TAEKWONDO MANITOBA

Expression of Interest (EOI)

Professional Sport Management Partner

Organization	Taekwondo Manitoba
Engagement Type	Independent Contractor – Professional Sport Management
Events Covered	Winter Festival (January) & Manitoba Open (June) – Annual
Contract Term	Minimum two (2) years
Submission Deadline	April 15th, 2026
Executive Contacts	Kimberley BedonaPadua (President) & Sheri Sudfeld (Treasurer)

1. Overview

Taekwondo Manitoba is seeking a qualified and experienced Professional Sport Management Partner to assume unified responsibility for the technical, logistical, and operational delivery of our provincial tournaments.

Our goal is to elevate the tournament experience for athletes, coaches, and spectators; ensure consistent and professional event delivery; and reduce the organization's reliance on volunteers for complex operational and technical logistics. The successful partner will become the primary execution arm of the Taekwondo Manitoba Tournament Committee.

2. Role Overview

The Professional Sport Management Partner operates as a paid, independent contractor entirely outside of the volunteer Tournament Committee structure. The Partner is non-voting and reports directly to the Tournament Committee Chair and the Taekwondo Manitoba Board of Directors. The Partner is engaged through a formal EOI and Nomination Committee process, subject to final Board approval.

The Partner must be capable of providing – or organizing from within their own team – all required expertise across technical competition management and physical event execution, as detailed in Section 3 below.

3. Scope of Services

The Partner will manage all aspects of tournament delivery for both annual events, including but not limited to the following areas:

3.1 Technical & Competitive Management

- Oversee and enforce official tournament regulations throughout each event in accordance with Taekwondo Manitoba and Taekwondo Canada standards.
- Create all tournament draws, manage brackets, and execute safe and fair division mergers.
- Coordinate directly with the Referee Chair to ensure seamless alignment between brackets, ring assignments, and officiating staff.
- Manage all tournament software and scoring systems, ensuring all computer operators are properly trained and supported throughout the event.

3.2 Physical & Logistical Execution

- Manage all logistical, operational, and on-the-ground execution of each tournament in strict accordance with Taekwondo Manitoba's sanctioning policy.
- Oversee venue setup, including the placement of rings, warm-up areas, staging, spectator seating, and final teardown.
- Signage & Flow: Create and place all necessary venue signage (e.g., ring numbers, staging areas, spectator seating, washrooms) to ensure a smooth and easily navigable experience for all attendees.
- Manage equipment transport, inventory, and setup, including mats, electronic scoring gear, podiums, and all TM-owned equipment stored in a fully alarmed and secured facility.
- Awards Staging: Manage the physical podium area, ensuring medals are unboxed, organized, and ready for seamless presentation.
- Hospitality: Organize and distribute meals, snacks, and water for referees, volunteers, and medical staff throughout the event day.
- Act as the primary point of contact on tournament day for venue staff, medical personnel, and general logistical troubleshooting.
- Coordinate and oversee a professional first aid station and maintain the mandatory 3-metre clear path to all emergency exits.

3.3 Registration & Communications

- Set up and manage participant registration exclusively through Activity Messenger, ensuring a seamless experience for athletes and coaches.
- Handle all public event communications, including updates and announcements to clubs and the broader Taekwondo community.

3.4 Volunteer & Staff Coordination

- Coordinate directly with the Tournament Committee's Volunteer Coordinator to ensure all event-day volunteers are properly deployed, briefed, supported, and energized.
- Oversee the deployment and supervision of technical officials throughout the event.

3.5 Canteen & Merchandise

- Assume full responsibility for operating the public food service from the venue canteen, ensuring appropriate permits and standards are met.
- Manage all merchandise sales during the event, including setup, staffing, and inventory reconciliation.

3.6 Administration & Financial Reporting

- Develop and manage a detailed event timeline and operational plan for each tournament, working within a budget approved by the Taekwondo Manitoba Board.
- Provide comprehensive post-event evaluation reports, including actual revenues and expenses, athlete registration totals, net profit/loss against the approved budget, and a summary of any major safety or medical incidents.
- All vendor invoices must be routed directly to the Taekwondo Manitoba Treasurer; the Partner does not hold signing authority for venue or vendor contracts unless specifically designated as a signing officer by the Board.

4. Venue & Event Scale Requirements

Applicants must demonstrate the capacity and experience to manage events of the following scale:

- Estimated building load of 640+ individuals (200+ athletes, 400 spectators, and 40 officials/volunteers).
- A 5-ring competition layout on a dry concrete arena floor, including safely securing 120V power drops at five locations using approved gaffer tape to eliminate trip hazards.
- Venue spaces including: reliable Wi-Fi in the lobby for admissions processing, four athlete change rooms, private lockable weigh-in rooms, and a 3-tier medal podium.
- Coordination of a professional first aid station and a guaranteed 3-metre clear path to all emergency exits at all times.
- Friday evening load-in: The Partner is accountable for completing all technical setup and ensuring the venue is event-ready before closing.
- Saturday load-out: The Partner is accountable for completing all teardown and clearing the venue in a timely manner, consistent with venue requirements.

5. Governance & Reporting Structure

The Professional Sport Management Partner operates under the following governance framework:

- The Partner reports directly to the Tournament Committee Chair and the Taekwondo Manitoba Board of Directors.
- The Partner operates strictly outside of the Tournament Committee structure; they hold no voting rights on committee decisions.
- No active member of the Tournament Committee may simultaneously serve as the Professional Sport Management Partner for an event they are overseeing (Conflict of Interest).

- The Partner is expected to attend critical Tournament Committee planning meetings from the Initial Planning phase (4+ months out) through to the Post-Event Wrap-Up meeting, providing technical and logistical updates and operational feedback.
- All vendor and venue contracts are held directly between Taekwondo Manitoba and the applicable third party. The Partner coordinates these relationships but does not sign on behalf of Taekwondo Manitoba unless specifically authorized by the Board.

6. Contract Term, Scheduling & Performance

6.1 Term & Scheduling

- This will be a two-year agreement. The Partner will serve as the exclusive sport management provider for both annual events.
- Taekwondo Manitoba retains full authority over selecting tournament dates. The Partner is expected to execute two events per year: the Winter Festival (January) and the Manitoba Open (June).
- The contract will include a performance evaluation clause allowing Taekwondo Manitoba to terminate the agreement if defined standards are not met.

6.2 Performance Metrics

Evaluations will be based on the following criteria:

- Schedule Adherence: Timely setup and teardown at each event, including completion of Friday load-in before venue closing and full load-out on Saturday in a timely manner.
- Competitive Integrity: Accurate draws, proper bracket management, and seamless coordination with the Referee Chair.
- Safety Compliance: Maintaining professional medical staff at the first aid station and the mandatory 3-metre emergency exit clearance at all times.
- Equipment Management: Proper handling, setup, and return of all equipment from the secured TM storage facility.
- Administrative Reporting: Accurate and timely delivery of the final post-event financial and evaluation report.

6.3 Time Commitment

This role requires a significant commitment, including:

- Estimated 20+ hours of pre-event preparation per tournament.
- Venue setup the evening prior to the event (Friday), completed in a timely manner before venue closing.
- Full-day execution on tournament day (estimated 12+ hours).
- Attendance at all required planning committee meetings from Initial Planning through Post-Event Wrap-Up.

7. Financial Control & Compensation

7.1 Revenue & Financial Control

- All tournament revenues – including participation fees, spectator admissions, and merchandise/concession sales – must be paid directly to Taekwondo Manitoba.

- Expected revenue per event includes approximately $20,000 in participation fees, $3,000 in spectator admissions, and $2,000 in merchandise and concession sales.
- Any spending outside the Board-approved budget requires prior written approval from the Taekwondo Manitoba Treasurer.

7.2 Compensation Model

Applicants must submit a clear and predictable compensation model as part of their proposal. The following models are considered:

- Per-Athlete Management Fee: A fixed fee per registered athlete (e.g., $25 per athlete) as compensation for the management group's services – this model is preferred for its transparency and alignment with event scale.OR
- Fixed Honorarium: A set honorarium per tournament event. Proposals using a fixed honorarium must clearly justify the amount relative to the combined scope of technical and logistical services provided.

7.3 Payment Terms

- 50% of the total management fee will be issued once registration closes on Activity Messenger.
- The remaining 50% balance will be paid upon the successful delivery of the post-event evaluation and financial reports.
- All payments will be issued directly by the Taekwondo Manitoba Treasurer.

8. Submission Requirements

Interested sport management groups or individuals should submit a proposal that includes:

- A cover letter introducing the applicant(s) and their connection to the sport of Taekwondo or similar martial arts/combat sports.
- A team overview: names, roles, and relevant experience of all individuals who would fulfill the responsibilities of this engagement.
- Demonstrated experience managing competitive sporting events of similar scale (150–200+ athletes).
- Description of how the applicant will manage the technical aspects of competition (draws, brackets, tournament software) as well as the physical execution of the event (venue setup, volunteer management, vendor coordination).
- A proposed compensation model (see Section 7.2), with supporting rationale.
- A brief statement on how the applicant's approach will improve the athlete and coach experience and provide long-term planning stability for Taekwondo Manitoba.

Submissions must be directed to:

Kimberley Bedonapadua, President – Taekwondo Manitoba
Sheri Sudfeld, Treasurer – Taekwondo Manitoba

Submissions received after the posted deadline will not be considered. Taekwondo Manitoba is not obligated to accept any submission and reserves the right to re-issue the EOI or decline to enter into a contract with any applicant.

Taekwondo Manitoba is committed to safe, fair, and inspiring sport experiences. We look forward to partnering with an exceptional management team.