
- arrange all grant applications and sponsorships
- coordinate with Tournament Director to create official 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
- review and approve venue prior to event host application and signing of contracts
- oversee and confirm all rules and categories
- manage 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 all aspects of competition during event days (but not operations for the venue)
- compile and publish competition results
- provide financial statements for registration fees to Host and CTFI

Venue

Full details on the minimum requirements for the venue are in a separate document, attached.

PLEASE NOTE: Full details on the venue must be provided with the application to host the event. This must include:

1. A floor plan drawing of the venue with actual physical measurements of the competition floor, indicating seating areas and quantities. It should also include areas that can be used for Medal Podium, On-Deck preparation area, VIP/Umpires/Volunteers lunch room, etc.
2. A video “walkabout” of the venue showing features of the competition area, seating and ancillary spaces.

When checking into cost and availability of a venue, be sure to include minimum 4 hours for setup prior to start of the event.

Equipment

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

- Competition Mats for all rings as specified in the CTFI Competition Rules – 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. Event Host responsible for cost and printing.
- Draw Trees – developed by the CTFI Tournament Director, printing of these documents must be arranged and paid for 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 interested groups.

VIPs

Attending VIPs specifically include any CTFI Board members, any person with rank of 7th degree or higher. The host may also decide to include additional individuals at their own discretion (e.g. politicians or civic officials)

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;

VIP Accommodations

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.

Transportation of Tournament and IT Committee

It is the responsibility of the host to arrange and pay for transportation of Tournament Committee members while they are working in the Event city to prepare for the tournament. This includes:

- Pick up at the airport and transfer to accommodations
- Movement from hotel to venue and back as required for preparation of equipment, setting up weight checks, training, venue setup, etc.

A full schedule of activities of Tournament and IT Committee will be provided in the weeks before the tournament.

Meals for Officials/VIPs/Volunteers

Tournament hosts must provide for a healthy lunch and snacks for umpires, officials, VIPs and volunteers during each full day of competition. Taekwon-Do promotes a healthy life style, therefore the food and beverages provided must respect that. 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.

As a consideration of Courtesy, hosts should consider that VIPs, umpires, officials or Volunteers may be vegetarian or have dietary, allergy or religious food restrictions 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 respectful nor sufficient.

Host Hotel/Accommodation

Event Host organization must arrange a block of hotel accommodation for athletes, coaches, instructors, supporters/parents and VIPs. There should be enough room to accommodate the expected number of attendees (competitors, supporters, coaches, referees, VIPs). 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, there must be space for athlete weight checks, coach check-in, etc. Details will be worked out with the Tournament Director.

CTFI Tournament Director can provide a “Request for Proposal” document that can be sent to hotels to solicit competitive bids. This document details exact requirements for any additional hotel spaces over and above rooms.

VIP/Umpires/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, umpires, 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 and timing of transfers required.

Official Suppliers

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

- Have their logo on any tournament promotional web sites or printed programs
- 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 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 negotiated commission to the Host based on gross sales. 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 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 administration 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 CTFI Regional and National events:

1. Colour Belts all categories: 1 gold, 1 silver and 2 bronze;
2. Black Belts Cadet (age <12) and Senior (age 36+): 1 gold, 1 silver and 2 bronze
3. Black Belts Pre-Junior, Junior and Senior Patterns: 1 gold, 1 silver and 2 bronze
4. Black Belts Pre-Junior, Junior and Senior Sparring: 1 gold, 1 silver and 1 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 9 to 12 months to prepare for a successful event.

For a National Championships, it is recommended that the host organization allow a minimum of 12 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

Spreadsheet tools with model budgets for use in preparing for the different types of championships will be provided to prospective hosts. You will be able to fill in the blanks to calculate what your budget will look like. A draft budget must be provided as part of the application.

How to Apply

Event hosts must apply to host a CTFI event using a form available from the Tournament Director. The proposed venue must be reviewed and approved by the Tournament Director before any application will be accepted for consideration.

If you are interested to host an event, here are the steps:

- 1) Contact CTFI Tournament Director to ask about possible dates for the event.
- 2) Look for a suitable venue(s) that is available on those dates.
- 3) Review the venue with CTFI Tournament Director and get confirmation that it is acceptable.
- 4) Fill in application form and send to Tournament Director.
- 5) Tournament Director brings application to CTFI Executive Committee for approval.