Adopted: November 29, 2023
Last Reviewed: August 25, 2024

Tournament Sanctioning Policy

Policy

The primary goal of this document is to ensure that safety standards are met as well as to provide governance for standards to all sanctioned Taekwondo Tournaments with kyorugi (sparring) within the Province of Manitoba.

Scope

The scope of this policy is for Taekwondo tournaments with kyorugi that are conducted in the province of Manitoba and are recognized by Taekwondo Manitoba 2009 incorporated. Herein referred to as TM. This document will outline the following:

- Tournaments which require a TM sanction
- Requirements and process for obtaining such sanction; and,
- Obligations and responsibilities of both the Host and TM once a TM sanction is granted.

Purpose

This document is the TM policy and guidelines for tournament sanctioning. The purpose of this policy is to:

- Ensure safety and fairness to all participants.
- Standardize the events so attendees know what they can expect from a sanctioned event.
- Ensure Manitoba events prepare athletes for higher level competitions if they desire to get there.

Definitions

i. **Tournament:** A tournament refers to the gathering of participants for combative hand and foot competition, which require adherence to TM Rules and Regulations, and shall be categorized as one of four types:
   - Category A – World Taekwondo (WT) style Tournaments
   - Category B – International Taekwondo Federation (ITF) style Tournaments
   - Category C – Global Taekwondo Federation (GTF) style Tournaments
   - Category D – Taekwondo Canada National Taekwondo Event

ii. **Medical support Team:** To determine the number of medical staff required, apply the following formula: number of kyorugi rings -1 (for example, 4 kyorugi rings – 1 = 3 medical staff). 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 tournament as defined in this policy. Medical staff must be easily recognizable from the public. A minimum of 50% of the medical staff are required to have one of the qualifications listed below or equivalent medical training (this is not an exhaustive list):
    - Certified First Responder,
    - Certified Athletic Therapist,
    - Certified Physiotherapist, or
    - Medical Doctor.

The remaining 50% of medical staff must have a minimum of First Aid level C (for example, where 3 medical staff are required, 2 must meet the higher standard, while one can have First Aid level C).

Competitors/Coaches

All competitors and coaches residing in Manitoba must be registered and in good standing with Taekwondo Manitoba.

Evaluation Procedure

The Tournament Sanctioning Committee has the authority to grant or not to grant the sanction. This decision is based on 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 Sections Two of this policy. A full set of Competition rules to be used must be presented to the sanctions committee thirty (30) calendar days prior to the tournament. Unless there is ample explanation for deviation, it is expected that events will follow CURRENT World Taekwondo rules.

Risk Management and Safety Guidelines

The Host is responsible for ensuring the safety of the participants and the public at sanctioned tournaments. 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 and ample seating for all spectators.

- Venues must be considered safe for all attendees – venues may be community centers, university gymnasiums, halls available for rent, arenas that have proper temperature control or convention centers. This is not an exhaustive list. Event directors may propose other venues to be reviewed by the committee on a case-by-case basis.
- Adequate sanitary washrooms and change room facilities.
- Competition areas must have WT style mats (a minimum of 6x6 meters for colour band 7x7 meters for Black belts with at least 2 meters between each ring for safety.
- Alcohol will be prohibited for sale or consumption at any Sanctioned Tournament.

Medical

Must attend for the duration of the kyorugi competition.

Referees

Qualified referees and judges are required for safety, fairness, and consistency. To determine the number of current Nationally or Internationally certified referees apply the following formula, number of kyorugi rings -1 (for example, 4 kyorugi rings – 1 = 3 NRs or IRs). All other referees must be at a minimum P3 as per Taekwondo Manitoba's referee policy.

Certification of Referees and judges shall be in accordance with the Taekwondo style of tournament requesting sanctioning (WT, ITF, GTF). Names of the above referees and credentials must be submitted (1) one week prior to the tournament to the Sanctioning Committee. Any deviation from these standards must be submitted for approval in the original sanction application and may or may not be approved.

The Taekwondo Manitoba Referee Chair, at their discretion, may vary the referee requirements for any tournament they are attending.

Competition

- Competition area occupied by the competitors, judges and referees is unobstructed by non-competitors.
- All competitors wear **mandatory uniforms and equipment** including arm guards, shin guards, clear or white mouth guards, properly fitting chest gear, helmet, groin guard, and gloves. Foot protectors may be allowed at the tournament's discretion. Uniforms must be white Taekwondo style uniforms or WT Poomsae uniforms.
- Athletes with braces must have both top and bottom mouthguards and a medical note confirming the mouthguard is approved for use.
- No jewelry of any kind allowed.
- No eyeglasses.

Divisions

Tournament Host must use one or a combination of the following methods to establish divisions:

- WT weight categories, including where necessary, combining immediately adjoining weight categories into a single division.

- Divisions may be created according to age (maximum of 3 year spread for under 18), skill level (maximum of 3 belt ranks for colour belts), weight (maximum 20% spread) and height, and gender of competitors.
- Para-athlete divisions may be created and run with the consent of both coaches and are to be solely for the experience of the para-athlete.

Divisions may be run outside of the above stipulated skill levels, and weight divisions at the discretion of the Tournament Host and consent of athletes (or parents/guardians if a minor) and coaches.

Tournament hosts will post weight ranges for each division.

No divisions shall have more than one gender, with the exception of team kyorugi and exhibition matches.

All ages shall be based on birth YEAR and not birth date.

Weigh In

ALL Taekwondo Manitoba events are required to ascertain the weight of competitor in advance of creating divisions. Tournament hosts must choose one or more of the following approaches:

- Conduct a weigh in for all black belt competitors. This weigh in may be done the day before or the day of the event. The final weigh in lists must be submitted with the post event report submitted to the Sanctioning Committee. Weigh ins must be conducted by referees.
- Conduct weigh in either by video conference or by submitting a photo. Either method must clearly show the athlete who is being weighed and have a date stamp.
- For all belt levels, coaches certify and submit weights of their competitors to the Tournament Host in advance of the tournament. A random weigh in on the day of the event is mandatory.

Referees must conduct the random weigh in for a minimum of 10% of competitors and ensure that at least 1 athlete from each club and 1 athlete from each division are included. The random weigh in will be on the day of the event, competitors are allowed a 10% variance above the weight submitted on their entry form. The random weigh in lists must be included with the post event report submitted to the Sanctioning Committee.

Mandatory Equipment and Uniforms

For all TM sanctioned tournaments, all uniforms and equipment worn by participants must be standard Taekwondo uniforms and equipment specific to either WT, ITF or GTF. Additionally, the following list is the mandatory minimum equipment for TM sanctioned tournaments regardless of style.

- Helmet (white or the same colour as the chest protector)
- Chest protector (Hogu)
- Mouth guard-clear or white
- Forearm guards*
- Shin guards*
- Groin protector*
- Gloves

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

Coaches

Coaches must adhere to a dress code specific to WT, ITF or GTF. This includes no jeans, shorts, hats, doboks, sleeveless shirts, electronic devices, or sandals.

Policy Review

This policy will be reviewed every three years. The next scheduled review date is **August 2027**.

Amendments to this policy must be approved by the Taekwondo Manitoba Board of Directors.

Policy Approval

Approved by	Date Approved	Signature
Taekwondo Manitoba Board of Directors	November 29, 2023	

Revision History

Date	Description of Changes	Approved By
November 29, 2023	Initial adoption	Taekwondo Manitoba Board of Directors
August 25, 2024	Policy review	Taekwondo Manitoba Board of Directors

Application for Tournament Sanction (Category A, B, C, or D)

Criteria

- Current rules of the Taekwondo style noted in the application will be observed. Any modifications will require the written approval of the TM Sanctions Committee and may be subject to an additional fee.
- WT styled matted rings are mandatory with dimensions as mentioned above.
- Proof of qualifications of medical staff.
- In the event of a serious accident or injury, an injury report form will be completed by the Medical Support Team and filed with TM within 14 days of the event.

Non-Refundable Sanction Application Fees

- Category A: $350.00
- Category B: $350.00
- Category C: $350.00
- Category D: $750.00

Once a sanction has been granted by TM, the Host is authorized to use the TM logo and the words, “Taekwondo Manitoba Sanctioned Tournament”.

The official Taekwondo Manitoba banner must be displayed in a prominent area of the venue, visible to spectators and participants for the duration of the tournament (a fee of $250.00 will be applied if the banner is not returned within (5) five calendar days to a TM board of director.)

It is the responsibility of the host to manage all operations of the event sanctioned and to provide the workforce needed for a successful event. Taekwondo Manitoba, by means of sanctioning is only granting the use of their name and logo for the dates applied for and to ensure that safety measures are followed.

Process

Step 1

Event Application Form:

Any club, Provincial Sports Organization (PSO)/National Sports Organization (NSO) or individual may apply for a sanction for an event by completing the form and submitting payment at the time of application

Application Deadlines: applications for events must be provided to Taekwondo Manitoba no later than 60 days prior to the proposed date to allow ample time for processing of the application.

Application form is attached as Appendix A.

Step 2

7 days prior to the event: List of all referees will be provided to the Sanctioning committee. This list must include names, certification levels and province/state of residence.

A full list of all competitors and coaches registered must be provided to the sanctioning committee.

The sanctioning committee will confirm that all individuals on the list are registered and in good standing with Taekwondo Manitoba. Individuals not registered must be removed from the competition unless this is corrected by 48 hours prior to the start of the competition.

No later than 7 days before a sanctioned event, the Host will be provided with the name and contact number of the individual appointed to attend the event as the Technical Delegate (TD). No technical delegate will be appointed for events host by the NSO.

The TD will attend the event no later than 30 minutes prior to the start of the competition and will remain until the end of the competition. The TD may not have any additional role at the event.

The TD will only intervene should there be evidence of a rule of sanctioning being broken or if they have a concern a rule is not being adhered to, they may ask for evidence of compliance.

The TD has the authority to stop the event should they believe the event is unsafe.

The TD does not have the right to require changes that are not covered in this policy.

Step 3

Following the event, the Host must provide the following to the Sanctioning Committee within 14 days of the completion of the event (this does not apply to NSO):

- Copy of all weigh in sheets,
- Copy of all completed draws,
- A list of coaches and referees, and
- Any concerns/issues/injury list that arose including any concerns with the appointed TD.

Appendix A – Application Form

Field	Response
Host Name	
Contact Name (if host is a club or organization)	
Contact email	
Contact phone number	
Proposed Date of Event	
Proposed Location of Event	
Number of Spectator Seats in Venue	
Venue floor size	
Type of Event (WT, GTF, ITF)	
Estimated number of competitors	
Number of Rings	
Number of Referees	
Medical Staff proposed with Qualification	
Liability Insurance	

Documents to be attached:

Tournament information package to be posted.

Letters from venue if required.

Payment.

I agree that the above-mentioned tournament will abide by all sections of the Taekwondo Manitoba Sanctioning Policy and failure to adhere to this may result in my event being cancelled or shut down and/or my inability to gain sanctioning for events in the future.

Name: _____

Signature: _____ Date: _____

Appendix B – Technical Delegate Qualifications

A technical delegate will be provided to each sanctioned event in Manitoba at the discretion of the sanctioning committee. This individual is a representative of Taekwondo Manitoba, and such must meet the following requirements:

- Have successfully completed the TD test and passed with a minimum mark of 90% or be a currently active N2 or higher referee.
- Have read the Taekwondo Manitoba Sanctioning Policy in full
- Agree that they will not comment or interfere in any event they are asked to attend except for enforcing this policy and matters of safety.
- Agree to dress business casual for the position they are holding.
- Agree they will not be involved in the event in any other capacity other than as the TD.